



SUMMARY REPORT

Agenda Date: 12/17/2019

To: Sonoma County Board of Supervisors

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

Staff Name and Phone Number: Caroline Judy, General Services, 707-565-8058 / David Koch, Probation, (707) 565-2732

Vote Requirement: Majority

Supervisory District(s): 5th

Title:

New Lease for Probation Department at 16390 Main Street, Suite E, Guerneville, California

Recommended Action:

Authorize the General Services Director to execute a lease with Veale Investment Properties, for 410 sq. ft. of office space, located at 16390 Main Street, Suite E, Guerneville, for a term of 5 years, with rent payments of \$750 per month (\$1.83 per sq. ft.), or \$9,000 per year, subject to increase by 3% annually. This lease will provide office space for the Probation Department to provide services to West Sonoma County area clients, at a location that is conveniently co-located with the Department of Health Services, and other community partners.

Executive Summary:

This matter involves a new lease for office space, for the Probation Department to provide services in West Sonoma County.

The Probation Department's adult supervision units are all presently housed in the Hall of Justice located in the City of Santa Rosa. The members of these units are responsible for the supervision of offenders released in the community on formal probation, mandatory supervision, and post-release community supervision. The Department's Juvenile Division supervision units are housed at the Juvenile Justice Center located in the Sonoma Valley. The provision of office space at 16390 Main Street in Guerneville will allow the Probation Department to provide service to its clients in West Sonoma County, sufficient space for staff to meet with clients without them having to travel to Santa Rosa, and the opportunity to co-locate and augment services currently provided in the same building with the County Department of Health Services, and community-based West County Community Services.

Discussion:

Program. The Probation Department presently has 4 officers dedicated to the supervision of offenders in the West County area. There are also more specialized officers in both the adult and juvenile divisions that supervise and serve clients in the West County area. Clients are required to meet face-to-face with their assigned officers on a regularly recurring basis for the duration of their period of supervision. Travel to Santa Rosa from the West County area has long been cited as an undue burden on clients of the Department who live in that area. There are presently 201 individuals supervised by the Probation Department who report an

address in the West County area. Addition of the proposed office space in Guerneville would enable officers to meet with clients and representatives of other agencies serving the area in closer proximity to where they live and operate. The office would be a safe and controlled environment that includes ready access to all commonly utilized systems. The office space could also be used as a base of other operations during times of crisis in that area of the county.

New Lease. General Services Real Estate staff has negotiated a lease with the landlord, Veale Investment Properties, on the following terms:

- Premises: 410 sq. ft. of office space, located at 16390 Main Street, Suite E, Guerneville, as shown on Attachment 1.
- Term: Five years, with a target occupancy date of mid- to late January, 2020.
- Rent: \$1.83 per sq. ft., \$750 per month or \$9,000 per year. Rent will be increased annually by 3% on the anniversary of the commencement date. The \$1.83 per sq. ft. rent rate is less than fair market value for similar offices within a one-mile radius of the Premises. Lease rates within this radius range from \$2.00 to \$2.78 per sq. ft.

Improvements:

The Probation Department will pay for one-time move expenses of approx. \$12,022 for furniture, move services, and work to connect the Premises with the current infrastructure installed through the Health Services' adjacent offices, for County network connectivity.

Termination: County may terminate the Lease upon 30 days' notice to the Landlord, for non-appropriation of funds; and may terminate the Lease upon 60 days' notice to the Landlord, for any reason, without penalty.

Strategic Plan. The County Comprehensive Facilities Plan, accepted by the Board on January 15, 2013, recommends that the Adult and Family Justice functions remain at the County Administration Center due to their proximity to the Family Court and the Courts.

Currently the Probation Department's West Sonoma County clients travel to the County Administration Center or the Juvenile Justice Center in east Santa Rosa, to access Probation Adult and Juvenile services. Probation staff also visit West County clients at their homes and/ or remote locations, which are not always easily accessible.

It has been Probation's long-term goal to deliver services within the communities it serves. The proposed premises in Guerneville will provide the Department an opportunity to achieve this goal for the West County

area. Operational lessons learned at this new site may be applied to future sites in other areas of the County. The new premises are situated in downtown Guerneville, and accessible by pedestrian and County public transportation.

Funding. The lease costs to fund the Probation Department's Guerneville location will be paid for by a combination of general fund and juvenile special revenue fund-based sources.

Since 2006, County Health Services has provided services at 16390 Main Street in downtown Guerneville. Access to services for West County residents is enhanced by the presence of West County Community Services and West County Health Services, who are co-located with County Health Services, providing clients with easy access to an array of services at a single location. The addition of probation services co-located with the aforementioned health services in Guerneville improves services to West County clients.

Procedural Authority. Government Code Section 25350 requires one (1) Board action, for an agreement where County is tenant, the lease agreement is valued at less than \$50,000, and the term is greater than three (3) years. Staff requests your Board authorize the General Services Director to execute the proposed lease with Veale Investment Properties, for 16390 Main Street, Suite E, Guerneville, California.

Prior Board Actions:

None

FISCAL SUMMARY

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	16,147	9,113	9,386
Additional Appropriation Requested			
Total Expenditures	16,147	9,113	9,386
Funding Sources			
General Fund/WA GF	8,000	4,113	4,386
State/Federal	8,147	5,000	5,000
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	16,147	9,113	9,386

Narrative Explanation of Fiscal Impacts:

The proposed lease is anticipated to commence on or about January 14, 2020. Rent per month is \$750 or \$9,000 per year. Since this space will be used by both Juvenile and Adult Probation staff and contractors, the one-time move-in and ongoing rent expenses related to this relocation incurred during Fiscal Year 19-20 will be covered by a combination of general fund support, and juvenile special revenue fund-based sources. The total for one-time moving expenses and lease rent for the Fiscal Year 19-20 is calculated as follows:

Agenda Date: 12/17/2019

1-time move expenses	\$ 12,022
Lease rent (mid-January-June 2020)	<u>4,125</u>
Total Fiscal Year 19-20 costs	\$ 16,147

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:

Attachment 1 - Site Plan

Attachment 2 - Proposed Lease

Related Items "On File" with the Clerk of the Board:

None