



Solano Local Agency Formation Commission

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Staff Report

DATE: May 15, 2013

TO: Members of the Local Agency Formation Commission

FROM: Elliot Mulberg, Interim Executive Officer
Michelle McIntyre, Analyst

SUBJECT: **Moving Solano LAFCO's Administrative Office**

Recommendation:

The Commission consider moving LAFCO's administrative office and provide staff direction.

Background:

One of the issues to discuss is the location of the LAFCO office. LAFCO has occupied the office at 3700 Hilborn Rd. since September 2011. The lease for this office is \$2,300 a month and is set to expire in 2015. Beyond the monthly rent, other costs to occupy the suite include \$33/month for the alarm system and approximately \$150/ month for utilities. Additionally, one of the conditions of the lease is that LAFCO provide maintenance on the HVAC system at approximately \$300/year. For the Commission's consideration we have listed some pros and cons for the relocation. The list is not all inclusive and there are likely to be others that have not been considered. The list provides a basis for discussion that may or may not lead to a conclusion.

Pros

- 1) Closer to county departments, below are departments staff has fairly regular contacts with:
 - Assessor – Reviewing maps
 - Recorder – Certificate of Completion filing
 - Auditor's – Financial, payroll, tax exchange, audits
 - IT Support
 - Board of Supervisors Clerk – Fish & Wildlife filing, Board Chambers
 - Registrar of Voters – Registrar of Voters lookup within application area, Form 700 filing

- 2) Reduced rent after the lease is paid off.
- 3) Potentially reduced: maintenance costs (HVAC \$300/year), security cost (ADT \$33/month), utility costs (\$150/month)

Cons

- 1) An arrangement would have to be made with the property owner of the Hilborn Rd. suite
- 2) Loss of productivity for the duration of the move
- 3) Moving costs of \$1,000
- 4) Office not as convenient to the freeway for travel to meetings
- 5) Other county charges to LAFCO
- 6) Space for large format scanner/printer and copier since leases expire 10/1/14 and 1/6/2016