Legislation Text

File #: 2022-1374, **Version:** 1

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Public Infrastructure; Department of Emergency Management
Staff Name and Phone Number: Johannes J. Hoevertsz - Public Infrastructure, 707-565-2550; Chris Godley - Emergency Management, 707-565-2052
Vote Requirement: Majority
Supervisorial District(s): Countywide

Title:
Lease for Department of Emergency Management at SMART's Cloverdale Maintenance Facility

Recommended Action:
Authorize the Director of Sonoma County Public Infrastructure to execute the proposed lease with Sonoma Marin Area Rapid Transit ("SMART"), as Landlord, for a portion of SMART's Cloverdale Maintenance Building and Yard, consisting of a warehouse building and fenced lot, at 425 Asti Road in Cloverdale, for the Department of Emergency Management for use as a Community Emergency Resilience Center (CERC) for a term of 10 years, with an initial monthly rent of $843.50 ($.50/sf/month), subject to 3% annual increase, plus utilities, maintenance, and capital expenses.

Executive Summary:
The Director of Sonoma County Public Infrastructure, in consultation with the Department of Emergency Management, requests Board approval of the proposed lease at SMART's Cloverdale Maintenance Building and Yard, consisting of an approximately 1,687 square foot warehouse building on an approximately 12,500 square foot fenced lot at 425 Asti Road in Cloverdale for the Department of Emergency Management for use as a Community Emergency Resilience Center (CERC). The proposed Lease will allow the Department of Emergency Management to establish in northern Sonoma County a cost-effective, dedicated, community-based, logistics and operational support resource that can support dynamic community-level disaster response for the Sonoma Operational Area while also allowing the Department to maintain pre-positioned supplies and equipment in the Cloverdale area, with an estimated occupancy date of February 1, 2023.

Discussion:
The Department of Emergency Management ("DEM"), supported by the Sonoma County Public Infrastructure Department, initiated lease discussions with the premises' Landlord SMART in September, 2022, seeking a North County location for a Community Emergency Resilience Center (CERC). Negotiations between the County and Landlord continued through October, when lease terms were tentatively agreed to.

DEM is developing the CERCs project in order to establish a cost-effective, distributed network of dedicated, community-based, logistics and operational support resources that can support dynamic community-level disaster response for the Sonoma Operational Area. The CERCs will house immediate-need disaster response supplies and equipment as well as serve as critical incident management and support sites. This network of facilities will maximize the ability to support and deploy equipment and supplies currently stored in non-optimal

locations and conditions.

DEM is currently working with Public Infrastructure to construct CERCs at three locations utilizing federal Community Development Block Grant-Disaster Recovery funds: adjacent to the Veteran's Building in the City of Sonoma, at the County Administration Center in Santa Rosa, and adjacent to the County Road Maintenance facility in Forestville. DEM provided an update to the Board on the status of the CERCs project at its March 22, 2022, meeting. Although it will not provide the energy-resiliency envisioned for the permanent CERCs, the Lease prospect presented here represents a unique opportunity to establish an interim CERC in northern Sonoma County at a relatively modest cost.

DEM continues to explore federal grant funding sources that could support construction of three additional permanent CERCs in the northern, southern, and southwestern areas of the County. Depending on the grant funding source, DEM seeks to return to the Board with specific site recommendations sometime in the next four years.

The proposed Lease will allow the Department of Emergency Management to establish in northern Sonoma County a cost-effective, dedicated, community-based, logistics and operational support resource that can support dynamic community-level disaster response for the Sonoma Operational Area while also allowing the Department to maintain pre-positioned supplies and equipment. DEM will pay for this Lease using General Funds appropriated by the Board as part of the department's operating budget. DEM will relocate equipment into this leased facility thereby enabling the department to reduce existing commercial storage facility costs by approximately $584 per month.

Lease. The proposed Lease between SMART, as Landlord, and the County of Sonoma, as Tenant, contains the following key provisions:

1. Ten (10) years, with an estimated commencement date of 2/1/23
2. Monthly rent of $843.50 ($.50/sf/month), with the County responsible for its utility and maintenance expenses and all structural/capital costs
3. 3% annual rent increases
4. County is accepting the Premises "As Is" and will be responsible for all tenant improvements and repairs required (if any)
5. SMART to clean out the building and yard prior to County occupancy

The facility to be leased is an existing warehouse and fenced operations yard near the Cloverdale Depot complex.

Project Costs and Construction Schedule.

The building setup cost to the Department of Emergency Management is estimated not to exceed $20,000.

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 a lease agreement valued at more than $50,000. Publication occurred pursuant to the Board's December 6, 2022, action authorizing the publication of the notice of intent to enter into the proposed Lease.

Strategic Plan:

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

Pillar: Climate Action and Resiliency
Goal: Goal 1: Continue to invest in wildfire preparedness and resiliency strategies
Objective: Objective 6: Develop training and staffing structures that effectively support disaster services work and emergency operations, particularly for large-scale and ongoing events.

Prior Board Actions:
12/06/22 - Declare intent to enter into Lease

FISCAL SUMMARY

Expenditures	**FY 22-23 Adopted**	**FY23-24 Projected**	**FY 24-25 Projected**
Budgeted Expenses	$24,217.50	$10,248.53	$10,555.98
Additional Appropriation Requested			
Total Expenditures	**$24,217.50**	**$10,248.53**	**$10,555.98**
Funding Sources			
General Fund/WA GF	$24,217.50	$10,248.53	$10,555.98
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
Total Sources	**$24,217.50**	**$10,248.53**	**$10,555.98**

Narrative Explanation of Fiscal Impacts:
Lease payments are included in the Department of Emergency Management's FY 22/23 Adopted Budget. Future rent expenditures will be included in future budget requests. The funding source for the new lease cost will be General Fund. Per the terms of the Lease, rent is increased by 3% every year on February 1, and the Lease expires on January 31, 2033, with no extension options.

Narrative Explanation of Staffing Impacts (If Required):
None

Attachments:
1-Lease between SMART as Landlord and the County of Sonoma as Tenant

Related Items "On File" with the Clerk of the Board:
1 - Description of Community Emergency Resilience Center (CERC)
2 - SMART Cloverdale Maintenance Facility - Estimated Annual Leasing Budget