



Legislation Text

File #: 16-0619, **Version:** 1

Clerk of the Board and Supervisor Novasel recommending the Board approve and authorize the Chair to sign Lease Agreement 073-L1711 for office space located at 924 Emerald Bay Road in South Lake Tahoe for a term effective September 1, 2016 to December 31, 2018 for an estimated monthly charge in the amount of \$527 for the purposes of providing local office space for Supervisor Novasel and her Assistant. The agreement may be renewed annually for two (2), one (1) year terms each to include an annual review of charges for rent and utilities.

FUNDING: General Fund.

DEPARTMENT RECOMMENDATION

The Clerk of the Board recommends approval of this lease for local office space for the District 5 Supervisor who resides in the Tahoe basin.

DISCUSSION / BACKGROUND

Over the years, the District 5 Supervisor shared leased office space with staff from the Community Development Agency (CDA). In recent months, CDA consolidated their staff from various locations in South Lake Tahoe into the upper level of the facility at 924 Emerald Bay Road and utilized the space previously occupied by the District 5 Supervisor. Chief Administrative Office, Facilities Division staff met with the owner of the building and it was determined that an office space on the lower level of the building could be leased for a nominal charge.

The county may terminate this lease with a ninety (90) day written notice to the Lessor.

ALTERNATIVES

The Board may choose to;

- 1) Not approve the lease agreement and direct staff to locate a different facility; or
- 2) Take no action.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Chief Administrative Office - Facilities Division

CAO RECOMMENDATION

The Chief Administrative Office concurs with the recommendation.

FINANCIAL IMPACT

The costs associated with this lease agreement are not included in the department's Fiscal Year 2016-17 Recommended budget, however it is anticipated the cost can be absorbed as a result of salary and other savings. Rent and utilities total \$527 per month for a cost of approximately \$5,270 in FY2016-17 (10 months), and \$9,500 over the course of the 18 month term. The department is also responsible for janitorial services and potentially additional telephone services, however these charges are pending final analysis based on actual need and are not anticipated to be a substantial additional cost.

CLERK OF THE BOARD FOLLOW UP ACTIONS

Obtain the Chair's signature on two (2) original lease agreements and interoffice one to the Facilities division, Attn: Angelo Troquato for processing.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

Jim Mitrisin, Clerk of the Board