

## City Council – Action Request Form

**Date:** April 11, 2023

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

**From:** Patrice Toney, Assistant City Manager  
Travis Cockerham, Real Estate Administrator

**Council Action Requested:**

Resolution Authorizing a Lease Agreement for the Second Floor in the Winston Mutual Building for the Police Department’s Community Resources Unit (East Ward)

**Strategic Focus Area:** Safe and Secure Community

**Strategic Objective:** Expand Community Policing

**Strategic Plan Action Item:** No

**Key Work Item:** No



**Summary of Information:**

In May 2014, the City Council authorized a lease for the Police Department’s Community Resources Unit in the historic Winston Mutual Building at 1225 East Fifth Street because it was believed that there could be advantages to having the unit located within the community rather than in the Public Safety Building.

In 2017 and 2019, extensions of the lease were approved, and those agreements have expired or are soon to expire. The space currently leased is 1,500 square feet and charged a rental rate of \$1,500 per month. Community Resources has now outgrown the current space; however, the remainder of the second floor is available for expansion. It is proposed that a lease be authorized for the entire second floor containing 3,100 square feet at the rate of \$2,970.83 per month for a term of five years. The Winston Mutual Building is owned by Boulos Holdings, LLC, 1200 National Drive, Winston Salem, North Carolina 27103.

Staff is supportive of this lease agreement as well as City management and Police Department personnel. The resolution authorizes the execution of the lease as stated herein and as approved by the City Attorney’s Office.

**Committee Action:**

<b>Committee</b>	PS/FIN 4-11	<b>Action</b>	Approval
<b>For</b>	Unanimous	<b>Against</b>	

**Remarks:**