



# City of San Antonio

## Agenda Memorandum

**File Number:**

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**Agenda Item Number:** 15

**Agenda Date:** October 21, 2021

**In Control:** City Council A Session

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**DEPARTMENT:** Center City Development & Operations

**DEPARTMENT HEAD:** John Jacks

**COUNCIL DISTRICTS IMPACTED:** District 6

**SUBJECT:**

Extension of Lease Agreement for District 6 Constituent Office

**SUMMARY:**

An ordinance authorizing the extension of the lease with WC Culebra Crossing SA, LP and the City of San Antonio, for the continued use of approximately 1,520 square feet of office space located at 8373 Culebra Rd., Ste. 202, in Council District 6, for a five-year renewal term commencing November 1, 2021 and expiring October 31, 2026, for the monthly rent of \$2,169.80 during the first year, escalating to \$2,301.53 during the 5th year, with the right to terminate the lease without cause with 60 days advance written notice.

**BACKGROUND INFORMATION:**

The City of San Antonio has been a tenant at this location since April 1, 2011 for use as the City Council District 6 Constituent Office. It is in the City's best interest to renew this lease agreement for an additional five-year term, to ensure the continued, uninterrupted service to the District 6 constituents.

**ISSUE:**

The current lease term has expired and there is an immediate and continued need for the District 6 Constituent Office. This action is consistent with the City’s policy to provide a constituent office within each Council District for each Councilperson to conduct business and meet with their constituents.

**ALTERNATIVES:**

An alternative to exercising the extension of lease would be to search for a suitable replacement location. However, given the very favorable lease terms being offered and considering the one-time expenses associated with moving a Constituent Office, it is unlikely that terms as economically favorable as those being offered by this action will be achievable.

**FISCAL IMPACT:**

Under the terms of the extension of the lease, the monthly rent is as follows:

TERM	MONTHLY RENT
November 1, 2021 thru October 31, 2023	\$2,169.80
November 1, 2023 thru October 31, 2025	\$2,234.40
November 1, 2025 thru October 31, 2026	\$2,301.53

Funding is available in the FY 2022 Mayor and Council General Fund Adopted Budget for the expenses associated with this lease renewal. Funding for subsequent fiscal years is subject to City Council approval of the annual budget and funds.

**RECOMMENDATION:**

Staff recommends approval of this extension of the lease between the City of San Antonio and WC Culebra Crossing SA, LP, for the continued use of the office space located at 8373 Culebra Rd.