



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 2016-296, 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

(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: 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

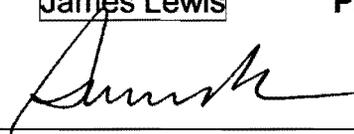
Is this a Grant Agreement providing revenue to the County? Yes No

Departmental Contact and Title:

James Lewis

Phone #: 385-1414

Department Director Approval:



Signature

5/19/14

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 **2016-296**

REVIEWED

LEGAL COUNSEL

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, 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	\$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

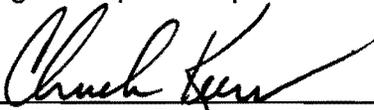
Recording Secretary

ANTHONY DEBONE, COMMISSIONER

LESSEE:

DATED this 20th day of May, 2016

FAMILY RESOURCE CENTER OF CENTRAL
OREGON, an Oregon nonprofit corporation

By: 
Chuck Keers, Executive Director