



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 7/13/2021

To: Sonoma County Board of Supervisors

Department or Agency Name(s): General Services, Department of Emergency Management

Staff Name and Phone Number: Caroline Judy, General Services 707-565-8058; Chris Godley, Emergency Management 707-565-4777

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Lease Term Extension for Department of Emergency Management at 7844 Bell Road, Windsor

Recommended Action:

Authorize the Director of General Services to execute an extension of the initial Lease term from one (1) year to two (2) years for a Lease with John R. Brady, as Landlord, for 2,160 square feet of warehouse space at 7844 Bell Road, Windsor, currently occupied by the Department of Emergency Management, with the Lease extension term commencing December 1, 2021 and expiring November 30, 2022, at a monthly rent of Two Thousand Four Hundred Forty-seven and 28/100 dollars (\$2,447.28), (\$1.13/sf/month) Gross, with all other Lease terms remaining unchanged, enabling the Department of Emergency Management to continue to store and distribute emergency supplies in support of the County's emergency response efforts.

Executive Summary:

Purpose. The Director of General Services, in consultation with the Department of Emergency Management, requests Board approval to extend the initial Lease term from one (1) year to two (2) years for a Lease at 7844 Bell Road, Windsor, consisting of 2,160 square foot of warehouse space and occupied by the Department of Emergency Management for storage of emergency supplies. Board approval of the term extension will enable the Department of Emergency Management to maintain its ability to effectively store and distribute supplies in support of the County's emergency response efforts.

Discussion:

With this term extension, the Department of Emergency Management seeks to extend the term of its existing Lease at 7844 Bell Road by one (1) year, from December 1, 2021 to November 30, 2022. The warehouse is used to store and manage inventory necessary to support the community during disasters. Emergency supplies include cots, water, personal protective equipment, and other mass care and shelter supplies. Inventory management is performed by the Department of Emergency management staff. During disaster activations the Logistics Section Transportation Unit, General Services Fleet division staff, support warehouse functions. The supplies and staffing support all types of disasters from floods and fires to County Continuity of Operations and department support for COVID.

On December 1, 2020, the Department of Emergency Management, supported by the Department of General Services, entered into one year Lease, under the Director of General Services signature authority, convertible to a two year term with Board approval, to allow the Department of Emergency Management immediate

access to the 7844 Bell Road warehouse space for storage and distribution of emergency supplies to support the County's emergency response efforts.

Board of Supervisors approval to convert the initial Lease term from one (1) year to two (2) years will allow the Department of Emergency Management uninterrupted storage and distribution emergency supplies at 7844 Bell Road, Windsor through November 30, 2022, with all other Lease terms and conditions remaining unchanged.

Lease. The Lease with John R. Brady, as Landlord, and the County of Sonoma as Tenant, currently occupied by the Department of Emergency Management, and with a term convertible from one (1) year to two (2) years with Board approval, contains the following key provisions:

1. Upon Board approval, one (1) year Lease term, expiring on 11/30/21, converts to a two (2) year term expiring November 30, 2022
2. A Lease amendment is not required for the conversion of the one (1) year initial term to a two (2) year term.
3. All other Lease terms and conditions remain unchanged with the conversion of the one (1) year initial term to a two (2) year term, including:
 - a. One year initial term expiring on 11/30/21, convertible to two years with Board approval, expiring on 11/30/22
 - b. Year 1 Base Rent of \$2,376/month (\$1.10/sf/month) Gross
 - c. Year 2 Base Rent of \$2,447, (\$1.13/sf/month) Gross
 - d. One Option to extend term one additional year, to 11/30/23, as a rent 3% above the previous year's rent
 - e. County has non-exclusive use of four (4) parking spaces
 - f. County accepts premises "as is"

County staff determined that the negotiated rent represents a fair market rental rate for the location and quality of the warehouse building.

Procedural Authority.

Government Code Section 25350 requires publication of notice of the Board's intent to enter into a lease for three successive weeks prior to execution of the lease agreement where it is valued at more than \$50,000. The notice of intent for this transaction has been published for the required period pursuant to the Board's action of May 18, 2021.

Prior Board Actions:

5/18/21 - Declare intent to extend the initial Lease term

FISCAL SUMMARY

Expenditures	FY 21-22 Adopted	FY22-23 Projected	FY 23-24 Projected
Budgeted Expenses	\$16,632	\$29,011	\$12,236
Additional Appropriation Requested			
Total Expenditures	\$16,632	\$29,011	\$12,236
Funding Sources			
General Fund/WA GF			
State/Federal	\$16,632	\$29,011	\$12,236
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	\$16,632	\$29,011	\$12,236

Narrative Explanation of Fiscal Impacts:

The full cost of the lease is covered through the Department of Emergency Management's Emergency Management Performance Grant Supplemental (EMPG-S) COVID-19 award for FY20 for \$26,136, through October 31, 2021, and the balance from the annual FY21 EMPG grant award in the amount of \$31,743, through November 30, 2022. The Department will assess the need for a third year lease renewal and potential funding sources during FY 22-23 budget preparation in spring 2022.

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:

None

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

7844 Bell Road, Windsor-Lease