



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 14

Agenda Date: January 25, 2024

In Control: City Council A Session

DEPARTMENT: Building & Equipment Services

DEPARTMENT HEAD: Jorge Perez

COUNCIL DISTRICTS IMPACTED: District 3

SUBJECT:

Lease Agreement with Brooks Development Authority

SUMMARY:

This ordinance authorizes the execution of a five-year Lease Agreement with Brooks Development Authority (BDA) for 4,460 square feet of office space located at 3120 Sidney Brooks Street, for use as the City Council District 3 Constituent Office, for a monthly rent of \$2,750.00 or \$33,000.00 annually, and an amount not to exceed \$249,999.00 for improvements to the leased premises, with the right to terminate at any time with 120 days' notice. The term of this lease will begin once improvements are completed at the site and will continue for 5 years.

BACKGROUND INFORMATION:

The District 3 Constituent Office has been located on Brooks City Base since 2005. Due to the development plans of the BDA, it is now necessary for the District 3 Council Office to relocate. 3120 Sidney Brooks Street is an ideal location, near the current District 3 Constituent Office, and will provide sufficient office space to allow Councilwoman Viagran and her staff to conduct business and meet with constituents. The lease also provides for the temporary relocation of the Constituent Office while the permanent location is renovated to accommodate the

construction plans of BDA. This action will serve to relocate the District 3 Constituent Office for a term of five-years.

ISSUE:

The building that the current District 3 Constituent Office is in, needs to be razed to accommodate the master development plan of the Brooks Development Authority, which requires that the District 3 Constituent Office vacate the existing office location. This action is consistent with the City's policy to provide office space for each councilperson to use to conduct business and meet with constituents.

ALTERNATIVES:

An alternative to entering into this Lease Agreement would be to search for a new lease space in the same geographic area. However, it is unlikely that more favorable lease terms than those being offered by the BDA will be achievable.

FISCAL IMPACT:

This ordinance authorizes the execution of a five-year Lease Agreement with Brooks Development Authority (BDA) for 4,460 square feet of office space located at 3120 Sidney Brooks Street, for use as the City Council District 3 Constituent Office, for a monthly rent of \$2,750.00 or \$33,000.00 annually, and an amount not to exceed \$249,999.00 for improvements to the leased premises. The term of this lease will begin once improvements are completed at the site and will continue for 5 years. Funding for monthly rent and one time improvement is available from General Fund FY 2024 Adopted Budget. Funding for subsequent fiscal years is subject to City council approval of the annual budget.

RECOMMENDATION:

Staff recommends approval of this ordinance authorizing the execution of a Lease Agreement with Brooks Development Authority for a term of five years, in support of the District 3 Constituent Office.