

CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
DEPARTMENT OF COMMUNITY INITIATIVES

**TO:** Mayor and City Council

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

**THROUGH:** J. Rolando Bono, Interim City Manager

**COPIES TO:** Frances A. Gonzalez, Assistant City Manager; City Attorney's Office; Asset Management; Risk Management Office; Finance Department; Office of Management and Budget; File

**SUBJECT:** Ordinances Authorizing Three Lease Agreements for the Elderly & Disabled Services Division, Office of Elderly Affairs, the Fair Housing Program and the Neighborhood Conferencing Committees Program

**DATE:** October 21, 2004

**SUMMARY AND RECOMMENDATION**

A. This ordinance authorizes the Department of Community Initiatives to enter into a lease agreement with Property Partners I, Ltd. of San Antonio, Texas for 4,913 square feet of office space at the Westside Professional Building, located at 700 S. Zarzamora for use by the Elderly & Disabled Services Division and the Office of Elderly Affairs. This lease agreement is for a one-year term beginning October 1, 2004 and ending September 30, 2005 at a base monthly rental in the amount of \$4,913.

B. This ordinance authorizes the Department of Community Initiatives to enter into a lease agreement with Property Partners I, Ltd. of San Antonio, Texas for 1,243 square feet of office space at the Westside Professional Building, located at 700 S. Zarzamora for use by the Fair Housing Program. This lease agreement is for a three-year term beginning October 1, 2004 and ending September 30, 2007 at a base monthly rental in the amount of \$1,243.

C. This ordinance authorizes the Department of Community Initiatives to enter into a lease agreement with Property Partners I, Ltd. of San Antonio, Texas for 1,217 square feet of office space at the Westside Professional Building, located at 700 S. Zarzamora for use by the Neighborhood Conferencing Committees Program. This lease agreement is for a 34-month term beginning October 1, 2004 and ending July 31, 2007 at a base monthly rental in the amount of \$1,217.

Staff recommends approval of these ordinances.

## **BACKGROUND INFORMATION**

### **Lease for the Elderly and Disabled Services Division (EDSD)**

The EDSD has been housed at this location for the past five years. The EDSD provides services to assist elderly and disabled citizens to remain in their own homes, to maintain their independence, and to improve their quality of life. EDSD operates the Comprehensive Nutrition Program that has provided hot meals and social activities for seniors since 1973. Other programs administered by the EDSD include medical transportation, one-stop resource and referral, and in-home personal assistance.

The Office of Elderly Affairs provides staff support to the Joint Commission on Elderly Affairs, which serves as a clearinghouse on information and policies impacting seniors, conducts research on local, state and national issues relevant to seniors and formulates recommendations for improving efficient and effective service delivery to seniors.

### **Lease for the Fair Housing Program**

The Fair Housing Program is responsible for the enforcement of city and federal fair housing laws. The program also assists area citizens in need of information regarding their housing rights, the resolution of housing related discrimination complaints, and information concerning reverse mortgages, money management, default mortgages, and anti-predatory lending practices.

### **Lease for the Neighborhood Conferencing Committees (NCC) Program**

The NCC Program is a modified community justice program that utilizes neighborhood volunteers to contract with juvenile offenders, ages 10 to 13, and their families. Working in conjunction with the Municipal Courts of San Antonio, the program provides youth the opportunity to establish rehabilitative goals and relationships. Case management, referrals for counseling, life skills training, community service assignments, and referral and advocacy services are also provided. Funding for this program comes from the Accountability Incentive Block Grant awarded by the Office of the Governor, Criminal Justice Division.

## **POLICY ANALYSIS**

These ordinances reflect a continuation of existing City policies to provide accessible office locations for program services. The focus of efforts are to improve the quality of life of seniors and disabled citizens by assisting them in maintaining independent living, promote youth development and provide comprehensive housing services to the residents of San Antonio and Bexar County. Furthermore, it is a continuation of the Department's goal to provide leadership, maximize resources, and improve the quality of life within our community. These programs will enhance the Department's goals of family strengthening, human development, and provision of a community safety net.

## **FISCAL IMPACT**

The lease for the Elderly and Disabled Services Division and Office for Elderly Affairs will be paid with AACOG Title III Grant Funds and General Funds. The total monthly rent is \$4,913 or \$58,956 per annum, of which \$25,688 will be paid from the General Fund.

The lease for the Fair Housing Program will be paid with Community Development Block Grant funds and will not impact the General Fund. This lease agreement includes an "Appropriations

Clause” that allows the City to terminate the lease after the first year if funding is not appropriated by the funding source. The total monthly rent is \$1,243 or \$14,916 per annum.

The lease for the Neighborhood Conferencing Committees Program will be paid with Juvenile Accountability Incentive Block Grant Funds and will not impact the General Fund. This lease agreement includes an “Appropriations Clause” that allows the City to terminate the lease after the first year if funding is not appropriated by the funding source. The total monthly rent is \$1,217 or \$14,604 per annum.

All three leases were negotiated with a fixed rate for the lease term and with no increase in the annual cost per square foot. All annual amounts are within the approved budget for FY 05.

### **COORDINATION**

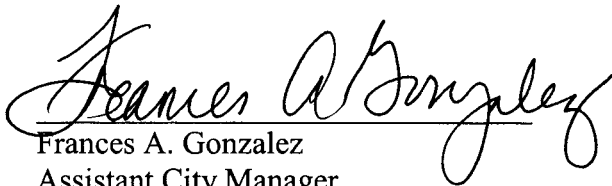
DCI coordinated activities with the City Attorney’s Office, Asset Management, Risk Management Office, Finance Department, and the Office of Management and Budget.

### **SUPPLEMENTARY COMMENTS**

The required Ethics Disclosure Statement is included as Attachment A.

A handwritten signature in black ink, appearing to read "Cindy Schell" followed by a flourish and the word "for".

Dennis J. Campa, Director  
Department of Community Initiatives

A handwritten signature in black ink, appearing to read "Frances A. Gonzalez".

Frances A. Gonzalez  
Assistant City Manager

Approved:

A handwritten signature in black ink, appearing to read "J. Rolando Bono".

J. Rolando Bono  
Interim City Manager

## City of San Antonio Discretionary Contracts Disclosure\*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2  
Attach additional sheets if space provided is not sufficient.  
State "Not Applicable" for questions that do not apply.

\* This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

### Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the city in the enforcement of provisions contained in the City Charter and the code of ethics, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any **individual** who would be a party to the discretionary contract;

None

(2) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract: Property Partners I, Ltd and the name of: David Adelman

(A) any individual or business entity that would be a *subcontractor* on the discretionary contract;

Property Partners I, Ltd.

(B) any individual or business entity that is known to be a *partner*, or a *parent* or *subsidiary* business entity, of any individual or business entity who would be a party to the discretionary contract;

Ed Cross, David Adelman, Frank Adelman, Barclay Anthony, Paul Fagan

(3) the identity of any *lobbyist* or *public relations firm* employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

None

<sup>1</sup> A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.


### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through the officers, owners, attorneys, or registered lobbyists of the entity.

To Whom Made:	Amount:	Date of Contribution:
Unknown		

### Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which, reasonably understood, raise a question<sup>2</sup> as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: 	Title: <i>Manager</i> Company: <i>Property Partners I, Ltd</i> By: <i>Property Partners Manager, LLC</i>	Date: 10/19/04

<sup>2</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.