



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](http://www.deschutes.org)

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## **AGENDA REQUEST & STAFF REPORT**

### **For Board Business Meeting of August 10, 2016**

**DATE:** August 1, 2016

**FROM:** James Lewis                      Property Management                      541-385-1414

**TITLE OF AGENDA ITEM:**

Consideration of Board Signature of Document 2016-526, a First Addendum to the lease between Deschutes County and J Bar J Youth Services.

**PUBLIC HEARING ON THIS DATE?** No

**BACKGROUND AND POLICY IMPLICATIONS:** This addendum adds Housing Unit 500 and entitles access to the outdoor greenhouse, bringing the total leased space to 6,200 square feet, in Building One at the Deschutes County Juvenile Detention Facility located at 63360 Britta Street, Bend. Tenant will pay operational related costs for the new space of approximately \$16,000, while costs to plumbing, door keying, and structural items will be covered by the county and overseen by Lee Randall of the Facilities Department.

J Bar J Youth Services began a lease of 3,100 square feet in November 2015 at the same site. This additional space will allow the continuation of services to youth aged 12-24 who are on parole or probation with the Oregon Youth Authority (OYA) after being found in jurisdiction of a juvenile court for a criminal offense(s), and who were subsequently committed by a juvenile court judge to the Oregon Youth Authority for either residential or close custody placement. The programs provided by J Bar J complements Deschutes County Community Justice system's abilities to supervise, intervene with and/or hold accountable juvenile offenders, and brings important resources to the community to support positive behavioral and social integration of juvenile offenders.

A separate operational contract between Juvenile Justice and J Bar J is in place to specify the cooperative working arrangements between the two entities. In exchange for the complimentary benefit the Lessee's services provides to the public and to Deschutes County, the rent charged (\$1.05/square foot) is equal to 50% of the market value rate of \$2.10/square foot utilized by Deschutes County during the term of this Lease. The increased total rental rate will be \$7,052 per month (\$84,624 per year), which also includes internal service fees inherent to operating the space. Because the rental rate is below market value, the Lessee will be eligible for property tax exemption as a non-profit corporation. The lease term coincides with the contract for services, beginning November 20, 2015 through June 30, 2017.

**FISCAL IMPLICATIONS:**

\$7,052 monthly, which is \$84,624 annually.

**RECOMMENDATION & ACTION REQUESTED:**

Staff recommends that the Board of County Commissioners sign Document 2016-526.

**ATTENDANCE:** James Lewis

**DISTRIBUTION OF DOCUMENTS:** One fully signed original document returned to James Lewis for 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:**       **Department:**   
**Contractor/Supplier/Consultant Name:**   
**Contractor Contact:**       **Contractor Phone #:**

**Type of Document:** First Addendum to Lease

**Goods and/or Services:**      N/A

**Background & History:** This addendum adds Housing Unit 500 and entitles access to the outdoor greenhouse, bringing the total leased space to 6,200 square feet, in Building One at the Deschutes County Juvenile Detention Facility located at 63360 Britta Street, Bend. Tenant will pay operational related costs for the new space of approximately \$16,000, while costs to plumbing, door keying, and structural items will be covered by the county and overseen by Lee Randall of the Facilities Department.

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The increased total rental rate will be \$7,052 per month (\$84,624 per year), which also includes internal service fees inherent to operating the space. Because the rental rate is below market value, the Lessee will be eligible for property tax exemption as a non-profit corporation. The lease term coincides with the contract for services, beginning November 20, 2015 through June 30, 2017.

**Agreement Starting Date:**       **Ending Date:**

**Annual Value or Total Payment:**

**N/A – statutory coverage**

X Insurance Certificate Received (check box)

Insurance Expiration Date:

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

**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 permanent records and copy to tenant.

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**Official Review:**

County Signature Required (check one): XXX BOCC  Department Director (if <\$25K)  
 Administrator (if >\$25K but <\$150K; if >\$150K, BOCC Order No. \_\_\_\_\_)

Legal Review \_\_\_\_\_ Date \_\_\_\_\_

Document Number **2015-526**

REVIEWED  

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LEGAL COUNSEL

FIRST ADDENDUM TO LEASE

Parties:

