



STAFF REPORT
10/13/2021

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:

Additional office space became available at City Hall due to the acquisition of the Coachella Civic Center and the relocation of city permitting services to this city facility. The City Council has approved City Hall leases to: 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). All approved leases provided the office space to the lessees at a per square footage rate of \$0.35. The Desert Recreation District needs more office space for its coordinators serving the City of Coachella and eastern Coachella Valley. DRD is requesting to lease a total of 264 square feet of office space at the City Hall property, at the same rate of \$0.35 per square foot. The available office space will accommodate the needs of the DRD and allow their organization to expand their services to the eastern Coachella Valley.

- Term = three years; October 15, 2021 – October 14, 2024.
- 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.

FISCAL IMPACT:

The recommended action would have a positive fiscal impact of \$1,108.80 annually.

Attachments:
Proposed Lease