

MARIN EMERGENCY RADIO AUTHORITY

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MEMORANDUM

DATE: December 17, 2008

TO: MERA Board of Directors

FROM: Maureen Cassingham, Executive Officer

SUBJECT: AGENDA ITEM B-5: PROPOSED MERA OFFICE SPACE LEASE—MARIN COMMUNITY FOUNDATION (MCF) PROPERTY HOLDINGS, INC.

Recommended Action: Approve, upon the recommendation of the Executive Committee, a shared office space lease at 555 Northgate Drive, San Rafael, with Marin Community Foundation (MCF) Property Holdings, Inc., and authorize the Executive Officer to negotiate reduced space and shorter term and execute same.

Background: MERA's shared office, staff, filing area, and meeting space is currently located at 371 Bel Marin Keys, the County's IST office in Novato. The cost of these resources is shared on a 40% MERA, 40% MTA, and 20% MGSA basis. Last December, the County IST Department notified the JPAs that they needed the space and requested the JPAs to vacate. The JPAs' current space is 400 square feet and the full service cost per square foot is \$2.50.

When MERA budgeted for new space, I projected \$3.00 per square foot for similar size space plus \$100 per month for utilities and \$100 per month for maintenance, etc., for a total of \$7,000 per year.

Over the last 10+ months, the JPAs have searched for space in other County facilities and with other public agencies (e.g. TAM, Marin Transit, SMART, the Novato Fire Protection District, Marin County Retirement Association, etc.). The search has been particularly challenging given our combined space needs are relatively small, and location must be in all three JPAs' service areas. To expand our space options, including another agency(ies), has been explored. Attached is a list of the available public and private spaces we have toured. Barbara Thornton, MTA Executive Officer, has taken the lead in seeking new space and her efforts are greatly appreciated.

Most recently, space at the building owned by the Marin Community Foundation at 555 Northgate, San Rafael, came to our attention. This building houses a number of non-profit agencies, one of which, Senior Access, has recently vacated an area which includes two private offices and three work stations. The building has three conference rooms which would be available for JPA use, shared office equipment systems and other

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amenities, and is convenient to public transit. Rent for the two offices and three workstations (600+ s.f.) is \$1,953 per month, which is full service (e.g. utilities, telcomservices, SAP accounting software interface, IT support, etc.). MERA's 40% share of the rent would be \$781 per month under the current formula with MTA and MGSA. A security deposit of one month's rent is required. The term would be one year, commencing on or about December 18, 2008 and terminating on December 31, 2009, with one one-year option to extend. Given initial interest by LAFCO in sharing space with the JPAs, with Landlord approval, when their lease expires mid-year 2009, and the possibility of identifying another public agency partner if LAFCO decides otherwise, we are proposing to initially oversubscribe for leased space and relinquish any unused space at the end of the lease. This permits the possibility of reducing the three JPAs' costs by spreading the expense to another space partner(s) over the long-term. Shared move-in costs are estimated at \$2,000 (e.g. movers, phone and IT set-up and purchase of office furniture left on the site).

On December 10, 2008 the Executive Committee reviewed the lease and directed negotiation of reduced space and a shorter term to permit MERA to explore "MERA only" office space.

ATTACHMENTS: List of Toured Office Spaces
Lease Terms – 555 Northgate Lease
Draft Lease