

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Mayor and City Council

FROM: Ramiro A. Cavazos, Director, Economic Development Department

THROUGH: Terry M. Brechtel, City Manager

COPIES: Christopher J. Brady; Erik Walsh; Rebecca Waldman; Andrew Martin; Thomas Wendorf; Milo Nitschke; Manuel Longoria, Jr., Trey Jacobson, File

SUBJECT: Donation of Office Furniture to the City of San Antonio from the San Antonio Local Development Company, Inc., Economic Development Department

DATE: April 3, 2003

SUMMARY AND RECOMMENDATIONS:

This item provides authorization for the acceptance of a donation of office furniture from the San Antonio Local Development Company, Inc., a 501(c)(3) organization, to the City of San Antonio.

Staff recommends approval.

BACKGROUND INFORMATION:

The San Antonio Local Development Company, Inc. (SALDC) is financially independent from the City of San Antonio. SALDC operates from its own revenues and through a grant from the U.S. Small Business Administration (SBA).

On April 10, 2003, SALDC will move from the Washington Place Office Building, 215 S. San Saba, to the Business Development Services Center (BDSC) at 1901 S. Alamo Street. At the BDSC, the City of San Antonio is furnishing office furniture for SALDC, except file cabinets, which SALDC will retain from the Washington Place building.

The existing SALDC office furniture, acquired over a period of 22 years at a cost of \$9,811.38, is fully depreciated or fully expensed and no longer carries a net book value. The cost to SALDC to store the furniture for future use would not be practical due to the depreciated value of the furniture. However, the furniture is functional and in good condition, and will be available on a first-come, first-serve basis to other departments of the City of San Antonio.

POLICY ANALYSIS:

Approval of this agreement is consistent with the City policy of maximizing use of existing resources.

FISCAL IMPACT:

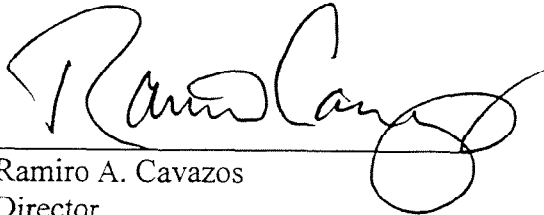
This donation will have no impact on the General Fund. Costs associated with transfer of the furniture can be accommodated within the Economic Development Department budget. The donation will provide useful office furniture that City departments would otherwise purchase at significant cost. Additionally, SALDC will avoid extraneous expenses associated with property storage for office furniture no longer required.

COORDINATION:

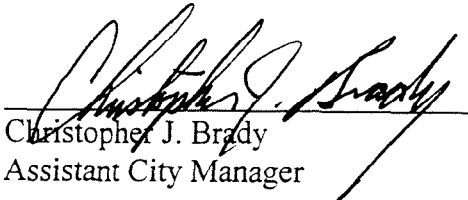
This item has been coordinated with the City Attorney's Office and the Departments of Asset Management and Finance.

SUPPLEMENTARY COMMENTS:

The Discretionary Contracts Disclosure Form is not required.

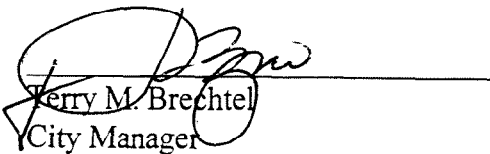


Ramiro A. Cavazos
Director
Economic Development Department



Christopher J. Brady
Assistant City Manager

Approved:



