DATE: May 18, 2016

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

TITLE OF AGENDA ITEM:
Consideration of Board Signature of Document 2016-296, a First Addendum to the lease between Deschutes County and the Family Resource Center.

PUBLIC HEARING ON THIS DATE? No

BACKGROUND AND POLICY IMPLICATIONS:

Family Resource Center: The Family Resource Center of Central Oregon is a nonprofit organization incorporated in 1994. They support family relationships by serving as the central source for parenting education, information, and referrals. Deschutes County has provided space for this program since 2006. The Family Resource Center wishes to continue leasing the space, and the lease will be extended for another two years. The lease is for approximately 1,200 square feet at 1130 NW Harriman Street, Bend, commonly known as the Mike Maier Building. Rent is $769.00 per month for the first year, with a 2.5% increase for the second year ($788.00). All other provisions will remain the same.

FISCAL IMPLICATIONS:
$9,228.00 for the first year and $9,456.00 for second year.

RECOMMENDATION & ACTION REQUESTED:
Staff recommends that the Board of County Commissioners sign Document 2016-296.

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

(Date: May 12, 2016)

Department: Property & Facilities

Contractor/Supplier/Consultant Name: Family Resource Center of Central Oregon

Contractor Contact: Chuck Keers, Executive Director

Contractor Phone #: 541-389-5468

Type of Document: First Addendum to a Lease

Goods and/or Services: N/A

Background & History: The Family Resource Center of Central Oregon is a nonprofit organization incorporated in 1994. They support family relationships by serving as the central source for parenting education, information, and referrals. Deschutes County has provided space for this program since 2006. The Family Resource Center wishes to continue leasing the space, and the lease will be extended for another two years. The lease is for approximately 1,200 square feet at 1130 NW Harriman Street, Bend, commonly known as the Mike Maier Building. Rent is $769.00 per month for the first year, with a 2.5% increase for the second year ($788.00). All other provisions will remain the same.

Agreement Starting Date: 07/01/2016 Ending Date: 06/30/2018

Annual Value or Total Payment: $9,228 annual year one, $9,456.00 year two

X Insurance Certificate Received (check box)

Insurance Expiration Date: 8-10-2016

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

5/12/2016
Departmental Contact and Title:  

James Lewis Phone #: 385-1414

Department Director Approval:  

Signature Date 5/19/14

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  x Department Director (if <$25K)

□ Administrator (if >$25K but <$150K; if >$150K, BOCC Order No. ____________)

Legal Review ______________________________ Date ____________________

Document Number 2016-296
FIRST ADDENDUM TO LEASE

Parties:

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

LESSEE: FAMILY RESOURCE CENTER OF CENTRAL OREGON;

WHEREAS, Lessor and Lessee entered into a Lease (DC 2014-352) with an effective date of July 1, 2014, and ("the Lease") covering space last described as Rooms 225 - 229, approximately One Thousand Two Hundred (1,200) 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 225 - 229 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, 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 $769.00
   July 1, 2017 – June 30, 2018 $788.00

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 ___ day of _________, 2016

FAMILY RESOURCE CENTER OF CENTRAL
OREGON, an Oregon nonprofit corporation

By: ____________________________
Chuck Keers, Executive Director