

The Urban Renewal Agency
City of San Antonio
City Manager's Conference Room
April 16, 1959

- MEMBERS PRESENT : Commissioners Henry A. Guerra, Sr., Mr. E. C. Parker, Dr. Waldemar D. Schaefer, Mr. Edwin Schroeder, Mr. Frank Valdez and Mr. Roy Baines.
- MEMBERS ABSENT : Commissioners R. A. Nelson, Rev. J. A. Kemple and Mr. Clarence Thorne.
- AGENCY STAFF : Mr. M. Winston Martin, Urban Renewal Administrator, and Mrs. Singleton, Agency Secretary.
- CITY STAFF : Mr. Jack Shelley, Assistant City Manager, and Mr. Carlos Cadena, City Attorney.
- GUESTS OF THE AGENCY : Mr. Albert Scharmann, Ex-Officio Member, Planning and Zoning Commission.

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The meeting was called to order at 3:30 o'clock p.m. by Mr. Roy Baines, Chairman of the Urban Renewal Agency Commission.

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Invocation was offered by Mr. M. Winston Martin.

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Minutes of the regularly scheduled Urban Renewal Agency Commission meeting of March 19, 1959, were read by the Executive Secretary.

The Agency Secretary was instructed to amend the section entitled Personnel Rules and Regulations, paragraph 4, page 3, as follows:

In answer to a question regarding benefits of temporary or part-time employees under the City's personnel rules and pay scale, Mr. Martin replied that temporary personnel hired on an hourly basis would not accrue sick leave or any similar benefits, however, those employees hired on a monthly basis would accrue those benefits included in the City's personnel rules and pay scale, at the completion of a six (6) months probationary period.

MOTION was made by Mr. Parker and seconded by Mr. Guerra that the minutes

of March 19, 1959, be approved as read and amended. All voting in the affirmative, MOTION CARRIED.

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The Chairman requested the minutes of March 5, 1959, be presented for the purpose of referring to questions concerning the legality of Agency Commission Members's actively participating in urban renewal activities and the request for an opinion from the City Attorney.

Mr. Schroeder raised the question as to whether it would be possible for a member of the Agency Board to handle the sale or transfer of properties within the renewal area if he was normally a member of the real estate profession.

The City Attorney stated that the transfer of property within the area, as covered by the Statutes (Section 18) prohibits any member of the Agency having any interest in the project, however, the Statutes merely require that the interested member of the Agency make that fact known in writing to the Agency and Council and that the commissioner involved refrain from voting on matters connected with such properties. If any Agency Member owns, or has owned, interest in land within the project area within the preceding two years, that fact must also be made known to the Agency. Mr. Cadena added that this Statute applies to the appointed members of the Agency, not their committees, and that in his opinion, merely the lending of money to persons to assist with relocation to standard facilities would not involve a violation of Section 18 of the Statutes.

In answer to the question raised by members of the Agency Commission in the building profession concerning 220 and 221 Housing, the City Attorney replied that participation in either 220 or 221 Housing would in no way involve the Agency or the City, therefore members of the Agency could legally participate in these building programs.

Referring to involuntary acquisition of land within a project area, the City Attorney explained that property inherited within the area must be disposed of within three (3) months from the date of acquisition or the Agency Member must resign from the Commission; that under Section 18, if a wife should inherit property within the project area it would not be interpreted as a Commission Member having an interest in the property, however, the Courts feel that a husband would have influence on his wife and therefore would have an indirect interest in the property. Section 18 merely provides means whereby the agency will have full knowledge, in writing, that a member is involved and, being so informed, can decide if he is to continue actively on the Agency Board.

The Chairman thanked Mr. Cadena for clarifying these questions for the Agency and asked if he would be agreeable to discussing problems with the individual Agency member which he might feel affected him personally. Mr. Cadena replied he would be happy to do so.

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URBAN RENEWAL AGENCY BUDGET

Referring to the accounting method submitted by the Finance Department of the City of San Antonio to the Fort Worth Office of the Housing and Home Finance Agency, Mr. Martin outlined the procedure for acquiring funds for Agency-City operations. The City staff felt the Agency budget should be set up similarly to the City budget even though the City would be reimbursed by the Agency for their expenses. The Agency submitted their request for accounting, legal advisors and administrative services. As a result of the aforementioned action, the City prepared a six (6) month budget instead of a four (4) month budget as submitted to H.H.F.A., in accordance to their method of quarterly reports. The Agency's first advance was for a four month budget period and it has been necessary to add an additional estimated two months budget period for all expenses that are incurred in the operation of the Agency office.

Fort Worth questioned the proposed method of auditing as submitted by the Finance Department. As set up and adopted, checks for Urban Renewal Agency expenses were to be signed by two members of the Agency staff (the Director and Administrator). The H.H.F.A. Office felt that more control should be held by the Agency of the Agency's funds, removing the possible control from City staff.

