

4/30/80

Memorandum 80-47

Subject: Lease of Office Space for Commission

We believe that by the time of the May 16 meeting, the lease for office space for the Commission will have been approved by the Space Management Division of the Office of General Services in Sacramento and by the Palo Alto Unified School District Board of Trustees.

The lease was prepared by the Space Management Division, which has exclusive jurisdiction in this matter. The lease provides for rent at the rate of \$1,200 per month (for full janitorial and utility services except telephone) plus real property taxes and contains a cost of living increase provision drafted by the Space Management Division for future years. The rate of rent in the lease is computed at a rate of 60 cents per square foot per month. This is a very inexpensive rental rate. The Governor's budget for 1980-81 includes funds to cover the expense of this lease (except for the real property taxes).

The lease is a five-year lease, with either the State or the District having the right to terminate after two years on 120 days' notice.

The Department of Finance has allocated an additional \$5,000 to our budget to help cover the costs of the move and some minor remodeling. The remodeling that will be permitted only as determined by the Space Management Division which will draw the specifications for the remodeling. We will be required by the Department of Finance to devote all excess funds (including the amount of unexpended funds available for research consultants) to cover the cost of the move.

We are on a very tight schedule on the move since we must vacate our present quarters by June 15 according to the termination notice. We may be able to remain a few additional days, but Stanford has an important summer project that requires the space we now occupy and Stanford is very reluctant to grant any additional time after June 15.

It is requested that the Commission authorize and direct the Executive Secretary to consent, on behalf of the Commission, to the lease prepared by the Space Management Division in the event such consent is required.

Respectfully submitted,

John H. DeMouilly
Executive Secretary