



## AGENDA MEMORANDUM

First Reading Item for the City Council Meeting of November 12, 2013  
Second Reading Item for the City Council Meeting of November 19, 2013

**DATE:** October 22, 2013  
**TO:** Ronald L. Olson, City Manager  
**FROM:** Michael Morris, Director  
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Lease for Juvenile Assessment Center at Wilson Plaza

### **CAPTION:**

Ordinance to authorize City Manager, or designee, to execute a 24 month lease extension agreement, with Wilson Plaza Associates LP, for first floor, suite #105, approximately 4,802 square feet of the Wilson Building, 601 Carancahua/615 Leopard, for \$4,882 monthly rental payment.

### **PURPOSE:**

The current lease for the suite at Juvenile Assessment Center at the Wilson Plaza Building expires on November 30, 2013. The Parks and Recreation Department will continue to utilize the suite for the operation of the Juvenile Assessment Center and Community Youth Development programs.

### **BACKGROUND AND FINDINGS:**

In March 2010, City Council approved a 17-month lease agreement for the Juvenile Assessment Center (JAC) at the Wilson Plaza Building. In October 2011, City Council approved a 2 year lease agreement extension for the Juvenile Assessment Center and other municipal offices. The current lease agreement offers an extension for renewal the Parks and Recreation Department wishes to exercise. Funds have already been appropriated in the FY14 budget. Rent is adjusted on January of each year based on Consumer Price Index (CPI) or actual expense increase.

### **ALTERNATIVES:**

Allow the current lease agreement to expire and locate a new facility for the Municipal Court and Juvenile Assessment Center to lease.

### **OTHER CONSIDERATIONS:**

Not applicable

### **CONFORMITY TO CITY POLICY:**

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

### **EMERGENCY / NON-EMERGENCY:**

Non-Emergency

**DEPARTMENTAL CLEARANCES:**

Legal, Finance

**FINANCIAL IMPACT:**

X Operating

Revenue

Capital

Not applicable

<b>Fiscal Year: 2013-2014</b>	<b>Project to Date Expenditures (CIP only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Line Item Budget		58,584	58,584	117,168
Encumbered / Expended Amount		14,646		14,646
This item		43,938		43,938
BALANCE		0	58,584	58,584

Fund(s): Fund 9010

**Comments:** Funding for this lease is budgeted in the Parks and Recreation Department's Operating FY14 budget (Crime Control and Prevention District Fund) for the Juvenile Assessment Center and will continue to be budgeted in future years.

**RECOMMENDATION:**

Staff recommends city council approved the proposed motions.

**LIST OF SUPPORTING DOCUMENTS:**

Proposed Lease