



**STAFF REPORT**  
**7/22/2020**

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

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

**SUBJECT:** Approve Lease Agreement with Kounkuey Design Initiative, Inc., for property located at 1515 Sixth Street, Coachella.

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**STAFF RECOMMENDATION:**

Approve Lease Agreement with Kounkuey Design Initiative, Inc., for property located at 1515 Sixth Street, Coachella.

**EXECUTIVE SUMMARY:**

Additional office space is 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) and LGBT Community Center of the Desert. All three leases provided office space to the lessees at a per square footage rate of \$0.35. Kounkuey Design Initiative, Inc. is requesting to lease a total of 1,131 square feet of office space at the City Hall property, at the same rate of \$0.35 per square foot; 521 square feet are dedicated use by the Lessee and 610 square feet are shared use with COFEM (this will be charged at 50% of the \$0.35/square foot rate). The available office space will accommodate the needs of Kounkuey Design Initiative, Inc. and allow their organization to continue to provide their services to the eastern Coachella Valley.

- Term = three years; July 9, 2020 – June 30, 2023.
- 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 to the FY 2020/2021 budget, in the amount of \$3,469.20.

Attachments: Proposed Lease