



Consent Item 7

TO: East Bay Community Energy Board of Directors
FROM: Nick Chaset, Chief Executive Officer
SUBJECT: Authorize CEO to enter into a short-term office space lease agreement
DATE: May 16, 2018

Recommendation

Authorize CEO Nick Chaset to enter into a short-term office space lease agreement not exceed six months and not to exceed \$200,000

Discussion

EBCE currently has a month to month lease for space that support up to 12 employees. As EBCE expects to hire between 5-9 employees over the next three months, more office space is required.

EBCE Staff is commencing the process of evaluating options for EBCE's long-term headquarters. Within six months, EBCE expects to have completed its review of long-term office space options and have a recommendation for Board approval. This request serves as an interim solution to support EBCE growth until that exercise has been completed.

Attachment:

- A. Resolution Authorizing CEO Nick Chaset to enter into a short-term office space lease agreement

RESOLUTION NO. ____

A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE EAST BAY COMMUNITY ENERGY AUTHORITY

THE BOARD OF DIRECTORS OF THE EAST BAY COMMUNITY ENERGY AUTHORITY DOES HEREBY FIND, RESOLVE AND ORDER AS FOLLOWS:

Section 1. The East Bay Community Energy Authority (“EBCE”) was formed on December 1, 2016, under the Joint Exercise of Power Act, California Government Code sections 6500 *et seq.*, among the County of Alameda, and the Cities of Albany, Berkeley, Dublin, Emeryville, Fremont, Hayward, Livermore, Piedmont, Oakland, San Leandro, and Union City to study, promote, develop, conduct, operate, and manage energy and energy-related climate change programs in all of the member jurisdictions.

Section 2. EBCE currently rents office space on short term lease from WeWork. The existing space can accommodate up to 12 employees. EBCE has nine employees now, but anticipates that number will grow over the next three months to a point that EBCE will outgrow the existing office space.

Section 3. The EBCE Board of Directors finds that it is in the best interest of EBCE for all staff offices to be in close proximity to one another to allow for easy collaboration.

Section 4. The Board of Directors hereby authorizes the Chief Executive Officer to negotiate and execute a lease for additional office space with a term of six months or less, in an amount not to exceed \$200,000 for the full term.

ADOPTED AND APPROVED this 16th day of May, 2018.

Scott Haggerty, Chair

ATTEST:

Stephanie Cabrera, Clerk of the Board