

**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:** Terry M. Brechtel, City Manager

**COPIES:** Frances A. Gonzalez, Assistant to the City Manager; Finance Department; Office of Management and Budget; City Attorney's Office; Councilmember Bobby Perez, District 1, Councilmember John H. Sanders, District 2; Antoniette Moorhouse, District 3; Councilmember Enrique Martin, District 4; Councilmember David Garcia, District 5; Councilmember Enrique Barrera, District 6; Councilmember Julian Castro, District 7; Councilmember Bonnie J. Conner, District 8; Councilmember Carroll Schubert, District 9; Councilmember David Carpenter, District 10; File

**SUBJECT:** AUTHORIZING ALLOCATION AND EXPENSE OF HUMAN DEVELOPMENT SERVICES FUNDS FROM VARIOUS COUNCIL DISTRICTS AND EXECUTION OF A CONTRACT WITH HELPING HANDS LIFELINE FOUNDATION

**DATE:** November 14, 2002

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the allocation and expenditure of Human Development Services Funds and authorizes the execution of a contract with Helping Hands Lifeline Foundation, as requested by Councilmember Enrique Barrera.

Staff recommends the approval of this ordinance.

**BACKGROUND INFORMATION**

On October 1, 2002, Councilmember Enrique Barrera circulated a six-signature memo expressing his commitment to allocate \$1,000 to Helping Hands Lifeline Foundation for support of their general operations. He further encouraged other councilmembers to consider providing financial support to this organization from their respective Human Development Services Fund accounts.

Helping Hands Lifeline Foundation has a 32-year history of providing services that help alleviate poverty, keep families and individuals in their homes, and encourage self-sufficiency. Helping Hands provides utility, rental, and food assistance as well as referrals. Helping Hands rents office space at Kelly USA and has experienced increased overhead expenses and rental charges resulting from privatization. Helping Hands is now requesting additional financial support to partially alleviate this situation.

In FY 2002, Helping Hands received \$49,000 from the General Fund through the delegate agency process. Their funding level will remain consistent for FY 2003. During that period, they served 2,223 unduplicated clients, providing 210 utility assistance grants, 56 rental assistance grants, and 2,425 bags of food to the needy in our community.

### **POLICY ANALYSIS**

The FY 2002 Adopted Budget established the City Council Human Development Services Funds. In addition to supporting senior service initiatives such as senior nutrition programs, the City Council Human Development Services Fund is used to support other human development service-related purposes including, childcare, youth development, scholarships and training programs. Attachment A further describes the intent and purpose of this Fund and specifies eligibility criteria for programs.

### **FISCAL IMPACT**

This ordinance authorizes the expense of Human Development Services Funds and has no additional General Fund impact. Councilmembers have committed the following amounts of Human Development Services Funds to this action:

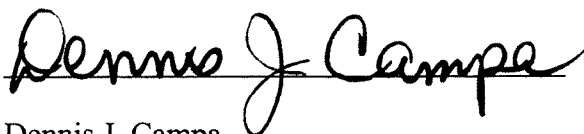
District 1 - \$100
District 2 - \$500
District 3 - \$500
District 4 - \$500
District 5 - \$600
District 6 - \$1,000
District 7 - \$500
District 8 - \$500
District 9 - \$500
District 10 - \$500
<b>Total - \$5,200</b>

## COORDINATION

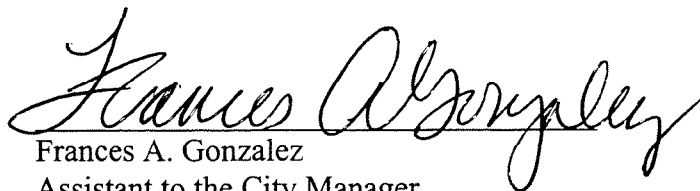
The Department of Community Initiatives has coordinated activities with Council District 6, City Attorney's Office, Office of Management and Budget, and the Finance Department.

