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TOWN COUNCIL AGENDA COMMUNICATIONS

AGENDA DATE: March 3, 2025

SUBJECT: Property Lease Agreement for 5255 Ronald Reagan Blvd.

ACTION PROPOSED: Consider a Lease Agreement for 5255 Ronald Reagan Blvd.

ATTACHMENTS:

1. Lease Agreement – DRAFT
2. 5255 Ronald Reagan Blvd. Brochure

PRESENTED BY: Matt LeCerf, Town Manager

AGENDA ITEM DESCRIPTION:

In January, Staff met with Town Council regarding the needs to expand its footprint temporarily. This was due to the fact that Town Hall Offices were becoming extremely full. While there are plans to construct a new Development Services Building, which will undoubtedly relieve the pressure in Town Hall, the facility has not broken ground. In the interim, Staff requested to Town Council that Staff be permitted to explore a potential short-term lease for about 15 months while and until the new facility is constructed.

Enclosed is a draft/template lease for 5255 Ronald Reagan Blvd. This document still needs to be reviewed by Staff, including the Town Attorney, but we are requesting authorization to enter into an agreement subject to negotiation of reasonable lease agreement that benefits the Town. The Town would be pursuing occupancy of Suite 001-B as depicted in the brochure. The proposed rent rate is also included in the brochure, but initial discussions suggest we may be able to negotiate more favorable terms.

STRATEGIC PLAN ALIGNMENT:

- Quality Infrastructure & Facilities
 - *Ensure future viability of infrastructure and facilities*

The Community that Cares

LEGAL ADVICE:

The Town Attorney will review and negotiate the lease agreement on behalf of the Town.

FINANCIAL ADVICE:

NA

RECOMMENDED ACTION: Staff supports approval of the First Amendment to the IGA authorizing the assessment of a surcharge to encourage responsible water usage.

SUGGESTED MOTIONS:

For Approval: I move to authorize the Town Manager and Town Attorney to work together and attempt to negotiate a lease agreement for Suite 001-B at 5255 Ronald Reagan Blvd.

For Denial: I move to deny the negotiation of a lease agreement and encourage the Town Manager to explore other alternatives.

Reviewed and Approved for Presentation,



Town Manager