



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 May 25, 2016

DATE: May 18, 2016

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

TITLE OF AGENDA ITEM:

Consideration of Board Signature of Document 2016-295, a First Addendum to the lease between Deschutes County and United Way of Deschutes County.

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

United Way of Deschutes County: United Way of Deschutes County, established in 1953, provides services to the community of Central Oregon and has been located in the Mike Maier Building, at 1130 NW Harriman Street, since 2004. United Way desires to continue leasing the space, and the lease will be extended for another two years. The lease is for rooms 210 to 213, approximately 865 square feet of office space. Rent increases to \$554.00 per month for the first year, with a 2.5% increase for the second year (\$568.00). All other provisions will remain the same.

FISCAL IMPLICATIONS:

\$6,648.00 for first year, and \$6,816.00 for second year.

RECOMMENDATION & ACTION REQUESTED:

Staff recommends that the Board of County Commissioners sign Document 2016-295.

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 Amendment to a Lease

Goods and/or Services: N/A

Background & History: United Way of Deschutes County, established in 1953, provides services to the community of Central Oregon and has been located in the Mike Maier Building, at 1130 NW Harriman Street, since 2004. United Way desires to continue leasing the space, and the lease will be extended for another two years. The lease is for rooms 210 to 213, approximately 865 square feet of office space. Rent is increased to \$554.00 per month for the first year, with a 2.5% increase for the second year (\$568.00). All other provisions will remain the same.

Agreement Starting Date:

Ending Date:

Annual Value or Total Payment:

Insurance:

X Insurance Certificate Received (check box)

X Insurance Expiration Date:

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

REVIEWED

LEGAL COUNSEL

FIRST ADDENDUM TO LEASE

Parties:

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

LESSEE: UNITED WAY OF DESCHUTES COUNTY;

WHEREAS, Lessor and Lessee entered into a Lease (DC 2014-358) with an effective date of July 1, 2014, and ("the Lease") covering space last described as Rooms 210-213, approximately Eight Hundred Sixty-Five (865) square feet office space located at 1130 NW Harriman Street, Bend, Oregon 97701 Deschutes County (the "Premises"); and

WHEREAS, the parties now desire to make changes to the Lease regarding the Term and Renewal, and the Rent;

NOW, THEREFORE, the parties agree that, effective July 1, 2016, the Lease is hereby amended to read as follows:

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

Rooms 210-213 located at 1130 NW Harriman, Bend, Oregon.

1. Term and Renewal. The effective date of this Lease shall be July 1, 2016, or the date on which each party has signed this Lease, whichever is later, and shall continue until ~~June 30, 2016~~ June 30, 2018. This Lease may be terminated by either party upon thirty (30) days' prior written notice.
2. Rent. Lessee shall pay to Lessor as monthly base rent per month according to the schedule below, commencing with the 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 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.

July 1, 2016 – June 30, 2017	\$554.00
July 1, 2017 – June 30, 2018	\$568.00

The rent payable by Lessee has been established to reflect the savings below market rent resulting from the exemption from taxation.

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

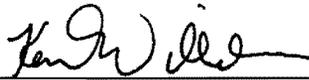
Recording Secretary

ANTHONY DEBONE, COMMISSIONER

LESSEE:

DATED this 19th day of May, 2016

DESCHUTES UNITED WAY, doing business as
United Way of Deschutes County

By: 
Ken Wilhelm, Executive Director