

DESCHUTES COUNTY DOCUMENT SUMMARY

(NOTE: This form is required to be submitted with ALL contracts and other agreements, regardless of whether the document is to be on a Board agenda or can be signed by the County Administrator or Department Director. If the document is to be on a Board agenda, the Agenda Request Form is also required. If this form is not included with the document, the document will be returned to the Department. Please submit documents to the Board Secretary for tracking purposes, and not directly to Legal Counsel, the County Administrator or the Commissioners. In addition to submitting this form with your documents, please submit this form electronically to the Board Secretary.)

Please complete all sections **above** the Official Review line.

Date: March 21, 2022 **Department:** Administrative, Property Management Division

Tenant: St. Charles Health Systems, Inc.

Tenant Contact: Matt Swafford, CFO

Tenant Telephone #: 541-706-2791

Type of Document: First Amendment to a Lease

Goods and/or Services: None

Background & History:

BACKGROUND AND POLICY IMPLICATIONS:

In July 2021, Deschutes County purchased the Redmond property at 244 N. W. Kingwood Avenue, and assumed a lease with St. Charles Health System, Inc., (Assignment and Assumption of Lease Document No. 2021-527). The assumed lease was for 1,850 square feet of finished space and 910 square feet of unfinished space, for a total of 2,760 square feet (Suite C). On March 1, St. Charles Health System, Inc., requested a reduction to the lease of the unfinished space, beginning April 1st. The current cost per foot of \$1.60 per square foot is unchanged.

The current lease expiration date is June 30, 2024, and remains unchanged. Additionally, there is a remaining (3) three year option which would extend the lease to June 30, 2027.

Agreement Starting Date: April 1, 2022

Ending Date: June 30, 2027, if option is activated

Annual Value: \$35,520 base rent; CAMs \$6,436.80

Insurance Certificate Received (check box)
Insurance Expiration Date: 7/1/2022

Check all that apply: NONE

RFP, Solicitation or Bid Process

Informal quotes (<\$150K)

Exempt from RFP, Solicitation or Bid Process (specify – see DCC §2.37)

Funding Source: (Included in current budget? Yes No

3/22/2022


If **No**, has budget amendment been submitted? Yes No

Is this a Grant Agreement providing revenue to the County? Yes No

Departmental Contact and Title:

Phone #:

Department Director Approval: _____


Signature

5/3/2022
Date

Distribution of Document: Return copy to Property Management

Official Review:

County Signature Required (check one):

- BOCC (if \$150,000 or more) –
- County Administrator (if \$25,000 but under \$150,000)
- Department Director - Health (if under \$50,000)
- Department Head/Director (if under \$25,000)

Legal Review _____

Date _____

Document Number