

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

TIME CERTAIN  
ITEM NO. **5(b)**  
**3:30 PM**

**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 & Budget; City Attorney's Office; Asset Management; Department of Housing & Community Development; File

**SUBJECT:** REPROGRAMMING OF \$45,215 FY 2002-03 EMERGENCY SHELTER GRANT FUNDS

**DATE:** December 12, 2002

**SUMMARY AND RECOMMENDATIONS**

This ordinance approves the reprogramming of funds in the amount of \$45,215 from the FY 2002-03 Emergency Shelter Grant (ESG) budget. The San Antonio Metropolitan Ministry (SAMM), funded by ESG, is requesting an amendment to their award to SAMM Dwyer Avenue Center Overflow Shelter from \$92,500 to \$47,286 and adjusting the budget for the SAMM Shelter on Commerce Street from \$40,000 to \$85,214.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

On May 23, 2002, City Council accepted an award of \$715,000 in Emergency Shelter Grant (ESG) funds from the U.S. Department of Housing & Urban Development (HUD). As a result of the Request for Proposal (RFP) process, the Department of Community Initiatives, Community Action Division recommended funding to the SAMM Dwyer Overflow Shelter in the amount of \$92,500 for operation of this facility. Through this same process it was also recommended and approved by Council to award \$40,000 to the SAMM facility on Commerce Street to assist with operation of this facility.

SAMM is now requesting an adjustment to these allocations. Federal regulations limit the amount of salaries which can be charged to this grant for staff working specifically in the operation of a facility. Due to this limit, SAMM does not believe they would be able to expend all funds allocated to the Dwyer site based on the original award. This requested change in shelter allocation will allow for the payment of more allowable expenses SAMM incurs at the Commerce facility.

## POLICY ANALYSIS

This is a continuation of existing City policy to provide services to the homeless in San Antonio & Bexar County.

The number of people to be served at both facilities will remain constant. Due to the limitation on the number of beds provided, the increase in the award to SAMM on Commerce facility will not result in an increased number of clients served. SAMM anticipates they will serve approximately 2,136 unduplicated clients at this facility annually. Likewise, the decrease in funding to SAMM Overflow shelter will not impact the number clients served and will be off-set by other funds already identified by SAMM. The Overflow shelter serves approximately 539 unduplicated clients annually.

## FISCAL IMPACT

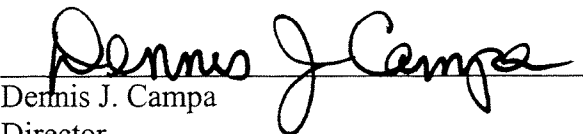
There is no General Fund commitment.

## COORDINATION

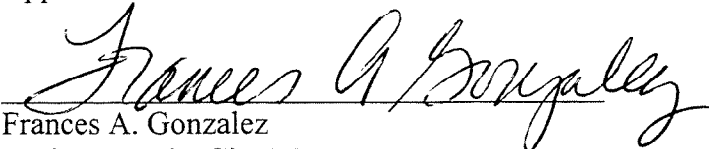
Coordination has occurred with the City Attorney's Office, Office of Management & Budget, Finance Department, Asset Management and the Department of Housing & Community Development.

## SUPPLEMENTARY COMMENTS


Required Ethics Disclosure Statement is attached.

  
Dermis J. Campa  
Director

Approved:

  
Frances A. Gonzalez  
Assistant to the City Manager

Approved:

  
Terry M. Brechtel  
City Manager

City of San Antonio  
Discretionary Contracts Disclosure

Complete this form according to 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;

Edward A. Cross II  
Board President

(2) the identity of any business entity<sup>1</sup> that would be a party to the discretionary contract:  
\_\_\_\_\_ and the name  
of:

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

(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;

(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.

<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.

## 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:
Ed Garza	1,000 <sup>-</sup>	2001
Bobby Perez	500 <sup>-</sup>	✓
John Sanders	500 <sup>-</sup>	✓

### 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.

None		
Signature: 	Title: <i>Board President</i> Company: <i>SAMCO</i>	Date: <i>2.6.02</i>

### Discretionary Contracts Disclosure Instructions

Complete the *Discretionary Contracts Disclosure* form based on the City of San Antonio Ethics Code, Part D, Section 1 & 2, provided below. Applications with incomplete or missing forms will not be considered. This must be completed separately for each person.

<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.

**City of San Antonio  
Discretionary Contracts Disclosure**

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- (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:  
\_\_\_\_\_ and the name  
of:

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

*None*

- (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;

*None*

- (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.

*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.

