



## AGENDA MEMORANDUM

Action Item for the City Council Meeting of December 7, 2021

**DATE:** December 7, 2021  
**TO:** Peter Zanoni, City Manager  
**FROM:** Mike Markle, Chief of Police  
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**Lease agreement with UC Wilson Plaza Holder LLC. for Police Special Services Office Space**

**CAPTION:**

Motion authorizing a five-year lease agreement with UC Wilson Plaza Holder LLC. for office space for the Corpus Christi Police Department's Special Services Division and approving eight monthly lease payments of \$7,572.50 per month and a one-month up-front security deposit of \$7,572.50, with FY 2022 funding in an amount of \$68,152.50 from General Fund.

**SUMMARY:**

This motion authorizes a five-year lease agreement for office space to relocate the Corpus Christi Police Department's Special Services Division to Wilson Plaza.

**BACKGROUND AND FINDINGS:**

The Corpus Christi Police Department's (CCPD) Special Services Division is temporarily using office space at a partner agency's facility which is not conducive to their operational needs. The office space currently is located outside of the Corpus Christi Central Business District which is where the majority of the work takes place. The Special Services Division has used the current office space for two and a half years.

Wilson Plaza would provide a better office location for the Special Services Division because it is closer to several other major law enforcement offices that the Special Services Divisions works with on a daily basis. The square footage of the proposed office space is 6,990 square feet. The proposed office space has been configured with the proper infrastructure, modeled after the infrastructure at the Special Services Division's prior location. This include the proper information technology (IT) infrastructure that is required by the Special Services Division to conduct its operations. The City's IT Department worked with the Special Services Division to review the office space's IT configuration and has given its approval for moving forward.

The agreement also will include thirty parking spaces to be used by CCPD. The monthly rent is \$7,572.50 and is subject to the CPI adjustment each lease year. The lease begins on February 1, 2022 and ends on January 31, 2027.

**ALTERNATIVES:**

The division needs to be stand alone and not be tethered to another agency for maximum operational ability. The other alternative is to look for other available office space.

**FISCAL IMPACT:**

The fiscal impact for FY 2022 is an amount of \$68,152.50 for eight months of rent and a one-month up-front security deposit from the Police General Fund.

**FUNDING DETAIL:**

Fund: 1020 General Fund  
Organization/Activity: 11700  
Mission Element: 151 Respond to Law Enforcement Calls  
Project # (CIP Only): N/A  
Account: 530000  
Amount: \$22,717.50

Fund: 1020 General Fund  
Organization/Activity: 11730  
Mission Element: 151 Respond to Law Enforcement Calls  
Project # (CIP Only): N/A  
Account: 520090  
Amount: \$22,717.50

Fund: 1020 General Fund  
Organization/Activity: 11801  
Mission Element: 151 Respond to Law Enforcement Calls  
Project # (CIP Only): N/A  
Account: 530180  
Amount: \$22,717.50

**RECOMMENDATION:**

Staff recommends approval of this motion authorizing a five-year agreement with UC Wilson Plaza Holder LLC. for office space for the Police Special Services Division, as presented.

**LIST OF SUPPORTING DOCUMENTS:**

Office lease agreement