

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

To: **BOARD OF SUPERVISORS**

Date: **FEBRUARY 6, 2007**

From: **JAMES DURFEE / MARY DIETRICH** *MD*

Subject: **LEASE AGREEMENT – PLACER HILLS ELEMENTARY SCHOOL**

ACTION REQUESTED / RECOMMENDATION: Approve a Lease Agreement between the County of Placer and the Placer Hills Union School District for Classroom #2 at the Placer Hills Elementary School located in Meadow Vista, CA, for use by the Sheriff's Office, and authorize the Chairman to execute this Agreement on behalf of your Board.

BACKGROUND: Currently the Placer County Sheriff's Office (PCSO) operates its patrol program in the Meadow Vista area without local facilities for report writing, victim/witness meetings or community contact. In June 2006 the Placer Hills Union School District (PHUSD) closed the Placer Hills Elementary School at 16801 Placer Hills Road, and subsequently offered the classrooms for lease to community-oriented programs. After PCSO became aware of this opportunity, staff evaluated the numerous benefits that could result from leasing a 900 square foot classroom. These benefits include: travel-time savings from local report writing, a specific location where deputies can meet with victims, witnesses or community members, and access to dedicated restroom facilities. PCSO subsequently requested that Facility Services negotiate an agreement to initiate occupancy of the subject space, to achieve the benefits described above.

In response, the Property Management Division negotiated a Lease Agreement that provides for a year to year lease of the premises. This Lease Agreement will commence on February 1, 2007 with a rental rate of \$412.50 per month (\$0.46/sf), which will increase annually by the Consumer Price Index. The agreement will automatically renew on each anniversary date, and includes provisions that either party may terminate the agreement on 30-days advance notice. In order to initiate the occupancy of this facility, your Board must authorize the Chairman to execute this Lease Agreement. A copy of this Lease Agreement is available for review at the Clerk of the Board's Office.

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 this facility will commence at \$412.50 per month (\$4,950.00 annually), and includes utilities, janitorial, and common area maintenance expenses. Funding for this cost is available in the Sheriff's Department 2006/2007 Budget.

JD:MD:MR:mm

AVAILABLE FOR REVIEW AT THE CLERK OF THE BOARD'S OFFICE: LEASE AGREEMENT

cc: COUNTY EXECUTIVE OFFICE
SHERIFF'S DEPARTMENT

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