

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF SEPTEMBER 27, 2017

REGULAR MEETING

TO: **Shiva Frentzen, Chair, and
Members of the El Dorado County Local Agency Formation
Commission**

FROM: **José C. Henríquez, Executive Officer**

AGENDA ITEM #10D: EXECUTIVE OFFICER'S REPORT

RECOMMENDATION

None. This is an informational item for the Commission.

REASON FOR RECOMMENDED ACTION AND BACKGROUND

The other Agenda items cover what I have been working on for the past month, except for one, an update on the LAFCO lease. Staff has toured five sites, discussed four other locations with real estate managers, and also engaged the current landlord on the current office. This memo is a summary of these events.

A Word on the Concept of Sharing a Space with Other Agencies

Before a discussion on the site visit starts, I think it is important to address the space needs of the agency. Several individuals have raised the option of having LAFCO share space with another agency. I understand the appeal of the idea: It may help save LAFCO some costs and it helps another agency not waste space on a building, floor or suite.

The idea loses its appeal to me when I consider the practical implications of sharing a space. As an administrator, I have to ensure the needs of the agency are addressed at all times and under all foreseeable circumstances. Based on LAFCO's mandate, historical workload and budget, the maximum number of people who could be employed are 3.5 full time equivalent employees (including the position of executive officer). As a result, the cap for LAFCO is a work area for four people plus ancillary administrative space (server, storage, filing, copier, conference room, etc.). Based on this, a space that is between 1,200-1,500 square feet is ideal for an agency of this size. Anything less is too cramped and anything more is a waste.

In contrast, the independent agencies that could be a “natural” fit for LAFCO – Air Quality Management Agency, Water Agency, Transportation Commission, etc. – have no such constraints on mandate or budget. Theoretically, absent political and/or financial barriers, they could expand to a size much larger than they currently are. LAFCO could cohabitate with another agency well for a few years and then – slowly or abruptly – be spaced out due to the other agency’s need to expand. Or the other agency decides to move out to larger accommodations and LAFCO is left with a much larger space than it needs. Either way, the options left for LAFCO would be to scramble to find another partner or leave the premises. Neither scenario is appealing long-term wise. My recommendation is for LAFCO to remain on its own and control its own destiny.

The Non-Site Visits

- Two Current Sheriff Locations – I discussed the current site locations for the Sheriff’s Office that will be vacated after the new Sheriff Headquarters is built with Russ Fackrell, the County’s Facilities Manager. The two substations will not be vacated before the expiration date of LAFCO’s current lease. This led to these two sites no longer being considered.
- DA’s Office – Mr. Fackrell brought up the idea of LAFCO moving into the District Attorney’s Office on 515 Main Street once his staff vacates the building in December 2017. For several reasons, this space will not work for LAFCO, most prominently because of timing. LAFCO will be unable to get out of its lease early. This site is no longer being considered.
- 630 Main – This building is the former site of the Public Defender’s Office. I confirmed with Gerry Garvin that the way the building is structured it is incapable of being subdivided into a smaller space. This site is no longer being considered.

Site Visits

- Pioneer Professional Building – Located along Placerville Drive across the street from the Regal Movie Theater, this suite offered over 1,500 square feet of space. The conference room was huge, and it came at the expense of the working office spaces. The square footage rate was slightly lower than our current lease rate; however, LAFCO would be responsible for utilities, janitorial, waste collection and water/wastewater fees. In addition, the landlord did not appear to be interested in any tenant improvements, including construction, paint and carpets. This site is no longer being considered.
- 550 Main, Suite C – This suite used to house the Transportation Commission staff prior to their move to Easy Street. While the suite offered its own ADA-compliant bathrooms and a kitchen, at 2,000 square feet, the suite is too large for LAFCO. This suite is no longer being considered.
- 550 Main, Suite G1 – This suite is approximately 1,200 square feet, comparable to LAFCO’s current suite except without any windows. While the space has other things going for it, it is no longer being considered.

- 550 Main, Suite H – This suite is just shy of 1,500 square feet and is in the back of the building. Its compactness and build-to-suit state is an intriguing prospect. The offset is that the landlords have also signaled that they may combine suites G1 and H (or suites H and I) to create a larger space for a bigger tenant. The landlords hope to start construction in October/November.
- 550 Main, Suite I – At 950 square feet, this suite is too small for any further consideration, except that the landlords are considering taking space from H and forming a larger suite I (with the goal of merging the remaining H space into G1 to form the larger suite as indicated above). If that is the case, it has the potential of being an intriguing site.
- 550 Main, Suites E & F1 (current location) – The current space is a little over 1,200 square feet. The landlords have indicated that they would install linoleum in the kitchen, paint the walls and install new carpets at no cost to the agency. They would do it in October (to coincide with the improvements they are doing in the other suites) if LAFCO decides to stay; otherwise, they would wait until LAFCO moves out. They are looking into the possibility whether it is possible – at my request – to link suites E and F1 so that staff has direct access to storage and whether it is possible to widen the conference room along the way.

I expect to hear from the landlord on the suite I or the modified suite E by the end of the month. I will give an update to the Commission if there is one by the time of the meeting.