

**THIS IS A DRAFT AND WILL BE REPLACED BY THE FINAL, SIGNED  
ORDINANCE OR RESOLUTION ADOPTED BY CITY COUNCIL.**

**ORDINANCE**

**AUTHORIZING STAFF TO NEGOTIATE AND EXECUTE A FIVE-YEAR LEASE AGREEMENT WITH NORTH STAR INCOME PARTNERS L.P. (LANDLORD) FOR 2,430 SQUARE FEET OF OFFICE SPACE LOCATED AT 8507 MCCULLOUGH AVENUE, FOR USE AS THE CITY COUNCIL DISTRICT 1 CONSTITUENT OFFICE COMMENCING AUGUST 1ST, 2024 WITH MONTHLY RENT OF \$4,637.25 OR \$55,647.00 ANNUALLY, FOR A TOTAL FIVE-YEAR AMOUNT NOT TO EXCEED \$298,146.72 AND AN AMOUNT NOT TO EXCEED \$160,000.00 FOR IMPROVEMENTS TO THE LEASED PREMISES WITH THE RIGHT TO TERMINATE AT ANY TIME AFTER THE 24TH MONTH WITH 90 DAYS' NOTICE. FUNDING IN THE AMOUNT OF \$169,274.50 IS AVAILABLE FROM THE GENERAL FUND FY 2024 ADOPTED BUDGET.**

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**WHEREAS,** The District 1 Constituent Office is located on Vance Jackson in a former fire station building that is not suited for office use. The City has proposed making substantial renovations to this building to appropriately outfit the property for office use, however it is more cost effective to rent space for this use; and

**WHEREAS,** the proposed action will serve to relocate the District 1 Constituent Office for a term of five years into a leased facility that provides sufficient office space to allow Councilwoman Kaur and her staff to conduct business and meet with the public.

**NOW THEREFORE:**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager or designee is authorized to negotiate and execute a five-year Lease Agreement with North Star Income Partners L.P. (Landlord) for 2,430 square feet of office space located at 8507 McCullough Avenue, for use as the City Council District 1 Constituent Office for a monthly rent of \$4,637.25 or \$55,647.00 annually, for a total five-year amount not to exceed \$298,146.72, and an amount not to exceed \$160,000 for improvements to the leased premises, with the right to terminate at any time after the 24th month with 90 days' notice. Funding for monthly rent and one time improvement in the amount of \$169,274.50 is available from General Fund FY 2024 Adopted Budget. Funding for subsequent fiscal years is subject to City council approval of the annual budget.

**SECTION 2.** The City Manager and designee, severally, are authorized to take all additional actions reasonably necessary or convenient to effectuate the transaction, including executing and delivering all instruments and agreements conducive to effectuating the transaction.

**SECTION 3.** Funding in the amount of \$55,647.00 for this ordinance is available in Fund 11001000, Cost Center 0116020001 and General Ledger 5206010 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

**SECTION 4.** Funding in the amount of \$160,000.00 for this ordinance for improvements to the space is available in Fund 11001000, Cost Center 0101010001 and General Ledger 5406539 as part of the Fiscal Year 2024 Adopted Budget approved by City Council.

**SECTION 5.** Additional funding is contingent upon City Council approval of the Fiscal Year 2025 and subsequent budgets that fall within the contract terms of this ordinance.

**SECTION 6.** Payment is authorized to North Star Income Partners L.P. and should be encumbered with a purchase order.

**SECTION 7.** The financial allocations in this Ordinance are subject to approval by the Director of Finance, City of San Antonio. The Director of Finance may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

**SECTION 8:** This Ordinance becomes effective immediately upon its passage by eight (8) votes or more and 10 days after passage upon its approval by less than eight (8) votes.

**PASSED AND APPROVED** this 4th day of March, 2024.

**M   A   Y   O   R**  
**Ron Nirenberg**

**ATTEST:**

**APPROVED AS TO FORM:**

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**Debbie Racca-Sittre, City Clerk**

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**Andrew Segovia, City Attorney**

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