

TO: City Council
FROM: Chuck Denney, Parks and Recreation Director
DATE: March 11, 2025
SUBJECT: Lease Agreement with Kaufman Holdings, Inc. for 821 Airport Court

- 1) Recommended Action:
Place the Lease Agreement with Kaufman Holdings, Inc. for office space at 821 Airport Court for Parks and Recreation staff on the March 18, 2025, City Council consent calendar with a recommendation to approve and authorize the Mayor to sign.
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- 2) Background:
The Parks & Recreation Department staff need to vacate their office space at City Hall due to the expansion needs of the Police Department. Parks & Recreation staff need to relocate off site due to the shortage of available space at City Hall.

This is a three-year lease agreement with Kaufman Holdings, Inc., for office and storage space for the Parks & Recreation Staff. The new office location will be located at 821 Airport Court.

- 3) Policy Support:
Refine and Sustain a Great Organization
- Ensure a safe and healthy workplace
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- 4) Alternatives:
- Recommend changes to lease agreement.
 - Do not authorize the Mayor to sign the lease agreement.
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- 5) Fiscal Notes:
The term of this lease agreement shall be Three (3) years and shall commence on April 1, 2025, and end on March 31, 2028, inclusive.

Monthly Base Rent shall be: Six Thousand Six Hundred Dollars (\$6,600.00). Monthly estimated Triple Net (NNN) is: One Thousand Seven Hundred Five Dollars and 34/100 (\$1,705.34). First month's Base Rent and estimated NNN shall be due at lease execution. Payments for any partial month at the beginning or end of the Lease shall be prorated.

- 6) Attachments:
- A. Lease Agreement with Kaufman Holdings, Inc. for 821 Airport Court