

**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; City Attorney's Office; Finance Department; Office of Management and Budget; Asset Management; File

**SUBJECT:** ORDINANCE ADOPTING FY 2003 HUMAN DEVELOPMENT SERVICES FUND GUIDELINES

**DATE:** December 19, 2002

**SUMMARY AND RECOMMENDATIONS**

This ordinance adopts FY 2003 guidelines for the Human Development Services Fund (HDSF). The guidelines establish eligibility criteria for organizations and projects that may be supported through Human Development Services Funds. Adoption of these guidelines authorizes the Director of the Department of Community Initiatives, or his designee, to execute contracts to expend HDSF so long as the project amount is less than \$10,000.00. Authorization is also given to the City Manager, or her designee, to execute contracts to expend HDSF in amounts greater than \$10,000.00 but less than \$25,000.00.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

In FY 2001, funds previously budgeted in the Department of Community Initiatives for City Council District senior services programs and One-Time Council Projects were consolidated into one category to form the Human Development Services Fund (HDSF). City Council authorized the continuation of the HDSF by passing and approving Ordinance No. 96399 on September 19, 2002. Each City Council District received \$120,000 for FY 2003 plus prior year balances remaining in their HDSF allocation.

The Human Development Services Fund provides Council members the opportunity to improve the quality of life for children, youth, families and seniors in their Council Districts through investment in services and organizations in their communities. These investments enhance the City's efforts to address community issues and complement the direct services offered by the City.

In FY 2002, Council members used the HDSF to improve the quality of life for residents in their districts and community wide. On several occasions, they collaborated to maximize investment in

the community by providing scholarships through the San Antonio Education Partnership, augmenting community education with extended San Antonio Public Library summer hours, and enhancing senior services by providing supplies and equipment.

The Guidelines define public purpose and describe the types of agencies, programs, and services that may be funded. Council members can promote and invest in their communities by funding services, activities, events, and equipment/supplies for entities that facilitate and promote community recreation, education, and training, neighborhood revitalization, and the health, safety, and welfare of children, families, and seniors. Attachment I provides a comprehensive list of eligible investment opportunities for FY 2003.

The FY 2003 HDSF Guidelines describe the application and approval process, provide a timeline for processing requests, and identify the process for monitoring of outcomes and expenditures. The Guidelines also outline the process for accountability of HDSF requests. The monitoring of expenditures will depend on the type of contract executed. Contracts for services and operations will be monitored monthly and evaluated annually while contracts for one-time expenditures for events and equipment will be monitored through the collection of invoices and field verification.

### **POLICY ANALYSIS**

This ordinance is a continuation of existing City policy to utilize Human Development Services Funds to support human development service-related purposes as approved in Ordinance #96399. This ordinance provides clarity and guidance to Council members to ensure effective use of appropriated funds and increased accountability. Guidelines were developed and utilized in FY 2002 but were never formally adopted by City Council. This ordinance adopts the FY 2003 guidelines and clarifies the eligible uses for Human Development Services Funds in the area of economic development.

In addition to defining a public purpose, the FY 2003 HDSF Guidelines will establish the eligibility criteria of neighborhood associations and other organizations having legal status and with a defined purpose of serving the community.

The FY 2003 HDSF Guidelines continue the existing policy of investing in human development services that advance a public purpose and are open to all residents who meet eligibility requirements for the services. In addition, the Guidelines continue to promote the primary objective of City support in helping agencies leverage additional funding from other sources and by supporting agencies that target a defined population and/or geographic area. The Guidelines also require the execution of contracts prior to the allocation of funds to outside agencies.

### **FISCAL IMPACT**

Approving FY 2003 Budget Ordinance No. 96399 on September 19, 2002 authorized the continuation of Human Development Services Funds with each Council District receiving \$120,000 or \$1.2 million collectively. In accordance with these guidelines, quarterly reports will be presented to the City Council during A session, describing the projects funded during that period.

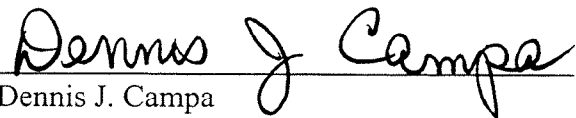
## COORDINATION

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

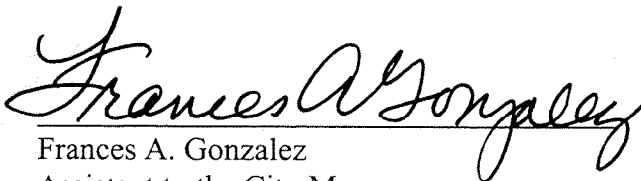
The Economic and Human Development Committee gave favorable review and directed staff to place this item on the City Council agenda for consideration on December 19, 2002.

## SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.

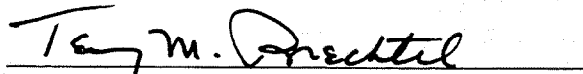


Dennis J. Campa  
Director, Department of Community Initiatives



Frances A. Gonzalez  
Assistant to the City Manager

Approved:



Terry M. Brechtel  
City Manager