



**STAFF REPORT**  
**2/12/2020**

**TO:** Honorable Mayor and City Council Members

**FROM:** Maritza Martinez, Public Works Director

**SUBJECT:** Approve Lease Agreement with Consulado Mexicano San Bernardino, for property located at 1515 Sixth Street, Coachella.

---

**STAFF RECOMMENDATION:**

Approve Amended Lease Agreement with Consulado Mexicano San Bernardino for use of space at property located at 1515 Sixth Street, Coachella.

**EXECUTIVE SUMMARY:**

For several years, the Mexican Consulate has been providing various services to Coachella and other East Valley residents at the Coachella Corporate Yard. The Consulate schedules services in Coachella one week per month and during that time serves 400-500 residents weekly. Due to the high volume of traffic their services attract the Downtown Sixth Street office spaces available at Coachella City Hall may be better suited for their use. The Consulate provided office hours from the Coachella Council Chambers in January 2020 and would like to continue providing services from this location. Staff has discussed a lease with the Consulate to continue to provide a space for these services. The proposed lease would provide the Consulate access to the Coachella Council Chambers for one week a month, based on current needs, and extend for a period of three years; below are the additional terms of the proposed lease.

- Rent = \$1.00 per year
- Term = three years; February 1 – January 31, 2023
- Utilities = to be paid by Lessee for said property
- 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 not have a significant financial impact.

Attachments: Proposed Lease