

January 16, 2025

25-037

AMEND LEASE FOR CAPITOL PARK BUILDING FOR THE  
PLANNING AND CAPITAL CONSTRUCTION OFFICE WITH  
CRAIG & KRISTY NEUBO

PREPARED BY: John MacLean, Finance & Procurement Manager, Planning & Capital Construction

FINANCIAL  
RESPONSIBILITY: Rebecca Ocken, Director, Planning & Capital Construction

APPROVED BY: Dina Farrell, Vice President, Business & Finance/Chief Financial Officer  
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Dr. Adrien L. Bennings, President

STRATEGIC THEME: Enterprise: Cultivate a long-term sustainable college enterprise

REPORT: With Resolution BR 09-075, the Board authorized a lease at the Capitol Park Building of approximately 5,000 sq. ft. to provide space for Planning & Capital Construction staff to operate the Bond Program. Contiguous space was not available on any PCC campus for the program. Since then, the space leased has increased to 7,100 sq ft to accommodate staff growth. With the passing of the 2022 bond measure, it is necessary to extend the lease through June 30, 2026. The initial authorization was for \$460,000. Previous resolutions included:

- BR14-069 for \$160,000 to extend the lease through June 30, 2016
- BR 16-118 for \$104,000 to extend the lease through June 30, 2017
- BR 17-091 for \$216,072 to extend the lease through June 30, 2019
- BR 19-124 for \$470,000 to extend the lease through June 30, 2021
- BR 21-196 for \$325,764 to extend the lease through June 30, 2023
- BR 23-121 for \$330,576 to extend the lease through June 30, 2025

An additional \$158,500 is required to extend the lease through the revised date of June 30, 2026. This request plus the earlier authorizations totals \$2,224,912. Funding for the lease will come from the 2022 Bond funds.

RECOMMENDATION: That the Board of Directors authorize the extension of the lease of the Capitol Park Building through June 30, 2026. The cost for the extension is \$158,100. Expenditures for the lease

will be from 2022 Bond funds. This cost is accounted for in the 2022 bond budget.