



**City Council
Communication**
Office of the City Manager

Date

May 22, 2006

Agenda Item No. 30

Roll Call No. 06-

Communication No. 06-308

Submitted by: Chris M. Johansen, Housing
Services Director

AGENDA HEADING:

Approval of amendment one of the Housing Services Department office space lease agreement with HPM Investments, Inc., (Dennis L. Elwell, President, 2401 S.E. Tones Drive, Suite 17, Ankeny, Iowa) including tenant improvements.

SYNOPSIS:

Recommend approval of the lease amendment with HPM Investments, Inc. for additional administrative office space at Park Fair Mall for the Housing Services Department.

FISCAL IMPACT:

Amount: \$12,565.92 annual lease cost for the 2,256 square foot additional space. This is \$5.57 per square foot for the lease. Tenant improvements on the new space (2,256 square feet) shall not exceed \$29,088.

Funding Source: Public Housing Operating Fund Subsidy, Section 8 Administrative Fees, and CDBG Administration. (Operating Budget pg. 230, SP350HSG280000).

ADDITIONAL INFORMATION:

The Housing Services Department entered into a new lease for office space at Park Fair Mall on April 1, 2006 for 8,566 square feet of office space. The current lease is a one year lease with the option of four one-year renewals. The rent will increase 3% annually.

The lease amendment recommended for approval is an additional 2,256 square feet which, in addition to the Housing Service Department's current lease, totals 10,822 square feet.

The additional office space is going to be used for the following purposes:

- Work stations for our accounting staff that recently moved to DMMHA's Park Fair Mall Office from City Hall

- Applicant interview rooms
- Client interview rooms
- File Management

PREVIOUS COUNCIL ACTION(S):

Date: March 20, 2006

Roll Call Number: 06-541

Action: [Renewal](#) of Lease Agreement with HPM Investments, Inc. for the Housing Services Department administrative offices at Park Fair Mall, \$93,712.04 per year. ([Council Communication No. 06-155](#)). Moved by Brooks to approve. Motion Carried 7-0.

Date: January 28, 2002

Roll Call Number: 02-149

Action: Approval of the Municipal Housing Agency Office Space Lease Agreement with HPM Investments, Inc. including tenant improvement allowance. ([Council Communication No. 02-061](#)). Moved by Vlassis to adopt. Motion Carried 6-2. Absent: Coleman and McPherson.

Date: January 30, 2001

Roll Call Number: 01-295

Action: Approving Municipal Housing Agency Office Lease Agreement at Park Fair Mall. (Council Communication No. 01-050). Moved by Hensley to adopt. Motion Carried 4-3.

BOARD/COMMISSION ACTION(S): NONE

Date: NA

Roll Call Number: NA

Action: NA

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE