

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**

DEPARTMENT: Aviation

AGENDA DATE: November 24, 2020

CONTACT PERSON NAME AND PHONE NUMBER: Sam Rodriguez, (915) 212-7301

DISTRICT(S) AFFECTED: 3

CITY STRATEGIC GOAL 1: Create an Environment Conducive to Strong, Sustainable Economic Development.

SUBJECT:

This item is a Resolution to authorize the City Manager to sign an Office Space Rental Agreement between the City of El Paso and G2 Secure Staff, LLC, for approximately three hundred and twenty-eight (328) square feet of office and related shared space in the Airport Terminal Building, for a one-year term with automatic renewal for two (2) additional terms of one (1) year each.

The rental fee for the first year of this lease is \$17,446.32. That is a decrease of \$1,131.60 from the current rental fee due to the decrease in the terminal rental rate for FY 2021 as per the City's Budget Resolution approved in August 2020.

BACKGROUND / DISCUSSION:

The Department of Aviation is requesting approval of this item to allow G2 Secure Staff, LLC to continue leasing space in the Airport Terminal Building. G2 entered into an Office Space Rental Agreement on January 22, 2019, and failed to provide timely notification to the City of its intent to exercise the first option available under that agreement. As such, the agreement terminated on January 21, 2020, and the lease has been in Holdover since January 22, 2020. This item simultaneously terminates the 2019 agreement and provides a new lease for said space effective on December 1, 2020.

G2 Secure Staff was contracted by Alaska Airlines to provide ground handling services since it began its operations at the El Paso International Airport (EPIA) in February 2019. The G2 workforce includes a general manager, a supervisor and about 30 part-time and full-time workers.

Term: Initial term of 1 year plus two one-year options to extend

Initial Year Rental Rates (adjusted annually):

Space	SF	Rental Rate (per SF per annum)	Annual Rental Fee	Monthly Rental Fee
Office 1 (break room)	187	\$49.90	\$9,331.30	\$777.61
Office 2 (manager)	141	\$49.90	\$7,035.90	\$586.33
Electrical/Telecom Surcharge	328	\$3.29	\$1,079.12	\$89.93
TOTAL			\$17,446.32	\$1,453.86

PRIOR COUNCIL ACTION:

1/22/2019 – Approval of Office Space Rental Agreement

AMOUNT AND SOURCE OF FUNDING:

N/A: This is a revenue-generating item

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****



DEPARTMENT HEAD:

Sam Rodriguez, P.E.

Chief Operations & Transportation Officer/Director of Aviation

(If Department Head Summary Form is initiated by Purchasing, client department should sign also)

Information copy to appropriate Deputy City Manager