



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

**TO:** Honorable Board of Supervisors **DATE:** October 11, 2022  
**FROM:** Steve Newsom, Director of Facilities Management  
**BY:** Ferrin Call, Project Manager  
**SUBJECT:** Real Estate Services Division / Authorization for Increased Budget Threshold for Board of Supervisors District Field Office Leases / Placer County

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**ACTION REQUESTED**

Adopt a resolution authorizing the Director of Facilities Management, or designee, to negotiate, execute, and administer lease agreement(s) and lease amendment(s) for Board of Supervisors' District Field Offices in an amount not to exceed \$250,000.00 annually, following approval by County Counsel and Risk Management.

**BACKGROUND**

On July 23, 2013, the Board of Supervisors (Board) authorized the Director of the Department of Facility Services to relocate Board District Field Offices that were located at Cirby Hills in Roseville and to execute and administer lease agreement(s) in an amount not to exceed \$94,000.00 annually. Following that authorization, two Board District Field Offices were relocated to leased premises within the respective Supervisor's District.

Between July 2013 and July 2022, the Commercial Property Price Index for North America has risen 44%. Additionally, there are now three leased Board District Field Offices, with the possible need for two additional Board District Field Offices in the remaining Districts to better serve constituents. Due to the anticipated need for District Field Offices in each Board District and the increase in market rents from 2013, staff recommends increasing the amount authorized for lease payments to a maximum of \$250,000.00 per year to cover the costs of rent increases, operating expense increases, and potential tenant improvements. Facilities Management will negotiate, execute, and manage these leases providing the Board and their staff a location near their constituents.

**ENVIRONMENTAL IMPACT**

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

**FISCAL IMPACT**

Lease agreements for Board of Supervisors' District Field Offices are budgeted in the FY 2022-23 Board of Supervisors budget (CC10002). The Facilities Management staffing costs incurred to prepare and manage the leases are funded in the Real Estate Services Division operating FY 2022-23 Budget.

Honorable Board of Supervisors

October 11, 2022

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**ATTACHMENTS**

Attachment A – Resolution

# Before the Board of Supervisors County of Placer, State of California

**In the matter of:** A Resolution authorizing the Director of Facilities Management, or designee, to negotiate, execute, and administer lease agreement(s) and lease amendment(s) for the Board of Supervisors' District Field Offices in an amount not to exceed \$250,000.00 annually following approval by County Counsel and Risk Management.

Resolution No.: \_\_\_\_\_

The following Resolution was duly passed by the Board of Supervisors of the County of Placer at a regular meeting held \_\_\_\_\_, by the following vote:

Ayes:

Noes:

Absent:

Signed and approved by me after its passage.

\_\_\_\_\_  
Chair, Board of Supervisors

Attest:

\_\_\_\_\_  
Clerk of said Board

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WHEREAS, on July 23, 2013, the Board of Supervisors authorized the Director of the Department of Facilities Services to relocate Board of Supervisors' District Field Offices (District Field Offices) that were located at Cirby Hills in Roseville and to execute and administer lease agreement(s) in an amount not to exceed \$94,000.00 annually; and

WHEREAS, market rents and the cost of operating expenses have risen significantly, and the number of District Field Offices has increased since 2013; and

WHEREAS, the Board of Supervisors desires to provide District Field Offices in locations near constituents.

BE IT RESOLVED, by the Board of Supervisors, County of Placer, State of California, the Placer County Board of Supervisors does hereby delegate authority to the Director of Facilities Management, or designee, to negotiate, execute, and administer lease agreement(s) and lease

amendment(s) in an amount not to exceed \$250,000.00 annually for District Field Offices, on behalf of the County, including potential tenant improvements, following approval by County Counsel and Risk Management.