

April 21, 2011

11-091

APPROVE LEASE OF THE HAMPTON SQUARE  
OFFICE BUILDING

PREPARED BY: Steve Hopf, Procurement Manager, Finance

FINANCIAL  
RESPONSIBILITY: Leslie Riester, Associate Vice President, Technology  
Solution Services

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services  
Dr. Preston Pulliams, District President

REPORT: The College has a need to lease office and work space for the Technology Solution Services (TSS) network and Telephone Work Groups due to increased demands on the network, telecom and other technology related services that have resulted from record high enrollment. Approximately 4000 sq. ft. are required to meet the needs of the work groups. The work groups have outgrown currently occupied space on the Sylvania Campus. Alternative contiguous space does not currently exist on any PCC Campus of facility. Key criteria for space selection included updated network and telephone connectivity, close proximity to District facilities, easy access to area transit, and an "open" environment that minimizes costs and encourages collaboration.

CB Richard Ellis, the College's real estate consultant, has identified an acceptable space in the Hampton Square Office Building at 6950 SW Hampton Street in Tigard. Staff feels the terms are acceptable: \$15.00 per sq. ft.; term of sixty (60) months; triple net- PCC will pay utility and trash costs. Renovation costs, expected to be minimal will be borne by the Owner. The space is ADA accessible and the building has ample parking available for College use. Board policy B214 requires that leases exceeding \$150,000 be approved by the Board.

The budget requirement in this resolution is included in the proposed budget that is being considered by the Board in this April meeting. In addition, staff has started

discussions on planning strategically for the support services facility needs for the long term.

**RECOMMENDATION:** That the District President or his designee be authorized to negotiate the lease for needed office space on substantially the same terms described above. Cost over the five year term will be approximately \$300,000.00 with funding provided by the General Fund.

Randy McEwen, District Vice President

PREPARED BY

Wing-Kil Chung, Vice President, Administrative Services

APPROVED BY

Dr. Preston Fullman, District President

REPORT

On September 11, 2003 the Board of Directors by Resolution 04-041 approved a Master Development Agreement and long-term ground lease with certain terms and conditions for the development of a joint use recreational complex on the Rock Creek campus. Of particular benefit to PCC in these agreements is that PCC students/staff have priority use of the facilities and parking during early and middle parts of each weekday.

On November 18, 2010, by Resolution 11-043, the Board authorized the execution of a revised lease agreement in order to allow THPRD to construct and maintain a dog park facility adjacent to the recreational complex.

Based on operating experience and the high level of usage of these facilities, THPRD has identified a need to construct a small, self-contained restroom facility at the far east edge of the recreational fields. In some cases, the existing facilities nearest the athletic fields are over a quarter mile away. This resolution seeks authority to execute a revised lease agreement that would expand the leased premises by 2500 sq. ft. on the far east edge of the PCC property as detailed in attached Exhibits A and B. (On advice of College counsel, this added property is drawn so as to not encroach on the 20 foot easement granted in 1988 along the east property line of the PCC property.)

**RECOMMENDATION:** That the Board of Directors authorize the District President or his designee to agree to the lease of 2500 sq. ft. of additional land to THPRD, as noted in Exhibits A and B, for the purpose of constructing a self-contained restroom facility.