



STAFF REPORT
1/25/2023

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Authorize City Manager to execute a Lease Agreement with Desert Recreation District for use of office space at City Hall.

STAFF RECOMMENDATION:

Authorize City Manager to execute a Lease Agreement with Desert Recreation District for use of office space at City Hall.

EXECUTIVE SUMMARY:

The City published a request for proposals for businesses interested in leasing the space vacated by the water cashing services at City Hall and did not receive any responses. The City Council has approved City Hall leases to the following current tenants: the Greater Coachella Valley Chamber of Commerce, Consejo De Federaciones Mexicanas En Norteamerica (COFEM), LGBT Community Center of the Desert and Kounkuey Design Initiative, Inc. (KDI).

The Desert Recreation District (DRD) is currently leasing 264 square feet of office space at the City Hall facility and have requested to relocate and expand their presence in the downtown by leasing this available office space. By being provided a lease for this space DRD will be able to have regular office hours in the downtown, allowing for program registration and other services to be centrally available to our residents. The available office space will accommodate the needs of the DRD and allow their organization to expand their services presence in Coachella; the lease details are highlighted below:

- Term = three years; February 1, 2023 – January 31, 2026
- Utilities = to be paid by Lessee for said property; with the exception of the following: alarm, water, sewer, trash and electric.
- Maintenance/Janitorial = to be completed by Lessee for said property.
- Insurance = to be provided by Lessee for said property.
- Monthly Rent = \$0.45 per square foot (1705 square feet) = \$767.25

FISCAL IMPACT:

The recommended action would have a positive fiscal impact of \$9,212.40 annually.

Attachments: Proposed Lease