

# MARIN GENERAL SERVICES AUTHORITY

555 Northgate Drive, Suite 230, San Rafael, CA

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## MEMORANDUM

**DATE:** June 10, 2010

**TO:** MGSA Board of Directors

**FROM:** Paul Berlant, Executive Officer

**SUBJECT:** AGENDA ITEM: **J**: Lease Extension for Office Space at 555 Northgate Drive, San Rafael, California

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### Recommended Action:

Approve, and authorize the Executive Officer to sign, the First Extension to the Lease with MCF Properties for MGSA's office space at 555 Northgate Drive, extending the Lease from March 1, 2010 through February 29, 2012.

### Background:

MGSA currently leases office space, which it shares with MTA and LAFCo at 555 Northgate Drive, San Rafael from MCF Properties. We have been in this space since March 2009. The space works very well, given our shared staff support with MTA and the business support tools and fiber internet access available in the building.

The First Extension to the Lease is a two year extension from March 1, 2010 through February 29, 2012. For the first year, the total rent remains the same at \$2,251.99 per month for the three agencies. MGSA's share is \$362.08 per month. MCF Properties may increase rent by 3% for the second year. All other conditions in the Lease remain the same.

### Attachment:

Office Lease First Extension