

CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES

TO: Mayor and City Council

FROM: Dennis J. Campa, Director, Department of Community Initiatives

COPIES: Frances A. Gonzalez, Assistant to the City Manager; Planning Department; Asset Management; City Attorney's Office; Finance Department; Office of Management and Budget; File

SUBJECT: ORDINANCE AUTHORIZING EXECUTION LEASE AGREEMENT WITH MILTON BONIUK, M.D. FOR OFFICE SPACE TO BE USED BY YOUTH SERVICES DIVISION

DATE: April 10, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes execution of a Lease Agreement with Milton Boniuk, M.D. of San Antonio, Texas for 1,530 square feet of office space at 310 Valley Hi Drive, Space # 107, for use by the Department of Community Initiatives, Youth Services Division, for a thirteen month term beginning April 1, 2003 and ending April 30, 2004 at the current base monthly rental rate of \$850.00 for the term of this Lease Agreement. This ordinance also authorizes the payment of the monthly lease rental and utilities.

Staff recommends the approval of this ordinance.

BACKGROUND

The Youth Services Division began providing youth development services in October 1971 and since its inception has handled over 80,000 youth referrals from law enforcement agencies and community sources. The Division operates six community-based centers that are strategically located throughout the city.

The Southwest Youth Services Center commenced operation in June 1995 at this same location. The Center serves students in the Southwest, South San, San Antonio and Northside Independent School Districts.

The major provisions of the lease agreement are summarized in Attachment A of this memo.

POLICY ANALYSIS

Approval of this ordinance is a continuation of City Council policy to provide services that address juvenile delinquency by providing youth development programs in the City of San Antonio.

FINANCIAL IMPACT

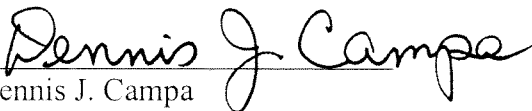
This proposed Lease Agreement for 1,531 square feet of office space was negotiated at \$0.56 per square foot, or \$850.00 per month. Utility costs are estimated at \$183.60 per month. Total cost for the office space is estimated at \$1033.60 per month or \$13,436.80 for the thirteen-month term. This Lease Agreement and utilities are paid through the General Fund. There are no service fees charged to the program participants.

COORDINATION

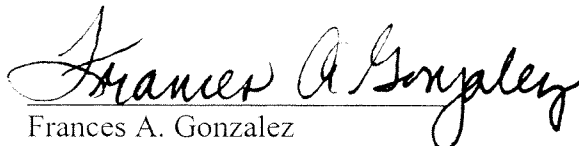
The Department of Community Initiatives has coordinated with Asset Management, City Attorney's Office, Finance Department, Office of Management and Budget, and Planning Department.

SUPPLEMENTARY COMMENTS

The required Ethics Ordinance Disclosures form is attached.


Dennis J. Campa
Director

Approved:


Frances A. Gonzalez
Assistant to the City Manager

Approved:


Terry M. Bretchel
City Manager

LEASE SUMMARY

Landlord:	<u>Milton Boniuk, M.D.</u>	Division:	<u>Youth Services</u>
Property Name:	<u>Village Square Shopping Center</u>	Program:	<u>Southwest Center</u>
Address:	<u>310 Valley Hi Drive</u>		
Space No.	<u>107</u>		
Square Feet:	1,530	Term Period:	<u>April 1, 2003 – April 30, 2004</u>
Term:	13 months		

	Monthly (SF Rate)	13 Months
Rent Rate:	\$850.00 (0.56)	\$11,050.00
Utilities:*	183.60	2,386.80
TOTAL	\$1033.60 (0.68)	\$13,436.80

***Utilities:** Estimated at \$0.12 per sq. ft. per month.

Property Improvements: Landlord will not make any improvements to the property. Any improvements will be done by tenant at their own cost and with approval from landlord.

ADA Compliance: Property will require minor adjustments to meet ADA compliance. Adjustments to be made by tenant.

Janitorial Services: Tenant (City) will be responsible for janitorial and custodial services to its offices, hallways and restrooms. Landlord will not provide this service.

Parking: Property has sufficient parking for staff and clients. There are no additional costs related to use of parking lot.

Security Deposit: No security deposit is required.