



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Manager's Office

DATE: April 16, 2007
BOARD MEETING DATE: May 1, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Steve Alms, Manager, Real Property Division

SUBJECT: First Amendment of the Lease with San Mateo Credit Union for office space at 411 Middlefield Road, Redwood City (Lease No. 1279).

RECOMMENDATION:

Adopt a resolution authorizing:

1. Execution of a First Amendment to Lease Agreement between San Mateo Credit Union and the County of San Mateo, for the Lease of Office Space at 411 Middlefield Road, Redwood City, California, which extends the expiration of the Term to May 31, 2007, and
2. The County Manager or designee to accept or execute on behalf of the County, any and all notices, options, consents, approvals, terminations and documents in connection with the Amendment and the Lease.

VISION ALIGNMENT:

Commitment: Responsive, effective and collaborative government.

Goal 8: County employees understand, support and integrate the County vision and goals into their delivery of service. The First Amendment to Lease Agreement contributes to this goal by continuing to provide a conveniently located temporary facility for the Planning and Building Department so that it can maintain effective operations and service during renovation of the Division's offices at 455 County Center, which renovation will enhance the level of service and efficiency of the Division.

PERFORMANCE MEASURES:

Real Property Services strives to maintain an average cost of leased facilities that compares favorably with the average asking rate for comparable facilities in the County.

Measure	Actual	County-wide
Average Asking Rate	\$1.50 per sq. ft.	\$2.44 per sq. ft.

BACKGROUND:

The Planning and Building Division established a plan to remodel and renovate its existing offices on the second floor of 455 County Center. The plan addresses the desire to improve workflow patterns and the need to accommodate increased staffing levels as authorized by your Board in December 2005 in response to the Planning and Building Task Force Report issued in June 2005.

In August 2006, your Board approved a lease agreement at the current location for six-months with the right to holdover for three additional months at the County's option. Remodeling began in September and is currently scheduled for completion in May 2007.

DISCUSSION:

The current lease expires April 30, 2007. The proposed amendment extends the lease through May 31, 2007, which is expected to provide adequate time to complete the renovation project. The right to holdover on a month-to-month basis protects the County in the event of further construction delays, although none are anticipated.

The rent of \$26,150 per month, approximately \$1.50 per square foot, remains fixed for the term. The landlord provides all utilities and services, and pays all ordinary maintenance at no additional charge.

Due to the temporary nature of the use, full ADA compliance throughout the facility has not been achieved during the term of this agreement. Physical and programmatic accommodations have been implemented to provide accessibility to areas of public access.

The Director of Community Development and the ADA Compliance Committee concur in this recommendation.

FISCAL IMPACT:

The rent of \$26,150 per month is included as part of the Capital Projects portion of the Planning and Building Department's budget for Fiscal Year 2006/2007.

cc:/enc: Lee Thompson, Deputy County Counsel
cc: Lisa Grote, Director, Community Development
Arthur Morris, Deputy Director of Health