

## CHECK LIST FOR ALDERMANIC SUBMISSIONS

<input checked="" type="checkbox"/>	Cover Letter
<input checked="" type="checkbox"/>	Resolutions/ Orders/ Ordinances
<input checked="" type="checkbox"/>	Prior Notification Form
<input checked="" type="checkbox"/>	Fiscal Impact Statement - Should include comprehensive budget
<input checked="" type="checkbox"/>	Supporting Documentation
<input type="checkbox"/>	Disk or E-mailed Cover letter & Order

### IN ADDITION, tIF A GRANT:

<input type="checkbox"/>	Notice of Intent
<input type="checkbox"/>	Grant Summary
<input type="checkbox"/>	Executive Summary (not longer than 5 pages without an explanation)

Date Submitted: Monday, August 29, 2022

Meeting Submitted For: September 06, 2022

Regular or Suspension Agenda: Regular

Submitted By: Michael Gormany

Title of Legislation:      Order to Enter into a Commercial Lease-Gateway Partners LLC  
ORDER OF THE NEW HAVEN BOARD OF ALDERS, AUTHORIZING THE MAYOR,  
BUDGET DIRECTOR, OR CONTROLLER TO ENTER INTO A ONE YEAR  
COMMERCIAL LEASE AGREEMENT AND EXECUTE ANY AMENDMENTS THAT  
MAY ARISE, WITH GATEWAY PARTNERS, LLC, IN THE AMOUNT OF FOUR-  
HUNDRED AND FORTY THOUSAND-TWO HUNDRED AND SIXTY-TWO  
DOLLARS (\$440,262) IN REGARD TO THE CITY OF NEW HAVEN HEALTH  
DEPARTMENT OFFICES AND PUBLIC HEALTH CLINIC FOR FISCAL YEAR 2022-23.

Comments: LEGISTAR FILE ID: LM-2022-0407

Coordinator's Signature: \_\_\_\_\_

Controller's Signature (if grant): \_\_\_\_\_

Mayor's Office Signature: \_\_\_\_\_

Call 946-7670 with any questions.



**City of New Haven**  
**Office Of Management and Budget**  
**Justin M. Elicker, Mayor**  
**Michael Gormany, City Budget Director**

Monday, August 29, 2022

Alder Tyisha Walker  
President, Board of Alders  
23rd Ward  
Board of Alders  
165 Church Street  
New Haven, CT 06510

RE: Order for the City of New Haven to execute a lease with Gateway Partners LLC for the Health Department Offices and Public Health Clinic

Dear Honorable President Walker-Myers:

As required by City general code of ordinance section 2-376 (A), requires Board of Alders approval for any city contract that does not go to bid where the costs more than one hundred thousand dollars (\$100,000.00). The Health Department and Public Health clinic are located at 54 Meadow Street, New Haven CT. The health department leases the entire first floor and ninth floor consisting of seventeen thousand three hundred and eighty square feet (17,380 sq. ft.) more or less.

The City of New Haven is seeking to execute a one-year commercial lease with Gateway Partners LLC in an amount of \$440,262 (Base rent + Pro Rata annual). The previous lease was a multi-year lease with options to renew that fully expired on June 30, 2022. The funds for the lease were appropriated by the Board of Alders in the fiscal year 2022-23 budget under the Department of Finance based on the below negotiations with Gateway Partners. As outlined during the budget process (technical amendment), the overall base rent and pro-rata increased by Eight Percent (8.00%).

<b>Category</b>	<b><u>FY 2021 Amount</u></b>	<b><u>FY 2022 Amount</u></b>	<b><u>FY2023</u></b>
Base Rent	\$358,420.08	\$365,588.48	\$394,835.56
Monthly Cost	\$29,868.34	\$30,465.71	\$32,902.96
Square Footage	17,380	17,380	17,380
Per Sq. Foot	\$20.62	\$21.0	\$22.68
Pro rata Soft/Hard	\$3,436.34	\$3,505.07	\$3,785.48
Pro rata Annual	\$41,236.08	\$42,060.84	\$45,425.76

Please feel free to call me with any additional questions that may arise regarding this request.

Michael Gormany  
City Budget Director  
City Acting Controller

..title

ORDER OF THE NEW HAVEN BOARD OF ALDERS, AUTHORIZING THE MAYOR, BUDGET DIRECTOR, OR CONTROLLER TO ENTER INTO A ONE YEAR COMMERCIAL LEASE AGREEMENT AND EXECUTE ANY AMENDMENTS THAT MAY ARISE, WITH GATEWAY PARTNERS, LLC, IN THE AMOUNT OF FOUR-HUNDRED AND FORTY THOUSAND-TWO HUNDRED AND SIXTY-TWO DOLLARS (\$440,262) IN REGARD TO THE CITY OF NEW HAVEN HEALTH DEPARTMENT OFFICES AND PUBLIC HEALTH CLINIC FOR FISCAL YEAR 2022-23.

