

OHLONE COMMUNITY COLLEGE DISTRICT

MEMORANDUM

CONSENT

TO: BOARD OF TRUSTEES

FROM: DOUGLAS TREADWAY

DATE: JULY 13, 2005

SUBJECT: RATIFICATION OF LEASE WITH BALLENTINE L.P. FOR THE ONE STOP PROGRAM

The Board of Trustees was apprised at the June 8, 2005 Board meeting that staff was in negotiations on a lease for the One Stop Program. The lease is for 2,280 square feet of office space located at 39899 Balentine Drive in the city of Newark. The term of the lease is 26 months beginning July 1, 2005 and concluding on August 31, 2007. For months 1-14 the monthly rent is \$4,218. For months 2 and 14, the monthly rental fees will be abated. For months 15-26 the monthly rental fee will be \$4,332.

The District has the right to notice the landlord that it desires to withdraw from the lease beginning April 1, 2006 if funding for the One Stop Program is terminated. Staff does not believe it probable that funding will be ceased since the program is considered exemplary, but did insist that a withdraw provision be included in order to protect the District's finances. In addition, to the regular office space, the One Stop Program will have the opportunity to use a common area conference room up to ten hours per week for no additional charges.

The President signed the lease in June so that the One Stop Program could be relocated and begin operations close to the beginning of July. Attached is an excerpt from the full lease delineating the basic lease terms. The full lease is available for review in the office of the Vice President of Business Services.

RECOMMENDATION:

The President/Superintendent recommends that the Board of Trustees ratify a lease with Balentine, L.P. with terms as delineated in the attached basic lease information.