



**Contra  
Costa  
County**

To: Board of Supervisors  
 From: Brian M. Balbas, Public Works Director/Chief Engineer  
 Date: August 9, 2022  
 Subject: Lease for 2731 Systron Drive, Suite 200, Concord

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a lease with Systron Business Center, LLC, for approximately 8,741 square feet in the building located at 2731 Systron Drive, Suite 200, Concord, for a ten-year term for the Health Services Department - Women, Infant, and Children (WIC) group, at an initial annual rent of \$251,740.80 for the first year with annual increases thereafter, plus a share of landlord's operating expenses beginning in 2024. (100% Org# 5828 – WIC Program)

**FISCAL IMPACT:**

100% CDPH state funds for Health Services WIC Program

**BACKGROUND:**

The Special Supplemental Nutrition Program for Women, Infants, and Children - better known as the WIC Program - serves to safeguard the health of low-income pregnant, postpartum, and breastfeeding women, infants, and children up to age 5 who are at nutritional risk by providing nutritious foods to supplement diets, information on healthy eating including breastfeeding promotion and support, and referrals to health care.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY

☐ RECOMMENDATION OF BOARD

ADMINISTRATOR

COMMITTEE

Action of Board On: **08/09/2022** ☒ 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: August 9, 2022

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

Contact: Margaret Eychner,  
 925-957-2463

By: June McHuen, Deputy

cc:

### BACKGROUND: (CONT'D)

WIC has occupied its current space at 2355 Stanwell Drive, Concord, for more than twenty years. The building is in disrepair, requiring cost-prohibitive deferred maintenance to make it an appropriate location for the operation of the services provided to County residents by WIC. This proposed new lease will enable the County to provide services in a more appropriate environment in a space that is more centrally-located and, therefore, more easily accessible by more County residents.

Staff from Health Services Department – Public Health will occupy the only other suite in this building and will share a breakroom and restroom with WIC.

Beginning in 2024, in addition to base rent, WIC will pay any increase in operating expense, utility expense, property taxes, and insurance over the base year of 2023. WIC's responsibility to pay an increase in operating expenses is capped at no more than a 4% increase per year.

### CONSEQUENCE OF NEGATIVE ACTION:

WIC would remain in holdover at their existing location, and the County would need to either invest significant funds to cure the building deferred maintenance, or continue to search for a property to relocate the program.

### CLERK'S ADDENDUM

**RELISTED to September 13, 2022.**

### ATTACHMENTS

Lease Agreement

Exhibit A

Work Letter

Work Letter - Schedule 2

Work Letter - Schedule 2A