

<b>County of Sonoma</b> <b>Agenda Item Summary Report</b>	<b>Clerk of the Board Use Only</b>	
	<b>Meeting Date</b> ___/___/___ <b>Agenda Item No.</b> _____	<b>Held Until</b> ___/___/___ <b>Agenda Item No.</b> _____

<b>Department:</b> General Services Clerk-Recorder-Assessor	<b>( ) 4/5 Vote Required</b>
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<b>Contact:</b> Mike Wagner	<b>Phone:</b> (707) 565-2463	<b>Board Date:</b> 07/21/09	<b>Deadline for Board Action:</b>
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**Agenda Short Title:**  
 Extension of Warehouse Lease for Clerk-Recorder-Assessor

**Requested Board Action:**  
 Resolution authorizing the General Services Director, of his Deputy, to execute a Second Amendment to Lease with Albert Bianchi and Linda Chambers Bianchi, as Trustees of the Bianchi Family Trust – 1991, u/t/a dated June 28, 1991, for approximately 3,029 sq. ft. of storage space, located at 3343 Industrial Drive, Unit 3, Santa Rosa, California.

CURRENT FISCAL YEAR FINANCIAL IMPACT			
<u>EXPENDITURES</u>		<u>ADD'L FUNDS REQUIRING BOARD APPROVAL</u>	
Estimated Cost	\$ 27,987.96	Contingencies	\$ 0
		(Fund Name: )	
Amount Budgeted	\$ 27,987.96	Unanticipated Revenue	\$ 0
		(Source: )	
Other Avail Approp (Explain Below)	\$ 0	Other Transfer(s)	\$ 0
		(Source: )	
<b>Additional Requested: \$</b>	<b>0</b>	<b>Additional Funds Requested: \$</b>	<b>0</b>
Explanation (if required): Estimated rental expense totals \$27,987.96 (\$2,332.33 x 12 months) for FY 2009-2010.			

**Prior Board Action(s):**

- 06/23/09 Declared intent to enter into Second Amendment to Lease
- 07/17/07 Authorized General Services Director to exercise 3<sup>rd</sup> option to extend term of lease
- 10/03/06 Authorized General Services Director to exercise 2<sup>nd</sup> option to extend term of lease
- 10/04/05 Authorized General Services Director to exercise 1<sup>st</sup> option to extend term of lease
- 04/05/05 Authorized General Services Director to exercise first amendment to lease to extend initial term and provide additional extension options
- 10/29/02 Authorized General Services Director to exercise 1<sup>st</sup> option to extend term of lease

**Alternatives -- Results of Non-Approval:** If the proposed lease amendment is not approved, the County may hold over on a month-to-month basis, without further options to extend the term, and the program may be forced to relocate at considerable expense.

**Background:**

**On File With Clerk.** Copy of proposed Second Amendment to Lease.

**History and Terms of Current Lease.** In May, 2002, the Human Services Department (“HSD”) entered into a lease with Albert Bianchi and Linda Chambers Bianchi, as Trustees of the Bianchi Family Trust – 1991, u/t/a dated June 28, 1991 (“Landlord”) for approximately 3,029 rentable sq. ft. of warehouse space located at 3343 Industrial Drive, Unit 3, Santa Rosa (“Premises”). In February, 2005, HSD vacated the Premises and moved its equipment to its new location at 3600 Westwind Boulevard, Santa Rosa. In April, 2005, the Clerk-Recorder-Assessor’s office (“CRA”) took over the HSD lease for the Premises.

**Current Use.** CRA uses the Premises to provide storage for voting supplies, equipment and other items for the Registrar of Voters Division (“ROV”). The lease expired on April 30, 2009. County has no additional options remaining to extend the term of the lease. Thus, the lease needs to be amended to provide for additional extension options, if ROV is to continue to use the space. ROV has indicated it has continued need for the space and there is no vacant County-owned space available for this purpose. The location continues to meet the needs of CRA-ROV.

**Proposed Lease Amendment Terms.** Staff has negotiated an amendment to the lease, the proposed terms of which follow:

- Initial Term: Extended until April 30, 2010.
- Rent: Rent would remain flat at \$2,332.33 per month (\$.77 per sq. ft.) (i.e., no increase) for the period of May 1, 2009 – April 30, 2010. This rental rate appears reasonable, given the location of the property and office/warehouse rental rates in Santa Rosa.
- Extension Options: Three (3) options to extend the lease for one (1) year each are added under the amendment. Rent would increase to \$2,378.98 per month (\$.79 per sq. ft.) for the 1<sup>st</sup> option term (May 1, 2010 - April 30, 2011), and would be increased by 2% for each extension term.
- Termination Option: County may terminate the Lease with 30 days’ written notice for non-appropriation of funds.

**Recommendation.** Staff recommends that the Board adopt the attached Resolution, authorizing the General Services Director, or his Deputy, to execute a Second Amendment to Lease with Albert Bianchi and Linda Chambers Bianchi, as Trustees of the Bianchi Family Trust – 1991, u/t/a dated June 28, 1991, for approximately 3,029 sq. ft. of warehouse space, located at 3343 Industrial Drive, Unit 3, Santa Rosa.

**Attachments:** Resolution

**On File With Clerk:** Copy of proposed Second Amendment to Lease

**CLERK OF THE BOARD USE ONLY**

**Board Action if Other than ("Requested")**

**Vote:**
