

**WOODBURY COUNTY BOARD OF SUPERVISORS AGENDA ITEM(S) REQUEST FORM**

#9a

Date: 7/18/2019

Weekly Agenda Date: 7/23/2019

**ELECTED OFFICIAL / DEPARTMENT HEAD / CITIZEN:** Kenny Schmitz

**WORDING FOR AGENDA ITEM:**

Office Space Utilization / Trospers Hoyt

**ACTION REQUIRED:**

Approve Ordinance

Approve Resolution

Approve Motion

Public Hearing

Other: Informational

Attachments

**EXECUTIVE SUMMARY:**

Building Services would like to create a fair system for office space occupants. The Trospers Hoyt facility has multiple occupants derived of and governed by differing entities, regulations, & funding sources. It is necessary to analyze and consider the specifics related to each occupant and the majority simply can't be compared on an equal basis. All office areas/ occupants should have some responsibility toward building expenses and contracts that identify parameters that are agreed upon. This creates a system of accountability. Information has been communicated and shared with Matt Ohman who is agreeable to a contract. Contract Specifics: (October 1st 2019 thru September 1st 2022). Office space would increase from 1,452 Square Foot (1.65%) to 1,663 Square Foot (1.89%). The current expense for water, electric, gas, building insurance, maintenance, and supplies based upon 1.89% of the building total square foot (88,000) average \$265.00 monthly.

**BACKGROUND:**

The Boost Office in the Trospers Hoyt Building has requested an additional office space of 211 Square Foot. The previous office space contract expired in September of 2018.

**FINANCIAL IMPACT:**

"Income" based upon contract- estimate as described in executive summary = \$3,180 Annual

**IF THERE IS A CONTRACT INVOLVED IN THE AGENDA ITEM, HAS THE CONTRACT BEEN SUBMITTED AT LEAST ONE WEEK PRIOR AND ANSWERED WITH A REVIEW BY THE COUNTY ATTORNEY'S OFFICE?**

Yes  No

**RECOMMENDATION:**

The Building Services Department requests that the Board of Supervisors draft a new 3 year contract for office space with Boost.

**ACTION REQUIRED / PROPOSED MOTION:**

Motion to instruct County Attorney to draft, and authorize Board Chair to execute contract agreement for office space with Boost based upon specifics outlined in executive summary.