



# City of Alexandria

City Council Chambers at  
Del Pepper Community  
Resource Center  
4850 Mark Center Drive  
Alexandria, VA 22311

## Legislation Text

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### City of Alexandria, Virginia

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#### MEMORANDUM

**DATE:** MARCH 4, 2020

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** MARK B. JINKS, CITY MANAGER /s/

**DOCKET TITLE:**

Consideration of a Lease Agreement between the City of Alexandria's Workforce Development Center and Upwardly Global for Office Space at 1900 N. Beauregard Street.

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**ISSUE:** Consideration of an agreement between the City of Alexandria and Upwardly Global, a non-profit organization, to sublease office space at 1900 N. Beauregard Street.

**RECOMMENDATION:** That City Council approves the agreement between the City of Alexandria and Upwardly Global to sublease office space at the Department of Community and Human Services located at 1900 N. Beauregard Street.

**BACKGROUND:** The City of Alexandria's Workforce Development Center (WDC) is Upwardly Global's (UpGlo) key partner for the "Career Pathway Support for Refugees in Virginia" project, funded by the Office of Refugee Settlement (ORR). In this partnership, WDC works closely with UpGlo with a goal of enrolling 150 job seekers and supporting 20 to 30 non-degree or mid-skill enrollees directly in order to support higher referrals to UpGlo. The program will also target and prioritize lower skilled job seekers through soft skills training, ESL and reskilling to secure skilled vocational or professional positions and establish a consistent pipeline for any qualified degree-holders to UpGlo for training and placement.

**DISCUSSION:** The partnership between the City and UpGlo originates from a sub-grant agreement between the City of Alexandria, Department of Health and Human Services, Alexandria Workforce Development Center and UpGlo. The period of the Sub-grant Agreement is September 30, 2018 to September 29, 2021. To provide the services required of this partnership, UpGlo staff require use of one desk as office space, three days a week at the Department of Community and Human Services located at 1900 N. Beauregard Street. The term of the lease is 12 months (September 30, 2019 - September 30, 2020) and can be renewed at the end of the lease, at the City's option, with 12 month extensions at the City's option. The premises will be used for UpGlo's programmatic work as a direct service provider throughout the term of the lease. For the initial year the City

chose not to charge UpGlo rent as the collaboration was being constructed and tested. For the second year UpGlo has budgeted to pay the City a small lease payment which will be retroactive to September 30, 2019.

**FISCAL IMPACT:** The City will receive \$5,000 per year in rent for the use of one desk as office space, for three days a week. The lease may be renewed at the option of the City, with all terms being subject to negotiation.

**ATTACHMENTS:**

1. Lease Agreement Between the City and Upwardly Global
2. Site Plan - Exhibit A

**STAFF:**

Laura Triggs, Deputy City Manager

Jeremy McPike, Director, General Services

Alfred Coleman, Deputy Director, General Services

Donna Poillucci, Deputy Director, General Services