



Lease Agreement with Bayview Tower LLC for Office Space for the Parks & Recreation Department

City Council Meeting
April 11, 2023



Background



Since January 2021, Parks & Recreation Department (PARD) Administrative Staff have been temporarily located at Heritage Park - Adjacent to ABC Convention Center in the Sports, Entertainment & Art (SEA) District. Admin Staff includes (24 employees):

- Office of the Director
- Finance Division
- Community Relations & Engagement Division

Admin Staff occupy several different houses within the park:

- Gugenhiem House
 - Galvan House
 - Sidbury House
 - McCambell House
 - Merriman-Bobby House
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Background Continued

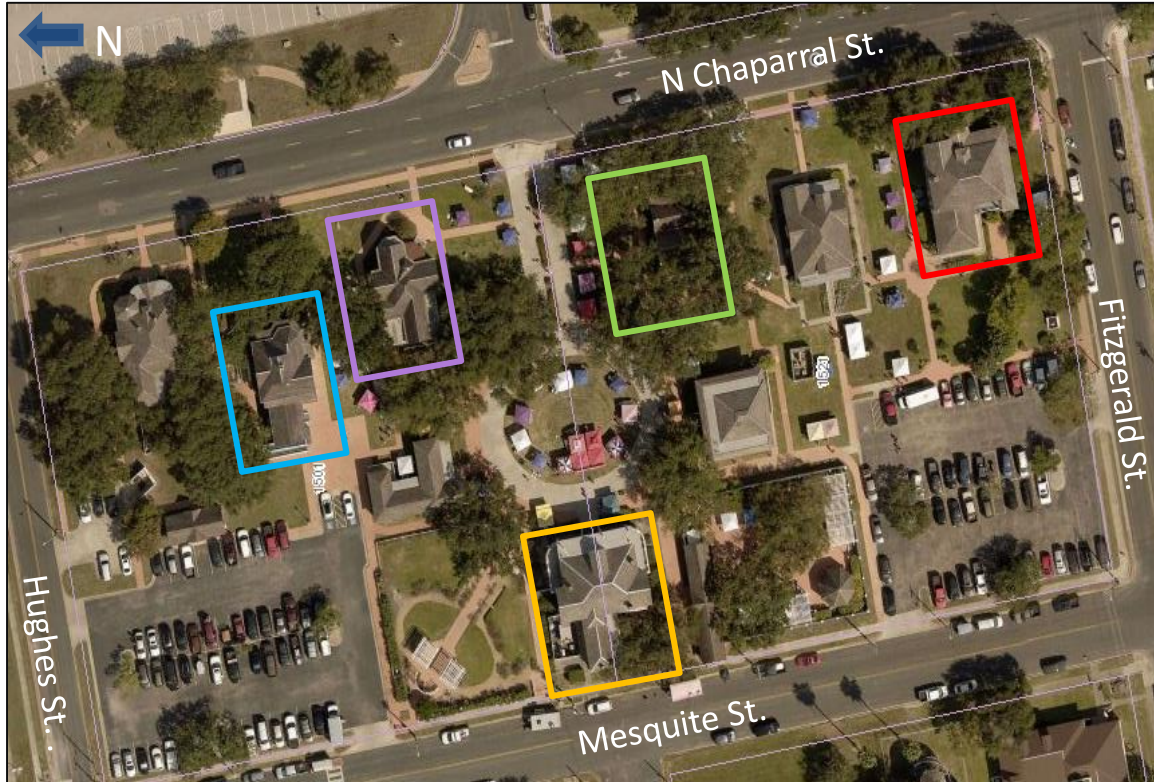


Heritage Park houses are not properly outfitted to suitably perform business operations:

- Lack discretion & appropriate conference space
- Antiquated & lack of capacity for sufficient electrical/heating/ventilation equipment
- Experience occasional power/network outages & no WiFi access
- Restroom accommodations are limited & lack ADA access
- Current arrangements create a divided work environment.



Heritage Park Site Plan



- Sidbury House:**
 - Office of the Director/Assistant Directors
- Gugenheim House (Grant Teams):**
 - Senior Companion Program
 - Retired & Senior Volunteer Program
 - Community Youth Development Program
- Galvan House:**
 - Human Resources Liaison
 - Community Relations & Engagement Team
- Merriman-Bobbys House:**
 - Storage
- Ward-McCampbell House:**
 - Finance & Resource Superintendent Team



Lease Agreement



- Bayview Tower is located downtown at 400 Mann Street, Suite 200.
- The proposed agreement would begin on August 1, 2023, and end on July 31, 2028 (60 months).
- The lease space is 6,422 square feet, located on the second floor and can accommodate up to 33 employees.

