



# Monterey County

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## Board Report

Legistar File Number: A 15-350

October 27, 2015

**Introduced:** 10/13/2015

**Current Status:** Agenda Ready

**Version:** 1

**Matter Type:** BoS Agreement

- a. Ratify, approve and authorize the Contracts/Purchasing Officer to execute a ninety (90) day Lease Agreement, effective August 6, 2015 with King City Town Square, LLC for 2,544 square feet of space located at 200 Broadway Street Suite 46, King City, California for use by the Department of Social Services;
- b. Direct the Auditor-Controller to make lease payments of \$100 per day and in accordance with the terms of the Lease Agreement; and
- c. Authorize minor revisions to the Lease Agreement if deemed to be in the best interest of the County by the Contracts/Purchasing Officer.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Ratify, approve and authorize the Contracts/Purchasing Officer to execute a ninety (90) day Lease Agreement, effective August 6, 2015 with King City Town Square, LLC for 2,544 square feet of space located at 200 Broadway Street Suite 46, King City, California for use by the Department of Social Services;
- b. Direct the Auditor-Controller to make lease payments of \$100 per day and in accordance with the terms of the Lease Agreement; and
- c. Authorize minor revisions to the Lease Agreement if deemed to be in the best interest of the County by the Contracts/Purchasing Officer.

### SUMMARY/DISCUSSION:

The Department of Social Services (DSS) has occupied 15,695 square feet of space at 116 and 118 Broadway Street, King City, California, since December 1991 for use by its social services programs. On March 5, 2015 the Board renewed and amended the Lease Agreement at this site which included extensive premise improvements to be capped at \$183,600 to be provided by the property owners Nino Family Limited Partnership and the Nino Revocable Trust dated August 19, 1999, through Nino Development Company Incorporated.

DSS required the premise improvements to be completed at 116 and 118 Broadway Street, King City, prior to the increased need for services that typically occurs from mid-October through March. On or about August 6, 2015, which was during the Board's legislative recess, the Contracts/Purchasing Officer executed a temporary (90 day) Lease Agreement for space at 200 Broadway Street, Suite 46, King City, as authorized pursuant to the Monterey County Code (MCC), Title 2, Chapter 32, Section 2.32.030 (Specific Duties) and Section 2.32.040 (Emergency Purchases). In order to complete premise improvements at 116 and 118 Broadway Street, King City, DSS staff needed to be relocated to facilities in the King City area consistent with DSS continuity of operations principles. Temporarily leasing the space at 200 Broadway Street, Suite 46, King City, allowed DSS the time necessary for the property owner of 116 and 118 Broadway,

King City, to complete the premise improvements in order to serve customers seeking DSS services prior to the anticipated increased need for services which typically begins in mid October.

DSS currently occupies 4,812 square feet of space at 200 Broadway Street, Suite 62, King City. Suite 62 is in close proximity to Suite 46, enabling the cost effective upgrading of telecommunications/data infrastructure by DSS to accommodate DSS occupancy. King City Town Square, LLC agreed to provide a \$10,000 allowance, which was not needed, for any DSS specified tenant improvements at 200 Broadway Street, Suite 46, King City, to help accommodate the emergency move.

The premise improvements at 116 and 118 Broadway Street were completed on schedule, and full operations resumed at that location on September 8, 2015. The availability of this swing space allowed for uninterrupted service to the residents of south Monterey County while at the same time giving appropriate consideration to employee requests for relocation while the facility improvements continued.

OTHER AGENCY INVOLVEMENT:

The Department of Public Works facilitated the development of the temporary Lease Agreement and has assisted with the preparation of this report. The Offices of the County Counsel and County Auditor Controller have reviewed and approved the 90 day Temporary Lease Agreement as to form and legality and fiscal provisions, respectively. The Contracts/Purchasing Officer has reviewed and approved the 90 Day Temporary Lease Agreement pursuant to Title 2, Chapter 32 - Purchasing Agent, of the Monterey County.

FINANCING:

There is no additional impact to the General Fund. Sufficient funds are available in the FY 2015-16 Monterey County Department of Social Services Budget, Unit 501, Fund 8262. Ninety (90) day leasing costs amounted to \$9,000, excluding janitorial costs. None of the \$10,000 allowance for tenant improvements to be provided by Lessor at 200 Broadway Street, Suite 46, King City, and reimbursed by the County pursuant to the temporary Lease Agreement was used.

Prepared by: Wendy Russell, Deputy Director Social Services, x4431

Approved by: Elliott Robinson, Director Social Services, x4434

Attachments: Temporary (90 Day) Lease Agreement

Agreement is on file with Clerk of the Board as an attachment to this Board Report