

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
DEPARTMENT OF COMMUNITY INITIATIVES**

TO: Mayor and City Council

FROM: Dennis J. Campa, Director

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez; Asset Management; File

SUBJECT: Holdover Lease Agreement for Five Months for the Southwest Youth Services Office, Youth Services Division of the Department of Community Initiatives

DATE: April 15, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the payment of rent and other associated costs for holding over of a lease for property occupied by the Southwest Youth Services Office at 310 Valley Hi, Suite 107. The terms of the lease holdover are month-to-month in accordance with the current lease and with the approval of the landlord. The holdover of the lease agreement will begin May 1, 2004 for up to five months and authorizes the payment of a monthly lease rental of \$850 plus utility costs.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

The Youth Services Division of the Department of Community Initiatives (DCI) maintains four service offices in the City. The Southwest Youth Services Office currently occupies the space at 310 Valley Hi, Suite 107, but is considering options to move to more suitable quarters either at the South Texas Centre, a campus of the Baptist Child and Family Services located on Highway 90 in Council District 4, or to another location not yet identified. The Southwest Youth Services Office serves Council Districts 4 and 6.

The term of the holdover agreement at the current location, 310 Valley Hi, will be month-to-month for a maximum of five months at the current monthly rent of \$850 plus utilities. This holdover agreement is in accordance with the current lease and has the approval of the landlord as indicated in Attachment A.

The Youth Services Division provides counseling and case management to youth, 10-17 years old, who are referred by the Municipal Court, families or community agencies such as schools, youth-serving agencies. Individual and group sessions are provided as needed to include life skills/character development groups, anger management groups, theft prevention groups, parenting education groups and others. Additionally, one caseworker for Project WORTH who provides pregnancy prevention services to teens is housed in Valley Hi office. During Fiscal Year 2004, the Southwest Youth Services office will serve an estimated 1,000 participants.

Ordinance No. 97428, passed and approved on April 10, 2003, authorized a lease agreement for a period of 13 months through April 30, 2004. Community Initiatives intended to relocate to the South Texas Centre upon expiration of the lease and had assumed that the proposed property would be available for occupancy by not later than April 30, 2004. Since the property will not be ready for occupancy and the terms of the lease and contract are still in negotiation, the proposed holdover will permit the Department of Community Initiatives, Asset Management and the City Attorney's Office to continue with lease negotiations without disrupting services to current participants.

POLICY ANALYSIS

This ordinance continues existing City policy supporting family strengthening and youth development services by the Youth Services Division of the Department of Community Initiatives in Council Districts 4 and 6. It also continues the policy previously approved by Ordinance No. 97428 to house Youth Services in the community.

FISCAL IMPACT

This ordinance requires a General Fund commitment to continue the current monthly rental of \$850 plus estimated utility costs of \$185 per month for the term of the lease holdover on a month-to-month basis for a maximum period of five months.

COORDINATION


Coordination has occurred with the Department of Asset Management, the City Attorney's Office, the Office of Management and Budget and the Finance Department.

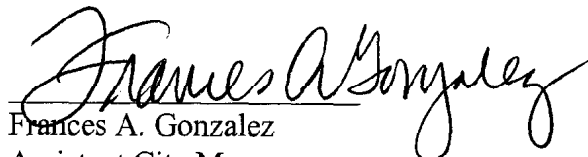
SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.

ATTACHMENTS

Attachment A: Landlord Consent to Hold Over in compliance with Article 17.01 of the Lease


Dennis J. Campa, Director
Department of Community Initiatives


Frances A. Gonzalez
Assistant City Manager

Approved

f 
Terry M. Breshtel
City Manager

Copy of Landlord Consent

ATTACHMENT A

-----Original Message-----

From: Bruce Shelby [mailto:bshelby@shelbyestus.com]
Sent: Tue 4/6/2004 9:37 AM
To: Wendell Skinner
Cc: Alicia Martinez; Cruz Sanchez; Intrfund@aol.com
Subject: RE: Request for Month-to-Month Extension at 310 Valley Hi, San Antonio

Wendell - We have approval from the current owner and purchaser to extend your lease on a month to month basis based on the same terms and conditions.

Thanks,
Bruce Shelby

Bruce Shelby
1800 Bering Dr. Suite 395
Houston, Texas 77057
Phone: (713) 974-1777 x103
Fax: (713) 975-2899
www.shelbyestus.com

-----Original Message-----

From: Wendell Skinner [mailto:wskinner@sanantonio.gov]
Sent: Thursday, April 01, 2004 4:10 PM
To: bshelby@shelbyestus.com
Cc: Alicia Martinez; Cruz Sanchez
Subject: Request for Month-to-Month Extension at 310 Valley Hi, San Antonio

Mr. Shelby,

After conversation with Susan Zimmerman, I am e-mailing you to request approval to continue the lease at 310 Valley Hi, Ste 107, San Antonio, TX.

The current lease expires April 30, 2004. We request that we be allowed to continue the current lease under the holdover clause at a month-by-month basis. We anticipate the need to extend the lease for up to five months.

I also understand the property is in the process of being offered for sale and, therefore, request approval from both the current owner and the prospective owner, as you may deem necessary.

We will need a respond in writing in order to obtain approval from the City Council for a month-to-month extension.

Your humble servant,

Wendell B. Skinner
Social Services Manager
Youth Services Division