**City of San Antonio**  
**Discretionary Contracts Disclosure\***

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*Attach additional sheets if space provided is not sufficient.*

*State "Not Applicable" for questions that do not apply.*

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To Whom Made:	Amount:	Date of Contribution:
None		

**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>Executive Director</i>  Company: <i>SAH Ministries</i>	Date: <i>2/1/02</i>

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## ATTACHMENT I

**Emergency Shelter Grant - ESG 2002**  
**10/1/02 to 9/30/04**

	Object Code	BUDGET	Revision	Revised Budget
<b>REVENUES:</b>				
HUD ESG		\$ 715,000	0	715,000
Project Warm In-Kind		19,258	0	19,258
G.F. 38-12-22 In-Kind		125,000	0	125,000
CSBG In-Kind		125,000	0	125,000
Dwyer Trust In-Kind		130,000	0	130,000
Family Violence Prevention Services In-Kind		75,178	0	75,178
St Mary's Homelessness Project In-Kind		52,708	0	52,708
SAMM on Commerce In-Kind		40,000	0	40,000
SAMM on Dwyer In-Kind		92,500	0	92,500
San Antonio AIDS Foundation In-Kind		30,000	0	30,000
St. Peter / St. Joseph In-Kind		25,356	0	25,356
<b>TOTAL REVENUES</b>		<b>\$ 1,430,000</b>	<b>0</b>	<b>1,430,000</b>

	Object Code			
<b>EXPENDITURES:</b>				
<b>38-12-31 CAD Fair Housing - Homeless Prevention</b>				
Direct Welfare - Mortgage Assistance	04-276	\$ 30,000	0	30,000
<b>Total 38-12-31</b>		<b>\$ 30,000</b>	<b>30,000</b>	<b>30,000</b>
<b>38-12-40 Dwyer Operations &amp; Maintenance</b>				
Communications: Tele/Fax	02-110	\$ 2,500	0	2,500
Pagers	02-112	400	0	400
Rental of Equipment	02-119	800	0	800
Education	02-128	300	0	300
Freight & Storage	02-133	1,500	0	1,500
Linen & Laundry	02-136	0	0	0
Maint. & Repair : Building	02-139	7,500	0	7,500
Cleaning Services	02-140	500	0	500
Maint. & Repair : Machinery	02-142	7,000	0	7,000
Water	02-157	0	0	0
Alarm & Security Service	02-159	53,900	0	53,900
Fees to Prof. Contractors	02-160	2,000	0	2,000
Binding, Printing & Repro.	02-181	1,500	0	1,500
Office Supplies	03-210	2,000	0	2,000
Janitorial Supplies	03-212	1,000	0	1,000
Clothing-Linen Supplies	03-214	150	0	150
Chemicals, Medical & Drugs	03-228	100	0	100
Tools, Apparatus & Accessories	03-232	400	0	400
Maint. & Repair: Materials/Building	03-240	2,500	0	2,500
Maint. & Repair: Materials/Machinery	03-242	500	0	500
Other Commodities	03-244	1,000	0	1,000
Liability, Hazard & Fidelity	04-260	1,450	0	1,450
Machinery & Equipment - Other	05-373	1,000	0	1,000
Furniture & Fixtures	05-375	2,000	0	2,000
<b>Total 38-12-40</b>		<b>\$ 90,000</b>	<b>0</b>	<b>90,000</b>

**38-12-42 CAD Dwyer - Homeless Prevention**

Direct Welfare - Deposits	04-276	\$ 7,000	0	7,000
Direct Welfare - Rent	04-276	2,500	0	2,500
<b>Total 38-12-42</b>		<b>\$ 9,500</b>	<b>9,500</b>	<b>9,500</b>

**38-12-43 CAD Dwyer Overflow SRO - Essential Services**

Regular Salaries & Wages	01-010	\$ 24,000	0	24,000
FICA	01-030	1,836	0	1,836
TMRS	01-040	2,786	0	2,786
Flex Benefits	01-050	2,436	0	2,436
Life Insurance	01-051	45	0	45
Worker's Comp	01-060	550	0	550
Personal Leave Buy Back	01-072	800	0	800
Car Expense Allowance	02-130	505	0	505
Direct Welfare - Clothing	04-276	1,590	0	1,590
Direct Welfare - Food	04-276	500	0	500
Direct Welfare - Furnishings/Furniture	04-276	3,000	0	3,000
Direct Welfare - ID's	04-276	500	0	500
Direct Welfare - Other	04-276	500	0	500
Direct Welfare - Personal Hygiene	04-276	1,590	0	1,590
Direct Welfare - Tools & Supplies	04-276	500	0	500
Direct Welfare - Transportation	04-276	2,000	0	2,000
<b>Total 38-12-43</b>		<b>\$ 43,138</b>	<b>0</b>	<b>43,138</b>

