



Legislation Details (With Text)

**File #:** 16-254      **Version:** 1      **Name:**  
**Type:** Action Item      **Status:** Agenda Ready  
**File created:** 9/20/2016      **In control:** Town Council Meeting  
**On agenda:** 9/26/2016      **Final action:**  
**Title:** Request approval of first amendment to the lease between GRI Cedar Park, LLC and the Town for relocation of the Parks and Recreation Department during the community center project

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Lease Cedar Park - 7-23-15, 2. Cedar Lane Lease -Town of Vienna Amendment v3 (from HSPH)

Date	Ver.	Action By	Action	Result
9/26/2016	1	Town Council Meeting	approved	Pass

**Subject:**

Request approval of first amendment to the lease between GRI Cedar Park, LLC and the Town for relocation of the Parks and Recreation Department during the community center project

**EXPLANATION AND SUMMARY :**

The Town of Vienna currently leases both administrative and programming space (approximately 1,665 square feet), known as office numbers M-4, M-6, and M-10, on the second floor of the Cedar Park Shopping Center for the Parks and Recreation Department during the Vienna Community Center renovation and expansion project. The Town and GRI Cedar Park, LLC want to amend the lease to extend the lease term.

The current 15-month lease term with GRI Cedar Park, LLC (First Washington Realty is the management company) expires October 26, 2016. The lease term will be extended beginning October 27, 2016, and ending on June 30, 2017. The monthly rent will be \$2,081.25, with a full cost for the extended lease of \$16,650. The Town has an option to go month to month if the lease needs to be extended further after June 30, 2017. This first amendment to the lease has been reviewed by the Town Attorney. The Parks and Recreation Department operating budget includes \$38,000 allocated for off-site offices, rental of facilities, and storage.

**Departmental Recommendation :** Recommend approval of first amendment to the lease between GRI Cedar Park, LLC and the Town to extend the lease for eight months at a cost of \$16,650.

**Finance Recommendation :** Recommend approval.

**Purchasing Recommendation :** N/A

**Town Attorney Recommendation :** As the Community Center is not expected to be completed before the current lease expires, I recommend that Town Council authorize the Mayor to execute the first

amendment to lease between GRI Cedar Park, LLC and the Town for temporary administrative and programming space for the Parks and Recreation Department in the amount of \$16,650 as presented.

**Town Manager's Recommendation** : I recommend the Town Council authorize the Mayor to execute the first amendment to the lease between GRI Cedar Park, LLC as presented.

Cost and Financing: \$16,650

Account Number: 100-107-1071-17130-43308

Decision Needed by This date: September 26, 2016

**PROPOSED/SUGGESTED MOTION**

"I move to authorize the Mayor to execute the first amendment to lease between GRI Cedar Park, LLC and the Town for temporary administrative and programming space for the Parks and Recreation Department for eight months in the amount of \$16,650 from the Parks and Recreation operating budget account 100-107-1071-17130-43308."

Or

Other action deemed necessary by Council.