



## Legislation Details (With Text)

**File #:** 18-1800      **Version:** 1

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

**File created:** 11/8/2018      **In control:** Board of Supervisors

**On agenda:** 12/18/2018      **Final action:** 12/18/2018

**Title:** Clerk of the Board and Supervisor Novasel recommending the Board:  
 1) Approve and authorize the Chair to sign a letter exercising the first option to extend Lease Agreement 073-L1711 with Emerald Bay Properties, LLC, for an additional one (1) year period for office space located at 924 Emerald Bay Road in South Lake Tahoe for a term effective January 1, 2019 to December 31, 2019 for an estimated monthly charge in the amount of \$537 for the purposes of providing local office space for Supervisor Novasel and her assistant; and  
 2) Delegate authority to the Facilities Division Manager to exercise the second option to extend the Lease Agreement for an additional one (1) year period commencing January 1, 2020 to December 31, 2020.

FUNDING: General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Option 1 - Extend Lease 073-L1711, 2. B - Executed Lease Agreement 073-L1711 (8-2-16), 3. Executed Letter

Date	Ver.	Action By	Action	Result
12/18/2018	1	Board of Supervisors	Approved	Pass

Clerk of the Board and Supervisor Novasel recommending the Board:  
 1) Approve and authorize the Chair to sign a letter exercising the first option to extend Lease Agreement 073-L1711 with Emerald Bay Properties, LLC, for an additional one (1) year period for office space located at 924 Emerald Bay Road in South Lake Tahoe for a term effective January 1, 2019 to December 31, 2019 for an estimated monthly charge in the amount of \$537 for the purposes of providing local office space for Supervisor Novasel and her assistant; and  
 2) Delegate authority to the Facilities Division Manager to exercise the second option to extend the Lease Agreement for an additional one (1) year period commencing January 1, 2020 to December 31, 2020.

**FUNDING:** General Fund.

**DISCUSSION / BACKGROUND**

The Board approved Lease Agreement 073-L1711 for a 28 month term beginning September 1, 2016 ending December 31, 2018 for lease office space in South Lake Tahoe for use by Supervisor Novasel and her assistant. Pursuant to agreement section 4.1-Options to Extend, rent shall be adjusted to the lower of the current fair market rental rate for the premises or two percent (2%) above the then current monthly rental rate, whichever is lower. Rent for the term of January 1, 2019 through December 31, 2019 will be \$1.53 per square foot or \$486.54 per month and electricity and propane shall remain at the flat rate of \$50.00 per month.

The agreement contains a provision for two (2) options to extend the term of the Lease for a period of

one (1) year each. This item recommends the Board exercise the first option for one year and delegate authority to the Facilities Division Manager to exercise the second option to extend the Lease Agreement an additional one (1) year commencing January 1, 2020 to December 31, 2020. Staff will evaluate future office space for this purpose beyond 2020 at an appropriate time during that year and 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 this lease agreement on August 2, 2016 (Item 4, File 16-0619).

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

CAO-Facilities

#### **CAO RECOMMENDATION / COMMENTS**

It is recommended that the Board approve this item.

#### **FINANCIAL IMPACT**

The costs associated with this lease agreement are included in the Department's Fiscal Year 2018-19 budget. Rent and utilities total approximately \$537 per month for an annual cost of approximately \$6,445. With Board approval of this item, the Department will include expenses for the lease in their Fiscal Year 2019-2020 budget request.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

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

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

Jim Mitrisin, Clerk of the Board