



Legislation Text

File #: 23-1551, **Version:** 1

TO: Board of Supervisors
FROM: Ryan J. Alsop, County Executive Officer
REPORT BY: Daniel Sanchez, Senior Management Analyst
SUBJECT: Fire Administration Office Lease

RECOMMENDATION

County Executive Officer requests the following:

1. Approval of a Budget Amendment increasing Fire-Building Rents (2100000-52605) by \$90,000 from available fund balance (4/5 vote required); and
2. Approval of and authorization for the Chair to sign Lease Agreement 240226B, with H4IT Napa LLC, for \$14,500 per month for the term January 15, 2024-January 31, 2029 with a five-year extension option with an annual 3% escalation rate to relocate Fire Operations and Fire Marshal offices to 951 California Boulevard, Napa.

EXECUTIVE SUMMARY

The Fire Operations and Fire Marshal office is located on the second floor of the Hall of Justice (HOJ). Employees located on this floor are experiencing an adverse working environment from certain building failures. Staff recommends Fire Operations and Fire Marshal staff relocate to available commercial office space near Downtown Napa for five years to provide customer access, enhance customer service, and maintain adjacency to other county departments.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
Is it Mandatory or Discretionary?	Discretionary
Is the general fund affected?	No
Future fiscal impact:	Rent payments totaling approx. \$174,000/year will be budgeted in future years.

Consequences if not approved: An alternative office space will need to be identified.
County Strategic Plan pillar addressed: Effective and Open Government

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Fire Operations and Fire Marshal offices are located on the second floor of the Hall of Justice (HOJ). Employees located on this floor are experiencing an adverse working environment from certain building failures. Probation Department staff has temporarily relocated to the Reentry Facility and the Juvenile Justice Center. Staff recommends Fire Operations and Fire Marshal functions relocate to available commercial office space for a five-year period until permanent space is provided. The Fire Marshal's office needs accessibility to permit applicants and other county departments. Further, the identified space will allow staff to offer training demonstrations for the public.