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# CITY OF KELOWNA

## MEMORANDUM

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**Date:** August 14, 2003  
**File No.:** 0710-20

**To:** City Manager

**From:** Civic Properties Manager

**Subject:** **Proposed Glenmore Community Police Office Lease**

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### **RECOMMENDATION**

THAT City Council approve a five year lease with Glenmore Store Limited to provide lease space for the new Glenmore Community Police Office located at 1014 Glenmore Road, as summarized in the report from the Civic Properties Manager dated August 6, 2003;

AND THAT Council authorize the Mayor and City Clerk to execute the attached lease on behalf of the City of Kelowna.

### **BACKGROUND**

In March 2001, Council directed staff to negotiate a lease for a Community Policing Office in the Glenmore area. An RFP was issued to find a facility, in a suitable location with acceptable lease parameters. Four responses were received and evaluated by a team from the Civic Properties Division and Community Policing. The submission from the South West corner of Mountain Avenue and Glenmore Road was viewed as the best location and offered the best lease rate. The results and recommended location were reviewed with the RCMP senior staff and they agreed with the team's recommendation. During discussion with the selected proponent, they advised they could not meet the deadline of July 2002 as submitted. The primary reason for the delay was due to the complex development permit application that included a land swap associated with the adjacent lane. The new facility will be ready for occupancy in December of 2003. This information was discussed with the Community Policing, Crime Prevention Coordinator, and the RCMP. They felt that due to the superior location it was best to accept the new date and remain with the selected location.

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Jim Waugh  
Civic Properties Manager

JW/kv

Attachment

cc: Director of Parks and Leisure Services  
Director of Financial Services  
Crime Prevention Coordinator  
Superintendent D. Harrison, RCMP

**Base Terms of Agreement for the proposed Glenmore Community Police Office lease**

**Civic Address:** 1014 Glenmore Road, Kelowna

**Legal Description:** Lot 4, Plan 7943, Section 29, ODYD

**Term:** 5 year Lease (estimated – January 2004 to December 2009)

**Area:** 2200 square feet

**Rate:** Base lease – \$16.50 per square foot

**Triple Net:** \$4.71 per square foot (property operations & taxes)

**Not included:** Janitorial and gas & electrical utility (costs born by City)

**Commencement  
Target Date:** January 1, 2004

**Tenant  
Improvements:** Included in the base lease cost

**Financial Summary**

<b>2200 sq.ft.</b>	<b>Per foot</b>	<b>Per month</b>	<b>Per year</b>	<b>Total term – 5 yrs</b>
<b>Lease cost</b>				
Base	\$16.50	\$3,025	\$36,300	\$181,500
Triple net	\$4.71	\$863.50	\$10,362	\$51,810
	\$21.21	\$3888.50	\$46,662	\$233,310
<b>City (Estimated) Costs</b>				
Utilities/Janitorial	\$2.50	\$416.67	\$5,000	\$25,000
Misc. maintenance	\$1.25	208.33	\$2,500	\$12,500
<b>Totals</b>	<b>\$24.96</b>	<b>\$4,513.50</b>	<b>\$54,162</b>	<b>\$270,810</b>