



## Legislation Details (With Text)

**File #:** 20-1371      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 10/8/2020      **In control:** Board of Supervisors

**On agenda:** 12/15/2020      **Final action:** 12/15/2020

**Title:** Clerk of the Board and Supervisor Novasel recommending the Board:  
 1) Approve and authorize the Chair to sign Lease Agreement 5249 with Emerald Bay Properties, LLC, for an additional two (2) year period for office space located at 924 Emerald Bay Road in South Lake Tahoe for a term effective January 1, 2021 to December 31, 2022 with a monthly charge in the amount of \$546.08 for the purpose of providing local office space for Supervisor Novasel and her assistant; and  
 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Lease Agreement 5249 including amendments thereto, which do not increase the term or monthly cost of the agreement, contingent upon approval by County Counsel and Risk Management.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Lease Agreement 5249, 2. B - Counsel Approval, 3. Executed Lease Agreement 5249

Date	Ver.	Action By	Action	Result
12/15/2020	1	Board of Supervisors	Approved	Pass

Clerk of the Board and Supervisor Novasel recommending the Board:  
 1) Approve and authorize the Chair to sign Lease Agreement 5249 with Emerald Bay Properties, LLC, for an additional two (2) year period for office space located at 924 Emerald Bay Road in South Lake Tahoe for a term effective January 1, 2021 to December 31, 2022 with a monthly charge in the amount of \$546.08 for the purpose of providing local office space for Supervisor Novasel and her assistant; and  
 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Lease Agreement 5249 including amendments thereto, which do not increase the term or monthly cost of the agreement, contingent upon approval by County Counsel and Risk Management.

**FUNDING:** General Fund.

**DISCUSSION / BACKGROUND**

On December 18, 2018 with Legistar item 18-1800, the Board authorized the Facilities Division Manager to extend Lease Agreement 073-L1711 for the period commencing January 1, 2020 to December 31, 2020.

The recommended Lease Agreement 5249 will secure the lease for an additional two (2) year period. The amount of the rent is remaining the same as the prior agreement. Staff will evaluate future office space for this purpose beyond 2022 and will return to the Board as needed.

**ALTERNATIVES**

The Board may choose to: 1) Not approve the lease agreement and direct staff to locate a different

facility; 2) Take no action; or 3) direct staff to take another course of action.

**PRIOR BOARD ACTION**

The Board approved exercising the first Option to renew this lease agreement on December 18, 2018 (Item 9, File 18-1800).

**OTHER DEPARTMENT / AGENCY INVOLVEMENT**

CAO-Facilities

**CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

**FINANCIAL IMPACT**

The costs associated with this lease agreement are included in the Department's Fiscal Year 2021-22 budget. Rent and utilities total approximately \$546.08 per month for an annual cost of approximately \$6,553.00. With Board approval of this item, the Department will include expenses for the lease in their Fiscal Year 2021-2022 budget request. The amount of the rent is remaining the same.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

The Clerk will obtain the Chair's signature on two original of the Lease Agreement one via interoffice mail to the Facilities division, Attn: Angelo Troquato, for processing.

**STRATEGIC PLAN COMPONENT**

Good Governance

**CONTACT**

Kim Dawson, Clerk of the Board