



AGENDA MEMORANDUM

Future Item City Council Meeting of 4/19/16
Action Item for the City Council Meeting of 4/26/16

DATE: February 1, 2016
TO: Ronald L. Olson, City Manager
FROM: Terry Teri
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<p>Motion to Execute Lease Agreement For City Detention and Magistration Center</p>

CAPTION:

Motion to authorize City Manager, or designee, to execute a Lease Agreement, between Wilson Plaza Associates LP., for the operation of the City Detention and Magistration Center.

PURPOSE:

The Municipal Court Administration currently utilizes the leased suite for the operation of the City Detention and Magistration Center. Said space also includes a safety vestibule for the Police Department. The monthly lease payment will be \$7,006.85 for a total of 5,503 net rentable square feet. This is an annual total sum of \$84,082.20, payable in monthly installments, in advance. Said agreement incorporates the original lease and the expansion agreement entered into on January 2015.

BACKGROUND AND FINDINGS:

In April, 2004, City Council approved a 7-year lease agreement for the City Detention and Magistration Center at the Wilson Plaza Building. Said lease agreement commenced on September 1, 2004, and ended August 31, 2011. In November, 2011, City Council approved a 2-year lease agreement extension for the City Detention and Magistration Center. Said lease agreement extension commenced on December 1, 2011, and expired on November 30, 2013. In December of 2013, City Council approved a 2-year lease extension agreement for the City Detention Center. Said lease agreement extension commenced on December 1, 2013, and expired on November 30, 2015. A lease expansion amendment was entered into, increasing the square footage of the City Detention Center to 5503 net rentable sq. ft. Said lease expansion amendment, signed on January 27, 2015, which coincided with the existing lease, commenced on November 1, 2014, and expired on November 30, 2015. It is proposed herein that Council approve a 2-year lease extension agreement for the City Detention and Magistration Center at the Wilson Plaza Building which will incorporate the original lease and the expansion agreement. Said lease extension agreement commences on December 1, 2015, and expires on November 30, 2017.

ALTERNATIVES:

Not applicable.

OTHER CONSIDERATIONS:

Not applicable.

CONFORMITY TO CITY POLICY:

City Council must authorize the City Manager to execute a contract or agreement that exceeds \$50,000.

EMERGENCY / NON-EMERGENCY:

Non-emergency.

DEPARTMENTAL CLEARANCES:

Legal, Finance

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2015 - 2016	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		42,041.10	98,095.90	140,137.00
Encumbered / Expended Amount		42,041.10	98,095.90	140,137.00
This item				
BALANCE		45,000.00		-0-

Fund(s):

Comments:**RECOMMENDATION:**

Staff recommends the City Council approve the proposed motion.

LIST OF SUPPORTING DOCUMENTS:

Lease Extension Agreement with attachments
Previously Approved Lease Expansion Amendment with attachments