Jerry M. Brechtel
City Manager

Attachments

SALDC
Furniture Inventory
As of September 30, 2002

TAG #	Acq. Date	Acq. Value	ITEM	VENDOR	LOCATION
81-02	02/18/81	Move to BDSC	CAB. FILE FIREPROOF		COPIER RM.
82-03	06/30/82	Move to BDSC	CAB. FILE FIREPROOF		COPIER RM.
83-04	10/14/83	63.96	CAB. MOBILE, BK.		Bookkeeping
87-06	09/18/87	199.50	STAND, COMP. DESK		MIKE
88-08	02/20/88	175.00	CREDENZA, WD.		CITY HALL/A. GARZA
89-10	11/30/89	250.00	CAB. LAT. 2DRW.		BOB S.
95-14A	04/10/95	Move to BDSC	CAB. FILE 4DRW		COPIER RM.
95-14B	04/10/95	Move to BDSC	CAB. FILE 4DRW		COPIER RM.
97-26A	07/18/97	Move to BDSC	CAB. FILE 4DRW/SAFE#M765965		COPIER RM.
97-26B	07/18/97	Move to BDSC	CAB. FILE 4DRW/SAFE#M285750		COPIER RM.
98-01	10/14/98	199.07	CAB. FILE LEG. 4DRW	BT Office Products	AYALA, R.
98-02	10/14/98	199.07	CAB. FILE LEG. 4DRW	BT Office Products	JIM W.
98-03	10/14/98	199.07	CAB. FILE LEG. 4DRW	BT Office Products	BOB S.
98-04	10/14/98	199.07	CAB. FILE LEG. 4DRW	BT Office Products	CITY HALL/FILE RM
98-05	12/01/98	176.79	CAB. STORAGE/DBL DR	Tx WilsonOfficeFurn	COPIER RM.
98-06	12/01/98	264.92	TABLE, ROUND 48"	Tx WilsonOfficeFurn	ED. SOMERS
98-07	12/01/98	138.20	BOOKCASE, 72"H	Tx WilsonOfficeFurn	SALDC RECTP AREA
98-08	12/01/98	138.20	BOOKCASE, 72"H	Tx WilsonOfficeFurn	SALDC RECTP AREA
98-09	12/01/98	97.52	BOOKCASE, 48"H	Tx WilsonOfficeFurn	ED. SOMERS
98-10	12/01/98	97.52	BOOKCASE, 48"H	Tx WilsonOfficeFurn	JIM W.
98-11	12/01/98	97.52	BOOKCASE, 48"H	Tx WilsonOfficeFurn	AYALA, R.
98-12	12/01/98	97.52	BOOKCASE, 48"H	Tx WilsonOfficeFurn	RANDY GARCIA
98-13	10/23/98	168.00	CHAIR, RTY. W/A BLUE	Bus Equip Systems	ED. SOMERS
98-14	10/23/98	168.00	CHAIR, RTY. W/A BLUE	Bus Equip Systems	ED. SOMERS
98-15	11/25/98	146.00	TABLE, END, 24X24X24wd	Corporate Express	SALDC RECTP AREA
98-16	11/25/98	146.00	TABLE, END, 24X24X24wd	Corporate Express	SALDC RECTP AREA
98-17	11/25/98	146.00	TABLE, END, 24X24X24wd	Corporate Express	RANDY GARCIA
98-18	11/25/98	209.95	DESK, DP 30X60	Corporate Express	JIM W.
98-19	11/25/98	173.25	COMPUTER WK. STAT.	Corporate Express	JIM W.
98-20	11/25/98	173.25	COMPUTER WK. STAT.	Corporate Express	AYALA, R.
98-21	11/25/98	260.20	DESK, DP 36X72	Corporate Express	ED. SOMERS
98-22	11/25/98	173.25	COMPUTER WK. STAT.	Corporate Express	RANDY GARCIA
98-23	11/25/98	209.95	DESK, DP 30X60	Corporate Express	AYALA, R.
98-24	11/25/98	209.95	DESK, DP, 30X60	Corporate Express	RANDY GARCIA
98-25	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	SALDC RECTP AREA
98-26	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	SALDC RECTP AREA
98-27	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	SALDC RECTP AREA
98-28	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	SALDC RECTP AREA
98-29	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	SALDC RECTP AREA
98-30	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	SALDC RECTP AREA
98-31	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	SALDC RECTP AREA
98-32	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	RANDY GARCIA
98-33	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	AYALA, R.
98-34	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	AYALA, R.
98-35	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	JIM W.
98-36	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	JIM W.
98-37	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	MIKE
98-38	11/25/98	125.10	CHAIR, SLED, W/A	Corporate Express	MIKE
98-39	11/25/98	222.95	DESK, DP, 30X60	Corporate Express	GAITAN, / CITY HALL.
98-42	11/25/98	52.00	Chrome Leg Packs (4 @ \$13ea.)	Corporate Express	GAITAN, / CITY HALL.
99-02	05/25/00	197.50	Desk Series 66000-30x60x26.5	Corporate Express	BLANCA