## SUPPLEMENTARY COMMENTS

A Discretionary Contracts Disclosure Form is included as Attachment B



Dennis J. Campa  
Director, Department of Community Initiatives



Frances A. Gonzalez  
Assistant to the City Manager

Approved:



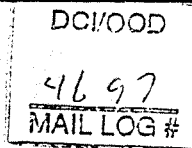
Terry M. Brechtel  
City Manager

us request by EB Dec-17

**CITY OF SAN ANTONIO**  
**OFFICE OF THE CITY COUNCIL**  
**Interdepartmental Memorandum**

**TO:** Mayor and Council Members

**FROM:** Councilman Enrique M. Barrera, District 6



**COPIES:** Terry M. Brechtel, *City Manager*; Norma S. Rodriguez, *City Clerk*;  
Andy Martin, *City Attorney*; Dennis Campa, *Director of Community Initiatives*;  
Milo Nitschke, *Director of Finance*; Gayle McDaniel, *Assistant to City Council*;  
File

Mardi  
Ayten  
Debie  
10/19

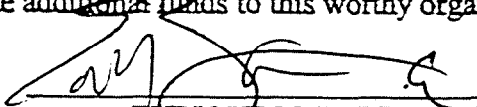
**SUBJECT:** Allocation of Funds to *Helping Hands Lifeline Foundation*.

**DATE:** 10-1-02


Please join me in allocating funds to the Helping Hands Lifeline Foundation. The Foundation provides emergency assistance, in the form of food, clothing, rental and utility bill assistance, and medical expenses, to families and individuals throughout San Antonio.

Attached is the breakdown of participants per council district. As you can see, the Foundation provides assistance throughout the city in each district.

I will be allocating \$1000 from my Human Development Funds and I respectfully encourage you to join with me to provide additional funds to this worthy organization.

  
ENRIQUE M. BARRERA  
DISTRICT 6

EDWARD D. GARZA  
MAYOR

  
BOBBY PEREZ  
DISTRICT 1

JOHN SANDERS  
DISTRICT 2

ANTONIETTE "TONI" MOORHOUSE  
DISTRICT 3

ENRIQUE "MIKE" MARTIN  
DISTRICT 4

DAVID A. GARCIA  
DISTRICT 5


JULIAN CASTRO  
DISTRICT 7

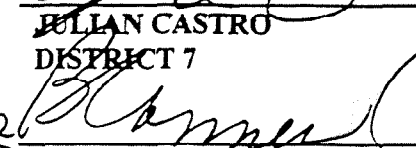
BONNIE CONNER  
DISTRICT 8

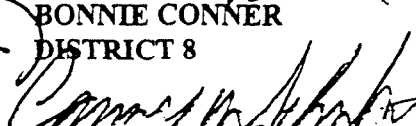
CARROLL SCHUBERT  
DISTRICT 9

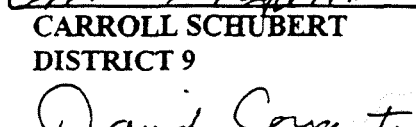
DAVID CARPENTER  
DISTRICT 10

 (600 from Human Dev)

 (\$500 from HD)

 (\$500)

 (\$500.00)

 (\$500.00)

Human  
Development  
Funds


\$5,200

CITY OF SAN ANTONIO  
DEPARTMENT OF COMMUNITY INITIATIVES  
OFFICE OF MANAGEMENT & BUDGET

Attachment A

TO: Mayor and City Council

FROM: Dennis J. Campa, Director of Community Initiatives  
Louis A. Lendman, Director of Management & Budget

THRU: Terry M. Brechtel, City Manager 

SUBJECT: City Council Human Development Services Fund

DATE: November 15, 2001

Overview

The FY 2002 Adopted Budget established the City Council Human Development Services Fund. The Human Development Services Fund totals \$700,000, or \$70,000 for each City Council District. Included in this total is the \$300,000 that was previously budgeted in the Community Initiatives Department for City Council district senior services programs.

