

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: December 11, 2025

PREPARED BY: Mariela Salazar, Management Analyst

SUBJECT: MOVING EXPENSES ASSOCIATED WITH RELOCATION OF THE CA DEPARTMENT OF FOOD AND AGRICULTURE FROM PARKVIEW BUILDING, AND PARKING SPACE LEASE WITH THE STATE OF CALIFORNIA FOR THE USE OF TEN (10) DESIGNATED PARKING SPACES AT 73-710 FRED WARING DRIVE

RECOMMENDATION:

1. Approve payment of moving services in the amount of \$4,670 to Mother Lode Van & Storage for the relocation of the California Department of Food and Agriculture (CDFA) from the Parkview Building, plus a 10% contingency.
2. Approve the Parking Space Lease Agreement with the CA Department of General Services (acting on behalf of CDFA) for ten (10) designated parking spaces located at 73-710 Fred Waring Drive, effective January 1, 2026, through September 30, 2031.
3. Authorize the City Attorney to make any necessary, nonmonetary changes to the Agreement.
4. Authorize the City Manager to execute any documents and take all necessary actions to complete the relocation.

BACKGROUND/ANALYSIS:

The California Department of Food and Agriculture (CDFA) currently occupies office space within the Parkview Building under a lease executed on October 1, 2023 (Lease File No. 1934-005), with a term through September 30, 2031.

In March 2024, the City Council directed staff to proceed with the deconstruction of the Parkview Building to make way for the construction of the new Palm Desert Library. To maintain the overall project timeline and ensure continuity of CDFA's State operations, CDFA agreed to vacate the building early.

Relocation Timeline:

The Department of General Services has identified a suitable relocation site for CDFA, with the move anticipated to occur during the first week of December. Early relocation is necessary to prevent delays to the City's deconstruction schedule and ensure the library project proceeds as planned. CDFA has requested that the City secure ten (10) designated parking spaces, as their new facility does not include allocated parking for department vehicles.

Parking Space Lease Agreement:

As part of the negotiated early termination of CDFA's office lease, the City and State have prepared a Parking Space Lease Agreement to provide continuity for CDFA operations.

Key terms include:

1. The use of ten (10) designated, exclusive parking spaces at the City-owned lot located at 73-710 Fred Waring Drive (See location map attached).
2. No rental fee, recognizing CDFA's cooperation in early termination.
3. The terms of the Parking Agreement align with the remainder of the original lease: January 1, 2026, through September 30, 2031.
4. The City is responsible for the maintenance and repair of all parking spaces, including the individual access gates for each space.
5. Use is limited to official State business and compliance with all applicable laws and regulations.
6. Acceptance of the parking spaces in "AS-IS" condition, consistent with standard City lease provisions.
7. No additional funding requested for maintenance, as costs are covered through the City's existing Public Works maintenance budget.

Execution of this Agreement supports CDFA's continued operations at its new location and completes the administrative actions needed to close out the Parkview Building lease.

Relocation and Moving Costs:

CDFA requires moving services to relocate furnishings, equipment, and boxed materials from the Parkview Building. CDFA has provided an estimate from Mother Lode Van & Storage, who is their preferred vendor, in the amount of \$4,670, which includes packing, loading, transportation, and delivery. A 10% contingency is requested to address minor adjustments in scope, such as additional packing materials or labor. No additional costs beyond this amount are anticipated.

FINANCIAL IMPACT:

Approval of this item will result in a one-time expenditure of \$4,670, plus a 10% contingency of \$467, for a total not-to-exceed amount of \$5,137. Funds are available within the Government Professional Contract-Parkview Account (5104195-4309200). There is no impact to the General Fund anticipated with this action.

ATTACHMENTS:

1. Moving Quote: Mother Lode Van & Storage
2. Parking Space Lease Agreement-City/State of California (CDFA)
3. Aerial Map-Parking Space Location