



Staff Report Item ____

TO: East Bay Community Energy Board of Directors
FROM: Nick Chaset, CEO
SUBJECT: New Office Space (action item)
DATE: November 7, 2018

Recommendation

Approve staff recommendation to pursue negotiation of an office space lease agreement to bring to the Board for approval in the first quarter of 2019. EBCE office space selection will be based on the following five criteria:

1. Adjacent to a BART station
2. Centrally located in Alameda County (Emeryville, Oakland, San Leandro, Hayward, Castro Valley)
3. Class A office space able to accommodate 30 to 40 staff
4. Large enough conference room to host Community Advisory Committee, Executive Committee and Sub-Committee meetings
5. 2019 lease cost within EBCE's approved budget

Background

As East Bay Community Energy continues to grow, its current office space at WeWork in Downtown Oakland will soon no longer meet the needs of EBCE Staff. EBCE staff has inquired about the possibility of expanding into additional WeWork space in the Downtown Oakland location and at this time, no space is available at this time. EBCE staff has started evaluating both near and longer term office space options and at this time, EBCE staff recommends pursuing a 2-3 year lease that will provide EBCE staff with time to consider options like buying a building versus signing a long term lease agreement. Part of this long term evaluation will also be informed by EBCE's longer term staff growth in areas like customer service. As a result, EBCE staff believe a 2-3 year office lease provides EBCE with the maximum flexibility to evaluate all options while having the space it needs in 2019 and 2020.

As a starting point for EBCE's office search, EBCE staff are focusing on the following criteria for locations and office space:

1. Adjacent to a BART station

2. Centrally located in Alameda County (Emeryville, Oakland, San Leandro, Hayward, Castro Valley)
3. Class A office space able to accommodate 30 to 40 staff
4. Large enough conference room to host Community Advisory Committee, Executive Committee and Sub-Committee meetings
5. 2019 lease cost within EBCE's approved budget

Based on these criteria, EBCE staff will identify a 2 to 3 year office lease that we will negotiate and bring to the full Board for final approval.