



**MEMORANDUM  
FACILITIES MANAGEMENT  
REAL ESTATE SERVICES DIVISION  
County of Placer**

**TO:** Honorable Board of Supervisors **DATE:** May 10, 2022  
**FROM:** Steve Newsom, Director of Facilities Management  
**BY:** Ferrin Call, Project Manager  
**SUBJECT:** Real Estate Services Division / Site Access Agreement, Auburn Shelter / The Gathering Inn / 11442 E Avenue, Auburn, CA

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**ACTION REQUESTED**

Authorize the Director of Facilities Management, or designee, to execute a Site Access Agreement with The Gathering Inn for the Auburn Shelter at 11442 E Avenue, Auburn, for the period of May 1, 2022, through July 1, 2023 at 8:00 am, subject to utility charges of \$4,900 per month, and authorize the Director of Facilities Management, or designee, to sign subsequent amendments with Risk Management and County Counsel concurrence.

**BACKGROUND**

On April 19, 2022, your Board approved an operations agreement between the County and The Gathering Inn to operate an emergency shelter. To address utilities, maintenance and other use requirements, the Department of Facilities Management, Real Estate Division (RES) has negotiated a site access agreement to allow The Gathering Inn's occupancy of Building 303, located at 11442 E Avenue in Auburn, for a term concurrent with the approved operations agreement. There will be no rent for the use of this building. However, The Gathering Inn will reimburse the County \$4,900 per month for its proportional share of utilities. In addition to requesting your Board's authorization for the Director of Facilities Management, or designee, to execute this Site Access Agreement, staff is seeking authorization to amend said Site Access Agreement to reflect necessary changes to enable The Gathering Inn to perform the services contemplated in the operations agreement.

**ENVIRONMENTAL IMPACT**

The Site Access Agreement is Categorically Exempt from review pursuant to Section 15301 of the California Environmental Quality Act. This section provides for activities, including leasing of existing facilities, when there is no expansion of use beyond that previously existing.

**FISCAL IMPACT**

No rent will be paid for the use of this building. However, The Gathering Inn will reimburse the County \$4,900 per month for its share of utilities. The amount paid will be deposited into the FY 2021-22 and FY 2022-23 Building Maintenance budget to offset utility costs paid on behalf of The Gathering Inn. This charge may be revisited and adjusted to reflect actual usage. The staffing costs to prepare and manage the Site Access Agreement are included in the Real Estate Services Division FY 2021-22 Budget.

Honorable Board of Supervisors

May 10, 2022

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On file with the Clerk of the Board: Site Access Agreement, Auburn Shelter