

San Francisquito Creek Joint Powers Authority
May 15, 2008
Agenda Item 7

Subject: Staff Update on Office Relocation

Action: None. Information only

Prepared by: Kevin Murray

Background:

JPA staff has occupied office space in the Administrative Building at Menlo Park City Hall since January of 2001. Each of the member agencies provided a vital in-kind service during the formative period of the JPA, and the office space provided by the City of Menlo Park originally represented the City's in-kind contribution to the agency. In 2002, the JPA began taking on direct management of the services previously provided by the member agencies, and in 2003 entered in to an agreement with Menlo Park to continue to provide office space for staff at market price, minus a \$5000 annual discount offered by Menlo Park's representative on the JPA Board at the time.

Menlo Park recently notified the JPA that it was considering using the space the JPA occupied at City Hall for its Business Development team, beginning May 1, 2008. JPA staff had already informed Menlo Park that it may need to consider an office move at some point within the next calendar year due to space limitations.

After determining that an alternate site for the JPA offices did not exist at Menlo Park City Hall or in other City-owned buildings, inquiries were made with both the City of East Palo Alto and the City of Palo Alto to determine if suitable space might exist at one of their facilities. Neither could offer available space.

Staff then entered in to negotiations with Menlo Park Fire District to lease available space located at the Fire District's facility on Willow Road in Menlo Park. The Draft Operational Budget presented to the Board at the April 29, 2008 Board meeting reflected the anticipated expense of a 12-month office space lease at that facility.

Update:

Negotiations with the Fire District did not advance at a pace that would have allowed for staff to vacate its offices at Menlo Park City Hall on or around the May 1 move out date desired by the City. Based on previous research, staff was able to locate and secure office space at a private commercial building located in Menlo Park.

The commercial space, located on Haven Avenue, is available on a month-to-month basis. After consulting legal counsel, staff informed the Finance Committee that due to the time sensitivity of the office move, and since total expenditures for the first month's lease would be covered by the Operational Budget passed at the April 29, 2008 Board meeting, that the Chair could authorize transferring the anticipated expense of the lease agreement with Menlo Park for the remainder of the 2007-2008 fiscal year to cover the expense of a new lease at the Haven Avenue property. Chairperson Abrica signed the new lease (for May, 2008 only) on April 30, 2008. Staff moved the JPA offices on Monday, May 5 2008. Menlo Park provided vital assistance through its Maintenance department, who helped staff with the physical move, as well as its MIS department, who assisted with setting up networking of the computer systems in the new offices.

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New contact information for JPA offices:

Address: 3723 Haven Avenue, Ste 127, Menlo Park, CA, 94025

Phone: 650-474-2321

Fax: 650-474-2334

Staff email addresses will not change immediately, and will continue to be provided by the City of Menlo Park, at least for an interim period of time. Staff is researching and may recommend obtaining an independent domain and new website and email capabilities for the agency, or consider negotiating with Menlo Park a way for staff to keep current email accounts. Palo Alto currently hosts the JPA website at no direct cost, and has not indicated that it desires to discontinue the current in-kind service.

Fiscal Impact:

The lease for the new offices is \$1700 per month, on a month-to-month basis. If the JPA occupies the Haven Avenue property for a 12-month period, it would recognize a total annual expenditure of \$20,400 for office lease. This is \$1,930 more than the amount indicated for office lease expense in the proposed 2008-2009 Operational Budget passed by the Board at the April 29, 2008 Board meeting.

A refund in the amount of \$2,328.33 is anticipated from the City of Menlo Park for office lease expenditures previously encumbered by the JPA for a portion of the month of May and the entire month of June, 2008.