RESOLUTION - ACTION REQUESTED 2020-736

MEETING: December 22, 2020

TO: The Board of Supervisors

FROM: Dallin Kimble, County Administrative Officer

RE: Approve Lease Agreement for Human Resources Office Space

RECOMMENDATION AND JUSTIFICATION:
Approve Lease Agreement with Dianne Spear Hooton for Office Space for the Human Resources Department Effective January 1, 2021; and Authorize the Board of Supervisors Chair to Sign the Lease Agreement.

Human Resources staff continues to be housed in office space located at 4988 11th Street, which is across from the Government Center. The proposed 30-month lease includes a monthly rental rate of $1,115.41 for the first year and a 2.5% increase on January 1 of each year thereafter.

Appropriations for the monthly lease payments are included in the requested budget for fiscal year 2020/2021.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors approved the first Lease Agreement for Human Resources office space with the Thompson N. Spear Family Trust on June 8, 2013 for a four-year term, and the second Lease Agreement on July 18, 2017 for a three-year term. The County Administrative Officer approved a six-month lease at this location for the period of June - December 2020 while other options were being evaluated.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
A negative action would result in the need to find alternate office space for the Human Resources Department.

FINANCIAL IMPACT:
Appropriations for lease payments are included in the requested budget for fiscal year 2020/2021.

ATTACHMENTS:
2021 HR Lease (PDF)
HR Office Lease Agt Exhibit A (PDF)
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RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]
MOVER: Marshall Long, District III Supervisor
SECONDER: Merlin Jones, District II Supervisor
AYES: Smallcombe, Jones, Long, Cann, Menetrey