



Deschutes County Board of Commissioners
1300 NW Wall St., Suite 200, Bend, OR 97701-1960
(541) 388-6570 - Fax (541) 385-3202 - www.deschutes.org

AGENDA REQUEST & STAFF REPORT

For Board Business Meeting of June 24, 2015

Please see directions for completing this document on the next page.

DATE: June 9, 2015

FROM: James Lewis Property & Facilities 541-385-1414

TITLE OF AGENDA ITEM:

Consideration of Board signature of document 2015-388, an Addendum (amendment) to a Lease between Deschutes County and the Latino Community Association.

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

Effective April 1, 2011, Deschutes County leased office space at 1130 NW Harriman Street, Bend, to the Latino Community Association. The original Lease for approximately 200 square feet of office space is being amended to extend the term, to increase the square footage of leased office space, and, to adjust the rent, subject to all other provisions included in the original lease. This amendment reflects an additional extension of the lease until June 30, 2016 (one additional year), and an increase in the amount of the base rent (an increase to \$450 per month) to account for an increase in the leased area by 216 square feet and to include utilities. All other provisions will remain the same.

FISCAL IMPLICATIONS:

Increasing base rent to \$450 per month (\$5,400 per year).

RECOMMENDATION & ACTION REQUESTED:

Staff recommends that the Board of County Commissioners sign Document 2015-388.

ATTENDANCE: James Lewis

DISTRIBUTION OF DOCUMENTS:

One fully signed original returned to James Lewis will come back for our permanent records and copy to tenant.

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

Date: June 9, 2015

Department: Property & Facilities

Contractor/Supplier/Consultant Name: Latino Community Association

Contractor Contact: Brad Porterfield **Contractor Phone #:** 541-382-4366

Type of Document: First Amendment to Lease

Goods and/or Services: N/A

Background & History: Effective April 1, 2011, Deschutes County leased office space at 1130 NW Harriman Street, Bend, to the Latino Community Association. The original Lease for approximately 200 square feet of office space is being amended to extend the term, to increase the square footage of leased office space, and, to adjust the rent, subject to all other provisions included in the original lease. This amendment reflects an additional extension of the lease until June 30, 2016 (one additional year), and an increase in the amount of the base rent (an increase to \$450 per month) to account for an increase in the leased area by 216 square feet and to include utilities. All other provisions will remain the same.

Agreement Starting Date: July 1, 2015

Ending Date: June 30, 2016

Annual Value or Total Payment: \$450 base rent

N/A – statutory coverage

☐ Insurance Certificate Received (check box)

Insurance Expiration Date: September 8, 2015

N/A

Check all that apply:

☐ RFP, Solicitation or Bid Process

☐ Informal quotes (<\$150K)

☐ Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

N/A

Funding Source: (Included in current budget? ☐ Yes ☐ No

If **No**, has budget amendment been submitted? ☐ Yes ☐ No

Is this a Grant Agreement providing revenue to the County? ☐ Yes ☒ No

Special conditions attached to this grant:

Deadlines for reporting to the grantor:

If a new FTE will be hired with grant funds, confirm that Personnel has been notified that it is a grant-funded position so that this will be noted in the offer letter: ☐ Yes ☐ No

Contact information for the person responsible for grant compliance: Name:
Phone #:

Departmental Contact and Title: James Lewis Phone #: 541-385-1414

Department Director Approval:  _____
Signature Date

Distribution of Document: One fully signed original returned to James Lewis for our permanent records and copy to tenant.

