



STAFF REPORT
11/13/2024

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Authorize City Manager to execute a Lease Agreement with the Latino Equity Advocacy & Policy Institute for office space at City Hall.

STAFF RECOMMENDATION:

Authorize City Manager to execute a Lease Agreement with the Latino Equity Advocacy & Policy Institute for use of office space at City Hall.

EXECUTIVE SUMMARY:

The Latino Equity Advocacy & Policy Institute (LEAP) is a partner with the city in both the awarded Affordable Housing Sustainable Communities (AHSC) and Transformative Climate Communities (TCC) Grants. LEAP is a partner providing transportation services through its Green Raiteros Electric Vehicle Ride-Share Program. The city has procured the electric vehicles for this program and LEAP is looking to launch this program in the coming months. To start providing these services locally LEAP is in need of a small amount of office space; that is exactly what remains unused at the City Hall non-profit hub. There is unused office space of approximately 100 square feet near the east wing entrance between the Greater Coachella Valley Chamber of Commerce and Green Room Theatre Company office spaces.

The available office space will accommodate the office needs for the LEAP Institute. Execution of the proposed one-year lease will allow the centralized launch of programming in the city's Downtown until LEAP can move into its permanent home which they anticipate will occur within the next 8-12 months (also in Downtown Coachella); the proposed lease details are noted below:

- Term = one year; December 1, 2024 – November 30, 2025
- Utilities = to be paid by Lessor for said property; with the exception of the following: phone, cable, wifi, etc.
- 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 (100 square feet) = \$45.00

FISCAL IMPACT:

The recommended action would have a positive fiscal impact of \$540.00 annually.

Attachments: Proposed Lease