

Mayor and Council Communication

DATE: 01/14/25

M&C FILE NUMBER: M&C 25-0055

LOG NAME: 55FTW HEARTS AND MINDS_SUITE 340 ADMINISTRATION BLDG LEASE

SUBJECT

(CD 2) Authorize Execution of a Three-Year Administration Building Office Lease Agreement Including Two One-Year Renewal Options with Hearts and Minds Counseling, PLLC for Suite 340 at Fort Worth Meacham International Airport

RECOMMENDATION:

It is recommended that the City Council authorize execution of a three-year administration building office lease agreement, including two one-year renewal options, with Hearts and Minds Counseling, PLLC for Suite 340 located at Fort Worth Meacham International Airport.

DISCUSSION:

The purpose of this Mayor and Council Communication (M&C) is to recommend that the City Council authorize execution of a three-year administration building office lease, including two one-year options to renew with Hearts and Minds Counseling, PLLC for Suite 340 located at Fort Worth Meacham International Airport.

On November 4, 2024, staff received a request from Hearts and Minds Counseling, PLLC (Hearts and Minds), to lease approximately 1,036 square feet of third level office space known as Suite 340 at the Meacham Administration Building located at the Fort Worth Meacham International Airport (Airport). Hearts and Minds is a licensed professional counselor supervisor offering family and individual mental health counseling.

Hearts and Minds has agreed to execute a new three (3) year lease agreement for Suite 340, consisting of approximately 1,036 square feet of third level office space at a rate of \$18.50 per square foot. The initial term of the Lease shall commence on January 1, 2025 (Effective Date) and expire at 11:59 PM on December 31, 2027, three (3) years following the Effective Date. The Lease will include two one-year options to renew for a total of an additional two (2) years, bringing the total potential lease term to five (5) years. Annual revenue from the Lease will be in the amount of \$19,166.00, payable in monthly installments of \$1,597.17. On October 1, 2025, and on October 1st of each year thereafter in which this Lease is still in effect, rental rates shall be adjusted to comply with the rates prescribed for the Premises by Lessor's Schedule of Rates and Charges in effect at the respective time.

Hearts and Minds has agreed Suite 340 is finished-out and any construction, renovation or adjustments to the unit will be at its sole cost with no build-out or tenant allowance provided by the City of Fort Worth nor the Aviation Department in a manner consistent with Aviation Department policy.

Fort Worth Meacham International Airport is located in COUNCIL DISTRICT 2.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and execution of the lease, funds will be deposited into the Municipal Airport Fund. The Aviation Department (and Financial Management Services) is responsible for the collection and deposit of funds due to the City.

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