



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 20

Agenda Date: December 16, 2021

In Control: City Council A Session

DEPARTMENT: Center City Development & Operations

DEPARTMENT HEAD: John Jacks

COUNCIL DISTRICTS IMPACTED: District 5

SUBJECT:

Lease Agreement - City Council District 5 Constituent Office

SUMMARY:

An ordinance authorizing the Second Amendment and Sublease Agreement between the City of San Antonio and the Young Women's Christian Association San Antonio, dba YWCA San Antonio, for the District 5 Constituent Office located at 503 Castroville Rd, Suite 124, for a ten-year term commencing January 1, 2022 at no charge to the City. The City will have the option to terminate the lease at any time with thirty days' notice and the YWCA may terminate at any time with 180 days' notice.

BACKGROUND INFORMATION:

The City originally leased 503 Castroville Road to the YWCA in August of 1974 and amended the agreement in January of 1977. This action will amend the original lease agreement once again to sublease approximately 180 square feet of office space to the City for use as the District 5 Constituent Office. The previous District 5 Constituent Office closed August 31, 2021, and therefore there is an immediate need for the proposed new location. Additionally, the utilization of this City-owned space at no charge will save the City over \$9,000 annually in rent and other

costs associated with leasing space in a non-City-owned facility.

ISSUE:

District 5 currently does not have a Constituent Office in which to meet with, provide services to, or conduct business with constituents. 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:

The alternative to entering into this lease agreement would be to search for a suitable location in a non-City-owned facility, as there are currently no other suitable City-owned spaces available in District 5. However, given that the terms of the proposed lease agreement offer rent at no cost to the City, it is unlikely that terms as economically favorable as those being offered by this action will be achievable.

FISCAL IMPACT:

There is no fiscal impact associated with this lease agreement as the leased premises is in a City-owned facility and therefore no rent is being charged.

RECOMMENDATION:

Staff recommends approval of this lease agreement between the City of San Antonio and the YWCA San Antonio, for office space located at 503 Castroville Road, for use as the District 5 Constituent Office.