



AGENDA REPORT

Public Works

DATE:	May 20, 2025
TO:	Mayor Martinez and Members of the City Council
FROM:	Daniel Chavarria, Director of Public Works Tawfic Halaby, Deputy Director of Public Work Operations & Maintenance Gabino Arredondo, Project Manager
Subject:	Lease Amedment for Hilltop Landscape District Office Trailer and Yard
FINANCIAL IMPACT:	The proposed monthly expenditure of \$2,810.54 will be funded yearly from the approved fiscal year budget of the Hilltop Landscape Maintenance District Operational Budget (Account String: 11233731-400536).
PREVIOUS COUNCIL ACTION:	June 25, 2024
STATEMENT OF THE ISSUE:	The Public Works Parks and Landscaping Division is requesting authorization to continue the payment of the month-to-month lease with North Richmond Properties, Inc. for office trailers and yard space to store containers and landscaping equipment.
RECOMMENDED ACTION:	APPROVE the amendment to lease agreement with North Richmond Properties, Inc. for the rental of two office trailers and storage space for containers and landscaping equipment used by the Parks and Landscaping Division, for a five-year term expiring June 30, 2030, at a monthly cost of \$2,810.54, for an additional increased five-year total amount not to exceed \$404,718 – Public Works Department (Tawfic Halaby 510-620-5482/Jason Lacey 510-620-6920/Tyron Nesbit 510-231-3019).

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DISCUSSION:

In 2015, the Public Works Department began a lease with North Richmond Properties, Inc. for equipment storage space at 2801 Giant Road for use by the Parks and Landscaping Division (Parks). The leased location's proximity to the Hilltop District greatly improved the efficiency of the Parks & Landscaping Division by reducing the travel time associated with transporting equipment from the Parks Yard located at 3201 Leona Avenue to the Hilltop District area, enabling City staff to spend more time in the field.

In April 2019, Parks Hilltop operations had to vacate the office trailer they occupied in the parking lot at Hilltop Mall. Parks operations sought and were approved for a lease amendment for additional space at the North Richmond Properties location and now occupy two office trailers.

On June 25, 2024, a seventh lease amendment with North Richmond Properties, Inc., was approved in an amount not to exceed \$33,726.48, for a month-to-month one-year period. The current one-year authorization is set to expire on June 30, 2025, and the total authorized expenditure is close to being fully utilized.

Therefore, to not impact current operations and lease rental payments Parks staff is seeking authorization to continue with the month-to-month lease agreement payment with North Richmond Properties, Inc., for a term increase of up to five years beginning July 1, 2025, through June 30, 2030, at the continued monthly cost of \$2,810.54, for an additional increased five-year term total amount not-to-exceed \$404,718.

DOCUMENTS ATTACHED:

Attachment 1 - Lease Agreement Amendment #7
Attachment 2 - Lease Agreement Amendment #6
Attachment 3 - Lease Agreement Amendment #5
Attachment 4 - Lease Agreement Amendment #4
Attachment 5 - Lease Agreement Amendment #3
Attachment 6 - Lease Agreement Amendment #2
Attachment 7 - Lease Agreement Amendment #1
Attachment 8 - Original Lease