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INTERDEPARTMENTAL CORRESPONDENCE SHEET

TO: Mayor and Council members

FROM: Edward D. Garza, Mayor

COPIES TO: Terry Brechtel, City Manager; Rebecca Waldman, Director, Department of Asset Management; Andrew Martin, City Attorney; Teresa Vasquez-Romero, Assistant to the Mayor; File

SUBJECT: Mayor's Constituent Office -Second Renewal and Extension of Lease Agreement

DATE: July 29, 2003

I request City Council concurrence in placing an item on the City Council agenda for August 7, 2003, authorizing the execution of a Second Renewal and Extension of Lease Agreement (incorporating Amendment to Lease Agreement) for the continued rental of approximately 1,310 square feet of office space at 1344 S. Flores for use as a constituent office. The second renewal is for 2 years from July 1, 2003 through June 30, 2005, at a rental of \$ \$1,500 per month, with a right to a third renewal for two additional years, at a rental of \$1,716.00, subject to City Council approval.

Your favorable consideration of this request is appreciated.



EDWARD D. GARZA, MAYOR_____
ROGER FLORES, JR., DISTRICT 1

ENRIQUE A. BARRERA, DISTRICT 6_____
JOEL WILLIAMS, DISTRICT 2_____
JULIAN CASTRO, DISTRICT 7

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