

**MEMORANDUM  
DEPARTMENT OF FACILITY SERVICES  
COUNTY OF PLACER**

To: **BOARD OF SUPERVISORS**

Date: **JUNE 24, 2008**

From: **~~JD~~ JAMES DURFEE / ALBERT RICHIE**

Subject: **MEADOW VISTA LIBRARY – LEASE AGREEMENT**

**ACTION REQUESTED / RECOMMENDATION:** Adopt a Resolution delegating authority to the Director of Facility Services to complete negotiations for a Lease Agreement between the County of Placer and the Village Center for the Meadow Vista Branch Library; and authorize the Director of Facility Services, or his designee, to execute this Lease Agreement on behalf of your Board contingent upon approval by Risk Management and County Counsel.

**BACKGROUND:** Since 2001, the Meadow Vista Branch Library has occupied approximately 2,820 square feet at Suite B-6 in the Village Center, Meadow Vista, CA. Following expiration of the lease agreement on November 30, 2007, the library occupancy entered a month-to-month holdover status, which can be terminated by either party with 30-days notice. As this library continues to be a popular amenity for the community, the Library Department requested preparation of a new lease for its improved space at the Village Center.

Property Management has successfully negotiated a new Lease Agreement that provides for a two-year initial term, with three (3) one-year options to extend the term. This Agreement consequently permits the Library to continue providing services at the Village Center for a maximum of five-years, should all options be exercised by the County. When the new Agreement commences on July 1, 2008, the monthly rent shall be \$2,550, which equates to approximately \$0.90 per square foot. This amount includes a 5% increase above the prior monthly rent, which did not increase by the Consumer Price Index (CPI) when the prior Lease Agreement expired. In order to continue the Library operations at this facility, your Board must adopt a Resolution authorizing the Director of Facility Services to complete negotiations and execute this Lease Agreement on your behalf.

**ENVIRONMENTAL CLEARANCE:** The lease of this facility is Categorically Exempt from review pursuant to Section 15301 of the California Environmental Quality Act. This Section provides for activities, including leasing of existing facilities, when there is no expansion of use beyond that previously existing.

**FISCAL IMPACT:** Rent for the leased premises will commence at \$2,550 per month or \$30,600 annually, and increase annually by the CPI with a minimum 2.5% and a maximum 5% adjustment. The County shall continue to pay for utilities and janitorial services. Sufficient funding for these expenses is included in the Fiscal Year 2008/2009 Proposed Budget.

ATTACHMENT: RESOLUTION

JD:AR:MR:KJ:DB

CC: COUNTY EXECUTIVE OFFICE  
LIBRARY DEPARTMENT

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# Before the Board of Supervisors County of Placer, State of California

In the matter of: A RESOLUTION DELEGATING  
AUTHORITY TO THE DIRECTOR OF FACILITY  
SERVICES TO TAKE VARIOUS ACTIONS  
ASSOCIATED WITH A NEW LEASE AGREEMENT  
BETWEEN THE COUNTY OF PLACER AND THE  
VILLAGE CENTER FOR THE MEADOW VISTA  
BRANCH LIBRARY.

Resol. No: \_\_\_\_\_  
Ord No: \_\_\_\_\_  
First Reading: \_\_\_\_\_

The following RESOLUTION was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, 2008 by the following vote on roll call:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

Attest:

\_\_\_\_\_  
Chairman, Board of Supervisors

\_\_\_\_\_  
Clerk of said Board

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**WHEREAS**, since 2001, the Meadow Vista Branch Library has occupied approximately 2,820 square feet at Suite B-6 in the Village Center, Meadow Vista, CA; and

**WHEREAS**, this property is owned by the Village Center partnership, which consists of Leonard F. Borello and Pauline L. Borello, as co-trustees of the Borello 1996 Living Trust; and Dick J. Randall and Carolyn L. Randall, a married couple; and

**WHEREAS**, following lease expiration on November 30, 2007, the Library tenancy entered month-to-month holdover status, which can be terminated by either party on 30-days notice; and

**WHEREAS**, Property Management has successfully negotiated a new Lease Agreement that provides for a two-year initial term, with three (3) one-year options to extend the term; and

**WHEREAS**, upon commencement of the Lease Agreement on July 1, 2008, the monthly rent shall be \$2,550, and increase annually by CPI with a minimum of 2.5% and maximum of 5%; and

**WHEREAS**, to continue Library operations at this facility, your Board must adopt a Resolution authorizing the Director of Facility Services to complete negotiations and execute this Lease Agreement on your behalf.

**NOW, THEREFORE, BE IT RESOLVED** that the Placer County Board of Supervisors does hereby delegate authority to the Director of Facility Services to complete the Lease negotiations; and, contingent upon approval by Risk Management and County Counsel, authorize the Director of Facility Services, or his designee, to execute the Lease Agreement between the County of Placer and the Village Center partnership for the continued occupancy by the Meadow Vista Branch Library of Suite B-6 in the Village Center, Meadow Vista, CA.

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