

First 5 Solano Children and Families Commission

Minutes of Meeting – Friday, February 5, 2010, 12:00 PM First 5 Solano Office 2300 Boynton Ave, Suite 204, Fairfield, CA

Attendance

Commissioners: Debbie Gossell, Chair; Dan Ayala, Vice-Chair; Dee Alarcón, Stephan Betz; Sheryl Fairchild; Linda Seifert; Norma Thigpen.

Staff/Public: Commission staff and one member of the public were present.

Call to Order

The meeting was called to order at: 12:03 PM by Chairperson Gossell.

I. Greetings, Introductions, Public Comment

Commissioners and staff introduced themselves.

There was no public comment.

II. Consider approval of allocation of up to \$80,000 for tenant improvements associated with moving the First 5 Solano Office to 601 Texas St., Fairfield (Source of funding: Long Term Financial Plan)

Motion: Consider approval of allocation of up to \$80,000 for tenant improvements associated with moving the First 5 Solano Office to 601 Texas St., Fairfield (Source of funding: Long Term Financial Plan).

Discussion: Christina Arrostuto, Executive Director for First 5 Solano, reviewed the staff report behind this motion. She explained that the reason for calling a meeting that was not previously scheduled was because a time-sensitive issue had arisen. The Commission has the opportunity to consider approval of funding for relocating the First 5 Solano Administrative Office to a building currently under renovation at 601 Texas St., Fairfield.

Ms. Arrostuto explained that she had not yet brought up the issue of relocating the Administrative Office as the Commission's lease does not run out until October 2010. She had intended to report on this issue and include funding for relocation in the proposed FY2010/11 budget. However, as she and Michele Harris, Deputy Director for First 5 Solano, began their initial inquiries about other possible spaces for First 5 Solano, she was informed that the second floor at 601 Texas St. did not yet have a tenant, and this space is judged by her and Ms. Harris to be ideal spot for First 5 Solano. The building is adjacent to the County Administrative Center and it is being renovated as a conference center. First 5 Solano's second floor space has a conference room that will accommodate most Commission-related meetings, and the first floor will have two large conference rooms that could accommodate Commission and grantee meetings.

First 5 staff have been meeting with County General Services, Communications and Information Technology staff and determined that the move would be feasible and cost-effective. Ongoing costs for this space were compared with estimated open market costs and the estimated costs of locating First 5 Solano within the County Administrative Center, and it is estimated that the costs for locating at 601 Texas St. are lower. These ongoing costs were reviewed by Auditor staff, who concurred. Ms. Arrostuto noted that the estimated \$80,000 renovation cost does not include

furniture, which she intends to budget for FY2010/11. She noted that they are searching the county for surplus workstations that fit the current county standard to try and minimize these costs, which could be as high as \$35,000.

Fred Denes, Associate County Architect, was present and explained that if First 5 Solano commits now to the move, the improvements needed to accommodate First 5 Solano can be done much more cheaply as part of the renovation currently in progress. Tenant improvements identified by First 5 Solano include additional HVAC, a window for the reception area, a sink, countertop, cabinetry and electrical in the upstairs conference room and other minor improvements. A detailed list of improvements and costs was provided for the Commission's review.

The Commission reviewed the materials and attachments and discussed the motion. Ms. Harris explained that when First 5 Solano occupies County-owned space rather than commercial leased space, it becomes part of the County Cost Plan; the Commission will not be charged anything for the space for the first two years as the Cost Plan is two years in arrears. Commissioners asked that staff seek a written agreement with the county for this space.

Commissioner Seifert moved to approve this motion. The motion passed unanimously.

Meeting adjourned at: 12:43 PM.


Heather Devaney, Administrative Secretary

Approved: *March 2, 2010*