

DEPARTMENT OF PUBLIC WORKS

COUNTY OF MARIN

www.co.marin.ca.us/pw

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499-6528

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897-1754 • FAX 897-1264

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OPERATIONS

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ALL AREA CODES ARE 415

P. O. Box 4186, San Rafael, CA 94913-4186 • 415/499-6528 • FAX 415/499-3799 • TTY 415/473-3232

November 30, 2010

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, CA 94903

Farhad Mansourian, RCE

Director

SUBJECT: Lease of Community Development Agency office space at 899
Northgate Drive, San Rafael

Dear Board Members:

RECOMMENDATION:

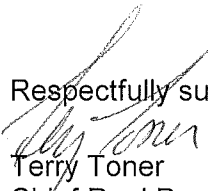
1. Approve and authorize your President to execute the Second Amendment to Lease with Besphil & Co. (US) Ltd.
2. Authorize the County Administrator or the Director of Public Works to sign the Commencement Date Memorandum.

SUMMARY: The County is currently leasing approximately 15,430 square feet of office space at the subject site. The Community Development Agency will be moving the Community Development Block Grant Program (CDBG), now located at 65 Mitchell Boulevard to the subject site as part of the County's cost savings program. The term of the proposed amendment and original lease will be about 4 years 5 months with a five-year option to renew. Included in the Amendment are tenant improvements. The lease terms are competitive in the market. The County has an early termination clause, should the need arise, which would require a vote of your Board to exercise. Upon acceptance of this amendment by your Board, the tenant improvements would begin. Occupancy and rent on the expansion space would not begin until all improvements are completed. The County Administrator or Director of Public Works would sign the "Commencement Date Memorandum" to establish the date of commencement (estimated January 1, 2011) of the Amendment. The Amendment has been reviewed by County Counsel as to form and the Risk Manager.

FISCAL IMPACT: Rent will be \$1,464.45 per month for a total of \$83,048.37 for the term of the lease which includes annual rental increases of 3%. Funds are available in current budget year General Fund 10000, Building Maintenance Fund Center 4100011000, Rent & Operating Leases-Office Space GL Account 5211270. The CDBG program is a Federal Grant program; costs associated with this lease space are fully reimbursed to the County. There is no County General Fund cost associated with this lease.

REVIEWED BY:	[]	Department of Finance	[X]	N/A
	[X]	County Counsel	[]	N/A
	[]	Human Resources	[X]	N/A

Respectfully submitted,


Terry Toner
Chief Real Property Agent
Real Estate Division

cc: Tom Lai
David Speer

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