



PUBLIC WORKS DEPARTMENT

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CITY COUNCIL STAFF REPORT

Meeting: June 2, 2020

Subject

Authorize the City Manager to negotiate and execute a lease agreement with the Santa Clara Valley Audubon Society for the property known as the McClellan Ranch House located at 22221 McClellan Road, Cupertino, CA 95014.

Recommend Action

Authorize the City Manager to negotiate and execute a lease agreement with the Santa Clara Valley Audubon Society for the property known as the McClellan Ranch House for the period July 1, 2020 to June 30, 2025, with an option to renew for five additional one-year terms.

Background

Since 1993, the City of Cupertino has leased office space to the Santa Clara Valley Audubon Society in the McClellan Ranch Preserve. This office space inside the McClellan Ranch House includes two offices totaling 738 square feet and non-exclusive use of hallways, restrooms, and outside parking facilities. The current lease agreement, which was for 1-year with a 1-year option to extend, expires on June 30, 2020.

The Santa Clara Valley Audubon Society partners with the City and other community partners to enhance outdoor education programs for park users and community members. Services to the community include: operating the nature store at the McClellan Ranch Preserve, providing internship opportunities for local students, leading birding and gardening classes for adults, working with school groups from the Cupertino Union School District, and partnering with the City of Cupertino to hold the annual Wildlife and Harvest Festival.

Discussion

Staff recommends approval of the lease agreement at \$830.00 per month. Lease payments will total \$9,960.00 for the first year. The lease is recommended for a

five-year period, with an option to renew for five one-year terms. A longer-term lease is recommended to preserve staff time used in the negotiation and renewal of the lease, and to facilitate the ongoing partnership with this tenant. The lease amounts each year of the initial term and for each of the five one-year renewal terms include a 3% increase.

Fiscal Impact

No fiscal impact is projected. The \$9,960.00 in projected annual revenue, with 3% annual increases, is deposited into the General Fund and is currently included in the budget.

Prepared by: Chad Mosley, Assistant Director of Public Works

Reviewed by: Roger Lee, Director of Public Works

Approved for Submission by: Dianne Thompson, Assistant City Manager

Attachments:

A – Draft Audubon Lease Agreement