In addition to supporting senior service initiatives such as senior nutrition programs, the City Council Human Development Services Fund can be used to support other human development service-related purposes, including but not limited to, childcare programs, youth service programs, scholarship programs, and training programs.

The FY 2001 Closing Ordinance carried into FY 2002 all prior year(s) outstanding balances, if any, that remained in the senior services program for each City Council District. These funds have been placed into the appropriate City Council District's Human Development Services Fund allocation. Attachment I details the exact balance that is currently available for each City Council District for the City Council Human Development Services Fund.

Implementing Actions

For projects to be implemented by City staff, direct expenditures will be made out of the appropriate City Council District's allocation. For projects involving an outside agency or organization, prior to the allocation of City funds, the agency or organization will be required to execute a contract with the City, approved by the City Attorney, establishing the terms and conditions for expenditure of the funds.

In order for the designated funds to be authorized for expenditure, the eligibility criteria set forth in Attachment II also will need to be met. These criteria are the same as those adopted by City Council for implementation of the FY 2001 One-Time City Council Projects.

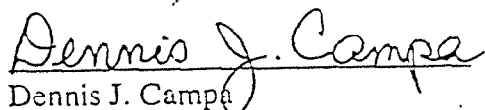
The City Manager, or her designee, is authorized under the FY 2002 Budget Ordinance to expend the Human Development Services Funds in accordance with the project selections made by each Councilmember as long as the project amount is less than \$25,000. Any contract/allocation proposed for the agency in excess of \$25,000 must first be approved by City Council before award of the funds, execution of the contract and commencement of the services are made.

City Council Human Development Services Fund  
November 15, 2001

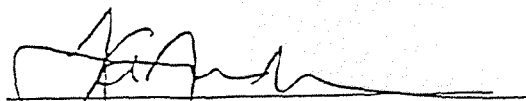
Project Selection Coordinating Actions

Awards to agencies and organizations will be coordinated and monitored by the Community Initiatives Department with assistance provided by the Office of Management & Budget and the City Attorney's Office. City Council members may either provide a comprehensive list of projects to be funded with each district's Human Development Services Fund allocation or may inform staff of individual project selection throughout the fiscal year.

Please contact Dennis J. Campa, Director of Community Initiatives, at 207-7209 or Louis A. Lenzman, Director of Management & Budget, at 207-2049 should you have any questions regarding the Human Development Services Fund.



Dennis J. Campa  
Department of Community Initiatives



Louis A. Lenzman  
Office of Management & Budget

Attachments

## ELIGIBILITY CRITERIA FOR CITY COUNCIL HUMAN DEVELOPMENT SERVICES FUND PROJECTS

### General

The eligibility criteria proposed would be applicable to all agencies which receive funding support from the City's General Fund and the Hotel/Motel Occupancy Tax Fund. Separate criteria exist for agencies receiving support from the City's Community Development Block Grant (CDBG) and HOME funds.

A primary objective of City support to agencies is to provide funds allowing a supported agency to leverage additional funding from other sources to accomplish the agency's objectives consistent with the City Council's Budget Priorities. Additionally, the City's funds must be used to support a one-time program or service.

### Organization

1. The agency must show proof of having filed as a not-for-profit corporation (tax exempt status as determined by the IRS under section 501(c)(3) of the Internal Revenue Code) or be an affiliate of a corporation having a not-for-profit charter elsewhere in Texas or in the United States. Additionally, the agency must show proof of exemption from franchise taxes by the State Comptroller.
2. All projects and services being provided by the agency must advance a public purpose or goal and be open to members of the public who meet eligibility requirements for the services.
3. The agency must have been in operation and providing the services for which funding is requested for a minimum of one year on the first day of January prior to the fiscal year for which assistance from the City is requested (i.e. January 1, 2001 for FY 2002) in order to identify a track record.

