

**STAFF REPORT**  
**City of Lancaster**

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08/12/14
MVB

DATE: August 12, 2014

TO: Mayor Parris and City Council Members

FROM: Allison E. Burns, City Attorney

SUBJECT: **Delegation of Authority to Execute Small Business Incubator Program Lease Agreements**

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**Recommendation:**

Adopt **Resolution No. 14-56**, delegating authority to execute Small Business Incubator Program lease agreements to the City Manager.

**Fiscal Impact:**

None

**Background:**

The City, through its small business “incubator” program, encourages local economic development by offering office/retail/manufacturing space, at City-owned property located at 104 East Avenue K-4 in the Lancaster Business Park (Incubator Facility), for lease at affordable rates to new and/or small businesses, giving such businesses an opportunity to keep costs down as they get established and grow.

In addition to promoting local economic development, the incubator program benefits the City and its residents by encouraging full occupancy of the Incubator Facility, thereby increasing the City’s ability to generate revenue.

The success of the incubator program depends, in part, on the City’s ability to expedite the lease process for these small businesses in order to accommodate their occupancy needs and timelines. Resolution No. 14-56 will help expedite the lease process by delegating to the City Manager the authority to execute incubator program lease agreements, pursuant to Ordinance 998, which was adopted by City Council on June 24, 2014, and which in part amended Section 2.08.060 of the Lancaster Municipal Code to expressly provide that the duties of the City Manager include executing contracts, agreements, deeds, leases and other documents as authorized, delegated and/or instructed by City Council.

Resolution No. 14-56 will authorize the City Manager to execute lease agreements for a term of up to two years, and for leased units measuring up to 5,000 square feet. An incubator program lease agreement of a longer duration and/or for a larger unit will require City Council review and approval.

**Attachment:**

Resolution No.14-56