

CITY OF SAN ANTONIO
DEPARTMENT OF ASSET MANAGEMENT
INTERDEPARTMENTAL CORRESPONDENCE

TO: Mayor and City Council

FROM: Rebecca Waldman, Director, Department of Asset Management

THROUGH: Terry M. Brechtel, City Manager

COPIES: Erik J. Walsh, Andrew Martin, Elizabeth Costello

SUBJECT: Ordinance approving a new Lease Agreement for Coahuila Trade Office

DATE: April 24, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance approves a new Lease Agreement between the City of San Antonio and the Trade Office of the Government of the State of Coahuila, Mexico, as tenant, for approximately 705 square feet of space in the International Center, located at 203 S. St. Mary's Street, for a period of two (2) years commencing on May 1, 2003 for an annual payment of \$9.60 per square foot (\$6,768.00), with the option for one (1) two (2) year renewal at the same annual rent.

Staff recommends approval.

BACKGROUND INFORMATION

The Coahuila Trade Office works to build alliances between the United States and the Government of Coahuila, Mexico for the purpose of promoting economic development, tourism and cultural exchange. This Lease Agreement provides for a term beginning May 1, 2003 with an option to renew for an additional period of two years. Recently, office space at the International Center was converted into a suite of offices that can accommodate multiple tenants. Under the terms of this new Lease, the tenant pays the City \$9.60 per square foot per year (\$6,768.00) which covers the cost of the suite to be used exclusively by the Coahuila Trade Office as well as a prorata amount of the areas to be used jointly by all tenants within the suite, such as the reception area, the storage/work room, and the conference area. The City currently leases another office within the space to SOFESA San Antonio, Inc. at the same annual rental rate. With the approval of this new Lease, the suite will be fully occupied.

POLICY ANALYSIS

This action is consistent with the City's policy relative to the International Center to house City Departments, public/private partnerships and governmental agencies working together to facilitate international trade and business.

FISCAL IMPACT

This Agreement will provide a total of \$13,536 over the two year term, which covers the cost of utilities, janitorial services, and common area costs associated with this leased space. The rental rate established for the office suites for the proposed Lease Agreement is \$9.60 per square foot per year and this rate is comparable to the rate being charged other trade offices in the International Center and in the suite space.

COORDINATION

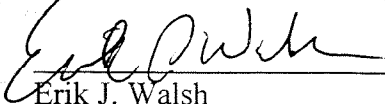
This item has been coordinated with the following: City Attorney's Office and International Affairs.

SUPPLEMENTARY COMMENTS

No Discretionary Contract Disclosure form is required as this tenant represents the Government of Coahuila, Mexico.



Rebecca Waldman, Director
Department of Asset Management



Erik J. Walsh
Assistant to the City Manager