



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Public Works Director/Chief Engineer
Date: April 20, 2021

Subject: Lease with Community Youth Center for space at 2250 Galaxy Court, Concord for the Clerk-Recorder
Elections Division

RECOMMENDATION(S):

APPROVE a lease with Community Youth Center for approximately 6,593 square feet of office space for the Clerk-Recorder, Elections Division. The term of the lease is two years with two 1-year renewal terms for 6,593 square feet of warehouse space at 2250 Galaxy Court in Concord. The annual rental payment for the first year is \$98,892 with 2.5% annual rental increases.

AUTHORIZE the Public Works Director, or designee, to execute the lease and any renewal options.

FISCAL IMPACT:

100% General Fund. The lease will obligate the County to pay rent of approximately \$200,256 over the two-year term of the lease.

BACKGROUND:

Clerk-Recorder, Elections Division has been utilizing this location since April 2018. The space is used to store, service and prepare County equipment for use, sale, upgrade and staging. This new lease provides for the County's continued occupancy of the premises by

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **04/20/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: April 20, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Stacey Sinclair, 925.
957-2464

cc:

the Clerk-Recorder, Elections Division.

CONSEQUENCE OF NEGATIVE ACTION:

Not authorizing the lease for the continued operations of the Clerk-Recorder, Elections Division at this location would require finding another suitable location, at increased rent, together with the associated expenses of moving.

ATTACHMENTS

Lease