..body

**WHEREAS**, Section 2-376 (A) of the Code of General Ordinances requires Board of Alders approval for any city contract that does not go to bid that costs more than one hundred thousand dollars (\$100,000.00); and

**WHEREAS**, The City of New Haven Health Department Offices and Public Health Clinic is currently located at 54 Meadow Street, New Haven, CT; and,

**WHEREAS**, The Board of Alder approved fiscal year 2022-23 budget appropriated the funds within the Finance Department for the Health Department Lease; and

**WHEREAS**, The City of New Haven is seeking approval from the Board of Alders to enter into a lease agreement with Gateway Partners LLC, leasing the entire first floor and ninth floor consisting of seventeen thousand three hundred and eighty square feet (17,380 sq. ft.) more or less.

**NOW, THEREFORE, BE IT ORDERED by the New Haven Board of Alders that:**

The Mayor, Budget Director, or Controller is authorized to enter into a commercial lease agreement and execute any amendments that may arise, with Gateway Partners LLC in the amount of Four-Hundred and Forty Thousand-Two Hundred and Sixty-Two Dollars (\$440,262) regarding the City of New Haven Health Department offices and public health clinic for fiscal year 2022-23

PRIOR NOTIFICATION FORM

NOTICE OF MATTER TO BE SUBMITTED TO  
THE BOARD OF ALDERS

TO (list applicable Alders): Entire Board  
DATE: Monday, August 29, 2022

FROM: Department Office of Management and Budget and Budget  
Person Michael Gormany Telephone 203-946-6413

This is to inform you that the following matter affecting your ward(s) will be submitted to the Board of Alders.

ORDER OF THE NEW HAVEN BOARD OF ALDERS, AUTHORIZING THE MAYOR, BUDGET DIRECTOR, OR CONTROLLER TO ENTER INTO A ONE YEAR COMMERCIAL LEASE AGREEMENT AND EXECUTE ANY AMENDMENTS THAT MAY ARISE, WITH GATEWAY PARTNERS, LLC, IN THE AMOUNT OF FOUR-HUNDRED AND FORTY THOUSAND-TWO HUNDRED AND SIXTY-TWO DOLLARS (\$440,262) IN REGARD TO THE CITY OF NEW HAVEN HEALTH DEPARTMENT OFFICES AND PUBLIC HEALTH CLINIC FOR FISCAL YEAR 2022-23.

Check one if this an appointment to a commission

- ☐ Democrat
- ☐ Republican
- ☐ Unaffiliated/Independent/Other \_\_\_\_\_

INSTRUCTIONS TO DEPARTMENTS

1. Departments are responsible for sending this form to the Alders(s) affected by the item.
2. This form must be sent (or delivered) directly to the Alders(s) before it is submitted to the Legislative Services Office for the Board of Alders agenda.
3. The date entry must be completed with the date this form was sent the Alders(s).
4. Copies to: Alders(s); sponsoring department; attached to submission to Board of Alders.

## FISCAL IMPACT STATEMENT

DATE: Monday, August 29, 2022  
FROM (Dept.): Office of Management and Budget  
CONTACT: Michael Gormany PHONE: 203-946-6413

### SUBMISSION ITEM (Title of Legislation):

ORDER OF THE NEW HAVEN BOARD OF ALDERS, AUTHORIZING THE MAYOR, BUDGET DIRECTOR, OR CONTROLLER TO ENTER INTO A ONE YEAR COMMERCIAL LEASE AGREEMENT AND EXECUTE ANY AMENDMENTS THAT MAY ARISE, WITH GATEWAY PARTNERS, LLC, IN THE AMOUNT OF FOUR-HUNDRED AND FORTY THOUSAND-TWO HUNDRED AND SIXTY-TWO DOLLARS (\$440,262) IN REGARD TO THE CITY OF NEW HAVEN HEALTH DEPARTMENT OFFICES AND PUBLIC HEALTH CLINIC FOR FISCAL YEAR 2022-23.

**List Cost:** Commercial Lease for City of New Haven Health Department for FY 2022-23 Impact

	GENERAL	SPECIAL	BOND	CAPITAL/LINE ITEM/DEPT/ACT/OBJ CODE
<b>A. Personnel</b>				
1. Initial start up				
2. One-time				
3. Annual				
<b>B. Non-personnel</b>				
1. Initial start up				
2. One-time		\$440,262		
3. Annual				

**List Revenues:** Will this item result in any revenues for the City? If Yes, please list amount and type.

NO	<input checked="" type="checkbox"/>
YES	<input type="checkbox"/>

1. One-time
2. Annual