



Request for City Council Committee Action From the Department of Finance and Property Services

Date: July 20, 2015

To: Honorable John Quincy, Chair Ways & Means Committee

Subject: **Lease Contract for Office Space with Clifton Court, LLP**

Recommendation:

That the proper City officers be authorized to execute a Lease Contract with Clifton Court, LLP for office space at 314 Clifton Ave for the Police Employee Assistance Program (EAP). The lease rate is \$7,380 per year payable from the Police Fund 00100 Department 4004100.

Previous Directives:

2/12/10 – Council approved a fourth lease
11/17/06 – Council approved a lease amendment
1/14/05 - Council approved a third lease
6/29/00 - Council approved a second lease
11/26/97 - Council approved a lease amendment
8/26/94 - Council approved the first lease

Prepared by: Rebecca Law, Project Manager, Property Services, 673-5064

Approved by:

Kevin Carpenter, Chief Financial Officer; Finance and Property Services Dept.

Spencer Cronk, City Coordinator

Presenters: Rebecca Law, Project Manager

Financial Impact

\$7,380 per year lease payments. No additional appropriation is required. Action is within the Business Plan.

Community Impact

City Goals: A City that works: City government runs well and connects to the community it serves

Background/Supporting Information

Since 1994, the Police Department's Employee Assistance Program (EAP) has been located in office space at 314 Clifton Avenue. The Police EAP requires a low profile location separated from areas frequented by police officers or other City staff. Police management indicates that the present location meets their program needs.

The rental rate is \$7,380 per year, which is consistent with the current market rates in the area. The lease costs will be paid from the Minneapolis Police Department operating budget, Fund 00100 Department 4004100. Staff recommends approval of the proposed lease contract.