

Ag. 2003-107



3.2

NEIGHBORHOOD SERVICES  
DEPARTMENT

CITY OF SACRAMENTO  
CALIFORNIA

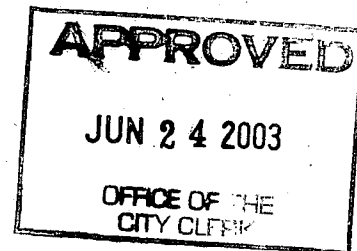
2450 Meadowview Road  
Sacramento, CA 95832-1447

Sacramento START

Phone: (916) 433-2260  
Fax: (916) 433-4060

June 16, 2003

City Council  
Sacramento, California



Honorable Members in Session:

**SUBJECT: Lease of Office Space at 8795 Folsom Boulevard for the Sacramento START Program**

**LOCATION AND COUNCIL DISTRICT:** 8795 Folsom Boulevard, Council District 6

**RECOMMENDATION:**

It is recommended that City Council, by resolution, authorize the execution of a lease agreement with Nusbaum Family Trust for office space at 8795 Folsom Boulevard, Suite 101, for the administrative staff of the Sacramento START program.

**CONTACT PERSON:** Kelly J. Montgomery, Area Director, 433-2260  
Marie L. Dixon, START and Grants Manager, 277-6022

**FOR COUNCIL MEETING OF:** June 24, 2003

**SUMMARY:**

As noted in our report to City Council at the April 22, 2003, Council meeting, Sacramento START (Students Today Achieving Results for Tomorrow) has been looking for alternate leased space for several months. We recommend approval of a lease agreement with Nusbaum Family Trust for office space at 8795 Folsom Boulevard, Suite 101, in Council District 6 (see map in Attachment 1). The lease space is comprised of approximately 5,309 rentable square feet and will accommodate the administrative staff of the City's Sacramento START program.

The lease agreement provides for an initial term of three (3) years, with one option to renew for an

additional three (3) years. Monthly rent begins at \$1.54 per square foot, or \$8,176, and will be increased annually by five cents per square foot in the second and third years. If the option to renew is exercised, monthly rent will increase by approximately three percent each year.

The lease is considered full service in that the landlord is responsible for all operating expenses, including utilities, maintenance, repairs, and janitorial, with the City paying its pro rata share of increases in expenses over the Base Year (2003). Based on lease rates for buildings of comparable size, location, and condition, and offering similar amenities, the lease rate negotiated falls within market parameters.

The landlord has agreed to modify the interior space of the premises, including construction of a conference room, for the City's use. The City will be allowed use of the HVAC system, at no charge, for an additional five hours each week beyond the normal work day to accommodate after-hours meetings and training. In addition, the agreement includes on-site parking for employees and visitors, and one month of free rent.

**COMMITTEE/COMMISSION ACTION:** None.

**BACKGROUND:**

Sacramento START provides after-school, no-cost literacy, homework assistance and enrichment programs in elementary schools with populations demonstrating the greatest financial need. Funding is provided through the City's partnership with the California Department of Education (CDE), the County of Sacramento, six participating school districts, and donations from foundations, businesses and individuals.

The Sacramento START program is completing its first year of a three-year funding commitment from CDE. In the 2003-04 fiscal year, Sacramento START expects to operate at 43 elementary schools and to serve approximately 4,500 students every day in kindergarten through sixth grade.

The Sacramento START program has been increasing in size, as have some of the other programs also housed at 6005 Folsom Boulevard. Consequently, the City has outgrown the usable space at the existing location, creating the need for the relocation of some of the programs located there.