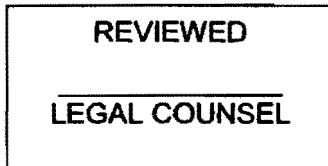
Official Review:

County Signature Required (check one): ☐ BOCC ☐ Department Director (if <\$25K)

☐ Administrator (if >\$25K but <\$150K; if >\$150K, BOCC Order No. _____)

Legal Review _____ Date _____

Document Number **2015-388**



FIRST ADDENDUM TO LEASE

Parties:

LESSOR: DESCHUTES COUNTY, a political subdivision of the State of Oregon

LESSEE: LATINO COMMUNITY ASSOCIATION, an Oregon nonprofit corporation;

WHEREAS, Lessor and Lessee entered into a Lease (DC 2011-113) with an effective date of April 1, 2011, ("the Lease") covering space described as approximately Two Hundred (200) square feet of office space located at 1130 NW Harriman Street,, Bend, Oregon 97701 Deschutes County (the "Premises"); and

WHEREAS, the parties desire to make a change to the Lease;

NOW, THEREFORE, the parties agree that, effective July 1, 2015, the Lease is hereby amended to read as follows:

Lessor hereby leases to Lessee and Lessee takes from Lessor the "Premises" described as follows:

Approximately ~~Two Hundred (200)~~ Three Hundred Twenty (320) square feet of first floor office space, including Room 133, located at 1130 NW Harriman Street, Bend, Oregon 97701.

1. Term. The effective date of this Lease shall be ~~April~~ July 1, ~~2014~~ 2015, or the date on which each party has signed this Lease, whichever is later, and shall continue until ~~March 31, 2014~~, June 30, 2016 or ~~thirty-six (36)~~ twelve (12) months. Lessor and Lessee each reserve the right to terminate this Lease prior to its expiration with thirty (30) days written notice, given to the other party.

Except as otherwise provided in this Lease, if the Lessee is not then in default and with Lessor's approval, Lessee has the option to renew this lease for one (1) year by giving at least thirty (30) days written notice to Lessor prior to the expiration of the lease term.

2. Rent. Lessee shall pay to Lessor as base rent the sum of ~~Two Hundred~~ Four Hundred Fifty Dollars (~~\$200.00~~) (\$450.00) per month, commencing with the effective date specified in Paragraph 1. Rent may be prorated for the first partial month. Rent shall be payable on the first day of each month without notice or demand at the office of the Deschutes County Property & Facilities Department, 14 NW Kearney Avenue, Bend, Oregon 97701, or at such other place as may be designated in writing by Lessor.

8. Utilities and Services.

- a) Lessor shall provide adequate heat, electricity, water, air conditioning, trash removal service, and sewage disposal service for the Premises and janitorial services

for the common areas of the building. Lessee shall provide its own telephone and janitorial services for the Premises. Utilities or services provided to the Premises are ~~not separately metered~~ all inclusive within the Rent specified in paragraph 2. ~~Lessor shall pay the amount due and separately invoice Lessee for Lessee's pro rata share of the charges.~~ Lessee will pay \$50.00 per month for Internet service. Lessee shall pay such amounts within fifteen (15) days of invoice.

b) Unless it is an exempt entity, Lessee agrees to pay property taxes and assessments applicable to the Premises which are due and payable during the term of this Lease or any extension hereof.

Except as otherwise provided in this Addendum, the terms and conditions of the Lease remain in effect.

LESSOR:

DATED this ____ day of _____ BOARD OF COUNTY COMMISSIONERS
OF DESCHUTES COUNTY, OREGON

ANTHONY DEBONE, Chair

ATTEST:

ALAN UNGER, Vice-Chair

Recording Secretary

TAMMY BANEY, Commissioner

STATE OF OREGON)
) ss.
County of Deschutes)

Before me, a Notary Public, personally appeared ANTHONY DEBONE, ALAN UNGER and TAMMY BANEY, the above-named Board of County Commissioners of Deschutes County, Oregon and acknowledged the foregoing instrument on behalf of Deschutes County, Oregon.

DATED this ____ day of _____

Notary Public for Oregon

My Commission Expires: _____

LESSEE:

Dated this 12 day of June, 2015

LATINO COMMUNITY ASSOCIATION

By: 
Bradley Porterfield, Executive Director