



# City of San Antonio

## Agenda Memorandum

**File Number:** 16-5058

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**Agenda Item Number:** 9.

**Agenda Date:** 10/13/2016

**In Control:** City Council A Session

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**DEPARTMENT:** Center City Development & Operations

**DEPARTMENT HEAD:** John Jacks

**COUNCIL DISTRICTS IMPACTED:** 7

### **SUBJECT:**

Lease Agreement - City Council District 7 Constituent Office

### **SUMMARY:**

An ordinance authorizing the 1<sup>st</sup> Renewal and 2<sup>nd</sup> Amendment to Lease Agreement between the City of San Antonio and Brass Centerview 2016, LLC, for a five-year term, for the continued use and expansion of office space located at 4414 Centerview Drive, Suite 160 for use as the City Council District 7 Constituent Office, for the monthly rental amount of \$1,925.00. The City will have the option to terminate the lease with thirty days' notice.

### **BACKGROUND INFORMATION:**

Pursuant to Ordinance 2011-11-17-0950, dated November 17, 2011, the City of San Antonio entered into a five-year Lease Agreement for office space located at 4414 Centerview Drive, Suite 160, to be utilized as the City Council District 7 Constituent Office, with an option to renew the lease for an additional five-year term. In an effort to provide a more versatile and accommodating space in which to meet with constituents and conduct business, the size of the office will be increased from 1,108 square feet to 1,640 square feet. This action will serve to exercise the City's five-year renewal option commencing on December 1, 2016 and expiring on November 30, 2021.

**ISSUE:**

There is currently no available City-owned space in which to relocate the District 7 City Council Constituent Office.

This action is consistent with the City's policy to provide a constituent office within each City Council District for each Councilperson to conduct business and meet with constituents.

**ALTERNATIVES:**

The alternative to exercising this 1<sup>st</sup> Renewal and 2<sup>nd</sup> Amendment to Lease Agreement would be to search for a new lease space in the same geographic area which offers more favorable lease terms than the very favorable terms already secured. Additionally, the cost to relocate this office would likely negate any potential rent savings.

**FISCAL IMPACT:**

The monthly rent is fixed at \$1,925.00 for the entire five-year renewal term. There are sufficient funds in the FY 2017 budget for the lease expenses.

**RECOMMENDATION:**

Staff recommends approval of this 1<sup>st</sup> Renewal and 2<sup>nd</sup> Amendment to Lease Agreement with Brass Centerview 2016, LLC, for the continued use of the office space located at 4414 Centerview Drive.