



## Staff Report

---

**File #:** 20-457

**Version:** 1

**Date:** 11/23/2020

**Item #:** 3.3b.

---

**TO:** Mayor and City Council

**THROUGH:** Steve Powers, City Manager

**FROM:** Kristin Retherford, Urban Development Department Director

**SUBJECT:**

Commercial lease with Pringle Place, LLC for storage of City supplies

Ward(s): 2

Councilor(s): Andersen

Neighborhood(s): Morningside

Result Area(s): Good Governance; Safe Community

**ISSUE:**

Shall the City Council authorize the City Manager to execute the attached lease with Pringle Place LLC?

**RECOMMENDATION:**

Authorize the City Manager to execute the attached lease with Pringle Place, LLC.

**SUMMARY:**

As a result of the water advisories in 2018, the City acquired a large supply of bottled water for emergency use. The remaining supply can be used for future events that cause a need for bottled water. Sufficient storage space is unavailable in City facilities. On December 10, 2018, Council authorized the City Manager to enter into a lease with Pringle Place, LLC (Lessor) for warehouse space in which to store the water. That lease expires on December 31, 2020, and it is necessary to execute a new lease to continue occupying the space.

**FACTS AND FINDINGS:**

Staff has come to terms on a lease (Lease) (Attachment 1) with Pringle Place, LLC (whose Member is J&S Morgan, LLC, (James and Susan Morgan, members)) for warehouse space located at 2558

Pringle Road SE, Suite E (Attachment 2).

Key terms of the Lease are stated below.

Commencement:	January 1, 2021
Term:	One year
Square Feet:	1,622
Rate:	\$10,800 annually
Renewal Options:	Two one-year options

**BACKGROUND:**

Funding for the Lease will come from the Public Works Operations Administrative Fund.

Clint Dameron  
Real Property Services Manager

Attachments:  
1. Proposed Lease  
2. Map