Board Agenda Item 32

DATE: January 10, 2017

TO: Board of Supervisors

SUBMITTED BY: Laurel C. Prysiazny, County Librarian
Robert W. Bash, Director of Internal Services/Chief Information Officer

SUBJECT: Retroactive Amendment I to Lease Agreement #12-258 - Piedra Library

RECOMMENDED ACTION(S):

1. **Approve and authorize the Chairman to execute Retroactive Amendment I to Lease Agreement #12-258, with King-Sanger, LLC for space used by the Piedra Library at 25385 Trimmer Springs Road, Sanger, CA 93657 to continue the lease on a month-to-month basis, effective December 19, 2016, with an increase in the rent from $895 per month to $900 per month; and**
2. **Approve the County Librarian, or the Director of Internal Services/Chief Information Officer, or designee of one of them, to terminate Lease Agreement #12-258, as amended, upon providing a 30 day advance written notice.**

There is no Net County Cost associated with the recommended actions. Lease Agreement, #12-258, expired on December 18, 2016. It is recommended to continue the current lease Agreement on a month-to-month basis, effective December 19, 2016, allowing for continued occupancy by the Piedra Library branch, with an increase in the rent from $895 per month to $900 per month. In addition, it is recommended to add a provision to the Amendment authorizing the County Librarian, or the Director of Internal Services/Chief Information Officer, or a designee of one of them, to terminate such month-to-month lease upon providing a 30 day advance written notice.

ALTERNATIVE ACTION(S):

A search could be conducted for a different facility, but there are limited options to find similar space in the Piedra Road and Trimmer Springs Road area at the current rental cost. In addition, the Library is currently performing a facilities needs assessment and will return to your Board with a recommendation for this facility once the assessment is complete.

RETROACTIVE AGREEMENT:

This Amendment is retroactive due to extended negotiations with the owner to enter into a month-to-month agreement. The signed agreement was received from the owner on November 21, 2016 which was past the County's processing deadline for placement on a Board date prior to December 18, 2016, the expiration of the Agreement.

FISCAL IMPACT:

There is no Net County Cost associated with the recommended actions. The current lease Agreement #12-258 for the Piedra Library branch expired on December 18, 2016. Approval of the first recommended action will continue the existing lease on a month-to-month basis, effective December 19, 2016, with a fixed monthly rent of $900 for 1,800 square feet ($0.50 per square foot). The Library is responsible for the utilities, janitorial

services and maintenance supplies. Sufficient appropriations are included in the Library's FY 2016-17 Adopted Budget Org 7511.

DISCUSSION:

The Piedra Library branch has been located at Piedra Road and Trimmer Springs Road since 1999. The branch building occupies 1,800 square feet of space. A common area for parking is included in the rent. As indicated in the Library's April 12, 2016 presentation to your Board, the Library will be performing a facility needs assessment, and once finalized will return to your Board in early 2017 with a recommendation for this facility.

On November 18, 2016, the Facilities Planning Committee discussed the Piedra Library lease and approved transitioning to a month-to-month lease at a rent of $900 per month until the facilities needs assessment is completed and a recommendation is made to your Board.

Approval of the second recommended action allows the County Librarian, or the Director of Internal Services-Chief Information Officer, or a designee of one of them, to terminate the Lease Agreement at any time upon providing a 30 day advance written notice to the Lessor.

REFERENCE MATERIAL:

BAI #8 - April 12, 2016
BAI #40 - June 5, 2012
BAI #34 - August 11, 2009

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Amendment I to Agreement with King-Sanger, LLC

CAO ANALYST:

Samantha Buck