



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Manager's Office

DATE: April 21, 2004

BOARD MEETING DATE: May 11, 2004

TO: Honorable Board of Supervisors 

FROM: Steve Alms, Manager, Real Property Services Division

SUBJECT: Second Lease Amendment for Office Space at 1200 O'Brien in Menlo Park, California for the Human Services Agency. (Lease No. 1223)

Recommendation

Adopt a Resolution authorizing the President of the Board of Supervisors to execute a Second Lease Amendment with Opportunities Industrialization Center West for office space at 1200 O'Brien, Menlo Park, California.

Background

The Human Services Agency has operated the SUCCESS Program at 1200 O'Brien in Menlo Park since 1998. This facility accepts applications, provides SUCCESS counseling and determines ongoing eligibility for aid payments for the southern region of the County.

Discussion

The Second Lease Amendment provides for the lease of one additional office of approximately 120 square feet, which will be used by HSA to alleviate overcrowding in adjacent areas of the premises. The increase in monthly rent is \$270 and is considered fair market rent. The term is through April 30, 2006, which was established under the terms of the First Amendment to Lease.

The Director of the Human Services Agency concurs in this recommendation. County Counsel has reviewed and approved the Second Lease Amendment as to form.

The Honorable Board of Supervisors

April 21, 2004

Page Two

Vision Alignment

The Second Amendment keeps the commitment of ensuring basic health and safety for all and goal number 8: "Help vulnerable people - the aged, disabled, mentally ill, at-risk youth and others achieve a better quality of life". The amendment contributes to this commitment and goal number 8 by providing the expansion space needed to support the delivery of programs and services that produce positive outcomes in our community.

Fiscal Impact

The Human Services Agency has sufficient funds budgeted for FY 2003/2004 to cover the increased cost and has included this location in the proposed 2004/2005 budget.

Cc: w/ encl.: D. Penny Bennett, Deputy County Counsel
cc: Maureen Borland, Human Services Agency
Phil Naylor, Human Services Agency
Patty Lockman, Human Services Agency
Carolyn Hamilton, Real Property Agent, Real Property Services Division

RECOMMENDED

.....

.....

COUNTY MANAGER