Lease Period	Annual Rate PSF	Monthly Base Rent	Annual Base Rent
08/01/2023 – 07/31/2024	\$14.50	\$7,759.92	\$93,119.04
08/01/2024 – 07/31/2025	\$14.75	\$7,893.71	\$94,724.52
08/01/2025 – 07/31/2026	\$15.00	\$8,027.50	\$96,330.00
08/01/2026 – 07/31/2027	\$15.25	\$8,161.29	\$97,935.48
08/01/2027 – 07/31/2028	\$15.50	\$8,295.08	\$99,540.96



Lease Agreement Continued



Bayview Tower Shall Furnish:

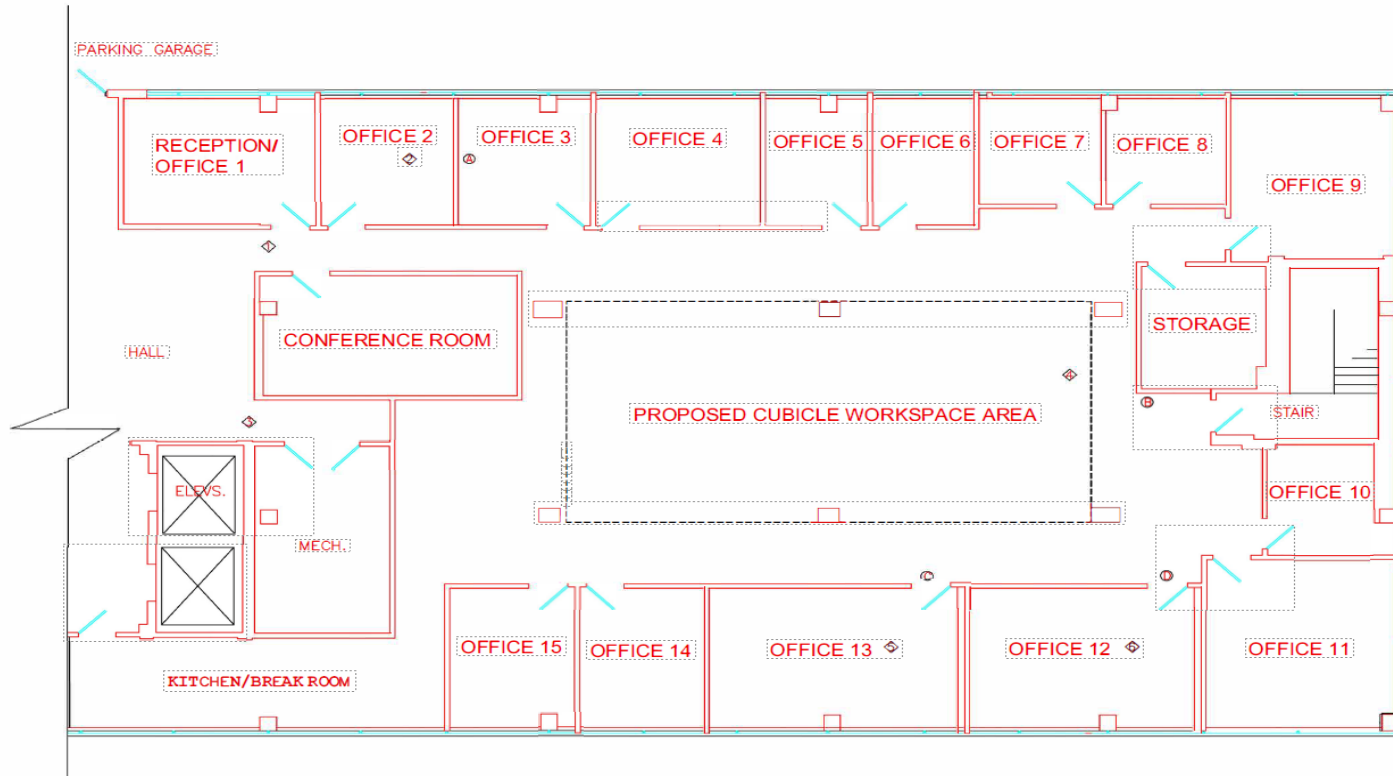
- Utilities/Plumbing Service
- Elevator Service
- Cold Water for Drinking
- Janitor & Cleaning Service
- Restroom Accommodations
- Pest Control
- General Maintenance/Operations of the Premises
- 15 Unreserved Garage Parking Spaces at no Additional Cost

Bayview Tower will Complete Renovations:

- Replace Stained/Damaged Ceiling Tiles
- Patch Holes/Paint all Walls
- Install New Carpet
- Install/Relocate Light Switches & Rewire Fixtures
- Demolish Noted Walls; Build New Insulated Walls
- Install/Paint cabinets & Install Countertops in Kitchen/Break Room Area



Bayview Tower Floor Plan





Recommendation



- Staff recommends approval of the lease agreement with Bayview Tower, LLC for the lease of office space for the Parks & Recreation Department.