



City of San Antonio

Agenda Memorandum

File Number:13-686

Agenda Item Number: 8.

Agenda Date: 10/3/2013

In Control: City Council A Session

DEPARTMENT: Building and Equipment Services

DEPARTMENT HEAD: Jorge Perez

COUNCIL DISTRICTS IMPACTED: 5

SUBJECT:

Lease agreement for Council District 5 Constituent Field Office

SUMMARY:

Consideration of the following ordinance authorizing the execution of a four year lease with TCP Las Palmas Partners, LTD and the City of San Antonio for 1,309 square feet of office space located at 803 Castroville Road, Suite 218 in Council District 5, for the purpose of establishing a Council District 5 constituent field office for an annual rental amount of \$9,000.00 for each year of the four year term.

The City will have the right to terminate this lease with 30 days prior written notice to Landlord.

BACKGROUND INFORMATION:

To better serve her constituents, newly elected Councilwoman Shirley Gonzales has decided to relocate one of her constituent field offices. A search was conducted of a specific portion of District 5 for potential relocation sites which produced 803 Castroville Road, Suite 218 as the most viable site in terms of constituent accessibility and cost effectiveness. This new office location is more easily accessible to the public, provides more office space and will better service and meet the needs of constituents in District 5.

ISSUE:

In an effort to reduce expenses in FY 2013, the field office at 1410 Guadalupe Street was closed effective August 15, 2013. After taking into consideration the Council District 5 boundary changes approved in 2012, a

decision was made that a location in the westerly portion of the district would better serve constituents.

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

ALTERNATIVES:

The City Council could choose not to approve this lease and have staff continue the search for an alternative location; however, Councilwoman Gonzales feels service to constituents could be compromised if there is a delay in opening this new office.

FISCAL IMPACT:

Under the terms of the lease, the monthly rent will be \$750 per month or \$9,000.00 annually. There are sufficient funds in the FY 2014 budget for the lease expenses in Cost Center 105020001 under GL 5206010.

RECOMMENDATION:

Staff recommends approval of this lease authorizing the execution of a four-year term lease with TCP Las Palmas Partners, LTD.