



STAFF REPORT
12/10/2025

TO: Honorable Mayor and City Council Members

FROM: Andrew Simmons, P.E., Public Works Director/City Engineer

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 currently leases the office space at City Hall and would like to renew their lease and enter into a 1-year lease. 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 non-profit agency that provides transportation services through its Green Raiteros Electric Vehicle Ride-Share Program. The office space of approximately 100 square feet is located near the east wing entrance between the Greater Coachella Valley Chamber of Commerce and Green Room Theatre Company office spaces.

The proposed lease details are noted below:

- Term = one year; December 1, 2025 – November 30, 2026
- 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 = \$0.55 per square foot (100 square feet) = \$55.00

FISCAL IMPACT:

The recommended action would have a positive fiscal impact of \$660.00 annually.

ATTACHMENTS:

1. Proposed Lease