



**RECREATION AND COMMUNITY SERVICES DEPARTMENT**

QUINLAN COMMUNITY CENTER

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**CITY COUNCIL STAFF REPORT**

Meeting: June 5, 2018

Subject

Authorize the City Manager to negotiate and execute a lease agreement with the Friends of Stevens Creek Trail for the property known as the McClellan Ranch House located at 22221 McClellan Road, Cupertino, CA 95014.

Recommend Action

Authorize the City Manager to execute a lease agreement with Friends of Stevens Creek Trail for the property known as the McClellan Ranch House for the period July 1, 2018 to June 30, 2019, with an option to renew for one additional one-year term.

Background

Since 1993, the City of Cupertino has leased office space to the Friends of Stevens Creek Trail in the McClellan Ranch Preserve. The space consists of 109 square feet within the ranch house (81 square feet of office space and 28 square feet of storage) together with the non-exclusive use of hallways, restrooms, and outside parking facilities. The current lease expires on June 30, 2018.

Discussion

Staff recommends approval of the lease agreement at \$1.06 per square foot (\$116.00 per month). Rent payments will total \$1,386.00 annually. The lease is recommended for a one-year period, with an option to renew for an additional year with a 3% increase. City Staff recommends a short term lease to allow for flexibility due to the expanding program offerings at McClellan Ranch as well as the final adoption of the Parks and Recreation System Master Plan, which may provide recommendations for long term facility usage.

Fiscal Impact

No fiscal impact is projected. The \$1,386.00 in projected annual revenue is budgeted in Recreation and Community Services.

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Prepared by: Kim Calame, Recreation Supervisor

Reviewed by: Christine Hanel, Acting Director, Recreation and Community Services

Approved for Submission by: David Brandt, City Manager

Attachments:

A – Draft Lease Agreement