



City of San Antonio

Agenda Memorandum

File Number: 14-2723

Agenda Item Number: 21.

Agenda Date: 12/4/2014

In Control: City Council A Session

DEPARTMENT: EastPoint & Real Estate Services Office

DEPARTMENT HEAD: Mike Etienne

COUNCIL DISTRICTS IMPACTED: Council District 10

SUBJECT: Lease Agreement: Amendment to District 10 Constituent Office

SUMMARY:

An Ordinance authorizing the execution of an Amendment to District 10 Constituent Office Lease Agreement between the City of San Antonio and Catholic Life Insurance for the relocation from Suite 604 to Suite 510 within the Catholic Life Building located at 1635 N.E. Loop 410, in City Council District 10, for use as the District 10 constituent office.

BACKGROUND INFORMATION:

On October 20, 2011, through Ordinance No. 2011-10-20-0856, a Lease Agreement between the City of San Antonio and Catholic Life Insurance was approved for the Council District 10 Constituent Office. The current Constituent Office is located at 1635 N.E. Loop 410, Suite 604 and serves as the only Field Office for the District. The Landlord has requested to relocate the office of the Councilman within the building at the Landlord's sole cost and expense. There is no significant change in square footage and the Council Office is in favor of the proposed new location.

ISSUE:

An Ordinance authorizing the execution of an Amendment to District 10 Constituent Office Lease Agreement between the City of San Antonio and Catholic Life Insurance for the relocation from Suite 604 to Suite 510 within the Catholic Life Building located at 1635 N.E. Loop 410, in City Council District 10, for use as the

District 10 constituent office.

The Landlord has requested to relocate the office of the Councilman within the building at the Landlord's sole cost and expense. There is no significant change in square footage and the Council Office is in favor of the proposed new location.

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:

As an alternative, the Councilman could continue to occupy his current constituent office through October 31, 2016, however this would prohibit the Landlord from achieving his occupancy goals within the Catholic Life Building.

FISCAL IMPACT:

There will be no change to the monthly rent. Under the terms of the lease, the monthly rent was \$1,484.00 during the first two years and \$1,550.00 during years three through five, totaling \$91,416.00 over the five-year lease term. There are sufficient funds in the adopted FY 2015 budget for the lease expenses. The chart below demonstrates the effect of the relocation.

Office Space	Monthly Rent	Square Footage	Term Expiration
Suite 604 (current office)	\$1,550.00	1,033 S.F.	October 31, 2016
Suite 510 (new office)	\$1,550.00	1,065 S.F.	October 31, 2016
Net Change:	No Change	32 S.F.	No Change

Additionally, all costs associated with relocating the field office will be covered by the landlord.

RECOMMENDATION:

Staff recommends approval of this Amendment to the Lease Agreement to relocate the District 10 Constituent Office within the Catholic Life Building located at 1635 N.E. Loop 410, from Suite 604 to Suite 510.