



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 18, 2023

SUBJECT: Approval of a lease with Dr. Anne Onishi and Maureen McCaffrey for the Medical Examiner's Office

RECOMMENDED MOTION:

Move approval of Board signature of Document No. 2023-848, a lease with Dr. Anne Onishi and Maureen McCaffrey for use of certain office space for the Medical Examiner's Office.

BACKGROUND AND POLICY IMPLICATIONS:

In October 2022, Deschutes County entered into a services contract (contract) with Dr. Anne Onishi and Maureen McCaffrey to provide medical examiner (ME) services for Deschutes County. As a requirement of the contract, the County provides office space for ME operations. As a temporary space solution, the ME's office has been occupying the County-owned property at 221 NW Lafayette Avenue, Bend, known as the Erwin Building. Due to plans associated with the Erwin Building to support the courthouse expansion project, staff has identified an alternate space for the ME's office.

County-owned property at 1130 NW Harriman Street, Bend known as the Mike Maier Services Building has an office and storage area to accommodate the ME' office. In addition to the +/- 121 square foot office and adjacent secured storage, the ME will also have access to a conference room and breakroom.

The zero-cost lease is effective upon lease execution and will continue through June 2024, and includes two-year auto-renewal periods contingent on a current services contract. The lease also includes a mutual provision to terminate the lease with a 60-day written notice.

BUDGET IMPACTS:

This is a zero-cost lease.

ATTENDANCE:

Kristie Bollinger, Property Manager

Whitney Hale, Deputy County Administrator