

September 19, 2013

14-026

DELEGATE AUTHORITY TO COLLEGE PRESIDENT  
OR DESIGNEE TO NEGOTIATE LEASE FOR  
SOUTHEAST CENTER RETAIL SPACES

PREPARED BY: Kathy Kiaunis, Bond Finance Manager

FINANCIAL  
RESPONSIBILITY: Linda Degman, Bond Program Director

APPROVED BY: Wing-Kit Chung, Vice President, Administrative Services  
Randy McEwen, Vice President  
Dr. Jeremy Brown, President

REPORT: The student commons and Library buildings at Southeast Center will be completed in 2014 as part of the 2008 Bond Program. A portion of the Library building has been allocated for a small retail food space, to serve the needs of the staff and students, and a portion of the first floor of the student commons, along 82<sup>nd</sup> Avenue, is planned for retail. These spaces were developed in conjunction with the goal to create an active campus edge that interacts seamlessly with the surrounding neighborhood in keeping with City's Neighborhood Prosperity Initiative (NPI). As construction progresses, possible tenants are being identified for these spaces. The College desires to vet and secure suitable tenants, and develop lease agreements for the spaces. College purchasing policies require that any lease that may exceed \$150,000 receive board approval.

A retail consultant, Kidder-Matthews, has been hired through a competitive request for proposal (RFP) process to provide retail advisory development and management services for the College (resolution 12-092). They will research recommended uses for the spaces, provide marketing services, identify potential tenants, and recommend appropriate lease terms and delivery specifications.

As tenants are identified, the College would like to engage in negotiations for leases, and determine lease rates, hours of operation, and other considerations, with the assistance of College counsel and a real estate

consultant, and is requesting that the Board delegate authority to the College President or his designee to negotiate the lease agreements.

**RECOMMENDATION:** That the Board delegate authority to the College President or his designee to negotiate lease agreements for the Southeast Center retail spaces, subject to the prior concurrence of College counsel.