



City of San Antonio

Agenda Memorandum

File Number: 19-1668

Agenda Item Number: 10.

Agenda Date: 2/14/2019

In Control: City Council A Session

DEPARTMENT: Center City Development & Operations

DEPARTMENT HEAD: John Jacks

COUNCIL DISTRICTS IMPACTED: 1

SUBJECT:

Code Enforcement Office Space Lease Agreement

SUMMARY:

An ordinance authorizing a five-year lease agreement with Jefferson Woodlawn Lake Community Development Corporation for approximately 1,368 square feet of office space, located at 1800 Fredericksburg Road, as a satellite office to support Code Enforcement officers working in the west portion of the City, the lease will be funded out of the FY 2019 General Fund Budget for Code Enforcement.

BACKGROUND INFORMATION:

Code Enforcement is charged with ensuring property owners manage, maintain and develop their property in a manner that is compliant with existing rules and regulations set by City ordinance. Operating with 13 field enforcement teams, assigned officers respond to complaints received through the 311 system, directly from residents and through proactive means.

Placing the field units in proximity to the neighborhoods they serve is the most efficient means to deploy resources. It is anticipated that the subject location can accommodate up to two field units that are located in both leased and City-owned facilities.

ISSUE:

Consolidation of staff into a central facility will allow for the efficient deployment of resources. Entering into this lease will allow the City to terminate the existing lease at 4335 West Piedras and relocate staff from another City facility. In the event a City facility large enough to accommodate the program need becomes available in the future, this lease has flexible termination rights allowing for the movement of staff as required.

ALTERNATIVES:

City Council could choose not to approve this lease agreement. However, it is unlikely that a more cost effective location can be identified nor is there a City-owned building with sufficient space to accommodate the department’s needs. Therefore leasing space at a competitive rate to accommodate Code Enforcement’s need is the most appropriate method to meet their space needs.

FISCAL IMPACT:

This ordinance authorizes a lease with Jefferson Woodlawn Lake Community Development Corporation, for approximately 1,368 of rentable square feet in the Travis Building to be charged as follows:

Year	Monthly Rent	Annual Rent
1 -5	\$768.00	\$9,216.00

The rent will commence upon the City’s occupancy. The economic terms of the proposed lease agreement include a provision that the City can terminate the lease any time after the 24th month upon 120 days notice. Funding for the lease is available in the FY 2019 General Fund Budget for Code Enforcement.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of a five-year lease agreement with Jefferson Woodlawn Lake Community Development Corporation.