STAFF REPORT

MEETING DATE:	**October 20, 2020**
SUBJECT:	**Authorize the Executive Director to Enter into an Agreement to Lease Suite 201 of the SRTA Building to the Sierra-Sacramento Valley EMS Agency**
AGENDA ITEM:	**5-12**
STAFF CONTACT:	**Daniel Little, Executive Director**

STAFF RECOMMENDATION:

It is recommended that the board of directors authorize the executive director to enter into a tenant agreement to lease approximately 612 square feet of SRTA office space to the Sierra-Sacramento Valley Emergency Medical Services (EMS) Agency for a three-year term at a base rate of $826.20 monthly, escalated 3% annually.

DISCUSSION:

Sierra-Sacramento Valley EMS is in need of new office space and would like to occupy a portion of the second floor of the SRTA building which is currently being used as a storage and a second conference room. The 529 square feet of direct space for use by Sierra-Sacramento Valley EMS and shared use of the SRTA breakroom, conference room, and bathrooms resulting in an additional pro-rata space of 612 square feet.

A lease agreement was approved by the Sierra-Sacramento Valley EMS board on September 11, 2020. The lease would be effective November 1, 2020. The SRTA Fiscal Committee reviewed the lease agreement and recommends approval.

It is recommended that the executive director be authorized to sign the lease including any minor changes if needed. If the final lease has substantive changes, such as a change in the $1.35 per square foot base lease rate, the agreement would need to come back to the board of directors for approval.

ALTERNATIVES:

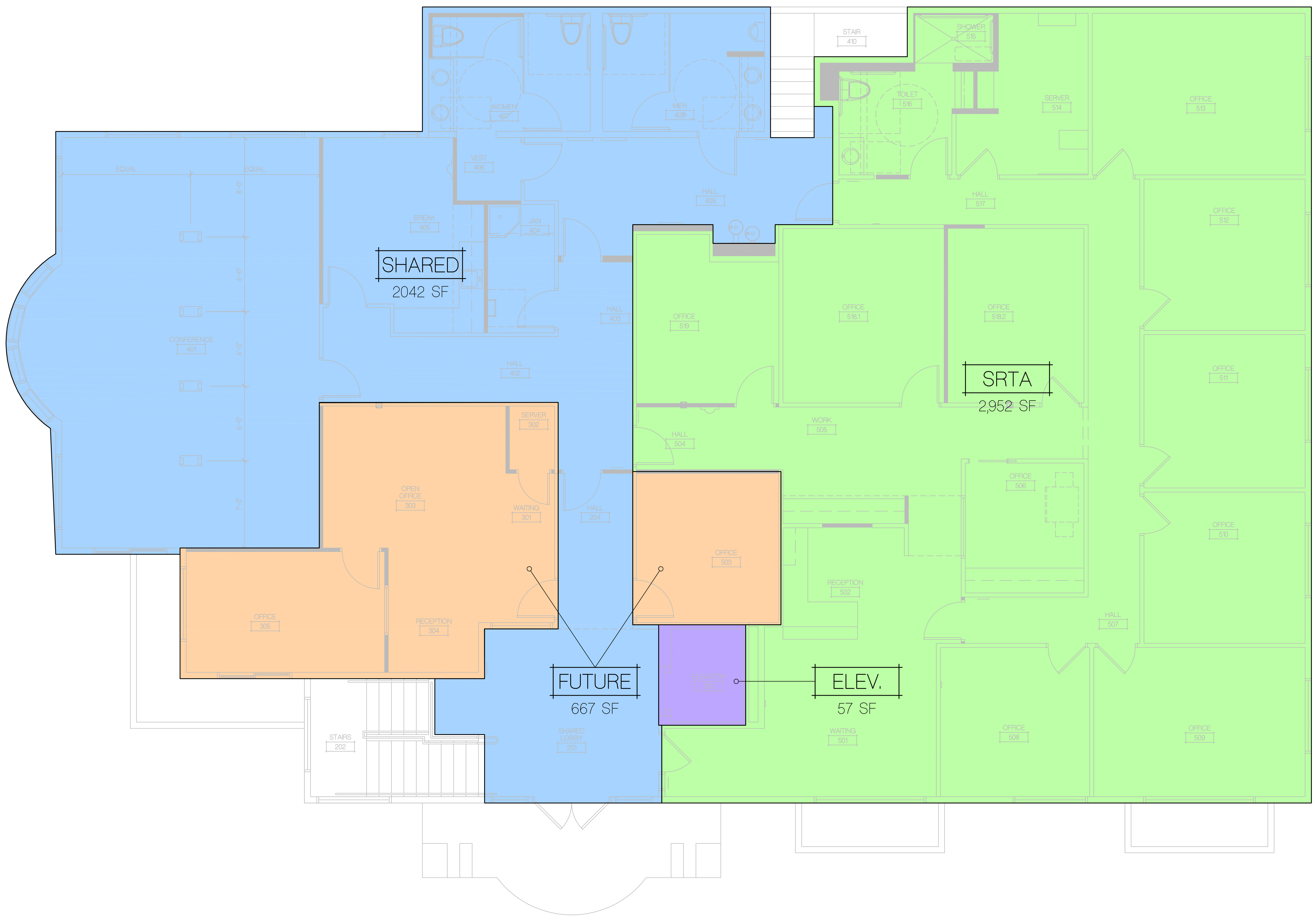
The board of directors may decline to lease the surplus space. Staff is not in need of the space at this time but would have the option to end the lease after three years should needs change.

FISCAL IMPACT:

Lease of the space would generate $826.20 monthly for SRTA in the first year and escalate 3% annually in years two and three. Absent a lease, SRTA would occupy the surplus space and recover costs through an Indirect Cost Allocation Plan rate charged to grants and other revenue sources.

Daniel S. Little, AICP, Executive Director

Attachments: Floor Plan



SECOND FLOOR AREA PLAN

SCALE: 1/4" = 1'-0"

NICHOLS MELBURG & ROSSETTO
ARCHITECTS + ENGINEERS
300 KNOLLCREST DRIVE
REDDING, CA. 96002
(530) 222-3300 (530) 222-3538 FAX
http://www.nmrdesign.com

CONSULTANTS

LICENSE STAMPS

PROJECT NAME

TENANT IMPROVEMENTS
FOR
SHASTA REGIONAL TRANSPORTATION AGENCY

1255 EAST STREET
REDDING, CA 96001

SHEET TITLE

SECOND FLOOR AREA PLAN

DRAWING STATUS

DRAWINGS FOR CONSTRUCTION

REVISIONS

Sym.	Description	Date
1	REVIEW #1	10/16/15
2	FINISH SELECTIONS	03/24/16

Drawn By	BJK
Date Issued	5/3/2015
Scale	1/4" = 1'-0"
Project No.	15-6402.00

SHEET No.