



Agenda Item 8
September 7, 2016

DATE: August 30, 2016

TO: Children and Families Commission of Orange County

FROM: Kimberly Goll, Executive Director *Kimberly Goll*

ACTION: Adopt resolution authorizing a three-year lease agreement with the Orange County Shared Spaces Foundation

SUMMARY:

The Children and Families Commission of Orange County currently leases office space at The Village in Santa Ana. The lease is due to terminate on October 31, 2016. This agenda item requests Commission authorization to renew the three-year lease agreement with the Orange County Shared Spaces Foundation for office space effective November 1, 2016.

DISCUSSION:

A core tenet of the Commission's operations is to limit or reduce administrative costs. In July 2013, the Commission approved a three-year lease agreement with the Orange County Shared Spaces Foundation for office space located at The Village at 17th Street in Santa Ana. This lease represented a significant reduction in monthly office space costs. In addition to the stable and affordable lease rates, the building tenants have access to common areas, meeting rooms and training resources at no additional cost. The building is centrally located to Commission funded programs and county resources resulting in reduced travel time and related costs.

The proposed term for a new three-year lease at The Village is presented in Attachment 1. A monthly rate of \$1.40 per square foot for 4,235 square feet is a \$.05 increase per square foot from the original lease in 2013. The Common Area Maintenance costs will be incurred at rates detailed in the attached term sheet. Renewal of a three-year lease agreement with the Orange County Shared Spaces Foundation for office space at The Village at 17th Street is recommended. Pending Commission direction, staff will work with Commission counsel to execute a lease agreement consistent with Attachment 1.

The Village was the first nonprofit center in the County and was created as a project funded by the Orange County Shared Spaces Foundation. Major funders of the Foundation include several of the Commission's funding partners including the Podlich Family Fund, Nancy and William Thompson Family Foundation, Pacific Life Foundation, Orange County Community Foundation and others. The Shared Spaces Foundation's mission is to develop quality, affordable, and stable multi-tenant nonprofit centers that strengthen Orange County's nonprofit organizations. This focus on strengthening the non-profit sectors aligns well with the Commission's priority and is evidenced by the over 20 non-profit organizations that are tenants within The Village.

STRATEGIC PLAN & FISCAL SUMMARY:

This agenda item is consistent with the Commission's Strategic Plan and is included in the Fiscal Year 2015/16 approved budget.

PRIOR COMMISSION ACTION:

- July 2013 – Approved Three-Year Office Lease

RECOMMENDED ACTION:

Adopt resolution authorizing the Executive Director to enter into agreement with the Orange County Shared Spaces Foundation, for a three –year lease effective November 1, 2016 consistent with the terms and conditions outlined in this agenda item.

ATTACHMENTS:

1. Proposed Term Sheet Commission Office Space
2. Resolution for Lease Agreement

Contact: Kim Goll

**Proposed Term Sheet
Commission Office Space**

Lease Date	November 1, 2016
Lessor	Orange County Shared Spaces Foundation
Location	“The Village at 17 th Street,” 1505 East 17 th Street, Santa Ana, CA 92705
Total Square Footage	Approximately 4,235 net rentable square feet
Lease Term	November 1, 2016 – October 31, 2019
Rate	<ul style="list-style-type: none"> - \$1.40 per net rentable square foot per month (\$5,929.00) - Subject only to rent increases for Common Area Maintenance (CAM) as established and which may be applied for lease terms extending beyond two years at the following rates beginning: January 2017-CAM estimate of \$69.97/month January 2018-CAM estimate of \$158.01/month January 2019-CAM estimate of \$245.06/month - No brokerage fees
Maximum Payment Obligation	\$225,000
Agreed Use	General office and administrative activities
Common Access Space	Lease includes access to the following common areas: Conference Center Suite including a Board style meeting room, a training room with pantry, lunch room, day office cubicles for guest visitors, small conference room, and concierge reception.
Construction	Premises will be “as-is” condition, however, Lessor will complete carpet cleaning and touch-up painting.
Parking	General parking available at 18 th Street entry. No assigned parking.
Other	Access to monthly lunch time training services

CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY

RESOLUTION NO. ___-16-C&FC

September 7, 2016

A RESOLUTION OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY DIRECTING THE EXECUTIVE DIRECTOR AND COMMISSION COUNSEL TO PREPARE AND NEGOTIATE THE FINAL FORM OF A LEASE AGREEMENT WITH THE ORANGE COUNTY SHARED SPACES FOUNDATION FOR COMMISSION OFFICE SPACE; AND, AUTHORIZING APPROVAL AND EXECUTION OF SUCH AGREEMENT ON BEHALF OF THE COMMISSION

