



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** COUNTY MANAGER

**File #:** 19-1011

Board Meeting Date: 10/22/2019

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors

**From:** Michael P. Callagy, County Manager

**Subject:** Second Amendment to the Lease Agreement with Gina Wood and Marcus Maita, ET AL, for the County's continued leasing of the Sheriff's Community Policing Unit and Sheriff's Activities League office space located at 3151 Edison Way, Redwood City (Lease No. 1294)

### **RECOMMENDATION:**

Adopt a resolution authorizing:

- A) The President of the Board to execute the Second Amendment to the Lease Agreement with Gina Wood and Marcus Maita, et al, successors-in-interest to the Gloria Maita Trust et al, for office space at 3151 Edison Way in unincorporated Redwood City, extending the term through October 31, 2022 and adding 2,000 square feet to the leased premises at an initial monthly base rent of \$8,464.00 with 3.5% annual increases thereafter; and
- B) The County Manager, or his designee, to accept and execute on behalf of the County any and all notices, options, consents, approvals, terminations, and documents in connection with the Lease Agreement as amended; and
- C) The County Manager, or his designee to negotiate and execute an agreement with the Sheriff's Activities League for its use of a portion of the leased premises.

### **BACKGROUND:**

The Sheriff's Community Policing Unit ("Community Policing") and Sheriff's Activities League ("SAL") works with the community to proactively address conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. Community Policing and SAL focus on building relationships between officers and children through a variety of sports, mentoring, arts, dance, healthy living, leadership and character development programs.

The Sheriff's Office has occupied 2,232 square feet of office space at 3151 Edison Way, in Redwood City ("Premises") since 2011. Acceptance of the Second Amendment will authorize Sheriff to continue

leasing the Premises for an additional three (3) years, through October 31, 2022, and add an additional 2,000 square feet to the leased Premises, at a total monthly base rent of \$8,464.00, with 3% annual escalations.

**DISCUSSION:**

The Real Property Services Division has negotiated the Second Amendment to the Lease Agreement with the Landlord, which will extend the term of the lease to October 31, 2022 and expand the leased Premises to a total of 4,232 square feet Premises, including office space, hospitality room, kitchen, and storage closet. The additional 2000 square feet, including the multipurpose room, kitchen, and storage closet, will be used by SAL to support its community outreach efforts and programs in the North Fair Oaks area. SAL will contribute \$4,000 per month toward the payment of the monthly base rent. The Real Property Services Division will prepare an agreement containing the terms and conditions of SAL’s use of the premises.

County Counsel has reviewed and approved the amendment as to form. The Sheriff’s Office concurs with this recommendation.

**PERFORMANCE MEASURE:**

<b>Measure</b>	<b>FY 2018-19 Actual</b>	<b>Average Asking Rate Redwood City Q2-2019</b>
Monthly Cost per square foot	\$2.00 (full service approximate)	\$5.65 (full service)

The Real Property Services Division strives to maintain an average cost of leased facilities that compares favorably with the average rate for comparable facilities in the County. The full service rental rate of approximately \$2.00 per square foot is below the Redwood City 2<sup>nd</sup> Quarter 2019 average asking rates of \$5.65 per square foot per month, full service for a Class B building. In this case, the space is on school grounds near a playground in North Fair Oaks, in a Class C building, therefore the cost per square foot is below market.

**FISCAL IMPACT:**

There will be no net County cost associated with the Second Amendment. The monthly base rental payments will be paid by a combination of funds from the Asset Forfeiture fund (\$4,464) and SAL (\$4,000).