

EL DORADO LAFCO

LOCAL AGENCY FORMATION COMMISSION

AGENDA OF APRIL 25, 2007

REGULAR MEETING

TO: Ted Long, Chairman, and
Members of the El Dorado County Local Agency Formation
Commission

FROM: José C. Henríquez, Executive Officer

AGENDA ITEM #2e: APPROVAL OF THE FIRST AMENDMENT TO THE LAFCO
LEASE AGREEMENT WITH THE CASO TRUST

RECOMMENDATION

Staff recommends that the Commission:

1. Approve the attached amendment to the LAFCO lease agreement with the Caso Trust. The amendment will allow for the agency to rent additional storage space in an office adjacent to the LAFCO office.
2. Allocate \$901 out of the Contingency Fund (GL Account 6300) to the Lease Payment – Building Fund (GL Account 6070) to cover the rental expenses from April to October 2007.

REASON FOR RECOMMENDED ACTION

Staff recommended the rental of additional space because the LAFCO office is running out of room to store files, equipment and general office supplies. At the March 28, 2007 meeting, the Commission directed staff to negotiate an amendment to the existing office lease with the Caso Trust for the additional space.

BACKGROUND

The current LAFCO space is adequate for the moment; however, it is probable that it will run out of space in approximately one year. At the March meeting, staff recommended the allocation of sufficient funds in next year's budget to cover the expense of renting additional space and it further recommended renting an adjacent office. The Commission agreed and directed staff to negotiate an amendment to the office lease. This amendment ties the rent of a 110 square-foot office with the term and square footage cost of the current lease contract. The amendment also allows for the agency to take advantage of a reduced rental amount by making an advanced, lump-

sum payment for the year, as opposed to paying the rent in month-to-month installments.

While the additional funds in the FY 2007-08 Budget cover the rent for November 2007 through October 2008, a transfer of \$901 from the Contingency to the Lease Payment – Building Funds in the current budget will be needed to cover the rent from April to October 2007. The additional rent for the adjacent space for the November 2007 to October 2008 will be \$1,560.

Attachments:

Attachment A: First Amendment to Lease Agreement #233-L0411 Between El Dorado Local Agency Formation Commission (LAFCO) and the Caso Trust