



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 19

Agenda Date: June 6, 2024

In Control: City Council A Session

DEPARTMENT: Building & Equipment Services

DEPARTMENT HEAD: Jorge Perez

COUNCIL DISTRICTS IMPACTED: District 1

SUBJECT:

Lease Agreement - Development Services Department - Code Enforcement Office

SUMMARY:

This ordinance authorizes the First Amendment of a Sublease 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. Funding in the amount of \$2,666.68 is available from the General Fund FY 2024 Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

BACKGROUND INFORMATION:

Code Enforcement has been a tenant at this location since February 2019. 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 Code Enforcement field units in proximity to the neighborhoods they serve is the most efficient means to deploy resources.

ISSUE:

The current lease term expired on February 29, 2024. Consolidation of staff into a central facility will allow for the efficient deployment of resources. If this lease renewal is not renewed as proposed, the services provided by Code Enforcement will be disrupted while a new suitable location on the west side of downtown is identified.

ALTERNATIVES:

City Council could choose not to approve this lease amendment. 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 the First Amendment of a Sublease 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. Funding in the amount of \$2,666.68 is available from the General Fund FY 2024 Adopted Budget. Funding for future years is contingent upon City Council approval of the annual budget.

The monthly rent during the five-year term is as follows:

June 1, 2024 – May 31, 2025	\$666.67
June 1, 2025 – May 31, 2026	\$700.00
June 1, 2026 – May 31, 2027	\$735.00
June 1, 2027 – May 31, 2028	\$771.75
June 1, 2028 – May 31, 2029	\$810.34

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of the First Amendment of Sublease Agreement with Jefferson Woodlawn Lake Community Development Corporation.