

AGENDA



Thursday, September 23, 2010

**Contract and Land Management
RECOMMENDATION FOR COUNCIL ACTION****Item No. 19**

Subject: Authorize the negotiation and execution of a 60- month lease with two five-year renewal options with the ELEVEN EAST CORPORATION, for office space located at 1050 East 11th Street, Suite 300 for occupancy by the Human Resource Department, Equal Employment/Fair Housing Office, in an amount not to exceed \$379,853.10.

Amount and Source of Funding: Funding in the amount of \$64,507.50 is available in the Fiscal Year 2009-2010 Operating Budget of the Human Resource Department. The remaining 48 months of the initial term and the two five-year renewal options are contingent upon available future budgets.

Fiscal Note: There is no unanticipated fiscal impact. A fiscal note is not required.

For More Information: Lauraine Rizer 974-7078, Amanda Glasscock 974-7173, Sarah Terry 974-7141

The Human Resource Department, Equal Employment/Fair Housing Office (EE/FHO) was established in 1967 to enforce federal statutes and City ordinances. The primary goal of EE/FHO is to promote and enforce fair treatment of all individuals in the area of employment, housing and public accommodations. The current EE/FHO office is located at One Texas Center, Suite 720.

The proposed office space at 1050 East 11th Street, Suite 300 is approximately 2,745 square feet. Parking is available to meet the needs of EE/FHO employees and clients. Relocation of the EE/FHO to Central East Austin will provide a convenient centralized location, improve customer service, and provide increased confidentiality for clients. The space is centrally located just two blocks east of Interstate Highway 35 and is also easily accessible by Capital Metro Bus System.

The base lease rate per square foot, per month, for year one is \$12.03 and includes parking, utilities, janitorial services, repairs and maintenance. Operating expenses estimated at \$11.47 per square foot, per month are included in the \$379,853.10 figure. The annual rate per square foot, per month for year two is \$16.50; year three is \$17.00; year four is \$17.50 and year five is \$18.00, plus operating expenses each year. The lease rate is within the market rate for office space per a rent study dated July 9, 2010.