



County of Monterey

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

Board Report

File #: FAA 12-007, **Version:** 1

- a. Approve and authorize the Contracts/Purchasing officer to renew Lease Agreement A-07887 through June 30, 2014, with Jonna Tam Ball for 4,316 square feet of space located at 65 West Carmel Valley Road, Carmel Valley, California, for use by the Monterey County Free Libraries, Carmel Valley Branch;
- b. Authorize the Auditor-Controller to make lease payments of \$4,783.39 per month, effective November 1, 2012, and in accordance with the terms of the agreement; and
- c. Authorize the optional renewal of the Lease Agreement for an additional three, two-year periods under the same terms and conditions if deemed by the Contracts/Purchasing Officer to be in the best interest of the County.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing officer to renew Lease Agreement A-07887 through June 30, 2014, with Jonna Tam Ball for 4,316 square feet of space located at 65 West Carmel Valley Road, Carmel Valley, California, for use by the Monterey County Free Libraries, Carmel Valley Branch;
- b. Authorize the Auditor-Controller to make lease payments of \$4,783.39 per month, effective November 1, 2012, and in accordance with the terms of the agreement; and
- c. Authorize the optional renewal of the Lease Agreement for an additional three, two-year periods under the same terms and conditions if deemed by the Contracts/Purchasing Officer to be in the best interest of the County.

SUMMARY:

The lease expired on June 30, 2012, and the Department has continued to occupy the space on a month-to-month basis. This action provides for continued occupancy by the Department through June 30, 2014. The monthly rent is \$4,783.39 per month.

DISCUSSION:

The Monterey County Free Libraries, Carmel Valley Branch has occupied 3,960 square feet of space at 65 West Carmel Valley Road, Carmel Valley, California, since July 1999. The lease renewal document provides for an additional three, two-year terms under the same terms and conditions. A "Termination by County" clause (without penalty), and Consumer Price Index annual rent adjustments of 1% to 5% are incorporated in the Lease Agreement. Occupancy of the identified facility continues to offer proximity, access, and is cost effective.

OTHER AGENCY INVOLVEMENT:

The Department of Public Works facilitated the negotiations of the Lease Renewal, and assisted with the development of this report. The Office of the County Counsel has reviewed and approved the Lease Renewal as to form and legality and Risk Management has approved it as to

insurance and indemnity.

FINANCING:

There is no impact to the General Fund. Sufficient funds are available in the FY 2012-13 Monterey County Free Libraries Budget Unit 6110, Fund 003. FY2012-13 leasing cost will amount to \$55,800.68 including property taxes and assessments, fire insurance, major mechanical and structural repairs. The ongoing occupation of the leased premises and future renewal of the Lease Agreement will be based on the continued availability of funding from the Monterey County Free Libraries and be subject to 1% to 5% Consumer Price Index increases at the end of every year.

Prepared by: Bert Baumer, Administrative Services Assistant

Approved by: Jayanti Addleman, County Librarian

Attachments:

Renewal of Lease Agreement