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

LESSEE: J BAR J YOUTH SERVICES, a non-profit corporation;

WHEREAS, Lessor and Lessee entered into a Lease (DC 2015-698) with an effective date of November 20, 2015, covering "Premises" described as:

Approximately Three Thousand One Hundred (3,100) square feet of space located at Deschutes County Department of Community Justice, Juvenile Division (Department), 63360 Britta Street, Building One in the Juvenile Detention Facility (JDF), as follows:

1. Housing Unit 300 common room, classroom, teacher office, program staff office, laundry room, kitchen room, shower rooms, staff bathroom and all youth cells on both floors.
2. Gym space directly adjoining Housing Unit 300.

Lessee shall be entitled to use of: the outdoor recreation space at eastern end of the JDF; the Department's first floor staff entrance to the JDF and the JDF staff lounge; the first floor ancillary staff entrance and designated gym, subject to use liability waivers required prior to gym use; and, the staff entrance and lounge and the first floor public lobby/waiting area. Lessee may request, but is not specifically entitled to, use of second floor conference rooms. Such use must first be obtained and is subject to Community Justice protocols for such use.

WHEREAS, the parties now desire to make changes to the Lease regarding Premises, Rent and Notices;

NOW, THEREFORE, the parties agree that, effective September, 1, 2016, or at the time Housing Unit 500 has occupancy status available, the Lease is hereby amended to read as follows:

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

PREMISES: Approximately ~~Three Thousand One Hundred (3,100)~~ Six Thousand Two Hundred (6,200) square feet of space located at Deschutes County Department of Community Justice, Juvenile Division (Department), 63360 Britta Street, Building One in the Juvenile Detention Facility (JDF), as follows:

1. Housing Units 300 and 500, common room, classroom, teacher office, program staff office, laundry room, kitchen room, shower rooms, staff bathroom and all youth cells on both floors.
2. Gym space directly adjoining Housing Unit 300.

Lessee shall be entitled to use of: the outdoor recreation space at eastern end of the JDF and the outdoor greenhouse located at the northern side of the JDF; the Department's first floor staff entrance to the JDF and the JDF staff lounge; the first floor ancillary staff entrance and designated gym, subject to use liability waivers required prior to gym use; and, the staff entrance and lounge and the first floor public lobby/waiting area. Lessee may request, but is not

specifically entitled to, use of second floor conference rooms. Such use must first be obtained and is subject to Community Justice protocols for such use.

RENT: Lessee shall pay to Lessor the sum of ~~Three Thousand Two Hundred Fifty Five Dollars (\$3,255)~~ Seven Thousand Fifty-Two Dollars (\$7,052.00) per month for Rent and Utilities, commencing on ~~November 20<sup>th</sup>, 2015~~ or date specified in Paragraph 1 above September 1, 2015 or date when Housing Unit 500 has occupancy status available. Rent shall be payable on the first day of the month in advance, without notice or demand at the office of Deschutes County Property & Facilities Department, PO Box 6005, Bend, Oregon 97708-6005, or at such other place as may be designated in writing by Lessor. If the Term does not coincide with the first day of the month, the Rent shall be pro-rated. The Rent payable by Lessee has been established to reflect the savings below market Rent resulting from the exemption from taxation.

**NOTICES:**

Lessor: Deschutes County Property Management  
Attention: ~~Susan Ross~~ James Lewis  
14 NW Kearney Avenue  
Bend, Oregon 97701  
Phone: ~~541-383-6713~~ 385-1414  
Email: [James.Lewis@deschutes.org](mailto:James.Lewis@deschutes.org)

Mail to:  
P.O. Box 6005  
Bend, Oregon 97708-6005

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

**LESSOR:** DATED this \_\_\_\_ day of \_\_\_\_\_, 2016

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
ALAN UNGER, CHAIR

**ATTEST:** \_\_\_\_\_  
TAMMY BANEY, VICE CHAIR

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
ANTHONY DEBONE, COMMISSIONER

**LESSEE:** DATED this \_\_\_\_ day of \_\_\_\_\_, 2016

J BAR J YOUTH SERVICES

By: \_\_\_\_\_  
Stephanie Alvstad, Executive Director