



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** December 21, 2017

**Staff Contact:** Darren Schulz, Public Works Director

**Agenda Title:** For Possible Action: To approve the lease amendments regarding maintenance responsibilities for Capital City C.I.R.C.L.E.S. Initiative, Nevada Rural Counties RSVP Program, Inc., and Ron Wood Family Resource Center, tenants at the Northgate Complex located at 2621 Northgate Lane, also known as APN 002-062-05. (Stephanie Hicks; SHicks@carson.org)

**Staff Summary:** As a follow up to the discussion at the February 2, 2017, Board of Supervisors' meeting regarding future options for the retention or disposal of the real property located at 2621 Northgate Lane, staff has met with the lessees to discuss additional maintenance options. On, July 20, 2017, the Board reviewed the new draft language and directed staff to amend the leases to include the proposed language regarding maintenance responsibilities.

**Agenda Action:** Formal Action/Motion

**Time Requested:** Consent

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## **Proposed Motion**

Move to approve the lease amendments regarding maintenance responsibilities for Capital City C.I.R.C.L.E.S. Initiative, Nevada Rural Counties RSVP Program, Inc., and Ron Wood Family Resource Center, tenants at the Northgate Complex located at 2621 Northgate Lane, also known as APN 002-062-05.

## **Board's Strategic Goal**

Efficient Government

## **Previous Action**

June 1987. Board of Supervisors approved an agreement for the support and conduct of cooperative extension work between the Agricultural/Extension Department of the University of Nevada System and Carson City.

April 18, 1996. Board of Supervisors approved the sale of 2621 Northgate Lane at public auction.

May 1, 1997. Board of Supervisors approved action to allow the Nevada Department of Transportation to put the property up for auction.

September 17, 2009. Board of Supervisors approved the lease agreement with Nevada Rural Counties RSVP Program, Inc., for Suite 6 at 2621 Northgate Lane.

March 18, 2010. Board of Supervisors approved the lease agreement with Ron Wood Family Resource Center for Suite 34-64 at 2621 Northgate Lane.

July 21, 2016. Board of Supervisors renewed the lease of Suite 10 at 2621 Northgate Lane to Capital City C.I.R.C.L.E.S. Initiative.

July 20, 2017, the Board of Supervisors reviewed the new draft language regarding maintenance responsibilities and directed staff to amend the lease agreements to include the proposed language.

**Background/Issues & Analysis**

On February 2, 2017, staff presented to the Board of Supervisors for discussion an overview of the annual maintenance costs in the amount of \$25,250 for the Northgate Complex along with \$274,000 needed for major projects over the next five years. The City leases this building to non-profit organizations and provides office space as part of a cost allocation with the Board of Regents, University of Nevada System for its Extension program.

Following direction from the Board, staff met with the Lessees to discuss renegotiation of the maintenance terms in the agreements. Staff and the lessees drafted new language regarding maintenance responsibilities which will reduce overall maintenance costs to the City. On, July 20, 2017, the Board reviewed the new draft language and directed staff to amend the leases to include the proposed language regarding maintenance responsibilities.

Since this time staff has prepared Lease Amendments to incorporate the new maintenance language. An agreement with the University of Nevada System for its Extension program will be brought forward separately in the future.

**Applicable Statute, Code, Policy, Rule or Regulation**

NRS 244.2795, NRS 244.281, and NRS 244.282

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact:

**Alternatives**

N/A

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

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(Vote Recorded By)

