

TO: CITY MANAGER
FROM: DIRECTOR PLANNING AND BUILDING
SUBJECT: LEASE RENEWAL FOR HASTINGS-BRENTWOOD COMMUNITY POLICE OFFICE
PURPOSE: To seek Council approval to renew the City's lease for the interim Hastings-Brentwood Community Police Office.

2004 June 29

RECOMMENDATION:

1. **THAT** Council authorize staff to execute a lease, as outlined below, for the office space at #104 - 4191 Hastings Street in order to facilitate the ongoing operation of the interim Hastings-Brentwood Community Police Office.

REPORT

1.0 DISCUSSION


At its meeting of 2004 June 21, Council authorized staff to enter into lease renewal negotiations for the office space at #104 - 4191 Hastings Street, in which the interim Hastings-Brentwood Community Police Office is located. The proposed terms of the lease renewal included:

- a two year term, with the option to renew three additional years, one year at a time; and
- a base rent of \$5,140 per month for the 2,600 square foot premises and six dedicated parking stalls.

The City Solicitor advises that the following terms have been negotiated for the subject premises:

- a base rent of \$5,140 (or \$24/square foot) per month for a two year term beginning on 2004 July 1;
- three options to renew the lease for successive one-year terms; and
- basic rent increases of 2% per year over the previous year's basic rent for optional years 3, 4 and 5.

It is recommended that Council authorize staff to execute a lease as outlined above for #104 - 4191 Hastings Street in order to facilitate the ongoing operation of the interim Hastings-Brentwood Community Police Office.


J.S. Belhouse, DIRECTOR
PLANNING AND BUILDING

JS/sla

- cc: Deputy City Manager
Director Finance
City Solicitor
OIC- RCMP