

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
POLICE DEPARTMENT**

**TO:** Mayor and City Council  
**FROM:** Albert A. Ortiz, Chief of Police  
**THROUGH:** Terry M. Brechtel, City Manager  
**COPIES:** J. Rolando Bono, Deputy City Manager; File  
**SUBJECT:** Ordinance Authorizing the Amendment of a Lease Agreement  
**DATE:** October 24, 2002

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the execution of an amendment to the Lease Agreement originally approved by Ordinance Number 90813, dated November 4, 1999, with San Antonio Business Technology Center, L. P. for the use of an additional 1,871 square feet of office space located at 301 South Frio for a period of twenty-eight (28) months beginning August 8, 2002 and ending November 30, 2004, at a total cost of \$78,717.69 for an average annual cost of \$33,736.15.

Staff recommends approval.

**BACKGROUND INFORMATION**

Due to the reorganization of reporting requirements for the office of Internal Review, it was necessary to relocate the offices of Municipal Integrity and Equal Employment Opportunity, both of which were officed with Internal Review. As such, both functions were relocated to leased space at the San Antonio Business Technology Center where other municipal operations are officed. In addition, this relocation will provide better access to clients, external and internal, of these offices.

The current lease agreement at the San Antonio Business Technology Center is for 6,288 square feet of office space and houses the San Antonio Police Department Professional Standards and Staff Inspections Units. Additionally, Information Technology Services Department staff is located in the building.

**POLICY ANALYSIS**

The proposed ordinance is consistent with the policy of leasing non-city owned facilities. The rental rate of this agreement is consistent with other rental rates in the same facility.

### **FISCAL IMPACT**

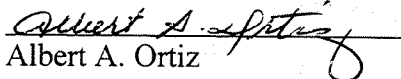
The total cost of the lease amendment is \$78,717.69 or an average annual cost of \$33,736.15. The term of the amendment for the additional space is concurrent with the existing lease agreement and is for a period of twenty-eight (28) months beginning August 8, 2002 and ending on November 30, 2004. Since the lease is paid for by Miscellaneous Special Revenue Non-Departmental funds, there is no impact to the General Fund.


### **COORDINATION**

This ordinance request has been coordinated with the following departments: Finance, Office of Management & Budget, City Attorney's Office, Municipal Integrity, and Asset Management.

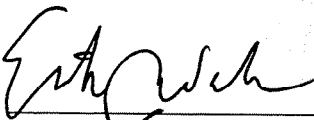
### **SUPPLEMENTAL COMMENTS**

The required Discretionary Contracts Disclosure Form is on file with the current Lease Agreement.

  
Albert A. Ortiz  
Chief of Police

  
J. Rolando Bono  
Deputy City Manager

Approved:

  
Terry M. Brechtel  
City Manager