



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

**Date:** November 9, 2006

**To:** Honorable Sandra Colvin Roy, Chair Transportation and Public Works Committee

**Subject:** **Amendment to City Lease #21551 with Clifton Court, LLP**

**Recommendation:** That the proper City officers are authorized to execute an amendment to City lease #21551 with Clifton Court, LLP allowing for an additional three years at 314 Clifton Avenue by the Police Employee Assistance Program (EAP) at a cost of \$17,988 in the first year, \$18,738 in the second year, and \$19,487 in the final year of the lease. Funds for this lease have been appropriated and are payable from Fund 010-400-B125.

**Previous Directives:**

1. Council approved a third lease (#21551) on 1/14/05
2. Council approved a second lease on 6/29/2000
3. Council approved an amendment to this lease on 11/26/97
4. Council approved the first lease on 8/26/94

**Prepared by:** Greg Goeke, Facilities Manager, 673-2706

**Approved by:**

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

**Presenter:** Greg Goeke, Facilities Manager - Property Services  
Stacy Altonen, Captain, Minneapolis Police Department

Permanent Review Committee (PRC) Approval \_\_\_\_\_ Not applicable  X

Policy Review Group (PRG) Approval \_\_\_\_\_ Not applicable  X

**Financial Impact** (Check those that apply)

X 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

\_\_\_ Action requires a change to plan.

\_\_\_ Other financial impact (Explain):

**Community Impact**

Neighborhood Notification: NA

City Goals: NA

Comprehensive Plan: NA

Zoning Code: NA

**Background/Supporting Information**

The Police Employee Assistance Program has been located in office space at 314 Clifton Avenue for over 10 years. The current space (1,499 square feet) includes two private offices with a reception area, a conference room and access to parking. Police Employee Assistance Program 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 current lease will be amended to allow for another three years. The property owner at Clifton Court offers to hold rent at \$12 per square foot in the first year with .50 cent increases in the second and third years. The proposed rental rates are within the current market rates, in the Clifton Court area. Property Services recommends amending the current lease at the proposed rates.

The costs of the lease will be paid for out of the Minneapolis Police Departments operating budget Fund 0100-400-B125.

/tpwclifton