

## Executive Director Potential Office Options

<p><b>Option 1 – Office Space at City Hall</b> Office – 100sq ft (\$100/mo)</p> <ul style="list-style-type: none"> <li>- 17555 Peak Avenue, Council Chambers Building</li> <li>- Use of shared spaces, including meeting rooms, kitchens pace etc.</li> <li>- Utilities, power, etc.</li> <li>- Directory signage inside the facility.</li> <li>- Furniture is available if desired.</li> </ul> <p>Additional Optional Services at Cost</p> <ul style="list-style-type: none"> <li>- Phone</li> <li>- Hardwire internet connection (Free Wifi available)</li> <li>- Option for secondary cubicle space if ever needed</li> <li>- Option for full information technology support through City Information Services Division</li> </ul>	<p>Pro's</p> <ul style="list-style-type: none"> <li>- Convenient location in Morgan Hill</li> <li>- Affordable pricing</li> <li>- Adjacent meeting rooms available for use.</li> <li>- Visible in Community</li> <li>- In town and able to collaborate closely with board members</li> <li>- Efficiency of operations</li> </ul> <p>Con's</p> <ul style="list-style-type: none"> <li>- May be perceived as too close to City staff members</li> <li>- Mistaken as a City organization</li> </ul>
<p><b>Option 2 – Privately Leased Office Space</b> A location to be determined by Executive Director, with recommendation to the Board.</p>	<p>Pro's</p> <ul style="list-style-type: none"> <li>- Morgan Hill Location</li> <li>- Visible in Community</li> <li>- In town and able to collaborate closely with board members</li> </ul> <p>Con's</p> <ul style="list-style-type: none"> <li>- May take longer to get office setup</li> <li>- Unknown costs</li> <li>- Unknown support options</li> </ul>
<p><b>Option 3 – Work Remotely</b> Executive Director to work from home.</p>	<p>Pro's</p> <ul style="list-style-type: none"> <li>- Cost savings</li> </ul> <p>Con's</p> <ul style="list-style-type: none"> <li>- May limit time spent by ED in Morgan Hill</li> <li>- Travel time may reduce time spent on work program with more time spent on travel</li> <li>- Coordination of meetings may be more difficult</li> </ul>
<p><b>Option 4 – Office Location at alternate organization space</b> Another organization associated with Visit Morgan Hill may be able to provide space.</p>	<p>Pro's</p> <ul style="list-style-type: none"> <li>- Convenient location in Morgan Hill</li> <li>- Visible in Community</li> <li>- In town and able to collaborate closely with board members</li> <li>- Efficiency of operations</li> <li>- Other unknown benefits</li> </ul> <p>Con's</p> <ul style="list-style-type: none"> <li>- May be perceived as too close to the specific organization</li> </ul>