



STAFF REPORT

MEETING DATE: April 23, 2024

TITLE:

Consider action to approve Resolution No. R-2024-43 of the City Council of the City of Bastrop, Texas, approving and authorizing the execution of a Lease Agreement between the Bastrop Christian Church and the City for the property located at 600 Spring Street, as attached as Exhibit A; providing for a repealing clause; and establishing an effective date.

AGENDA ITEM SUBMITTED BY:

Submitted by: Andres Rosales, Assistant City Manager

BACKGROUND/HISTORY:

City Hall has reached a capacity with office space. In 2019, the City expanded into the unfinished portions of the existing City Hall footprint. With the growth, we have added staff and filled all the office space inside City Hall. The Bastrop Christian Church owns a drive-thru building at the corner of Spring Street and Church Street. The lease agreement proposed is for the Drive-thru building located at 600 Spring Street. The building consists of 708 square feet of office space with three drive-thru bays.

The intent of this space is to be used to relocate the City's Utility Billing Department from City Hall to this location to serve customers. A small lobby and the addition of a drive-thru will add to the availability of customer service during peak times. The relocation of 4 staff members and all the necessary equipment to continue or enhance the customer service experience.

With the Lease agreement, we have included two parking lots owned by the Church. These parking lots will be used for public parking and staging for City events. The Church will retain use of the parking lots on Sundays between 6:00 AM and 10:00 PM for the purpose of parking for the Church.

FISCAL IMPACT:

The lease has a direct impact of \$4,000.00 per month for a 10-year term. The monthly rent will increase by \$600.00 every two (2) years, as attached in the Lease Agreement. The funding for this FY 2024 has already been allocated.

RECOMMENDATION:

Authorize the City Manager to execute a Lease Agreement between the Bastrop Christian Church and the City for the property located at 600 Spring Street, as attached as Exhibit A of the Lease Agreement.

ATTACHMENTS:

1. Resolution No. R-2024-43
2. Lease Agreement