

Mayor and Council Communication

DATE: 11/09/21

M&C FILE NUMBER: M&C 21-0853

LOG NAME: 21401 W SANFORD LEASE AMENDMENT

SUBJECT

(ALL) Authorize the Execution of an Amendment to the Lease Agreement (City Secretary Contract Number 50771) with the United Way of Tarrant County for Community Action Partners to Include Suite #2804 to the Leased Premises Located at 401 West Sanford, Suite 2700, Arlington, Texas 76011

RECOMMENDATION:

It is recommended that the City Council authorize the execution of an amendment to the lease agreement (City Secretary Contract Number 50771) with the United Way of Tarrant County for Community Action Partners to include suite #2804 to the leased premises located at 401 West Sanford, Suite 2700, Arlington, Texas 76011.

DISCUSSION:

On March 16, 2018, the City of Fort Worth (City) executed a lease agreement (Lease) with the United Way of Tarrant County for use of space in the United Way of Tarrant County facility located at 401 W. Sanford, Suite 2700, Arlington, Texas 76011 to operate the Neighborhood Services Department's Community Action Partners Program (CAP), City Secretary Contract Number 50771.

CAP serves low income citizens in southeast Tarrant County with case management, information and referral services, client intake and assessment, emergency assistance, including the Comprehensive Energy Assistance Program, and other social services. The program is grant funded by the Community Services Block Grant (CSBG) to the City, the Comprehensive Energy Assistance Program (CEAP), and Tarrant County. In addition to serving City of Fort Worth residents, the CAP program also serves Tarrant County residents. A requirement of the CAP funding grant is the program must be conveniently located, be within the boundaries of Tarrant County, and accessible outside of the City of Fort Worth.

During the last few years, the number of clients served has increased and require additional space to operate the program effectively.

The additional lease space in suite #2804 is approximately 870 square feet at a base rental cost of \$525.48 per month.

Approval of this Mayor and Council Communication authorizes the City Manager to execute a lease amendment with the United Way of Tarrant County to include suite #2804 with the current leased space in suite #2700, therefore increasing the total leased premises at 401 W. Sanford to approximately 2,403 square feet, at a monthly base rental rate of \$1,858.30, to operate the CAP center.

This contract will be with a governmental entity, state agency or public institution of higher education: (United Way of Tarrant County).

A Form 1295 is not required because: This contract will be with a governmental entity, state agency or public institution of higher education: United Way of Tarrant County

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendations, funds are available in the current operating budget, as appropriated, in the Grants Operating Other Fund. The Neighborhood Services (and Financial Management Services) will be responsible for the collection and deposit of funds due to the City. Prior to an expenditure being incurred, Neighborhood Services has the responsibility to validate the availability of funds.

Submitted for City Manager's Office by: Dana Burghdoff 8018

Originating Business Unit Head: Steve Cooke 5134

Additional Information Contact: Ricardo Salazar 8379
Mark Brown 5197