A number of office sites near START's existing offices were considered and compared. In addition, outreach was made to the County of Sacramento and other government agencies to determine the availability of any excess office space currently owned or leased by these entities. The space at 8795 Folsom Boulevard was selected for the following reasons:

- Central location relative to the school sites at which the program operates
- Proximity to major transportation corridors
- Extent of interior alterations required
- Ability to accommodate large staff meetings and trainings
- Nearby location of a Light Rail station
- Future proximity of high-speed data and communications lines along the Light Rail right-of-way
- Full service lease rate

#### **FINANCIAL CONSIDERATIONS:**

Funding for the on-going lease expense is budgeted in START's operating budget. No increase in the General Fund contribution to the program is required.

#### **ENVIRONMENTAL CONSIDERATIONS:**

This project is exempt from the California Environmental Quality Act (CEQA) under Section 15301(a) of the CEQA guidelines. This section addresses the lease of space within an existing private structure involving no expansion of use, except for minor alterations.

#### **POLICY CONSIDERATIONS:**

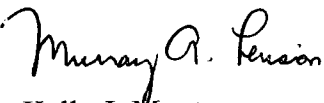
The START program supports a number of goals in the City's strategic plan, including:

- Establish and Strengthen Community and Regional Partnerships to Enhance the Quality of Life (Principle – The City will pro-actively seek out partnerships with community organizations and other agencies to build, operate, program and maintain community facilities)
- Preserve and Expand the Arts and Culture, Open Space, Urban Forest, Parks, and Recreation Opportunities (Principle – The City should support broader access to regional properties, facilities and services through specialized program and partnerships)
- Enhance Educational Opportunities for the Entire Community (Principles – The City should provide resources to improve and expand accessibility to facilities and programs for community learning; Partnerships with multiple local institutions should be continuously expanded to leverage resources; Pursue opportunities to educate the public and promote civic engagement; and Support students and provide resources (e.g., libraries, START, Archives) to them so they have the best chance to be successful)

**ESBD CONSIDERATIONS:**

No goods or services are being purchased.

Respectfully submitted,

  
for Kelly J. Montgomery  
Area Director

RECOMMENDATION APPROVED:



