



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 Consejo De Federaciones Mexicanas En Norteamerica for property at 1515 Sixth Street, Coachella; approve termination of current lease for property at 53462 Enterprise Way.

STAFF RECOMMENDATION:

Approve lease agreement between the City of Coachella and Consejo De Federaciones Mexicanas En Norteamerica for property at 1515 Sixth Street, Coachella; approve termination of current lease for property at 53462 Enterprise Way.

EXECUTIVE SUMMARY:

Currently, the Consejo De Federaciones Mexicanas En Norteamerica (COFEM) rents office space at the Coachella Corporate Yard. Additional office space is available at 1515 Sixth Street, Coachella, due to the acquisition of the Coachella Permit Center and the relocation of city services. COFEM would like to be relocated to the 1515 Sixth Street civic building as it would allow them access to additional office space; the Coachella Corporate Yard does not have additional office space available. Should Council recommend approval of the proposed lease, staff is also requesting authorization to terminate existing lease with COFEM. The overall proposed relationship established by the newly proposed lease agreement document is as follows:

- Square Footage = 982 square feet of office space
 - 372 square feet (three offices)
 - 610 square feet (50% access use of lobby/kitchen/restrooms)
- Rent = \$216.95 per month $((\$0.35 \times 372) + ((\$0.35 \times 610) \times 0.50)) = \236.95
- Term = three years; with automatic annual renewals; initial term December 1, 2019 – November 30, 2022
- Utilities = Lessee to pay for telephone, internet and cable
- Maintenance/Janitorial = to be completed by Lessee for said property with the exception bi-annual carpet cleaning and heating and cooling systems.
- Insurance = to be provided be Lessee for said property

FISCAL IMPACT:

No fiscal impact.

Attachments:

Proposed Lease

Current Lease