

Les Baugh
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City Member Alternate

Stan Neutze
City Member

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Irwin Fust
Special District Member

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Brenda Haynes
Special District Member



Larry Russell
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County Member

Patricia A. Clarke
Special District Alternate

Katharine Ann Campbell
Public Member Alternate

George Williamson
Executive Officer

James M. Underwood
General Counsel

Kathy Bull
Manager

Agenda Item: 8.a.

Meeting Date: June 6, 2019

From: George Williamson, Executive Officer & Kathy Bull, Office Manager

Subject: Office Relocation

Background:

At a previous Commission Meeting, staff was directed to reduce costs in order to pay off CalPERS Unfunded Liability obligations. An early lease termination from the Shasta Regional Transportation Agency (SRTA) facility was determined to be a viable way to reduce expenses.

Discussion:

Consistent with the Shasta LAFCO Commission direction, staff found a suitable office space to relocate. At an Executive Committee meeting held on April 17, 2019, Chairman Fust and Commissioner Neutze agreed for staff to obtain a lease with the building owner, Debra Randell at the office located at 999 Mission De Oro, Suite 106, Redding, CA 96003. The move took place on Friday, May 10, 2019.

Essential information regarding the new space include the following:

- Lease agreement began on May 1, 2019 for a one-year period with the option to renew.
- Monthly lease is \$500 and deposit was \$500.
- Utilities are included with the monthly lease excluding phone service. Wi-fi is included, however, as a public agency, Shasta LAFCO will retain its own internet service.
- Great location with ample parking space.
- Street sign is in place along with an indoor directory with Shasta LAFCO listed.

Savings from this relocation for Fiscal Year 2019/2020 include:

- A savings of \$6,033 for Lease of Structures.
- A savings of \$950 for Utilities.
- A savings of \$600 for Communications service by changing providers and removal of the fax number.
- Overall savings is \$7,583.

As the office space is considerably smaller than the previous location, there was not enough room to retain all furnishings. Therefore, Shasta LAFCO has donated surplus furniture and office supplies to A.C.I.D., Bella Vista Water District and SHIELD Training Center. With the friendly welcome of neighboring businesses, staff has settled into the new office which accommodates Shasta LAFCO's current business needs.

Recommendation:

This is an informational item with not action required from the Commission.