

City Council – Action Request Form

Date: March 16, 2020

To: Mayor, Mayor Pro Tempore, and Members of the City Council

From: Ben Rowe, Assistant City Manager

Council Action Requested:

Resolution Authorizing a Revised Agreement with Winston-Salem State University for the Lease of Space in Union Station (East Ward)

Strategic Focus Area: Economic Vitality and Diversity
Strategic Objective: Improve Public Safety Service Quality
Strategic Plan Action Item: No
Key Work Item: No



Summary of Information:

In November 2019, the Mayor and City Council approved an agreement with Winston-Salem State University (WSSU) to lease approximately 8,000 square feet on the second level of Union Station for \$80,000 per year for 10 years. WSSU plans to utilize the space for the following activities:

- Passport acceptance agency
- Print shop/limited postal service
- One-stop operation for enrollment management
- Campus tours
- Admissions

Part of the university’s plan to provide limited postal service includes their utilization of the ticket booth space on the third level (street level) of Union Station. The original lease agreement did not include this space. The ticket booth space measures 270 square feet. City staff have measured the elevator lobby area on the second floor, which is considered common area, at a total of 273 square feet. Including the ticket booth space, adjusting for the elevator lobby on the second floor, would maintain the original square footage provided for in the lease agreement. The attached resolution authorizes a revision to the original lease to reflect this adjustment.

Committee Action:

Committee _____	Action _____
For _____	Against _____

Remarks: _____