



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 21

Agenda Date: June 23, 2022

In Control: City Council A Session

DEPARTMENT: Center City Development & Operations

DEPARTMENT HEAD: John Jacks

COUNCIL DISTRICTS IMPACTED: District 8

SUBJECT:

Memorandum of Agreement – City Council District 8 Constituent Office

SUMMARY:

An ordinance authorizing a Memorandum of Agreement (MOA) with UT Health San Antonio (UTHSA) for the rental of 1,608 square feet of office space, located at 8431 Fredericksburg Road, Suite 114, for use by Councilman Pelaez as the City Council District 8 Constituent Office. The MOA is for a five-year term commencing the first of the month following the completion of the required finish-out construction, for the monthly rental amount of \$2,017.00 for the entire five-year term. The City will reimburse UTHSA an amount not to exceed \$75,000.00 for improvements to the office space. The City has the option to terminate the lease with a 60 days' written notice to Landlord, and the right to renew for an additional three years with 120 days' notice. Funding in the amount of \$79,034.00 is available in the FY 2022 General Fund Budget. Funding for subsequent years is subject to City Council approval of the annual Budget.

BACKGROUND INFORMATION:

In the City Council District Budgets, each Councilmember has a budget that supports a constituent office in their respective City Council District. The District 8 Constituent Office is currently located at the Igo Library, in a space that is too small to effectively conduct business and meet the

needs of the constituents. The office at 8431 Fredericksburg Road offers ample office space and parking, and will better serve the needs of Councilman Pelaez, his staff and constituents. Additionally, the location will increase constituent office accessibility within City Council District 8.

ISSUE:

The current size and location of the City Council District 8 Constituent Office has proven to be a challenge for the District 8 staff and constituents. As such, Councilman Pelaez has selected the property located at 8431 Fredericksburg Road as the new location for his Constituent Office due to its size, ample parking and location. This action is consistent with the City's policy to provide a constituent office within each City Council District for each Councilperson to conduct business and meet with constituents.

ALTERNATIVES:

An alternative to authorizing this MOA would be to continue to occupy the current constituent office while a suitable alternative office site is located. However, timely finding another space that offers comparable terms, in a suitable location, may not be possible, and will result in the delay of improved services to the District 8 community.

FISCAL IMPACT:

This ordinance authorizes a Memorandum of Agreement (MOA) with UT Health San Antonio (UTHSA) for the rental of 1,608 square feet of office space, located at 8431 Fredericksburg Road, Suite 114, for use by Councilman Pelaez as the City Council District 8 Constituent Office. The MOA is for a five-year term commencing the first of the month following the completion of the required finish-out construction, for the monthly rental amount of \$2,017.00 for the entire five-year term. The City will reimburse UTHSA an amount not to exceed \$75,000.00 for improvements to the office space. Funding in the amount of \$79,034.00 is available in the FY 2022 General Fund Budget. Funding for subsequent years is subject to City Council approval of the annual Budget.

RECOMMENDATION:

Staff recommends approval of this Memorandum of Agreement with UT Health San Antonio, for office space located at 8431 Fredericksburg Road, for a five-year term.