### Resources

4. The agency must be governed by an autonomous volunteer board of directors or trustees having the authority to effectively represent, set policy for, govern and assure the financial support of the organization. When the organization is the local arm of a governing body at the statewide or national level, the local organization must have its own governing body that complies with these criteria.
5. If the agency's budget size exceeds \$50,000, the agency must have an established staff position (paid or unpaid) responsible for administering the organization's programs and who will be authorized by the board of directors or trustees to act as the primary point of contact between the City and the agency.
6. The agency must be able to demonstrate its development of significant community support through financial and volunteer resources and project/program sustainability in the absence of City funds.

7. The agency must demonstrate or show evidence of fiscal accountability including maintenance of its financial records in accordance with generally accepted accounting principles, preparation of internal financial reports, and compliance with required government filings. The agency must consent to the full disclosure and audit of its financial records when necessary or requested by the City.

#### Needs

8. The agency must be a provider of services which principally address community needs of the people of the City of San Antonio. The City of San Antonio's funding strategy supports the activities of agencies that facilitate children, families, seniors, healthy lifestyles, full community participation, neighborhood revitalization, economic development initiatives, job training, early childhood education, school completion, housing, and safety net services.
  - Excepted agencies not eligible for assistance include, for example, agencies which provide:
  - Services whose outcomes are principally religious or sectarian in character;
  - Services which are primarily commercial; or
  - Programs devoted primarily to the political advocacy of special causes
9. An agency's services shall be targeted at a clearly defined population and/or geographic area(s) and shall address quantifiable participant outcomes compatible with priorities as defined by the City Council.
10. The agency must provide and manage its services effectively and efficiently.
11. Its administrative and fund raising costs will not exceed 25% of the agency's total operating budget unless costs in excess of this level can be justified to the satisfaction of the City.

#### Legal Requirements

12. The agency must meet requirements established for Workers Compensation and other insurance and indemnity requirements of the City before commencing services under a contract.
13. The agency is required to sign a contract in a form prescribed by the City agreeing, among other things, to utilize the funds for the purpose stated in said contract and in compliance with these standards.
14. No City General and Hotel/Motel Tax Funds will be provided to other governmental entities for carrying out their functions except for joint projects where City programs are also involved. (Examples: General funds cannot be expended to purchase materials directly for a school district for student instruction during normal school hours. General funds cannot be expended to operate a particular program for the County.)
15. The service and/or product being provided by the agency must not be subject to any proprietary interest.



16. The agency may not use the (City) funds received under the contract, directly or indirectly, in any adversarial proceeding against the City.
17. The agency must comply with any and all applicable local, state and federal laws, rules, regulations, policies and procedures, including but not limited to, Section 252 of the Texas Local Government Code (the competitive bidding statute), the City of San Antonio Ethics Code (Ethics Disclosure), the Small Business Economic Development Advocacy (SBEDA) policy.
18. The agency must complete a Litigation Disclosure Statement prior to execution of the Contract. The disclosure statement asks if agency has been involved in litigation with or filed a claim against the City of San Antonio within the past five years.
19. The agency must not assign any interest in its contract to a third party.
20. The agency must certify that it meets all applicable requirements of local, state or federal government concerning credentials, accreditation or licensing.
21. The agency must certify that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any State or Federal program.
22. The agency must comply with applicable City of San Antonio Operational Guidelines/General Provisions.

## City of San Antonio Discretionary Contracts Disclosure

Complete this form according the instructions and the City of San Antonio Ethics Code, Part D, Sections 1 & 2.

### 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;

NA

- (2) the identity of any business entity<sup>2</sup> that would be a party to the discretionary contract:  
NA and the name of:

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

NA

- (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

- (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 that would be a party to the discretionary contract.

NA

<sup>2</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.

# **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.

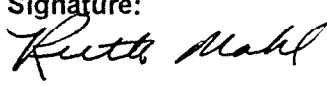
## **Political Contributions**

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:
NA	NA	NA

## **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>3</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.

NA		
<b>Signature:</b> 	<b>Title:</b> <i>Exec. Dir.</i> <b>Company:</b> <i>Keeping Homes &amp; Lives Safe Fund.</i>	<b>Date:</b> <i>5-3-2002</i>

<sup>3</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.