WHEREAS, in order to facilitate the creation and implementation of an integrated, comprehensive, and collaborative system of information and services to enhance optimal early childhood development, the legislature adopted legislation set forth in the California Children and Families Act of 1998, Health and Safety Code Section 130100, *et seq.* (as amended, the “Act”) implementing the Children and Families First Initiative passed by the California electorate in November, 1998 and establishing the California Children and Families Commission and County Children and Families Commissions, including this Children and Families Commission of Orange County (“Commission”); and

WHEREAS, Commission adopted its Strategic Plan to define how funds authorized under the Act and allocated to the Commission should best be used to meet the critical needs of Orange County’s children prenatal to five years of age as codified in the Act; and

WHEREAS, Commission desires to authorize the Executive Director and Commission Counsel to prepare and negotiate a three (3) year lease agreement for Commission office space with the Orange County Shared Spaces Foundation, in a total amount not to exceed \$225,000, beginning on or about November 1, 2016; and

WHEREAS, Commission has reviewed the staff report relating to the proposed terms and conditions of the lease agreement for Commission office space and hereby finds and determines that the proposed lease agreement is in furtherance of and consistent with the Commission’s Strategic Plan; and

WHEREAS, Commission desires to authorize the Commission Chair and Commission Clerk to execute the three (3) year lease agreement for Commission office space with the Orange County Shared Spaces Foundation, in a total amount not to exceed \$225,000, beginning on or about November 1, 2016.

NOW, THEREFORE BE IT RESOLVED BY THE COMMISSIONERS OF THE CHILDREN AND FAMILIES COMMISSION OF ORANGE COUNTY AS FOLLOWS:

Section 1 Commission finds and determines the foregoing Recitals are true and correct and are a substantive part of this Resolution.

Section 2 Commission authorizes the Executive Director and Commission Counsel to prepare and negotiate the terms, conditions and final form of a three (3) year lease agreement for Commission office space with the Orange County Shared Spaces Foundation, in a total amount not to exceed \$225,000, beginning on or about November 1, 2016, consistent with the staff report for this Agenda Item and the proposed term sheet for Commission office space attached thereto as Attachment 1.

Section 3 The form of the final three (3) year lease agreement for Commission office space with the Orange County Shared Spaces Foundation shall be reviewed and approved by the Executive Director. The approval by the Executive Director of the lease agreement shall be conclusively evidenced by the execution and delivery of the lease agreement by the Commission Chair to the Commission Clerk.

Section 4 Commission hereby approves the three (3) year lease agreement with the Orange County Shared Spaces Foundation for Commission office space, as specified in the September 7, 2016 staff report for this Agenda Item and the proposed term sheet for Commission office space attached thereto as Attachment 1.

Section 5 The Commission Chair and the Clerk of the Commission are hereby authorized to execute and attest, respectively, the lease agreement on behalf of the Commission.

Section 6 A copy of the final lease agreement with the Orange County Shared Spaces Foundation, when executed by the Commission Chair and attested by the Clerk of the Commission, shall be appended hereto as a part of Exhibit A to this Resolution. Exhibit A is hereby fully incorporated as a part of this Resolution by this reference and made a part hereof. The final executed lease agreement shall be placed on file in the office of the Clerk of the Commission.

Section 7 In addition to the authorization of Section 2 above, the Executive Director (or designee) is hereby authorized, on behalf of the Commission, (i) to sign all documents necessary and appropriate to carry out and implement the lease agreement, (ii) to cause the issuance of warrants, (iii) to administer the Commission's obligations, responsibilities, and duties to be performed under such agreement, and (iv) during the term thereof to provide waivers, administrative interpretations, and minor modifications of the provisions of such agreement in the furtherance thereof.

Section 8 The Clerk of the Commission shall certify to the adoption of this Resolution.

The foregoing resolution was passed and adopted by the following vote of the Children and Families Commission of Orange County on September 7, 2016 to wit:

AYES Commissioners: _____

NOES: Commissioner(s): _____

EXCUSED: Commissioner(s): _____

ABSTAINED: Commissioner(s) _____

CHAIR

STATE OF CALIFORNIA)
)
COUNTY OF ORANGE)

I, Robin Stieler, Clerk of the Commission of Orange County, California, hereby certify that a copy of this document has been delivered to the Chair of the Commission and that the above and foregoing Resolution was duly and regularly adopted by the Children and Families Commission of Orange County.

IN WITNESS WHEREOF, I have hereto set my hand and seal.

Robin Stieler
Clerk of the Commission, Children and Families Commission of
Orange County, County of Orange, State of California

Resolution No: __-16-C&FC

Agenda Date: September 7, 2016

Item No.



I certify that the foregoing is a true and correct copy of the Resolution adopted by the

Robin Stieler, Clerk of the Commission

By: _____
Deputy

EXHIBIT A TO RESOLUTION OF COMMISSION

(Attach copy of final lease agreement with the Orange County Shared Spaces Foundation)