

**AGENDA**



**Recommendation for Council Action**

**AUSTIN CITY COUNCIL**

Regular Meeting: December 14, 2017

Item Number: **022**

**Office of Real Estate Services**

Authorize negotiation and execution of a 24-month lease renewal for approximately 3,495 square feet of shared office space for the Austin Police Department, Crisis Intervention Team, located at 4110 Guadalupe Street, Building 631, in Austin, Travis County, Texas, from the Texas Health and Human Services Commission, in an amount not to exceed \$39,072.

**District(s) Affected:** District 9

<b>Lead Department</b>	Office of Real Estate Services.
<b>Fiscal Note</b>	Funding in the amount of \$14,652 is available in the Fiscal Year 2017-2018 Operating Budget of the Austin Police Department. Funding for the remaining term is contingent upon available funding in future budgets.
<b>Prior Council Action</b>	May 27, 2004 - Council approved original lease. August 28, 2008 - Council approved lease and service agreement renewal.
<b>For More Information</b>	Michelle Schmidt, Austin Police Department (512) 974-5077; Brian Jones, Austin Police Department (512) 974-5419; Lauraine Rizer, Office of Real Estate Services, (512) 974-7078; Megan Herron, Office of Real Estate Services, (512) 974-5649.

**Additional Backup Information:**

Austin Police Department’s Crisis Intervention Team (CIT) currently leases 3,495 square feet of office space on the Austin State Hospital grounds from the Texas Health and Human Services Commission (THHSC). The current lease and service agreement expired August 31, 2016 and has continued on a month-to-month basis.

CIT shares the leased space with the Travis County Sheriff’s Office Crisis Intervention Team, with each entity paying for one-half of the facility cost. The requested authorization is for the City’s one-half of the facility expense and includes the use of a copy machine. The City is not responsible for any of the County’s expenses.

The lease renewal is for the period from January 1, 2018 through December 31, 2019, at a rate of \$500 per month. Either party may terminate the lease with 90 days advance notice. In addition to base rent, the City shall reimburse THHSC for the City’s share of utilities, maintenance, repairs, waste removal, and janitorial services at the facility, at a cost to the City of \$1,128 per month. The table below illustrates the City’s portion of annual costs for the shared lease space over the next two years, totaling approximately \$39,072:

<b>Lease Term</b>	<b>Annual Term Base Rent - City’s Share</b>	<b>Estimated Annual Space Maintenance Expenses - City’s Share</b>	<b>Annual Term Base Rent + Estimated Annual Space Maintenance Expenses - City</b>
<b>1/1/2018 - 12/31/2018</b>	\$6,000	\$13,536	\$19,536
<b>1/1/2019 - 12/31/2019</b>	\$6,000	\$13,536	\$19,536
<b>Total Amount</b>			<b>\$39,072</b>

The Strategic Facilities Governance Team has reviewed and approved this request.