

**MARIN GENERAL SERVICES AUTHORITY**  
555 Northgate Drive, Suite 230, San Rafael, CA 94903  
PHONE: (415) 448-0359

**MEMORANDUM**

**DATE:** March 8, 2012  
**TO:** MGSA Board of Directors  
**FROM:** Paul Berlant, Executive Officer  
**SUBJECT:** AGENDA ITEM: G: Approval of Lease Extension for Office Space, 555 Northgate San Rafael

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Recommendation: Authorize the Executive Officer to execute a four-year lease agreement for office space. A draft resolution is attached.

Background: The MGSA office staff, files, records, and meeting space has been at 555 Northgate, San Rafael (MCF Non-Profit Resource Center) since March 2009. We continue to share space with MTA and LAFCo. The current lease expired on February 29, 2012. However, we have remained in the space anticipating approval of an extension to the lease. The LAFCo board approved the extension on February 9<sup>th</sup> and the MTA board is scheduled to consider the extension on March 14<sup>th</sup>.

Discussion

MTA, LAFCo and MGSA staff has negotiated a four-year extension with MCF at a base rent of \$2550 per month. The current monthly base rent is \$2319.55, thus, an increase of \$230.45 is proposed. MGSA's share has been and will continue to be 16%. We also share in other "amenity" costs with LAFCo and MTA, including copier lease and internet connection. The full amenity cost will go down by from \$225 to \$175/month, resulting in a net, fixed cost increase of \$180.45 (a 7% increase overall). MGSA's fixed, space cost will be \$466.33. This is \$20.20/month more than previously. MCF has agreed to a zero rent increase over the four-year term, plus an option for an additional three year extension, which would be subject to CPI increases. The new rental costs are within the current budget authority.

At the January MGSA Board meeting I indicated that I would use my authority under the JPA agreement to execute the agreement in February and report back to the board in March. However, since we have subsequently negotiated a longer term than was anticipated in January, and the total commitment comes closer to my \$25,000 authority, I felt it prudent to bring this lease to the board for your approval.

Since the LAFCo, MTA and MGSA each have separate counsel, we three Executive Officers opted to have the County Counsel's office (LAFCo counsel) review the lease on behalf of all (saving MTA and MGSA a little money). No substantive issues were raised by County Counsel.

Attachment  
Draft Resolution