



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 12/7/2021

To: Sonoma County Board of Supervisors

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

Staff Name and Phone Number: Caroline Judy, General Services: 707-565-8058

Tina Rivera, Department of Health Services, 707-565-7901

Vote Requirement: Majority

Supervisory District(s): All

Title:

Second Lease Amendment for Department of Health Services at 1450 Guerneville Road, Santa Rosa

Recommended Action:

Authorize the Board Clerk to publish notice declaring the intent of the Board of Supervisors to execute a Lease Amendment with Coddling Enterprises LP, as Landlord, for 8,035 square feet of office space at 1450 Guerneville Road, Santa Rosa, for the Department of Health Services' Woman, Infants & Children (WIC) Program, extending the existing lease term one (1) additional year, to expire November 30, 2023, with a monthly rent of \$13,257.75 (\$1.65/sf/month).

Executive Summary:

The Director of General Services, in consultation with the Department of Health Services, requests Board consideration of an amendment to a lease at 1450 Guerneville Road, Santa Rosa, consisting of 8,035 rentable square feet and occupied by the Department of Health Services' Woman, Infants & Children (WIC) Program. The proposed Amendment will allow the Department to extend its lease term one (1) additional year with no rent increase, and continue to run its Woman, Infants & Children (WIC) Program uninterrupted. The Amendment further supports the Board's strategic pillar of Resilient Infrastructure by enabling Woman, Infants & Children (WIC) Program to continue to occupy a premises built out specifically for their operational needs at a fair rent acceptable to the Department.

Discussion:

The premises is occupied by the Department of Health Services' Woman, Infants & Children (WIC) Program, a nutrition program that serves pregnant women, women who have recently been pregnant, infants, and children up to their fifth birthday. This supplemental nutrition program is funded by the United States Department of Agriculture (USDA), an agency that also provides funding for other County of Sonoma programs such as CalFresh. This program location is one of three local Department WIC programs in operation in Sonoma County.

The existing lease is set to expire November 30, 2022. The Department of Health Services, supported by the Department of General Services, initiated lease extension discussions with the

premises' Landlord in September 2021, hoping to avoid the expense and disruption of services resulting from relocation. Negotiations between the County and Landlord continued through October, when a Second Lease Amendment was agreed to by the landlord.

Lease Amendment. The proposed Second Lease Amendment between Coddling Enterprises LP, as Landlord, and the County of Sonoma, as Tenant, contains the following key provisions:

1. One (1) year lease extension, for a lease expiration date of November 30, 2023
2. Monthly rent of \$13,257.75 (\$1.65/sf/month), representing no rent increase from the previous two years' rent
3. All other terms of the existing Lease remain unchanged, including County
4. Right to terminate the Lease for any or no reason with 90 days written notice

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 January 4, 2022, for consideration and authorization 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: Strengthen operational effectiveness, fiscal reliability, and accountability

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

Prior Board Actions:

01/05/21 – Authorize General Services Director to execute Lease Amendment

12/08/20 – Declare intent to enter into Lease Amendment

01/04/11 – Authorize General Services Director to execute Lease

12/07/10 – Declare intent to enter into Lease

FISCAL SUMMARY

| Expenditures | FY 21-22 Adopted | FY22-23 Projected | FY 23-24 Projected |
|------------------------------------|-----------------------------|------------------------------|-------------------------------|
| Budgeted Expenses | \$159,093 | \$159,093 | \$66,288.75 |
| Additional Appropriation Requested | | | |
| Total Expenditures | \$159,093 | \$159,093 | \$66,288.75 |

| | | | |
|------------------------|------------------|------------------|--------------------|
| Funding Sources | | | |
| General Fund/WA GF | | | |
| State/Federal | \$159,093 | \$159,093 | \$66,288.75 |
| Fees/Other | | | |
| Use of Fund Balance | | | |
| Contingencies | | | |
| Total Sources | \$159,093 | \$159,093 | \$66,288.75 |

Narrative Explanation of Fiscal Impacts:

The FY21-22 Lease expenditures are included within the DHS 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) |
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Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- 1—Second Lease Amendment between Codding Enterprises LP 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:

1450 Guerneville Road Lease and First Amendment