



City of San Antonio

Agenda Memorandum

File Number:17-5120

Agenda Item Number: 9.

Agenda Date: 10/5/2017

In Control: City Council A Session

DEPARTMENT: Center City Development & Operations

DEPARTMENT HEAD: John Jacks

COUNCIL DISTRICTS IMPACTED: 2

SUBJECT:

Lease Agreement - City Council District 2 Constituent Office

SUMMARY:

An ordinance authorizing a Lease Agreement between the City of San Antonio and Warfield, a Texas general partnership, for approximately 632 square feet of office space located at 4351 Rittiman Road, for a five-year, sixteen day term, for use as a City Council District 2 Constituent Office, for the monthly rental amount of \$500.00. The City will have the option to terminate the lease with sixty days' notice.

BACKGROUND INFORMATION:

Council District 2 is locating a second constituent office at 4351 Rittiman Road to increase field office accessibility to constituents within the northern part of the District. This location is within a neighborhood shopping center which also is the site of a City operated Women Children and Infant's Health Clinic. The proximity of the two uses will enhance accessibility and encourage citizen participation and utilization of services available at each site. Additionally, this particular site was previously used as a field office for District 2 staff and contains the information technology infrastructure necessary to support IT needs thereby drastically reducing the costs associated with bringing those services to a new office space.

ISSUE:

There is currently no available City-owned space in the desired area in which to locate the District 2 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 entering into this lease agreement would be to continue the search for a suitable location in the same geographic area that offers more economically favorable lease terms than the very favorable terms offered by the proposed location. Additionally, the City will realize a cost saving by leasing the proposed location because the City's I.T. infrastructure is still in place from the City's last occupancy. This equipment can once again be utilized, thereby eliminating the cost of installing new infrastructure.

FISCAL IMPACT:

During the term of the lease agreement, the rent is as follows:

Period	Rate S.F.	Monthly Rent	Annual Rent
10-16-2017 to 10-31-2022	\$9.49	\$500.00	\$6,000.00

The monthly rent is fixed at \$500.00 for the entire five-year, sixteen day renewal term. There are sufficient funds in the FY 2018 budget for the lease expenses.

RECOMMENDATION:

Staff recommends approval of this Lease Agreement with Warfield, a Texas general partnership, for office space located at 4351 Rittiman Rd.