

CITY COUNCIL MEMORANDUM

AGENDA ITEM

Lease office Space for 218B E. Ave D

ORIGINATING DEPARTMENT

Information Technology Services

BACKGROUND INFORMATION

The City currently leases property at 218B E. Ave D, occupied by IT Services Department. The current lease expires on September 30, 2015.

DISCUSSION/CONCLUSION

Since 2001 the city has leased this property to house the IT Services Department. The owner has agreed to maintain the monthly lease payments at \$3,800 per month for the upcoming term. Staff believes a maximum six-month lease is currently in the best interest of the City and will allow flexibility in the future move to the Cornerstone building.

FISCAL IMPACT

Funding in the amount of \$22,800 is available in FY 15-16 on account 010-2705-419.44-55.

RECOMMENDATION

That the City Council authorize the City Manager to execute a six month lease for 218B E. Ave D, beginning October 1, 2015.