



Request for City Council Committee Action From the Department of Public Works

Date: July 15, 2008
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Referral: Honorable Paul Ostrow, Chair Ways & Means Committee
Subject: **Amend Leases for Office Space – 331 2nd Avenue South**

Recommendation:

Authorize proper City officials to negotiate and execute amendments to Contracts # 016349 and # 016350 allowing continued use of Suites 220 and 720 in the Tri-Tech Building (331 2nd Avenue South) until December 31, 2011. Funding for the leases will continue to be paid for out of operating funding for BIS - Fund 06400 Department 8800110.

Previous Directives:

- January 31, 2008, City Council authorized amendments to the leases for Suites 220 and 720 in the Tri-Tech Building.
- January 19, 2001, City Council authorized a lease of space for Suites 220 and 720 in the Tri-Tech Building.

Prepared by: Gary Modlin, Facilities Manager – PW Property Services, 673-2721

Approved by:

Steven A. Kotke, P.E., City Engineer, Director of Public Works

Presenters: Gary Modlin, Facilities Manager – PW Property Services
Paul Miller, Senior Project Manager – Pw Property Services

Reviews

Permanent Review Committee (PRC):	Approval	NA	Date
Civil Rights Affirmative Action Plan	Approval	NA	Date
Policy Review Group (PRG):	Approval	NA	Date

Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget (If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Business Plan: Action is within the plan. Action requires a change to plan.
- Other financial impact (Explain):
- Request provided to department's Finance Dept. contact when provided to the Committee Coordinator

Community Impact

Neighborhood Notification: Not Applicable
City Goals: Not Applicable
Comprehensive Plan: Not Applicable
Zoning Code: Not Applicable

Background/Supporting Information

Since 2001, the City has leased Suites 220 (3034 square feet) and Suite 720 (4991 square feet) in the Tri-Tech Building (331 2nd Avenue South) for Business Information Services (BIS) space needs.

The Facilities, Space and Asset Management (FSAM) committee recommends the current contracts be amended for an additional three (3) year term with cancellation clauses to remain in effect.

The owner of the Tri-Tech Building has requested a seventy-five (\$0.75) cent increase from the current rate. Total first year costs are anticipated to be \$130,005. Funding for the leases will continue to be paid for out of operating funding for BIS - Fund 06400 Department 8800100.

Cc: Lynn Willenbring
Heather Johnston
Vicki Stone
Tim Walmann