



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

Date: February 3, 2010
To: Honorable Don Samuels, Chair Public Safety and Health Committee
Referral: Honorable Betsy Hodges, Chair Ways & Means Committee
Subject: **Minneapolis Employee Assistance Program – Property Lease**

Recommendation:

The proper City officers are authorized to negotiate and execute a new Lease Agreement for office space with Clifton Court, LLP for a one (1) year period with annual extension options through 2015. The cost of the lease would be paid for out of the Police Department operating budget to be charged to (Fund 00100 Department 4004100). No additional appropriation is required.

Previous Directives:

None

Prepared by: Gary Modlin, Facilities Manager 673-2721

Approved by:

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

Presenters: Gary Modlin, Facilities Manager, Department of Public Works, Property Services

Reviews

Permanent Review Committee (PRC): Approval NA Date _____

Civil Rights Approval Approval NA Date _____

Policy Review Group (PRG): Approval NA Date _____

Financial Impact:

No financial impact. Action is within current department budget.

Community Impact

Neighborhood Notification:

City Goals:

Comprehensive Plan:

Zoning Code:

Background/Supporting Information

The Minneapolis Police Department Employee Assistance Program has been located at 314 Clifton Avenue for over 13 years. The previous lease included 1,499 rentable square feet through January 31, 2010. Beginning on February 1, 2010 the MPD EAP would like to downsize to 407 useable square feet, within the space that they have occupied for the past 13 years. This will provide a reduction in the annual cost of the office location of approximately \$12,779.00.

The Police Employee Assistance Program requires a low profile location separated from areas frequented by police officers and other City staff in order to ensure confidentiality. Police management indicates that the present location meets their program needs.

Initial annual lease cost of \$6,900.00 (including all costs associated with common spaces) and all lease extensions shall be payable from the Police Department operating budget (Fund 00100 Department 4004100). The Landlord is requesting an annual escalator of sixty (60) cents per square foot.

cc: Deputy Chief Scott Gerlicher
Deputy Chief Rob Allen
Gaynell Schandel
Sgt. Steve Wicklengren
LaTonia Green