

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 seeking new office space in the Redding area 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 space solely for use by Sierra-Sacramento Valley EMS, plus shared use of the SRTA breakroom, conference room, and bathrooms result in a 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 as needed. If the final lease has substantive changes, such as a change in the \$1.35 per square foot base lease rate, staff will bring the agreement back before the board of directors for approval.

ALTERNATIVES:

The board of directors may decline to lease the surplus space. SRTA 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.

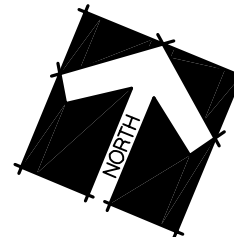
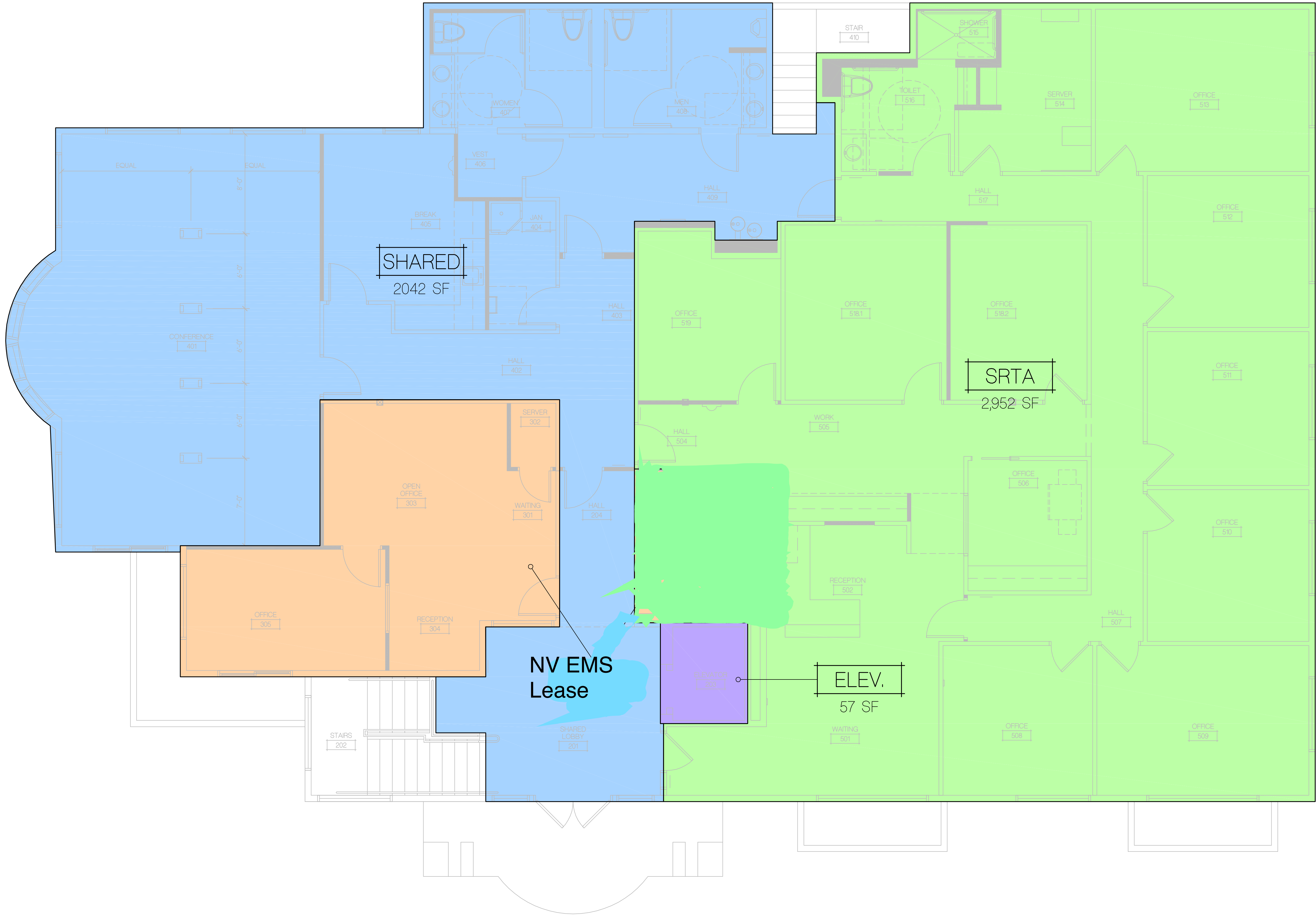
FISCAL IMPACT:

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.

A handwritten signature in blue ink that reads "Dan Little".

Daniel S. Little, AICP, Executive Director

Attachment: Floor Plan

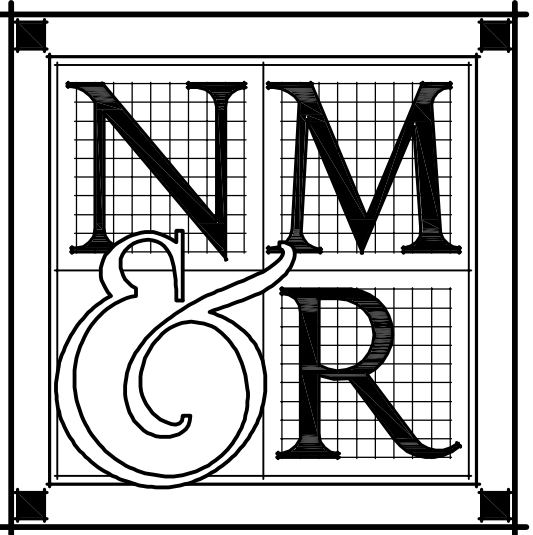


SECOND FLOOR AREA PLAN

SCALE 1/4" = 1'-0"

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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
△	REVIEW #1	10/16/15
△	FINISH SELECTIONS	03/24/16

Drawn By BJK

Date Issued 5/3/2015

Scale 1/4" = 1'-0"

Project No. 15-6402.00

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