




**COUNTY OF SAN MATEO**  
**Inter-Departmental Correspondence**  
County Manager's Office

**DATE:** June 12, 2002

**BOARD MEETING DATE:** June 25, 2002

**TO:** Honorable Board of Supervisors

**FROM:** Paul T. Scannell, Assistant County Manager 

**SUBJECT:** Lease of a portion of the building at 1390 El Camino Real, San Carlos for the use of the Probation Department. (Lease No. 1258)

**Recommendation**

Adopt a Resolution authorizing the Board President to execute a Lease Agreement for the ground floor of the building at 1390 El Camino Real, San Carlos, and authorizing the Assistant County Manager to execute any and all written notices and documents in connection with the Lease.

**Background**

The Probation Department has received a State grant under the CPA 2000 program to provide counseling and an alternative classroom setting to high school students who are considered to be at risk in their current classroom and/or home environment.

**Discussion**

The proposed one year lease of approximately 4,000 square feet of office space at 1390 El Camino Real provides an interim location for the program so that staff can immediately begin to provide services. Lease commencement is the benchmark that will obligate State funds for the current fiscal year, and for fiscal year 2002/03.

The Probation Department is working closely with the Office of the Sheriff in an effort to co-locate complementary functions in a single facility serving Atherton, East Palo Alto, Menlo Park, Redwood City, and unincorporated areas in South County. It is expected that a long-term lease will be negotiated within the next twelve months, and submitted for the consideration of the Board.

The monthly rental for 1390 El Camino Real of \$4,000 is a rate of approximately \$1.75 per square foot per month. The landlord is responsible for the cost of all maintenance, utilities and services to the building. The County will have the right to terminate the agreement at any time by delivering 30 days notice to the landlord. Should the County's temporary

occupancy interfere with the landlord's ability to lease the building to others, the landlord will have the right to terminate the agreement at any time after the initial 6 months of the term by providing 90 days written notice to the County.

The entire three-story office building at 1390 El Camino Real is currently available for lease, and the landlord has agreed to include in the lease the right of first refusal to lease additional space in the building, as well as the option to extend the term of the lease for two additional periods of five years each. Those rights do not affect the short-term rental rate, and afford the County an optimum degree of flexibility. Any expansion of the premises or extension of the term pursuant to those rights would be submitted for the consideration of the Board in a subsequent resolution.

The Director of the Probation Department concurs with this recommendation.

**Vision Alignment**

The proposed lease keeps the commitment to ensure basic health and safety for all, and goal number 8, to help vulnerable people – the aged, disabled, mentally ill, at-risk youth and others – achieve a better quality of life. The proposed lease will provide a safe and accessible facility, and an atmosphere that will assist in providing quality education to at-risk youth.

**Fiscal Impact**

The rent for this facility will be 100% funded by the State grant for CPA 2000.

Cc:/enc: D. Penny Bennett, Deputy County Counsel

- cc: Loren Buddress, Director, Probation Dept.
- Sheralynn Freitas, Probation Dept.
- Charlene Frias, Probation Dept.
- Anton Orazem, Probation Dept.
- Mary Anne O'Shea, Probation Dept.
- Scheri Norbosh, Probation Dept.
- Steve Alms, Real Property

**RECOMMENDED**  
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*Paul Stannell*  
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**ASSISTANT COUNTY MANAGER**