



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: November 8, 2022

Subject: Lease Amend. w/J. Mortz Limited Partnership for office space at 3755 Alhambra Ave., Ste. 6, Martinez for Health Services, Office of the Public Admin.

**RECOMMENDATION(S):**

APPROVE a lease amendment with J. Mortz Limited Partnership for approximately 1,788 square feet of office space for Health Services, Office of the Public Administrator. The term of the lease amendment is 2 years with two, 2-year renewal options. The annual rental payment for the first year is \$28,500.00 with 3% annual increases thereafter.

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

**FISCAL IMPACT:**

The lease will obligate the County to pay rent of approximately \$57,852.00 over the 2-year term of the lease amendment. (100% General Fund)

**BACKGROUND:**

Health Services – Office of the Public Administrator has been operating at this location since December 2015. They investigate and administer estates of persons who are residents of Contra Costa County at the time of their death and who die without a qualified person willing or able to assume responsibility. This lease provides for the County's continued

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **11/08/2022** ☒ 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: November 8, 2022

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

By: June McHuen, Deputy

Contact: Stacey Sinclair, (925)  
957-2464

cc:

occupancy of the premises by Health Services.

**CONSEQUENCE OF NEGATIVE ACTION:**

Failure to approve the amendment for the continued occupancy by Health Services – Office of the Public Administrator at this location would result in having to relocate to another suitable location at increased rent, together with the associated expenses of moving and constructing new tenant improvements.

## ATTACHMENTS

Lease Amendment