

# Department of Public Works

City Hall  
730 Washington Ave.  
Racine, WI 53403  
262.636.9121 - Public Works  
262.636.9191 - Engineering



Richard M. Jones, P.E.  
Commissioner of Public Works

Thomas M. Eeg, P.E.  
Asst. Comm. of Public Works/Operations

John C. Rooney, P.E.  
Asst. Comm. of Public Works/Engineering

September 9, 2008

Ald. Gregory Holding  
Chairman, Public Works  
and Services Committee  
Racine, WI 53403

Dear Ald. Holding:

Submitted for your review and approval is a lease agreement for the Choral Arts Society of Southeastern Wisconsin. This lease agreement is for the time period of September 12, 2008 to December 31, 2008 and covers 500 square feet of office space in Room 122 of the City Hall Annex. They indicated that they could not pay our external rental rate of \$11.91 per square foot and requested that the rental rate be established at \$2.39 per square foot, which is the rate currently charged to the other non-profit organizations - Neighborhood Watch and the Racine Symphony Orchestra.

Since this rate is lower than the rate we charge internal offices and external renters, I recommend that this lease agreement be subject to termination with a 30 day written notice if we find an external renter willing to pay the higher rental rate for this space. Please note, we do not provide custodial and minor maintenance services for other comparable renters, so this rate simply covers utility and major maintenance costs for this building.

This lease will generate a total revenue of \$398.34 for the balance of 2008.

Sincerely,

Thomas M. Eeg  
Asst. Comm. of Public Works/Operations

TME:das