



City of San Antonio

Agenda Memorandum

File Number:18-5825

Agenda Item Number: 13.

Agenda Date: 11/1/2018

In Control: City Council A Session

DEPARTMENT: Center City Development & Operations

DEPARTMENT HEAD: John Jacks

COUNCIL DISTRICTS IMPACTED: Council District 3

SUBJECT: A lease amendment extending an existing lease for the Council District 3 Field Office at 3315 Sidney Brooks.

SUMMARY:

Ordinance approving the negotiation and execution of a lease amendment extending the existing lease with Brooks Development Authority relocating the Council District 3 Field Office to 3315 Sidney Brooks effective November 1, 2018, contingent upon City Council approval, for the annual rent amount of \$8,542.65 for a four year term ending October 31, 2022.

BACKGROUND INFORMATION:

Council District 3 has had a field office at Brooks City Base since January 2006, moving into its present location in March 2010. A relocation opportunity within the adjacent building is available to allow the field office access to a larger space to provide constituent services.

ISSUE:

The existing lease expired in April 2018 and is currently on a month to month holdover. The City must amend the existing lease to allow the City to occupy a new space while extending the term by four years.

Item	Presently	Proposed	Net Change
Premises Size	1,775 SF	2,700 SF	925 SF more

Term	Month to Month	Ends October 31, 2022	4 year extension
Monthly Rent	\$468.00	\$711.89	\$243.89
Services	Landlord provides all services	Landlord provides all services	No change
Termination Right	Any time after 30 days' notice	Any time after 30 days' notice	No change

ALTERNATIVES:

City Council could opt not to approve this lease renewal. Staff would be required to search for other options but it is unlikely that a more appropriate location at a discounted rent could be identified.

FISCAL IMPACT:

The amended lease and extension will allow for a next monthly rent increase of \$243.89 but will provide approximately 925 square feet of addition space. During the extended term, monthly rent will be paid pursuant to the following schedule:

Term	Monthly Rent
Month 1 - 48	\$711.89

RECOMMENDATION:

Staff recommends approving an ordinance to negotiate and execute a lease amendment extending the existing lease with Brooks Development Authority relocating the Council District 3 Field Office to 3315 Sidney Brooks effective November 1, 2018 for the annual rent amount of \$8,542.65 for a four year term ending October 31, 2022.