



Monterey County

Item No.

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: 22-236

April 26, 2022

Introduced: 3/8/2022

Current Status: Agenda Ready

Version: 2

Matter Type: General Agenda Item

- a. Approve and Authorize the Contracts/Purchasing Officer to execute a new three (3) year Lease Agreement between Susan Glau, Trustee, Susan Glau Living Trust dated 2-22-05 ("LESSOR") and the COUNTY OF MONTEREY, a political subdivision of the State of California ("LESSEE"), on behalf of the Monterey County Free Libraries (MCFL) from May 1, 2022 through April 30, 2025 for 1008 square feet of space located at 62350 College Street, San Ardo, California, for use by the MCFL San Ardo Branch.
- b. Authorize the Auditor-Controller to continue to make lease payments of \$1,016.40 per month in accordance with the terms of the original Lease Agreement (A-10468) through April 30, 2022 and pursuant to the proposed new Lease Agreement from May 1, 2022 through April 30, 2025; and
- c. Authorize an optional extension of the new Lease Agreement for an additional three (3) year period under the same terms and conditions if deemed by the Contracts/Purchasing Officer to be in the best interest of the County and subject to approval as to form by the Office of the County Counsel and approval of fiscal provisions by the Auditor-Controller's Office.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and Authorize the Contracts/Purchasing Officer to execute a new three (3) year Lease Agreement between Susan Glau, Trustee, Susan Glau Living Trust dated 2-22-05 ("LESSOR") and the COUNTY OF MONTEREY, a political subdivision of the State of California ("LESSEE"), on behalf of the Monterey County Free Libraries (MCFL) from May 1, 2022 through April 30, 2025 for 1008 square feet of space located at 62350 College Street, San Ardo, California, for use by the MCFL San Ardo Branch.
- b. Authorize the Auditor-Controller to continue to make lease payments of \$1,016.40 per month in accordance with the terms of the original Lease Agreement (A-10468) through April 30, 2022 and pursuant to the proposed new Lease Agreement from May 1, 2022 through April 30, 2025; and
- c. Authorize an optional extension of the new Lease Agreement for an additional three (3) year period under the same terms and conditions if deemed by the Contracts/Purchasing Officer to be in the best

interest of the County and subject to approval as to form by the Office of the County Counsel and approval as to fiscal provisions by the Auditor-Controller’s Office.

SUMMARY/DISCUSSION:

The MCFL San Ardo Branch has occupied 1,008 square feet of space at 62350 College Street, in San Ardo, California (the premises), since March 1996. The current lease dated June 6, 2006, expires on April 30, 2022. MCFL and LESSOR wish to enter into the proposed new Lease with a new term from May 1, 2022 through and including April 30, 2025.

The recommended action provides for continued occupancy of the premises by MCFL. The proposed monthly rent upon execution of the proposed new Lease Agreement is \$1,016.40 per month. The proposed new Lease Agreement provides for an initial three (3) year term from May 1, 2022 through April 30, 2025. A “Termination by County” clause (without penalty) is incorporated into the proposed new Lease Agreement.

Continued occupancy of the premises currently occupied by the MCFL San Ardo Branch will provide for proximity and access to the San Ardo Community, and is cost effective.

OTHER AGENCY INVOLVEMENT:

The Public Works, Facilities and Parks Department (PWFP) facilitated the development of the proposed new Lease Agreement and assisted with the development of this report. The LESSOR and MCFL concur with the terms of the proposed new Lease Agreement. The Office of the County Counsel-Risk Management has reviewed and approved the proposed new Lease Agreement as to form and insurance and indemnification provisions. The Auditor-Controller’s Office has reviewed and approved as to fiscal provisions.

FINANCING:

There is no additional impact to the General Fund. Sufficient funds are available in the FY 2022-23, and 23-24 MCFL approved budget, Fund 003, Unit 6110. The annual Lease Agreement cost will amount to \$11,919.68. LESSOR will be responsible for costs associated with property taxes and assessments, fire insurance, maintenance of the yard landscape, any major maintenance of the premises, and for structural repairs as needed.

Prepared by: Jacqueline C. Bleisch, Administrative Services Officer: (831)883-7569 4/15/2022 | 1:20

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Jacqueline Bleisch
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Approved by: Hillary A. Theyer, Library Director, (831)883-7566 4/15/2022 | 12:

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Hillary Theyer
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Attachments:

1. Lease Agreement No. A-10468
2. Amendment to Lease Agreement No. A-10468
3. Proposed New Lease Agreement with Exhibits A through G

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4. Location Map