



Council Communication

Office of the City Manager

Date:	February 14, 2011
Agenda Item No.	78
Roll Call No.	<u>11-0262</u>
Communication No.	<u>11-071</u>
Submitted by:	Donald M. Tripp, Director of Park and Recreation

AGENDA HEADING:

Approve lease amendment between City of Des Moines and Capitol Center L.L.C. for space located at 600 East Court Avenue.

SYNOPSIS:

Approval of lease amendment between the City of Des Moines and Capitol Center L.L.C., an Iowa limited liability company, c/o R and R Investors, LTD, 1225 Jordan Creek Parkway, Suite 200, West Des Moines, Iowa 50266 for execution of a 6-month lease extension for office space (8,438 square feet) located at 600 East Court Avenue, Suite 200, Des Moines, Iowa 50309 for the Park and Recreation Department - Administrative Division, Engineering Department - Traffic and Transportation Division, and Legal Department - Litigation Division.

FISCAL IMPACT:

Amount: Monthly and capital costs as indicated below:

Funding Source	<u>FY11</u>	<u>FY12</u>
T&T - Right-of-Way Management, GE001 ENG100421, page 87	\$ 5,168	\$ 2,584
T&T - Parking Administration, EN051 ENG100701, page 88	5,168	2,584
T&T - Street Lighting, SP360 ENG100401, page 94	1,723	861
T&T - Ordinance and Accident Investigation, SP360 ENG100419, page 98	1,723	861
T&T - Traffic Engineering, SP360 ENG100422, page 99	3,446	1,723
Legal Tort Services, GE005 LGL040000, page 165	15,751	7,875
Municipal Buildings, GE001 PKS160500, page 217	<u>16,243</u>	<u>8,122</u>
TOTAL	\$49,222	\$24,610

ADDITIONAL INFORMATION:

On August 25, 2008, by Roll Call No. 08-1514, the Des Moines City Council approved a lease agreement between the City of Des Moines and Capitol Center L.L.C., an Iowa limited liability company, c/o R and R Investors, LTD, to lease space located at 600 E. Court Ave, suite 200 for a term of 30 months from September 1, 2008 up to and including February 28, 2011. This lease was necessary to relocate City staff from the Park and Recreation Department - Administration, Engineering Department - Traffic and Transportation, and Legal Department - Litigation, which were displaced as a result of the flooding of the Armory and City Hall buildings.

City staff has been exploring options to reallocate affected personnel to the limited space available within the City Hall and Armory buildings that is not subject to water infiltration during severe flooding events as experienced in 1993 and 2008. Staff has developed the following relocation plan: Traffic and Transportation personnel will move to the lower level of City Hall; seven Neighborhood Inspection Division, (NID) staff currently located in the first floor of the Armory building will join the NID staff on second floor of the Armory; Legal Litigation will move into the first floor space vacated by NID; Park and Recreation Administration will move to the department's former location at 3226 University Avenue, which was vacated in April 2008. Because a former tenant who had shared this building with Parks has relocated, this facility will now also accommodate the department's planners and recreation management staff so that nearly all Parks administration and management staff will be located at one site.

In order to accommodate the reallocation of space for affected personnel within these buildings, it will be necessary to complete remodeling of some existing office spaces and realign personnel. Park and Recreation staff has recommended using this opportunity to relocate City Clerk and Action Center staff from the second floor of City Hall to the first floor, to provide for a more efficient and customer-service-friendly location. Prior to relocating Traffic and Transportation personnel to the remodeled space on City Hall's lower level, it will be used as a temporary location for City Clerk's office staff members while first floor remodeling is taking place.

The lease amendment is necessary to allow the staff of the affected departments to remain at the 600 East Court location until the necessary remodeling can be completed by City staff.

The City Manager recommends the City Council authorize the execution of this lease agreement to provide adequate safe office space for the continued operation of the City services provided by the affected City departments' staff.

PREVIOUS COUNCIL ACTION(S):

Date: August 25, 2008

Roll Call Number: 08-1514

Action: [Lease](#) Agreement with Capitol Center, LLC, for thirty months, with an option of renewal for two additional one-year terms, for office space at 600 E. Court Avenue, Suite 200 to be used as City offices. ([Council Communication No. 08-524](#)) Moved by Vlassis to adopt. Motion Carried 6-1.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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