

EXECUTIVE OFFICER SUMMARY REPORT  
**July 9, 2004**

- ITEM: **9**
- SUBJECT: **OFFICE SPACE FOR SAN DIEGO RIVER CONSERVANCY**  
The Executive Officer will provide an overview and recommendation regarding SDRC office space. (*Deborah Jayne*)
- PURPOSE: The purpose of this Item is to seek the Governing Board's concurrence to lease office space from the Regional Water Quality Control Board.
- DISCUSSION: John Robertus (Executive Officer) and Art Coe (Assistant Executive Officer) of the San Diego Regional Water Quality Control Board have offered to provide office space for the SDRC Executive Officer and Assistant on a temporary short-term basis and also on a long-term permanent basis as well. Their offer includes not only the provision of office space, but also provision of basic services such as all utilities, access to conference rooms, access to common areas (restrooms, kitchen, lobby and reception area), limited storage space, phones, IT services, and use of some equipment.
- This arrangement, in which the SDRC will lease office space and pay for a percentage of utilities and the overall costs of maintaining the building, will result in substantial savings to the SDRC in comparison to the costs of leasing office space and setting up and furnishing an office completely from scratch. For purposes of the SDRC's FY 04/05 and FY 05/06 Budget projections, I have conservatively estimated the cost of leasing office space from the Regional Board at approximately \$15,000 per year plus another \$1,500 per year for utilities. Although I have not yet taken the time to shop for actual cost comparisons, the Coastal Conservancy estimated the annual cost of our office space alone (empty without furniture or equipment) at approximately \$40,000.
- The Regional Board is currently providing 100% support for me (i.e., office space, utilities, computers, phones, photocopies, postage, limited administrative support for this Board meeting, etc.) without compensation. I have not yet had an opportunity to prepare the thank-you letter from the Conservancy to the Regional Board as requested at the May 21 Board Meeting, but will do so immediately following today's Board Meeting.

It is my recommendation that the SDRC accept the Regional Board's offer on a short-term basis and seriously consider it for the long-term as well. I am seeking your concurrence with this recommendation.

**LEGAL CONCERNS:** None.

**FISCAL IMPACT:** Described in Discussion above.

**SUPPORTING  
DOCUMENTS:** None.

**RECOMMENDATION:** Concur with recommendation to accept Regional Board's offer for office space.