SALDC
Furniture Inventory
As of September 30, 2002

TAG #	Acq. Date	Acq. Value	ITEM	VENDOR	LOCATION
99-03	05/25/00	20.00	Chrome Leg Packs (4 @ \$5ea.)	Corporate Express	BLANCA
99-04	05/25/00	265.50	Double Ped Desk 30x60	Corporate Express	BLANCA
99-05	05/25/00	91.00	Bookcase 4-Shelf Series 1870	Corporate Express	BLANCA
99-06A	05/25/00	84.25	Chairs- Stacking Guest Arm	Corporate Express	BLANCA
99-06B	05/25/00	84.25	Chairs- Stacking Guest Arm	Corporate Express	BLANCA
99-07	05/25/00	191.00	Chair-Pneumatic Mod4703	Corporate Express	RACHEL
99-08	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
99-09	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
99-10	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
99-11	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
99-12	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
99-13	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
99-14	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
99-15	04/19/00	130.02	Chair-Pneumatic Mod4561	Corporate Express	TREY/ CITY HALL
01-01	03/31/01	Move to BDSC	Cab, File, 5Dr, HON 215C	Corporate Express	RM.107/BY RACHEL
01-02	03/31/01	Move to BDSC	Cab, File, 5Dr, HON 215C	Corporate Express	RM.107BY BOB S.
01-03	03/31/01	Move to BDSC	Cab, File, 5Dr, HON 215C	Corporate Express	RM.107BY BOB S.
01-04	03/31/01	Move to BDSC	Cab, File, 5Dr, HON 215C	Corporate Express	RM.107BY BOB S.
01-05	03/31/01	Move to BDSC	Cab, File, 5Dr, Mod28552	Marshall Clegg	RM.107BY BOB S.
01-06	03/31/01	Move to BDSC	Cab, File, 5Dr, Mod28552	Marshall Clegg	Bookkeeping
01-07	03/31/01	Move to BDSC	Cab, File, 5Dr, Mod28552	Marshall Clegg	RM.107/BY RACHEL
02-01	04/19/02	370.83	Chair Trooper TR HWM HB Exec Terra	Jones & Cook Stationers	ED. SOMERS
02-02	04/19/02	179.22	Workstation 30X48 HON66551 Mahogo	Jones & Cook Stationers	ED. SOMERS
02-03	04/19/02	104.40	Table Rnd 48 HON80448 E Mahogany	Jones & Cook Stationers	Sm Conf Rm
02-04	04/19/02	66.99	HON 81212	Jones & Cook Stationers	Sm Conf Rm
02-05	04/19/02	78.30	Chair W/A Side HON 4003 AB62T	Jones & Cook Stationers	Sm Conf Rm
02-06	04/19/02	78.30	Chair W/A Side HON 4003 AB62T	Jones & Cook Stationers	Sm Conf Rm
02-07	04/19/02	78.30	Chair W/A Side HON 4003 AB62T	Jones & Cook Stationers	Sm Conf Rm
02-08	04/19/02	78.30	Chair W/A Side HON 4003 AB62T	Jones & Cook Stationers	Sm Conf Rm
	Total	9,811.38			