

**CITY OF TEMECULA
AGENDA REPORT**

TO: City Council

FROM: Aaron Adams, City Manager

DATE: August 10, 2021

SUBJECT: Approve Updated Office Lease with Richards Watson & Gershon at the Temecula Civic Center

PREPARED BY: Betsy Lowrey, Assistant to the City Manager

RECOMMENDATION: That the City Council approve updated office lease with Richards Watson & Gershon at the Temecula Civic Center.

BACKGROUND: At the request of City staff, the office lease between the City and its legal counsel, Richards Watson & Gershon, A Professional Corporation, (RWG), is being updated to reflect a different leased office area location for RWG within City Hall (updated Office Lease). The City's Human Resources Department (HR) is swapping office suites with RWG to allow Human Resources staff to be physically located near the City's Risk / Emergency Management division, which falls under the direction of HR. The office suites for RWG and HR are similar in size. The City is overseeing minor tenant improvements to accommodate this office swap of which the costs are shared by RWG and the City and reflected in the new Office Lease, along with any language changes needed for consistency with current State law. There will be no interruption in the monthly lease payment from RWG to the City.

FISCAL IMPACT: The RWG office space rental revenue currently generates \$2,670.38 per month. A one-time tenant improvement cost of \$19,300 will be incurred of which RWG will reimburse the City \$11,524 for its portion.

ATTACHMENTS:

1. Office Lease
2. Memorandum of Lease