**38-12-45 CAD Homeless Program - Homeless Prevention**

Direct Welfare - Deposits	04-276	\$ 12,000	0	12,000
Direct Welfare - Rent	04-276	9,000	0	9,000
<b>Total 38-12-45</b>		<b>\$ 21,000</b>	<b>0</b>	<b>21,000</b>

**38-12-46 CAD Homeless Program - Essential Services**

Regular Salaries & Wages	01-010	\$ 55,924	0	55,924
FICA	01-030	4,386	0	4,386
TMRS	01-040	6,660	0	6,660
Flex Benefits	01-050	6,430	0	6,430
Life Insurance	01-051	205	0	205
Worker's Comp.	01-060	700	0	700
Personal Leave Buy Back	01-072	800	0	800
Direct Welfare - Furnishings/Furniture	04-276	4,000	0	4,000
Direct Welfare - ID's	04-276	500	0	500
Direct Welfare - Transportation	04-276	3,000	0	3,000
<b>Total 38-12-46</b>		<b>\$ 82,605</b>	<b>0</b>	<b>82,605</b>



**38-12-47 CAD CSP - Homeless Prevention**

Regular Salaries & Wages	01-010	\$ 40,840	0	40,840
FICA	01-030	3,124	0	3,124
TMRS	01-040	4,745	0	4,745
Flex Benefits	01-050	6,286	0	6,286
Life Insurance	01-051	115	0	115
Worker's Comp.	01-060	1,355	0	1,355
Personal Leave Buy Back	01-072	800	0	800
Rental Assistance - East	04-276	10,000	0	10,000
Rental Assistance - West	04-276	10,000	0	10,000
Utility Assistance - East	04-276	5,000	0	5,000
Utility Assistance - West	04-276	5,000	0	5,000
<b>Total 38-12-47</b>		<b>\$ 87,265</b>	<b>0</b>	<b>87,265</b>

**38-12-48 CAD Administration**

Regular Salaries & Wages	01-010	\$ 19,606	0	19,606
FICA	01-030	1,481	0	1,481
TMRS	01-040	2,247	0	2,247
Flex Benefits	01-050	3,480	0	3,480
Life Insurance	01-051	44	0	44
Worker's Comp	01-060	550	0	550
Personal Leave Buy Back	01-072	1,000	0	1,000
Communications	02-110	500	0	500
Travel - Official	02-124	1,500	0	1,500
Education	02-128	700	0	700
Advertising & Publication	02-175	1,400	0	1,400
Membership Dues & Licenses	02-178	750	0	750
Binding, Printing, & Reproduction	02-181	750	0	750
Subscriptions to Publications	02-187	750	0	750
Office Supplies	03-210	500	0	500
Tools, Apparatus, & Accessories	03-232	492	0	492
Project WARM In-Kind	82-663	19,258	0	19,258
G.F. 38-12-22 (Per.Serv.) In-Kind	82-663	125,000	0	125,000
CSBG In-Kind	82-663	125,000	0	125,000
Dwyer Trust In-Kind	82-663	130,000	0	130,000
Family Violence Prevention Services In-Kind	82-663	75,178	0	75,178
St Mary's Homelessness Project In-Kind	82-663	52,708	0	52,708
SAMM on Commerce In-Kind	82-663	40,000	0	40,000
SAMM on Dwyer In-Kind	82-663	92,500	0	92,500
San Antonio AIDS Foundation In-Kind	82-663	30,000	0	30,000
St. Peter / St. Joseph In-Kind	82-663	25,356	0	25,356
<b>Total 38-12-48</b>		<b>\$ 750,750</b>	<b>0</b>	<b>750,750</b>

**38-12-90 Delegate Agencies**

Family Violence Prevention Services	02-163	\$	75,178	0	75,178
St Mary's Homelessness Project	02-163		52,708	0	52,708
SAMM on Commerce	02-163		40,000	45,214	85,214
SAMM on Dwyer	02-163		92,500	(45,214)	47,286
San Antonio AIDS Foundation	02-163		30,000	0	30,000
St. Peter / St. Joseph	02-163		25,356	0	25,356

<b>Total 38-12-90</b>		<b>\$</b>	<b>315,742</b>	<b>0</b>	<b>315,742</b>
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<b>TOTAL EXPENDITURES</b>		<b>\$</b>	<b>1,430,000</b>	<b>39,500</b>	<b>1,430,000</b>
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**FUND ONLY INDEX CODE**