



Legislation Details (With Text)

<b>File #:</b>	15-22248	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Business Item	<b>Status:</b>		<b>Filed</b>	
<b>File created:</b>	2/8/2024	<b>In control:</b>	City Council Business Meeting		
<b>On agenda:</b>	4/22/2024	<b>Final action:</b>	4/22/2024		
<b>Title:</b>	Lease of Office Space for Code Enforcement Team				
<b>Attachments:</b>	1. Map - Lease of Office Space for Code Enforcement Team				

Date	Ver.	Action By	Action	Result
4/22/2024	1	City Council Business Meeting	Pulled by Staff	

**Lease of Office Space for Code Enforcement Team**

**Action:**

- A. Approve a lease with TFC McDowell, LLC, for office space located at 301 South McDowell Street for Code Enforcement, and**
- B. Authorize the City Manager or his designee to negotiate and execute any documents necessary to complete this transaction.**

**Staff Resource(s):**

Rebecca Hefner, Housing & Neighborhood Services  
Phil Reiger, General Services

**Explanation**

- On June 12, 2023, City Council approved the Fiscal Year 2024 Operating Budget, which included the creation of a new Rapid Response Code Enforcement Team.
- The addition of the new Code Enforcement team allows the city to proactively mitigate and enforce Quality of Life concerns city-wide, including extended hours on certain weekdays and weekends.
- The initial focus of the new Code Enforcement team includes illegal tractor trailer parking, parking in bike lanes, illegal signage, and litter. The city’s internal Quality of Life team and the new Code Enforcement Team will continue to assess options to address current and emerging issues as they arise.
- The new Code Enforcement Team has been temporarily operating from leased property on Rozzelles Ferry Road, the lease for which will expire in April 2024.
- General Services has identified available office space located at 301 South McDowell Street (parcel identification number 125-081-02) in Council District 1 and proposes to enter into a lease with TFC McDowell, LLC.
- The leased premises includes 2,134 square feet of office space with access to ample parking for staff vehicles.
- The terms of the lease include:
  - A 38-month term
  - Rent in the amount of \$5,512.83 monthly (base \$31/square foot) and
  - Tenant’s pro-rata share of any potential overages of taxes, insurance, and common area maintenance, not to exceed \$50 per month
  - Rent abatement for months one and two
  - Three percent annual rent increase
  - The initial security deposit is waived

**Fiscal Note**

Funding: Housing & Neighborhood Services Operating Budget

**Attachment(s)**

Map