



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

Friday, May 26, 2023

Alder Tyisha Walker  
President, Board of Alders  
23rd Ward  
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 six-month commercial lease with Gateway Partners LLC in an amount of \$242,844 (Base rent + Pro Rata annual). The previous lease was a one-year lease that fully expired on June 30, 2023. The funds for the lease were appropriated by the Board of Alders in the fiscal year 2023-24 budget under the Department of Finance. Based on negotiations with Gateway partners, there is no change in the monthly pricing for FY 2023-2024 when compared to FY 2022-2023.

Category	FY 2021	FY 2022	FY 2023	FY 2024
Base Rent	\$358,420.8	\$365,588.48	\$394,835.56	\$242,844
Monthly Cost	\$29,868.34	\$30,465.71	\$32,902.96	\$32,902.96
Square Footage	17,380	17,380	17,380	17,380
Per Sq. Foot	\$20.62	\$21.04	\$22.68	\$22.68
Pro Rata Soft/Hard	\$3,436.34	\$3,505.07	\$3,785.48	\$3,785.48

\*\*Base Rent is monthly rent + Pro Rata/Soft Hard times six months

The City is entering into a six-month lease based on the timeline provided to OMB by the City Engineer. As previously discussed, the Health Department is slated to move into the office space located at 424 Chapel Street. If any changes are required in the timeline, the City will negotiate an amended agreement with Gateway partners. Please feel free to call me with any additional questions that may arise regarding this request.

Michael Gormany  
City Budget Director  
City Acting Controller