



# AGENDA REPORT

## Economic Development

<b>DATE:</b>	December 6, 2022
<b>TO:</b>	Mayor Butt and Members of the City Council
<b>FROM:</b>	Gabino Arredondo, Project Manger Craig Murray, Development Project Manager II
<b>Subject:</b>	Congressman Garamendi Lease
<b>FINANCIAL IMPACT:</b>	Per the lease terms, the United States House of Representatives will pay the City \$13,689 per year, for a total of \$27,378 for the two-year term of the lease (01917090-362801).
<b>PREVIOUS COUNCIL ACTION:</b>	None.
<b>STATEMENT OF THE ISSUE:</b>	Congressman Garamendi requested that the City of Richmond consider leasing approximately 845 square feet of one office, four cubicles, and a conference room at 440 Civic Center Plaza as his Congressional District office. City staff is requesting approval of a standard United States House of Representative's District Office lease agreement for this purpose.
<b>RECOMMENDED ACTION:</b>	APPROVE a lease with the United States House of Representatives to allow Congressman Garamendi to utilize approximately 845 square feet of office space, four cubicles, and a conference room on the second floor of 440 Civic Center Plaza as his Congressional District office, at a rate of \$1,140.75 per month (\$13,689 per year), for a two-year term from January 3, 2023, through January 2, 2025 – City Manager's Office (Shasa Curl/Craig Murray 621-1612).

**DISCUSSION:**

Congressman Garamendi has requested the opportunity to lease approximately 845 square feet of office space at 440 Civic Center Plaza previously occupied by Congressman DeSaulnier. This space serves as an excellent, central location from which to connect with the Richmond community and serve the West County area. The Congressman's staff would utilize space on the second floor of 440 Civic Center Plaza, adjacent to the reception area. The space includes one office space, four cubicles, conversion of one of the conference rooms for office space, and shared use of conference and break rooms. Other details are included on the attached, standard House of Representatives lease. Under the lease, the Congressman would pay rent of \$1,140.75 per month (\$1.35 per square foot) for a total of \$13,689 annually. The term would be consistent with the two-year Congressional term of office. The new base rent increase was calculated by staff researching similar office space rates in the City of Richmond on the commercial real estate marketplace website Loopnet. The range of rental lease rates was between \$1.30 sf to \$2.00 sf. Staff determined an increase of the previous rental rate to \$1.35 sf would be a fair and supported new base rent rate.

**DOCUMENTS ATTACHED:**

Attachment 1 - Lease between the City of Richmond and United States House of Representatives