



**Council  
Communication**  
Office of the City Manager

**Date**

January 28, 2008

**Agenda Item No.** 57

**Roll Call No.** 08-

**Communication No.** 08-024

**Submitted by:** Judy A. Bradshaw, Chief of Police

**AGENDA HEADING:**

Approval of a lease with Drake University for a building to house the Traffic Unit of the Police Department

**SYNOPSIS:**

Recommend approval of a lease with Drake University to house the Police Department's Traffic Unit. Drake University has requested that the Traffic Unit move from its current location at 3110 Forest Avenue to a new location at 1222 24<sup>th</sup> Street. City staff and Drake officials have negotiated a new lease.

**FISCAL IMPACT:**

Amount: \$4,300. (Last year's lease expense at 3110 Forest totaled \$8574; \$8573 for utilities and \$1 for rent. The new building located at 1222 24<sup>th</sup> St. is 50% larger so an increase in the utilities is anticipated to be approximately \$4,300.

Funding Source: FY08 Operating Budget GE001, POL100150, pg 276

**ADDITIONAL INFORMATION:**

The Traffic Unit of the Police Department has been located at 3110 Forest Avenue since March 1999. Recently Drake officials indicated they have other plans for the building and requested the Traffic Unit move to a new location at 1222 24<sup>th</sup> Street (a former Post Office). The new building is larger and closer to the entrance of the Drake University campus.

A new lease has been negotiated and is for three years with two, three year renewal options. The terms are similar to the previous lease. The lease payment is \$1.00 per year, however, the City is responsible for utility costs. Drake will make necessary renovations to and maintain the building, provide parking, basic custodial service, garbage pick up and snow removal/lawn care.

**PREVIOUS COUNCIL ACTION(S):**

Date: August 20, 2001

Roll Call Number: 01-2603

Action: Approval of lease with Drake University for space to house the Traffic Unit. Moved by Vlassis.  
Passed 6-0-0-1

Date: January 25, 1999

Roll Call Number: 99-242

Action: Approval of lease with Drake University for space to house the Traffic Unit. Moved by Vlassis.  
Passed 6-0

Date: December 21, 1998

Roll Call Number: 98-3943

Action: Authorize negotiations with Drake University for contract to house the Traffic Unit. Moved by  
Coleman. Passed 4-0-0-3.

**BOARD/COMMISSION ACTION(S): NONE**

**ANTICIPATED ACTIONS AND FUTURE COMMITMENTS:**

Approval of lease renewal options.