



COUNTY OF SAN MATEO
Inter-Departmental Correspondence

County Manager's Office

DATE: August 22, 2007
BOARD MEETING DATE: September 11, 2007
SPECIAL NOTICE/HEARING: None
VOTE REQUIRED: Majority

TO: Honorable Board of Supervisors

FROM: Steve Alms, Manager, Real Property Services Division

SUBJECT: Lease agreement with Raiser Construction Company, Inc. of office space at 800 South Claremont Street, San Mateo, for the County Registration and Elections Division. (Lease No. 1285)

RECOMMENDATION:

Adopt a resolution:

- A). Authorizing the execution of a Lease Agreement with Raiser Construction Company, Inc of 1,368 square feet of office space at 800 South Claremont Street, San Mateo, at a monthly rent of \$2,736 for a term of five months from September 11, 2007 to February 15, 2008, and
- B). Authorizing the County Manager or his designee to execute notices, options and documents associated with the Lease including, but not limited to, termination of the agreement under the terms set forth therein.

VISION ALIGNMENT:

Commitment: Responsive, effective and collaborative government.

Goal(s): Government decisions are based on careful consideration of future impact, rather than temporary relief or immediate gain.

The Lease Agreement contributes to this goal by providing a centrally located facility for elections workers and volunteers to receive training on new voting equipment.

Performance Measure(s):

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. The negotiated full service lease rate of \$2.00 per square foot per month compares favorably with the average asking rate for office space of \$2.96 per square

foot per month.

Measure	Lease – Actual (Full Service)	Avg. Asking Rate San Mateo County Q2-2007 (Full Service)
Monthly Rate	\$2.00	\$2.96

BACKGROUND:

The County Registration and Elections Division purchased accessible voting equipment in August 2006 to comply with the Help America Vote Act (HAVA). The Elections Office conducted a phased implementation and roll-out of the eSlate Voting System for the November 2006 Gubernatorial election so as to give staff, poll workers and the voting public the chance to become familiar with the new system. Last year was the first year that the Elections Office opened drop-in eSlate labs to help poll workers prepare for Election Day service. Over 1000 poll workers voluntarily visited the labs and practiced their skills.

The upcoming Consolidated Municipal, School and Special District Election scheduled for November 6, 2007 will be the first time the County will fully implement electronic voting. There will be between three and six eSlate voting devices in every precinct instead of the one used last year. A majority of San Mateo County voters will use the new system. While most eJudges and Inspectors attended the Poll Worker Academy in July and August that focused on technical mastery, additional training is needed in preparation for the November election. The eSlate lab will give poll workers, especially the eJudges and Inspectors, the opportunity to practice their skills and master their responsibilities immediately prior to the election. The result will be poll workers who are prepared to serve their communities with confidence and skill on Election Day. The lab will remain open in the months prior to the Presidential Primary scheduled on February 5th, 2008, to ensure that the poll worker corps is well prepared for the cycle of presidential elections.

DISCUSSION:

Real Property Services has negotiated a Lease of approximately 1,368 square feet of office space at 800 South Claremont Street in San Mateo for a term of five months, at a monthly rent of \$2,736. The Landlord will provide all utilities and maintenance at the premises during the term of the agreement.

County Counsel has reviewed and approved the Lease as to form. The Chief Elections Official concurs in this recommendation.

FISCAL IMPACT:

The rent of \$14,410 for the five-month term is included in the Registration and Elections Division's tentatively adopted Fiscal Year 2007/2008 budget.

cc w/enc: Penny Bennett, Deputy County Counsel
cc: Warren Slocum, Chief Elections Official