

Mayor and Council Communication

DATE: 06/11/24

M&C FILE NUMBER: M&C 24-0491

LOG NAME: 21401 W SANFORD

SUBJECT

(ALL) Authorize Execution of a Lease Agreement with the City of Arlington for Space Located at 401 West Sanford, Suites 2700 and 2804, Arlington, Texas 76011 for Continued Use by the Community Action Partners Program

RECOMMENDATION:

It is recommended that the City Council authorize the execution of a lease agreement with the City of Arlington for space located at 401 West Sanford, Suites 2700 and 2804, Arlington, Texas 76011 for continued use by the Community Action Partners Program.

DISCUSSION:

The City of Arlington owns a facility located at 401 W. Sanford, Arlington, Texas 76011 (Facility) where it leased space to the United Way of Tarrant County (United Way).

On March 16, 2018, the City of Fort Worth (City) executed a lease agreement with United Way for use of their space within the Facility to operate the Neighborhood Services Department's Community Action Partners (CAP) Program (City Secretary Contract No. 50771).

The City Secretary Contract No. 50771 has terminated and the Neighborhood Services Department negotiated a new agreement with the City of Arlington for the use of suites 2700 and 2804, consisting of 1,533 square feet, within the Facility to continue its CAP services.

CAP serves low income citizens in 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), the Comprehensive Energy Assistance Program (CEAP), and Tarrant County. CAP serves both City of Fort Worth and Tarrant County residents. Requirements of the CAP funding grant include a convenient location for the program, operation within the boundaries of Tarrant County, and accessibility to recipients outside the City of Fort Worth.

The lease term is for five years, to commence effective June 1, 2024 and expire on May 31, 2029. The lease allows for a single, five-year renewal term.

The rent for the initial lease term includes a three percent annual escalation beginning in year three, and for each year of the initial term thereafter. The rent amount for the renewal term will be negotiated if the renewal option is exercised.

Base Rent for the Initial Lease Term:

Term	Monthly Base Rent
6/1/2024 - 5/31/2026	\$1,470.40
6/1/2026 - 5/31/2027	\$1,514.51
6/1/2027 - 5/31/2028	\$1,559.95
6/1/2028 - 5/31/2029	\$1,606.75

Funding is budgeted in the Grants Operating Other Fund for the Tarrant County CAP project for the remainder of Fiscal Year 2024. In the event of future grant awards being decreased or eliminated, Neighborhood Services will evaluate another funding source to continue with the lease agreement.

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

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Grants Operating Other Fund for the Tarrant County CAP project to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Neighborhood Services Department has the responsibility to validate the availability of funds.

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