



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

Date: January 22, 2008
To: Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee
Subject: **Amendment to City Contracts 016349 and 016350 to allow continued leasing of Suites 220 and 720 in the Tri-Tech building (331 2nd Ave S) until December 31, 2008.**

Recommendation:

Authorize proper City officers to negotiate and execute amendments to City Contracts 016349 and 016350 allowing continued use of Suites 220 and 720 in the Tri-Tech Building until December 31, 2008. Payment for these leases will be paid from Fund/6400Agency/880.

Previous Directives:

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

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

Approved by:

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

Presenters: Greg Goeke, Director of Property Services

Permanent Review Committee (PRC)	Approval _____	Not applicable	<u> X </u>
Policy review Group (PRG)	Approval _____	Not applicable	<u> X </u>

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
- Action requires use of contingency or reserves
- Business Plan: X 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:
Comprehensive Plan: Not Applicable
Zoning Code: Not Applicable

Background/Supporting Information

Since 2001, the City has leased Suite 220 and Suite 720 in the Tri-Tech Building for Business Information Services (BIS) space needs.

The City's Facilities, Space and Asset Management committee (FSAM) has directed Property Services to address the long term space needs of BIS. Property Services has begun this process, however, the lease for Suite 220 expires on February 28, 2008 and that of Suite 720 expires on March 31, 2008. Proper assessment, negotiations, and a potential move cannot be completed within that time frame. Amending the lease terms for these two leases until December 31, 2008 will allow for an organized process. The building owner has agreed to these short term extensions at the same price as the current leases.

Funds paid by for the space have been budgeted and are paid from Fund/6400Agency/880.

CC

Lynn Willenbring, BIS

Julie McGuire, Public Works Property Services