

# MARIN GENERAL SERVICES AUTHORITY

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## MEMORANDUM

**DATE:** November 13, 2008

**TO:** MGSA Board of Directors

**FROM:** Paul Berlant, Executive Officer

**SUBJECT:** AGENDA ITEM I: APPROVAL OF MGSA OFFICE SPACE LEASE

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Recommendation: Authorize the Executive Officer to execute a lease agreement MGSA for office space.

Background: The MGSA office staff, files and records, and meeting space is currently at the County's IT office in Novato. The individual doing the work for MGSA, Elizabeth Lopez, works part-time for MGSA, with the remainder of her work time devoted to MERA and MTA, two JPA's whose files and records are located in the same space. The County IT Department needs the space we occupy for its own employees and have asked that we vacate. We three Executive Officers of the JPA's have searched for other shared space, including other space at the County and other public agencies to no avail. Since we only have one full-time employee and the Executive Officers need the space only for occasional on-site work and meetings, our space needs are relatively small. In fact, we have been trying to see if there is other space we could share with another public agency (e.g., TAM, Marin Transit and SMART, and LAFCO in offices in San Rafael), or invite a fourth agency to join us in newly rented space. Attached is a list of office space we have researched in our search for a new location. Barbara Thornton, Executive Officer of MTA took the lead in this search and her work is much appreciated.

Our search led us to the building owned by the Marin Community Foundation at 555 Northgate in San Rafael as our first choice. This building houses a number of small non-profit agencies, one of which has vacated space containing two offices and three workstations. The building supports three conference rooms, which would be available for JPA use, shared copy machine and other ancillary facilities and is convenient to public transit. The rent on the space is \$1960 per month, including access to phone and IT services. The MGSA's share of the rent would be 20% of the rent, based on the pro-rata share of time devoted to MGSA by Ms. Lopez. The 2008-09 budget includes \$6500 for rent, which is sufficient for this expense.

Although the space is currently available, given the need to get three JPA's and a landlord to agree to final lease language, the specific lease documents for the space have not have been finalized as of the date of preparation of this report. I will provide this information as soon as it is available. Since the Board will not meet again until January, I am seeking authorization to execute a lease agreement per the terms I will provide before or at the November 13<sup>th</sup> meeting.