



**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 the Green Room Theatre Company for use of office space at City Hall.

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**STAFF RECOMMENDATION:**

Authorize City Manager to execute a Lease Agreement with the Green Room Theatre Company 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. Before the City Council on this Agenda Packet is the proposed lease of this space to Desert Recreation District (DRD). If approved DRD will vacate the office space they currently occupy at City Hall totaling 264 square feet.

The Green Room Theatre Company did not respond to the published request for proposals, however advised they were interested should additional office space become available. The Green Room Theatre Company is a non-profit theatre founded in 2017 and has produced numerous adult and youth performances in various cities and libraries throughout the Coachella Valley. The available office space will accommodate the office needs for the Green Room Theatre Company and allow their organization to expand their services 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 (264 square feet) = \$118.80

**FISCAL IMPACT:**

The recommended action would have a positive fiscal impact of \$1,425.60 annually.

Attachments: Proposed Lease