

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

CITY COUNCIL AGENDA
ITEM NO. **41(B)**

TO: Mayor and City Council

FROM: Gayle McDaniel, Assistant to the City Council

SUBJECT: ORDINANCE FOR LEASE SPACE – DISTRICT 3 CONSTITUENT OFFICE

DATE: December 2, 2005

SUMMARY & RECOMMENDATION

This ordinance authorizes a lease agreement between the City of San Antonio and Brooks Development Authority, a Texas Defense Base Development authority, for lease space at 8005 Crouch Rd., Building 624E, Suite 2, for the District 3 Constituent Office. The terms of the agreement provide for a two year lease effective January 1, 2006 through December 31, 2007 with a monthly rental rate of \$468 and include an option for one two-year renewal period, subject to City Council approval and contingent upon appropriation of funds.

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 3 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 \$5,616.

COORDINATION

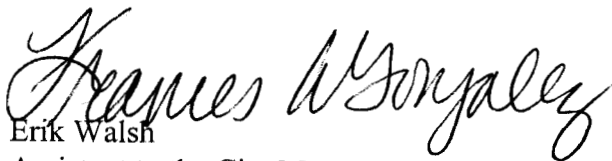
This ordinance has been coordinated with Councilman Roland Gutierrez, Asset Management Department, Office of Management and Budget and the City Attorney's Office.

SUPPLEMENTARY COMMENTS

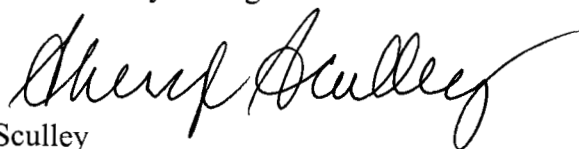
The required Discretionary Contracts Disclosure Form is attached for Brooks Development Authority.



Gayle McDaniel
Assistant to the City Council



Erik Walsh
Assistant to the City Manager



Sheryl Sculley
City Manager