

CONSENT AGENDA
ITEM NO. **1PA+B**

**CITY OF SAN ANTONIO
DEPARTMENT OF COMMUNITY INITIATIVES
CITY COUNCIL AGENDA MEMORANDUM**

TO: Mayor and City Council

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

SUBJECT: Execution of tenant Lease Agreement renewals of City owned space in the Frank Garrett and Claude Black Community Centers

DATE: May 5, 2005

SUMMARY AND RECOMMENDATIONS

- A. This ordinance authorizes the execution of two five-year tenant Lease Agreements commencing June 1, 2005 for City owned property at the Frank Garrett Community Center with AVANCE-San Antonio Chapter (2,560 square feet of office space, annual rental of \$1.00) and Parent/Child, Inc. (3,646 square feet of office space, annual rental of \$1.00).
- B. This ordinance authorizes the execution of two tenant Lease Agreements commencing June 1, 2005 and ending September 30, 2006 for City owned property at the Claude Black Community Center with Family Services Association of San Antonio, Inc. (630 square feet of office space, monthly rental of \$242.00) and Miller Child Development Center (3,542 square feet of office space, monthly rental of \$708.40).

Staff recommends approval of these ordinances.

BACKGROUND INFORMATION

AVANCE-San Antonio Chapter conducts the Early Head Start Program that provides early childcare and development for children to three years of age. The AVANCE-San Antonio Chapter is licensed to provide services for 32 children. AVANCE is able to use the Fair Market Value of the occupied space, estimated at \$30,720 per year, as an in-kind match for other grant opportunities.

Parent/Child, Inc. (PCI) operates the Head Start program as a delegate agency of the City of San Antonio. The Head Start Program, a national childcare and development program for low-income families, serves approximately 6,700 children per year in San Antonio and Bexar County. The Frank Garrett Community Center location is licensed for 80 Head Start children. PCI is eligible to use the Fair Market Value of the occupied space, estimated at \$43,750 per year, as an in-kind match for the Head Start Grant, which has a match requirement.

Family Services Association (FSA) of San Antonio, Inc. operates the Eastside Family Alternatives program, based in the Claude Black Community Center. The program provides substance abuse counseling and intervention for youth and adults while helping the families cope with the inherent problems of substance abuse. Family Services Association is providing services to an average of 336 individuals each month.

Miller Child Development Center, a for-profit center, provides quality child day care and early childhood education and training. This program strives to provide the child with early positive life experiences thereby promoting a successful transition into their school years. Miller Child Development Center has a daily occupancy rate of 77 children. The Center pays a higher rate per square foot than FSA because they receive additional services, including custodial support.

POLICY ANALYSIS

This ordinance addresses the core issue of Family Strengthening and continues existing City policy of providing support, to include office space, to community-based agencies that provide services that address the needs of low-income children and families as well as early childhood education and workforce development. The one-dollar a year rental to AVANCE and PCI is consistent with City policy to provide in-kind support to non-profit social service agencies when it can be used to leverage other resources and provide increased direct services.

FISCAL IMPACT

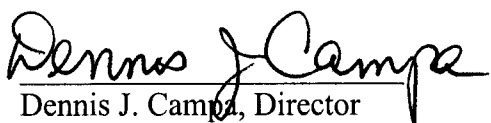
These leases will result in lease payments to the City during the various lease terms of approximately \$11,534. This action requires no General Fund commitment.

COORDINATION

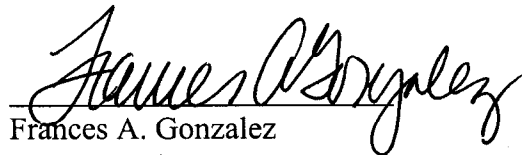
Coordination has occurred with the City Attorney's Office, Finance Department, Office of Management and Budget, AVANCE-San Antonio Chapter, Parent/Child, Inc, Family Services Association of San Antonio, Inc. and Miller Child Development Center.

