



AGENDA MEMORANDUM

Future Item for the City Council Meeting of December 10, 2013

Action Item for the City Council Meeting December 17, 2013

DATE: November 15, 2013

TO: Ronald L. Olson, City Manager

FROM: Kimberly Jozwiak, Director of Municipal Court
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Lease Extension for City Detention and Magistration Center at the Wilson Plaza Building

CAPTION:

Motion authorizing the City Manager , or designee, to execute an amendment to extend a lease agreement for two years with an option for three one year extensions, with Wilson Plaza, Associates, L.P., for approximately 4,710 square feet at the Wilson Plaza Building, 606 N. Caranchua, Suite 113-A, for \$6,086.97 monthly rental payment, to house the City Detention and Magistration Center.

PURPOSE:

The current lease for the City Detention and Magistration Center at the Wilson Plaza Building expires on November 30, 2013. The Municipal Court Administration wishes to continue utilizing the currently leased suite for the necessary operation of the City Detention and Magistration Center.

BACKGROUND AND FINDINGS:

Since its inception in 2004, the City Detention and Magistration Center (CDC) has functioned as a short-term holding facility that allows City-employed law enforcement agencies to bring arrested persons for identification and magistration purposes. Once these processes are completed, arrested persons with Class A and B Misdemeanor and/or Felony charges, are transported to the Nueces County Jail for housing. The current layout of the CDC offers no secure area for law enforcement to complete the requirements of the "pre-book-in" process, which includes completing arrest reports, affidavits, and computer data entry. Currently, arresting officers are forced to complete these tasks, within the confines of their patrol cars, with the arrested person detained in the rear seat of the same patrol car. Depending on the circumstances of the arrest, this can be a lengthy process.

Since the safety of those in custody and that of law enforcement is paramount, this safety vestibule will provide an enclosed, secure area, within the CDC, where an arresting officer may safely secure an arrested person, while he or she completes the appropriate "pre-book-in" process at computer workstations and/or work areas.

ALTERNATIVES:

Allow the current lease to expire and relocate the City Detention and Magstration Center to a new facility.

OTHER CONSIDERATIONS:

Not applicable

CONFORMITY TO CITY POLICY:

City Council must authorize the City Manager to execute a contract or agreement that exceeds \$50,000.

EMERGENCY / NON-EMERGENCY:

Not applicable

DEPARTMENTAL CLEARANCES:

Legal, Finance

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2013-2014	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$84000.00	\$84,000.00	\$168,000.00
Encumbered / Expended Amount		\$18,260.91	0	\$18,260.91
This item		\$65,739.09	0	\$65,739.09
BALANCE		0	\$84,000.00	\$84,000.00

Fund(s):

Comments: Funding for the requested lease extension agreement is budgeted in the Municipal Court Administration's operating FY 13-14 budget

RECOMMENDATION:

Staff recommends the City Council approve the proposed motion.

LIST OF SUPPORTING DOCUMENTS:

Office Lease Extension Agreement