



City of San Antonio

Agenda Memorandum

File Number:15-1995

Agenda Item Number: 2.

Agenda Date: 3/11/2015

In Control: Westside Development Corporation

ORGANIZATION: Westside Development Corporation (WDC) - Executive Committee

POSTING LANGUAGE:

Approval of a lease agreement with the Mexican American Unity Council, Inc., for office space at 2300 West Commerce Street for a two-year term beginning April 2015 through March 2017; authorization for the President to execute the lease agreement; and amending the budget to include associated expenses associated with the moving.

SUMMARY:

The current lease for office space at 2300 West Commerce will end on March 31, 2015.

The WDC seeks to approve a lease agreement for a larger space, within the current building, to not only accommodate the current staff complement but to allow for a planned increase in the use of volunteers.

BACKGROUND INFORMATION:

General

The WDC leases approximately 920 square feet of office space from the Mexican American Unity Council, Inc. The space includes a reception area, three offices, conference room and a storage closet.

The current staff level is 6 full-time employees. Two employees share an office and two are located in the reception area. The conference room cannot accommodate additional employees nor volunteers without sacrificing a space to meet privately with clients.

The WDC has negotiated a lease for approximately 1,296 square feet of office space at the same location. It includes a reception area, five offices, and an open workspace suitable for committee meetings. In addition, the individual offices are sufficient to accommodate private meeting space with clients.

To accomplish the move, the WDC will need to make improvements to electrical and network infrastructure for the organization's computer and phone network. The City of San Antonio (COSA) inspected the new office and will provide a scope of work and cost estimate.

The proposed lease is for a two-year term beginning April 01, 2015 through March 31, 2017.

FISCAL IMPACT:

The increased amount to the annual lease is \$6,599.20. Of that, \$6,185.20 can be attributed to the additional square footage.

The impact for the remaining six months of this fiscal year is \$3,299.60.

RECOMMENDATION:

Approve the lease, authorize the President to execute it and amend the budget to reflect the terms of the new lease and related expenses for moving.

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