



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 3/1/2022

To: Sonoma County Board of Supervisors

Department or Agency Name(s): General Services, Probation

Staff Name and Phone Number: Johannes Hoevertsz, Transportation & Public Works: 707-565-3585; David Koch, Probation: 707-565-2732

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Lease Amendment for Probation Department at 3333 Mendocino Avenue, Suite 230, Santa Rosa

Recommended Action:

Authorize the Board Clerk to publish notice declaring the intent of the Board of Supervisors to execute a First Amendment to Lease with SR Stony Point DE LLC, as Landlord, for 1,719 square feet of office space at 3333 Mendocino Avenue, Suite 230, Santa Rosa, for the Probation Department, extending the existing lease term three (3) additional years, commencing April 1, 2022 and expiring March 31, 2025, with an initial monthly rent of \$3,811.52, (\$2.22/sf/month) Full Service.

Executive Summary:

Purpose. The Director of Transportation & Public Works, in consultation with the Probation Department, requests Board consideration of an amendment to a lease at 3333 Mendocino Avenue, Suite 230, Santa Rosa, consisting of 1,719 rentable square feet and occupied by the Probation Department. The proposed lease amendment will allow the Department to avoid relocation costs and continue to run its operations at the site uninterrupted for an additional three years. The amendment further supports the Board's strategic pillars of Resilient Infrastructure.

Discussion:

The existing lease is set to expire March 31, 2022. The County initiated lease extension discussions with the landlord in November 2021. Negotiations between the County and Landlord continued into January 2022, when lease extension terms and a draft Lease Amendment were agreed upon.

Lease Amendment. The proposed First Amendment to Lease between SR Stony Point DE LLC, as Landlord, and the County of Sonoma, as Tenant, contains the following key provisions:

1. Three (3) year lease extension commencing April 1, 2022 and expiring March 31, 2025

2. Initial monthly rent of \$3,811.52 (\$2.22/sf/month) Full Service
3. 3% fixed annual rent escalation
4. County retains right to terminate the lease in the event of non-appropriation of funds

Project Costs and Construction Schedule. None.

Procedural Authority. Government Code Section 25350 requires publication of notice of the Board’s intent to enter into a lease or leased amendment for three successive weeks prior to execution of the lease agreement where it is valued at more than \$50,000. If your Board takes the requested action, this matter will return to the Board on or after April 5, 2022, for consideration and consummation of the proposed Second Lease Amendment.

Strategic Plan:

This item directly supports the County’s Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

Pillar: Resilient Infrastructure

Goal: Goal 1: Invest in County buildings and technology to enhance service delivery and improve employee mobility

Objective: Objective 1: Align the Board of Supervisor’s strategic priorities, policy, and operational goals with funding and resources.

Prior Board Actions:

01/14/20 – Authorize General Services Director to execute Lease.

12/17/19 – Declare intent to enter into Lease.

FISCAL SUMMARY

	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Expenditures			
Budgeted Expenses	\$44,738.98	\$46,081.29	\$47,463.75
Additional Appropriation Requested			
Total Expenditures	\$44,738.98	\$46,081.29	\$47,463.75
Funding Sources			
General Fund/WA GF			
State/Federal	\$44,738.98	\$46,081.29	\$47,463.75
Fees/Other			
Use of Fund Balance			

Contingencies			
Total Sources	\$44,738.98	\$46,081.29	\$47,463.75

Narrative Explanation of Fiscal Impacts:

The FY21-22 Lease expenditures are included within the Probation current budget and future year rent expenditures will be included during the budget adoption process.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- 1 – Lease Amendment between SR Stony Point DE LLC as Landlord and the County of Sonoma as Tenant
- 2 – Notice of Intent to Lease

Related Items “On File” with the Clerk of the Board:

3333 Mendocino Avenue, Suite 230 Lease