

Agenda Statement



Meeting Date: June 16, 2026
To: City Council
Through: Jackie C. Wilde, City Manager
From: Shelby Carlson, Assistant City Manager
Agenda Item: Adopting Standardized Lease Templates

BACKGROUND, JUSTIFICATION, & INTENT:

Whittier Municipal Code Section 3.38.340 directs the City Manager to develop standardized lease templates for ground leases, subleases of third-party property, and leases of space in City-owned buildings, subject to review by the City Attorney and approval by the City Council.

Historically, the City has utilized a variety of lease formats with inconsistent provisions, which has created administrative inefficiencies and uncertainty in enforcement. Standardized lease templates establish consistent baseline terms and conditions, improve clarity for lessees, and strengthen the City's ability to manage and enforce lease obligations fairly and uniformly.

The templates attached as Exhibits A–C have been developed to reflect current code requirements and best practices, and have been reviewed by the City Attorney for legal sufficiency.

Adoption of these templates does not approve any specific lease agreement. Pursuant to Section 3.38.350, all leases will continue to require Council approval by resolution unless expressly exempted under the short-term lease provisions of the Code.

CONSISTENCY CHECKLIST:

	Yes	No	N/A
1. Legislative Priorities	☐	☒	☐
2. Comprehensive Plan: <i>Action Plan Item 5.1.2.3, Make leases uniform to ensure ease in enforcement and business understanding.</i>	☒	☐	☐
3. Whittier Code: 3.38, <i>Lease of City Lands</i>	☒	☐	☐
4. Other	☐	☐	☒

FISCAL NOTE: Fiscal note to be provided verbally.

ATTORNEY REVIEW: ☒ Yes ☐ No ☐ Not Applicable

RECOMMENDATION: Approve Resolution 2026-031, adopting the standardized lease templates.