



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: {{item.number}}

Agenda Date: March 20, 2025

In Control: City Council A Session

DEPARTMENT: Building & Equipment Services

DEPARTMENT HEAD: Jorge Perez

COUNCIL DISTRICTS IMPACTED: District 3

SUBJECT:

San Antonio Metropolitan Health District Lease Amendment with the University of the Incarnate Word

SUMMARY:

This ordinance authorizes an amendment to an existing lease agreement with the University of the Incarnate Word (UIW), for the continued use of 12,841 S.F. of office, warehouse and lab space in which to house the San Antonio Metropolitan Health District's (SAMHD) Public Health Emergency Preparedness (PHEP), the Public Center for Environmental Health (PCEH), and related laboratory services, located at 2509 Kennedy Circle, in Council District 3, for an additional five years ending September 30, 2029.

BACKGROUND INFORMATION:

Located at 2509 Kennedy Circle on Brooks City Base, the SAMHD has occupied this facility since September 2010 for use as office, warehouse and laboratory space for their PHEP, PCEH, and Laboratory Services Divisions. These functions are responsible for all associated activities regarding public health all-hazards preparedness for the City of San Antonio, Bexar County, and all municipal jurisdictions within Bexar County. The programs develop local capacity to prevent,

prepare for and respond to a broad range of emergency scenarios, including biological, chemical, radiological, natural disasters, and emerging infectious diseases that may affect Bexar County. These activities require SAMHD to acquire and maintain stockpiles of supplies that can be immediately dispensed in the event of emergency. At this time the SAMHD would like to renew the lease agreement for an additional five years and reduce the size of the leased premises from 23,489 S.F. to 12,841 S.F.

ISSUE:

The current lease term expired September 30, 2024. The SAMHD has made a significant investment in the property including the development of one of the few Biosafety Level 3 Lab in South Texas. In order to recoup its investment and ensure the continuing viability of its emergency preparedness infrastructure, extending the subject lease for an additional five years is a prudent course of action.

ALTERNATIVES:

The City could choose not to approve this lease amendment, however, there is a demonstrated need for the functions housed in this facility. Accepting UIW’s offer to extend the lease, will ensure the SAMHD’s continued ability to provide these vital services without interruption.

FISCAL IMPACT:

The rent for the five-year renewal term is as follows:

Period	Monthly Rent	Total Rent
October 1, 2024 – December 31, 2024	\$22,371.56	\$67,114.68
January 1, 2025 – December 31, 2025	\$8,110.62	\$97,327.44
January 1, 2026 – December 31, 2026	\$8,353.94	\$100,247.28
January 1, 2027 – December 31, 2027	\$8,604.56	\$103,254.72
January 1, 2028 – December 31, 2028	\$8,862.69	\$106,352.28
January 1, 2029 – September 30, 2029	\$9,128.56	\$82,157.04

Funding for the initial annual lease amount of \$140,110.26 is comprised of \$47,247.42 from the FY 2025 General Fund Budget, \$4,159.12 from the Resiliency, Energy Efficiency and Sustainability Fund FY 2025 Budget, and \$88,703.72 from grants. Funding for future years is contingent upon City Council approval of the annual budget and continued awarding of grants.

RECOMMENDATION:

Staff recommends approval of this lease amendment with UIW for the continued use by SAMHD of the leased facility located at 2509 Kennedy Circle, in Council District 3, for an additional five-year term.