SUPPLEMENTARY COMMENTS

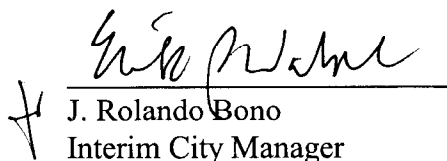
Attachment A: Discretionary Contracts Disclosure Forms


Dennis J. Campa, Director

Department of Community Initiatives


Frances A. Gonzalez

Assistant City Manager


J. Rolando Bono
Interim City Manager

City of San Antonio
Discretionary Contracts Disclosure

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.*

(1) Identify any individual or business entity¹ that is a **party** to the discretionary contract:

Miller Child Development Center

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

☒ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

☒ No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

¹ 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. A sole proprietor should list the name of the individual and the d/b/a, if any.

(5) Political Contributions

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made 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 Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☒ No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:

(6) Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

This form is required to be supplemented in the event there is any change in the information 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, whichever occurs first.

Signature:

Title: *Executive Director* Date:

Company or D/B/A:

James L. [Signature]

Miller Child Dev. Center

4/11/05

² 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.

City of San Antonio
Discretionary Contracts Disclosure

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.*

(1) Identify any individual or business entity¹ that is a **party** to the discretionary contract:

NONE FAMILY SERVICE ASSOCIATION OF SAN ANTONIO INC

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

☒ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

NONE

☒ No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

NONE

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

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By Whom Made:	To Whom Made:	Amount:	Date of Contribution:

(6) Disclosures in Proposals

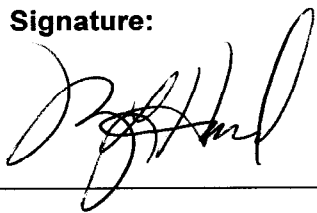
Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

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Signature:



Title:

President/CEO
Company or D/B/A:
Family Service Association
of San Antonio, Inc.

Date:

04/11/2005

² 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.

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:

FRANCES M. GUZMAN

(2) the identity of any **business entity**¹ that would be a party to the discretionary contract:

Parent/Child Incorporated

and the name of:

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

NA

and the name of:

(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;

NA

¹ 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.

- (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.

NA

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:
Julian Castro	\$100	Feb, 2005

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 question² 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: Frances M. Guzman	Title: Board President Company: Parent Child Incorporated	Date: 3-7-05

² 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.

City of San Antonio

Discretionary Contracts Disclosure

For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.
State "Not Applicable" for questions that do not apply.

Disclosure of Parties, Owners, and Closely Related Persons

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

Blanche A. Russ Glover

and /or

(2) the identity of any **business entity**¹ that would be a party to the discretionary contract:

Parent/Child Incorporated

and the name of:

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

N/a

and the name of:

(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;

N/a

¹ 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.

(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.

N/a

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 individual or an entity include, but are not limited to, contributions made by the officers, owners, attorneys, or registered lobbyists of the individual or the entity.

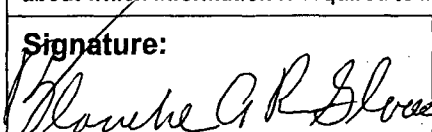
By Whom Made:	To Whom Made:	Amount:	Date of Contribution:
N/a	N/a		

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N/a

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Signature: 	Title: <i>CEO</i>	Date: <i>3/10/05</i>
Company: <i>Parent/Child Inc.</i>		

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City of San Antonio
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(1) Identify any individual or business entity¹ that is a party to the discretionary contract:

AVANCE - SAN ANTONIO

Top of Form

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):



No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

Bottom of Form

Top of Form

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.



No subcontractor(s); or

List subcontractors:

Top of Form

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<input checked="" type="checkbox"/> No lobbyist or public relations firm employed; or List lobbyists or public relations firms:	
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(5) Political Contributions List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any <i>current</i> or <i>former member</i> of City Council, any candidate for City Council, or to any <i>political action committee</i> that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):			
<input checked="" type="checkbox"/> No contributions made; If contributions made, list below:			
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<input checked="" type="checkbox"/> Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or	
Party aware of the following facts:	

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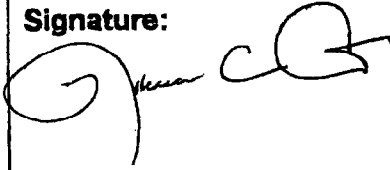
City of San Antonio

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Signature:



Title: Avance-San Antonio

Date: April 28, 2005

Company or D/B/A: