

**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 & Budget; City Attorney's Office; Community Action Advisory Board; File

**SUBJECT:** ORDINANCE AUTHORIZING ACCEPTANCE OF DISCRETIONARY CSBG FUNDING AND EXECUTION OF A FUNDING AGREEMENT WITH THE SAN ANTONIO FOOD BANK

**DATE:** March 6, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes acceptance of Community Services Block Grant (CSBG) discretionary funding in the amount of \$30,000 from the Texas Department of Housing and Community Affairs and authorizes execution of a contract in connection with this award. It also approved a budget for this award and authorizes execution of a funding agreement with the San Antonio Food Bank (SAFB) for the purposes of acquiring and distributing food to needy individuals and families.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

As a result of the increased demand for emergency food recently experienced in our community, the San Antonio Food Bank submitted a request to the Texas Department of Housing and Community Affairs (TDHCA) for \$30,000 in discretionary Community Services Block Grant (CSBG) funding to be used for the acquisition and distribution of food to needy individuals and families. The Department of Community Initiatives endorsed the SAFB's request to TDHCA based on the San Antonio Food Bank's past performance and ability to meet this increased demand, if provided additional funding.

TDHCA approved the SAFB's request but stipulated the funds be managed by the City of San Antonio, Department of Community Initiatives, Community Action Division (CAD). As the City and County official community action agency, CAD manages approximately \$1.8 million in CSBG funding annually and uses a portion of this funding to contract with agencies for services to support

the low-income, poor, and homeless in our community. TDHCA's request for CAD's management of this additional funding is consistent with the management of CSBG funding for this area.

SAFB will use \$24,000 for transportation of 80 truckloads of donated food and the remaining \$6,000 for the purchase of one truckload of rice (45,000 lbs). SAFB currently provides emergency food packages for approximately 40,000 families on a monthly basis and estimates this additional funding will provide emergency food for 10,000 families.

### **POLICY ANALYSIS**

This ordinance continues existing City policy to utilize grant funding and contract with community agencies for the provision of emergency assistance and community safety net services to low-income residents of San Antonio and Bexar County through the Department of Community Initiatives' Community Action Division.

### **FISCAL IMPACT**

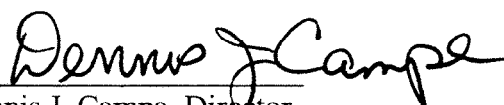
This ordinance authorizes the acceptance of \$30,000 in CSBG discretionary funding from TDHCA to establish a funding agreement with the San Antonio Food Bank for the purposes of acquiring and distributing food to needy individuals and families. There is no General Fund impact. -


### **COORDINATION**

Coordination has occurred with the City Attorney's Office, Finance Department, Office of Management & Budget, Community Action Advisory Board, and the San Antonio Food Bank.

### **SUPPLEMENTARY COMMENTS**

Required Ethics Disclosure Statements are attached.

  
Dennis J. Campa, Director  
Department of Community Initiatives

  
Frances A. Gonzalez  
Assistant to the City Manager

  
Terry M. Brechtel  
City Manager

**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:

None - N/A

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

None - N/A

and the name of:

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

None - 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;

None - N/A

<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.

- (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.

None - N/A

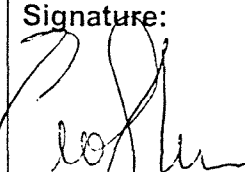
### Political Contributions

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 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:
No One	N/A - 0 -	N/A

### 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: Executive Director  Company: San Antonio Food Bank	Date: 2/6/03

<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.

**Community Action Division  
Community Services Block Program  
26-xxxxxx  
January 1, 2003 - May 31, 2003**

**REVENUES:**

TDHCA

**TOTAL REVENUES****Budget**

30,000

**30,000****EXPENDITURES:****38-12-95 Community Action Division****OBJ CODE****INDEX NUMBER**

02-160

Fees to Professional Contractors: San  
Antonio Food Bank

30,000