

**TOWN OF PRESCOTT VALLEY
REQUEST FOR COUNCIL ACTION**

Date: January 27, 2011

SUBJECT: Amended Lease Agreement – Central Yavapai Metropolitan Planning Organization

SUBMITTING DEPARTMENT: Public Works

PREPARED BY: Norm Davis, P.E., Public Works Director

AGENDA LOCATION: Comments/Communications , Consent , Work/Study ,
New Business , Public Hearing , Second Reading

ATTACHMENTS: a) Lease Agreement (on file at the Town Clerk's office)

SUMMARY BACKGROUND: The Town has provided office space for Central Yavapai Metropolitan Planning Organization (CYMPO) staff members since December 2003. At present, the arrangement is based on a month-to-month lease and the lease amount was applied to an 'in-kind' match.

CYMPO funding is largely based on transportation funds secured from the Federal Highway Administration ("FHWA") through the Arizona Department of Transportation ("ADOT"). FHWA has recently announced a policy change that requires CYMPO to pay actual dollars for office lease and utility costs rather than receive those as 'in-kind' services from a participating agency. Therefore, certain adjustments are required to the current Lease Agreement.

The CYMPO Executive Board has approved the proposed Amended Lease at its meeting on January 19, 2011. This proposed Amended Lease Agreement will allow the Town to continue providing office space to CYMPO at a reasonable market price to be billed on a monthly basis.

OPTION ANALYSIS: Council may approve the Amended Lease Agreement as written, or decline to approve the Amended Lease.

ACTION OPTION: Motion to approve the Amended Lease Agreement with CYMPO to continue leasing office space in the Civic Center building. **VOTE.**

RECOMMENDATION: Staff recommends approval of the Amended Lease Agreement in support of CYMPO.

FISCAL ANALYSIS: The Town will receive monthly payments as a result of the Amended Lease Agreement.

REVIEWED BY:

Management Services Director _____

Town Clerk _____

Town Attorney _____

Town Manager _____

COUNCIL ACTION:

Approved Denied Tabled/Deferred Assigned to _____