



Agenda Item:

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COUNCIL COMMUNICATION City Manager's Office

GENERAL INFORMATION

Agenda Date: 03/08/04
No.: 04-108
Agenda Item Type: Resolution
No.:

Communication

Roll Call

Submitted by: Larry D. Hulse, Community Development

SUBJECT—

Lease Agreement for office space for use as Community Services site office

SYNOPSIS—

Lease Agreement for office space at 2009-2011 Forest Ave., to be used as the Forest Avenue Community Services Site Office consolidating services and staff from the Model City Site Office (1251 University) and the Woodland Willkie Site Office (3311 Ingersoll). The agreement is for a period of three (3) years.

FISCAL IMPACT—

\$ 53,904 each year of the three year lease

RECOMMENDATION—

Approval of Lease

BACKGROUND—

The City of Des Moines currently leases 1,848 square feet of office space at 1251 University for its Model City Site office at \$ 27,318 each year and 2,700 square foot of office space at 3311 Ingersoll Ave. for the Woodland Willkie Site Office with a yearly cost of \$25,000.

On November 17, 2003, the City Council approved the FY04 Community Development Block Grant (CDBG) and in it a change in service delivery provided by the Community Development Department's Community Services Site offices. This plan included the consolidation of the Model City and Woodland Willkie Site offices into a new location at 2009-2011 Forest Avenue. This building is owned by the Neighborhood Development Corporation.

The Forest Avenue site will cost \$ 8.75 per square foot compared to \$ 14.78 per square foot for Model City and \$9.62 per square foot for Woodland Willkie. City staff have been involved in the design of the layout of the office space. It is anticipated that interior renovations will be completed and the office operational by mid-May.