

**CITY OF SAN ANTONIO
OFFICE OF THE CITY COUNCIL
CITY COUNCIL AGENDA MEMORANDUM**

CONSENT AGENDA
ITEM NO. 41(A)

TO: Mayor and City Council

FROM: Gayle McDaniel, Assistant to the City Council

SUBJECT: ORDINANCE FOR LEASE SPACE – DISTRICT 2 CONSTITUENT OFFICE

DATE: December 2, 2005

SUMMARY & RECOMMENDATION

This ordinance authorizes the a lease agreement between the City of San Antonio and Sterling Bank for lease space at 403 S. W. W. White Rd. Suite 300 for the District 2 Constituent Office. The initial terms of the agreement provides for a three year lease effective December 1, 2005 through November 30, 2008 with a monthly rental rate of \$1,373.58 and includes an option for two additional two-year renewal periods, subject to City Council approval and contingent upon appropriation of funds.

Additionally, this ordinance authorizes rental payment for a one month hold-over period at a rate of \$1,512.66 required during November for lease negotiations and space availability. Further this ordinance authorizes occupancy for up to six months as an optional holdover period without further action of Council and based on the rent paid for the last month of the expired term or renewal term.

Staff recommends approval of this ordinance.

POLICY ANALYSIS

For the past several years, the Mayor and Councilmembers have been encouraged to establish a Constituent Office within their districts in order to enhance community outreach efforts and to be more visible and accessible to their constituents.

When the councilmember elects to open a constituent office, staff of the Asset Management Department and the Assistant to City Council work with the councilmember to identify locations, prepare and coordinate lease agreements, renewals and terminations as appropriate and in conformance with City policies for lease of properties.

FINANCIAL ANALYSIS

The Council District 2 Constituent and District Office budgets were approved in the FY 2005-06 Adopted Budget. Sufficient funds exist to cover the FY06 projected lease cost of \$15,248.66.

COORDINATION

This ordinance has been coordinated with Councilwoman Sheila McNeil, Asset Management Department, Office of Management and Budget and the City Attorney's Office.

SUPPLEMENTARY COMMENTS

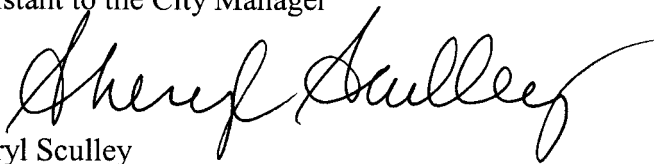
The required Discretionary Contracts Disclosure Form is attached for Sterling Bank.



Gayle McDaniel
Assistant to the City Council



Erik Walsh
Assistant to the City Manager



Sheryl Sculley
City Manager

City of San Antonio
Discretionary Contracts Disclosure

For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.

(1) Identify any individual or business entity¹ that is a **party** to the discretionary contract:

Sterling Bank

(2) Identify any individual or business entity which is a **partner, parent or subsidiary** business entity, of any individual or business entity identified above in Box (1):

☐ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

Sterling Banc Corporation, Inc. A Delaware Corporation
Sterling Bancshares, Inc. A Texas Corporation

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

☒ No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist or public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

¹ A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

(5) Political Contributions

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current or former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☐ No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:
Danny Buck	Kevin Wolf	250.00	-
Larry Burrow	Kevin Wolf	100.00	---

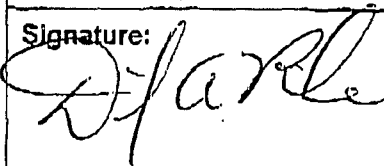
(6) Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.

Signature: 	Title: V.P. Real Estate & Facilities Management Company or D/B/A: Sterling Bank	Date: 12/1/05
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² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require refusal or require careful consideration of whether or not refusal is required.