

CITY COUNCIL MEMORANDUM

AGENDA ITEM

Commercial lease at 207 and 209 West Avenue D, Killeen, Texas

ORIGINATING DEPARTMENT

Support Services

BACKGROUND INFORMATION

Printing Services and Purchasing Division have occupied leased space at 207 and 209 West Avenue D, Killeen, Texas, since October, 2012. Staff continues to explore options that relocate these staff sections into property owned by the City of Killeen.

DISCUSSION/CONCLUSION

The current lease agreement ends on September 30, 2016. Staff and International Realtors have coordinated a 1-year lease extension through September 30, 2017.

Section III (Obtaining Goods and Services) of the City of Killeen Purchasing Manual states the council will approve all leases for real property and all other leases that exceed \$50,000.00.

FISCAL IMPACT

The monthly rent in FY17 is \$3,000, for an annual total of \$36,000.00. Funds are available in accounts 010-2130-460.44-55 (Purchasing, \$18,000.00) and 010-2134-460.44-55 (Printing Services, \$18,000.00).

RECOMMENDATION

Staff recommends council authorize the City Manager to sign a commercial lease for the period October 1, 2016, to September 30, 2017, for property located at 207 and 209 West Avenue D, Killeen, Texas.