



STAFF REPORT
11/13/2019

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Approve lease agreement between the City of Coachella and Greater Coachella Valley Chamber of Commerce for property at 1515 Sixth Street, Coachella; approve termination of current lease for property at 1258 Sixth Street.

STAFF RECOMMENDATION:

Approve lease agreement between the City of Coachella and Greater Coachella Valley Chamber of Commerce for property at 1515 Sixth Street, Coachella; approve termination of current lease for property at 1258 Sixth.

EXECUTIVE SUMMARY:

Due to the acquisition of the Coachella Permit Center and the relocation of city permitting services to that city facility additional office space is available at 1515 Sixth Street, Coachella. On September 5, 2019, the Economic Development Subcommittee (Committee) was presented with the option of leasing the Administration Division office to the Greater Coachella Chamber of Commerce (GCVCC). The Committee response to staff's presentation was in support of this proposal. Currently, the Chamber operates from a city leased property located at 1258 Sixth Street. Should Council recommend approval of the proposed lease, staff is also requesting authorization to terminate existing lease with GCVCC as of December 31, 2019 (which would align with the start of the proposed new lease). The overall proposed relationship established by the newly proposed lease agreement document is as follows:

- Square Footage = 1,600 square feet of office space
 - Shared Parking Lot Access = 8,000 square feet
 - Shared Access to Council Chambers = 988 square feet
- Rent = \$560.00 per month ($\$0.35 \times 1600 \text{ sq ft} = \560.00)
- Term = two years; with automatic annual renewals; initial term Jan.1, 2020-Dec 31, 2021
- Utilities = Lessee to pay for telephone, internet and cable
- Maintenance/Janitorial = to be completed by Lessee for said property with the exception of bi-annual carpet flooring maintenance and heating and cooling systems.
- Insurance = to be provided by Lessee for said property

FISCAL IMPACT:

No fiscal impact.

Attachments:

Proposed Lease

Current Lease