

CITY COUNCIL MEMORANDUM

AGENDA ITEM Lease Office Space for 207 and 209 W. Avenue D

ORIGINATING DEPARTMENT City Manager/Purchasing

BACKGROUND INFORMATION

The City currently leases property at 207 (Suites A and B) and 209 W. Avenue D, occupied by the Print Shop and Purchasing. The current lease expires on September 30, 2015.

DISCUSSION/CONCLUSION

For the past several years, the city has leased these properties to house various divisions and functions. The owner has agreed to maintain the monthly lease payments at \$3,000.00 per month for the upcoming term. Staff believes a one-year lease is currently in the best interest of the City and will allow flexibility in the future when other office space may become available.

FISCAL IMPACT

Funds are available in FY 15-16 account #010-9505-491.44-55 Facilities Rental.

RECOMMENDATION

That the City Council authorize the City Manager to execute a one-year lease for 207 (Suites A and B) and 209 W. Avenue D, beginning October 1, 2015.