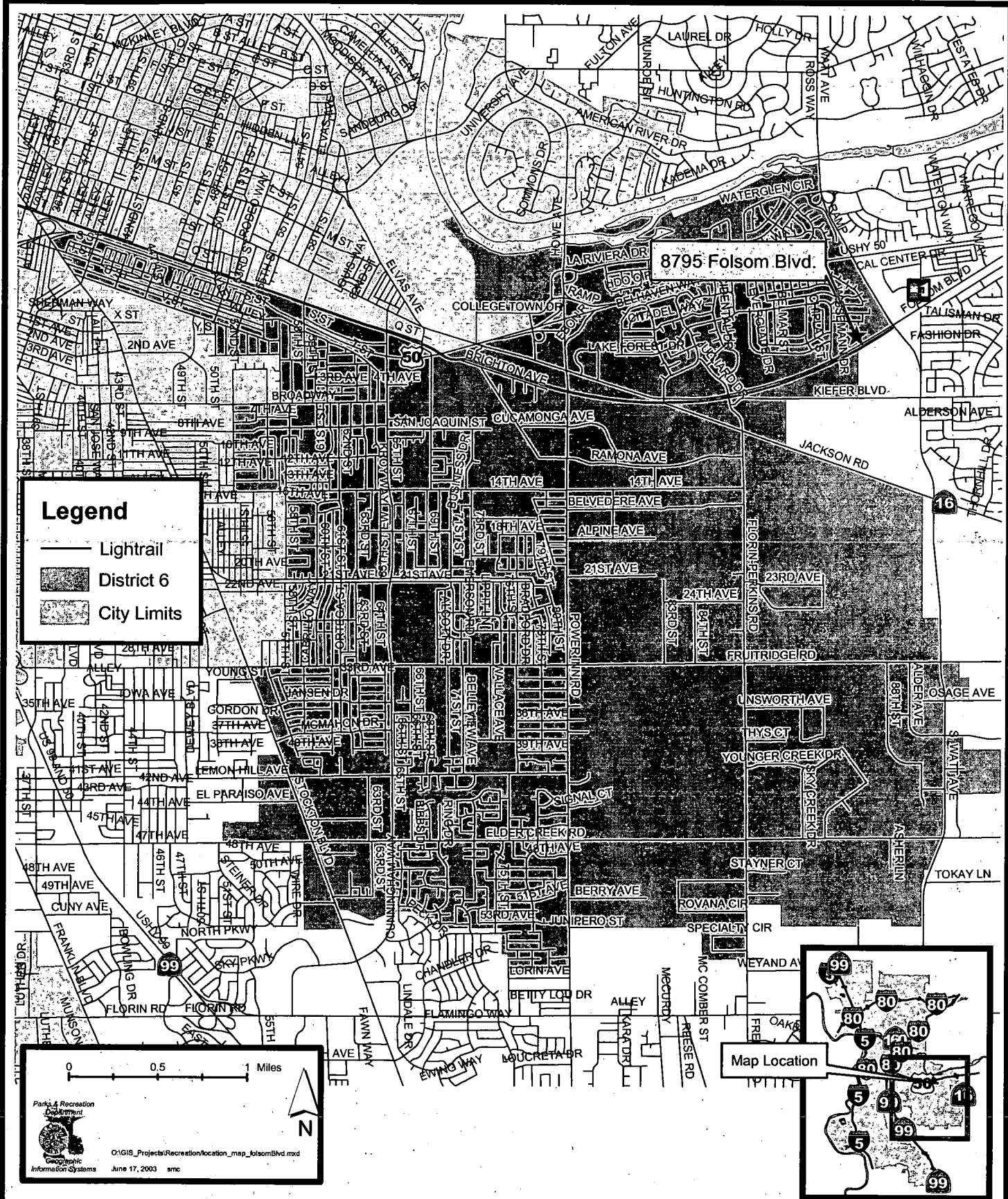
ROBERT P. THOMAS  
City Manager

TABLE OF CONTENTS

	<u>Page</u>
1. Attachment 1, location map of site .....	5
2. Resolution .....	6



**City of Sacramento**  
**Department of Parks and Recreation**  
**Attachment 1**  
**Location Map of 8795 Folsom Boulevard**

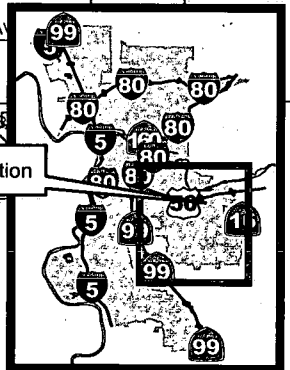


**Legend**

- Lightrail
- District 6
- City Limits

0 0.5 1 Miles

C:\GIS\_Projects\Recreation\location\_map\_folsomBvd.mxd  
 Geographic Information Systems June 17, 2003 smc



**RESOLUTION NO. 2003-413**

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF \_\_\_\_\_

**RESOLUTION AUTHORIZING EXECUTION OF A LEASE OF OFFICE SPACE  
FOR THE SACRAMENTO START AFTER-SCHOOL PROGRAM  
WITH NUSBAUM FAMILY TRUST AT 8795 FOLSOM BOULEVARD, SUITE 101**

**WHEREAS**, the City of Sacramento desires to continue and improve the Sacramento START after-school literacy, homework assistance and enrichment program in elementary schools throughout the City and at County locations,

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO:**

1. That the City Manager and City Clerk are hereby authorized to execute a three-year lease with a three-year renewal option with Nusbaum Family Trust for office space at 8795 Folsom Boulevard, Suite 101, in Sacramento, California, to commence on August 1, 2003, or upon completion of tenant improvements, whichever is later; and
2. That the City Manager is hereby authorized to execute such additional documents and to take such additional actions as necessary to implement the lease.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

**FOR CITY CLERK USE ONLY**

RESOLUTION NO.: \_\_\_\_\_

DATE ADOPTED: \_\_\_\_\_