



Solano Local Agency Formation Commission

3700 Hilborn Rd. Ste. 600 • Fairfield, California 94534
(707) 439-3897 • FAX: (707) 438-1788

Staff Report

DATE: October 20, 2014
TO: Local Agency Formation Commission
FROM: Elliot Mulberg, Executive Officer
SUBJECT: **Relocation Committee Report**

RECOMMENDATION:

1. The Commission adopt the Relocation Committee recommendation to relocate LAFCO offices.
2. The Commission authorize the Executive Officer to coordinate the move and sign the lease for the new office space.

BACKGROUND: In May of 2013 the Commission held a workshop and one of the outcomes was direction to relocate our offices. The lease on Hilborn Road extends to August 31, 2015. Efforts to terminate the lease were unsuccessful, however; the landlord agreed to allow LAFCO to sublet the space. Efforts to sublet the office to date have been unsuccessful.

At our August 11, 2014 meeting, the Commission formed the Relocation Committee to consider relocating LAFCO offices. The Committee consisted of Chair Saunderson, Commissioner Price, and Commissioner Spering. The Committee met on September 30 at LAFCO offices. Minutes of the meeting are found in Attachment A.

DISCUSSION: The committee reviewed attributes or characteristics of four locations the current space on Hilborn Road, a space at Corporate Plaza on Travis Blvd and Pennsylvania, a space at our previous location on Empire St., and a space on the 6th floor of the County Administration Building. After thorough discussion, the committee by majority vote recommended relocating LAFCO offices in the County Administrative Building as its first choice provided it offered the greatest savings and at Empire St. as the alternate location.

RECOMMENDATION:

1. Staff recommends adopting the Committee recommendation that if the County Administration Building location provided the greatest savings it would be recommended as the new LAFCO office location with the Empire St. Office Building being the alternative.
2. Authorize the Executive Officer to sign the lease and coordinate the move to the new office location.

Minutes Solano LAFCO Relocation Subcommittee

September 30, 2014

Commissioners present: Price, Saunderson and Spring

Executive Officer present: Elliot Mulberg

Location: LAFCO office

Meeting was open to public

Meeting was held to discuss the future location of the LAFCO office. Multiple attributes were considered including the following: size, cost/sq ft, highway access, public access, alarm, utilities,

HVAC, number of offices, storage space, conference room, break room, rest room, insurance, access to food, public perception and tenant improvements.

Four locations were evaluated including the present location, Corporate Plaza Building in Fairfield, Empire St. Office Building in Fairfield and the County Admin Building.

Mr. Steve Pierce, attending as a member of the public was able to provide information regarding the County Admin location. He was able to provide information from an analysis that indicated a revenue neutral scenario if LAFCO had offices in County building. He also had other scenarios including a buy out of the existing lease at a negotiated lower cost could be entertained. E.O. Elliot Mulberg presented new information regarding an increase in rent tied to a CPI factor which had not been part of Mr. Pierce's revenue neutral analysis and requested a re-evaluation using the updated costs. Mr. Pierce said he would be able to provide that information.

After a review of attributes of all the locations, the subcommittee consensus was that if the County Admin location provided the greatest savings it would be recommended as the LAFCO location with the Empire St. Office Building being the alternative.

John R. Saunderson LAFCO Relocation Subcommittee