

TO: City Council
FROM: Chuck Denney, Parks and Recreation Director
DATE: March 18, 2025
SUBJECT: Lease Agreement with Kaufman Holdings, Inc. for 821 Airport Court

1) Recommended Action:

Approve and authorize the Mayor to sign the Lease Agreement with Kaufman Holdings, Inc. for office space at 821 Airport Court for Parks and Recreation staff as recommended at the City Council Work Session on March 11, 2025, to be placed on the consent calendar.

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