The Chairman referred to the resolution adopted by the Agency on March 5, 1959, appointing signer, countersigner, alternate signers and voucher certifier, and noted that the H.H.F.A. would not permit Mr. Andrews to be designated signer for the Agency.

Mr. Shelley explained that the reading of the motion was not verbatim as to what their intentions had been, and thus possibly had led to the objection voiced by H.H.F.A.

Mr. Martin presented a resolution to the Agency to the effect that all signers of Agency checks would be Agency members, the only City staff involved would be the Administrator as Voucher Certifier. He explained that all Agency checks would be issued at Agency meetings by the Agency members themselves. H.H.F.A. is apparently agreeable to this idea.

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METHOD OF ACCOUNTING

The H.H.F.A. Office was not in accord with the present accounting system as they felt it an unnecessary mingling of Agency funds with those of the City. Mr. Martin explained that the Finance Department had submitted an accounting procedure to the Fort Worth Office which deposited all Agency funds in a designated bank, the only exception being those funds designated as Agency staff salaries.

The Assistant City Manager, with the aid of a blackboard, diagrammed the pro-

posed accounting method for the Agency Commission, the only item reflected in the City's budget for Urban Renewal being salaries. At the end of each month period the City would bill the Agency for that amount of services rendered (legal accounting, rental, automobile rental, etc.). Both the Legal and Finance Departments would keep time cards for services rendered the Agency and the Agency would prepare checks to cover these services. Mr. Shelley explained that in a meeting with representatives from the Fort Worth Office with members of the City's departments, the original consensus was to get the whole accounting procedure as near the City's method as possible rather than try to keep two accounting systems. He stated that there had been no intermingling of figures and that the Agency had complete control of all Agency monies.

Mr. Martin read a resolution covering services that the City has performed, and agrees to perform, upon request for the Agency.

Following Mr. Shelley's presentation the Agency discussed the method of accounting and the designation of a bank for Agency funds.

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AGENCY ACTION ON RESOLUTIONS

Resolution to Rescind Action of March 5, 1959, appointing signer, countersigner, alternate signers and voucher certifier.

MOTION was made by Mr. Guerra and seconded by Dr. Schaefer to rescind Agency Action of March 5, 1959, appointing a signer, countersigner, alternate signers and voucher certifier for the Urban Renewal Agency. All voting in the affirmative, MOTION CARRIED.

Resolution Requesting Certain Services be provided by the City of San Antonio.

MOTION was made by Mr. Parker and seconded by Mr. Guerra to adopt the resolution presented April 16, 1959, making formal request of the City of San Antonio for certain services to be provided the Urban Renewal Agency. All voting in the affirmative, MOTION CARRIED.

Resolution Designating Signer, Countersigner, Alternate Signers and Voucher Certifier for the Urban Renewal Agency.

MOTION was made by Mr. Valdez and seconded by Mr. Schroeder that a resolution be adopted authorizing the following signatures:

Check Signer	Mr. R. Roy Baines, Chairman
Alternate	Mr. Henry A. Guerra, Sr., Vice-Chairman
Countersigner	Mr. E. C. Parker, Commissioner
Alternate	Dr. Waldemar D. Schaefer, Commissioner

Voucher Certifier

Mr. M. Winston Martin, Urban Renewal
Administrator

All voting in the affirmative, MOTION CARRIED.

Copies of the foregoing resolutions are a part of these original minutes, the original resolutions being on file in the Agency Office.

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Mr. Baines thanked Mr. Cadena and Mr. Shelley for attending the meeting and clarifying certain questions for the Agency.

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OFFICE SPACE

The Urban Renewal Administrator reported on the progress of repairs and redecoration being made to office space provided by the City for the Urban Renewal Agency. In answer to the Commission's questions regarding the location of the Agency office, Mr. Martin said it was felt by both the Assistant City Manager and himself that the basement location would be more accessible to people in the project area who would be coming in for interviews and to transact other business. The first location proposed, on the third floor, would be more difficult to locate, and, because the Council Chamber is also located on the third floor, the heavy flow of traffic on the elevator system would possibly cause congestion.

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REPORT ON PROGRESS OF PERSONNEL

It was reported that the four student Assistants were averaging twenty-five (25) interviews per day in their survey work, this is much higher average than had been expected. These surveys thus far have revealed many more low income families than had first been expected.

URBAN RENEWAL COMMITTEES

There was a general discussion of whether to hold joint meetings of the six (6) Urban Renewal Committees for the purpose of a general explanation of the program and functions of each committee or whether the chairmen would prefer to hold meetings of their individual committees. It was decided that a joint meeting of all committees should be set up in the near future.

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There being no futher business before the Urban Renewal Agency Commission,
the meeting adjourned at 5:50 o'clock p. m.

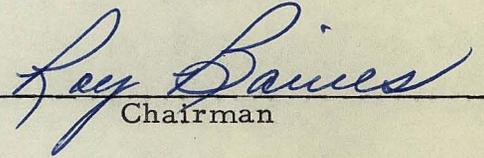
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ATTEST:

APPROVED:



Executive Secretary



Chairman

