

**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 Bonnie J. Conner, District 8; Library Department; File

SUBJECT: AUTHORIZING ALLOCATION AND EXPENSE OF HUMAN DEVELOPMENT SERVICES FUNDS FROM COUNCIL DISTRICT 8 AND REALLOCATION OF COUNCIL DISTRICT 8 ONE-TIME PROJECTS BUDGET

DATE: May 22, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the allocation and expenditure of Human Development Services Funds in the amount of \$60,000 and authorizes the reallocation of \$15,000 from the FY 2001 Council District 8 One-Time Projects Budget to the San Antonio Public Library System.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

On May 12, 2003, Councilmember Bonnie Conner circulated a six-signature memo expressing her commitment to allocate \$60,000 from Human Development Services Funds to the San Antonio Library System. In addition, the memo directed the reallocation of \$15,000 from her FY 2001 One-Time projects budget from the Northwest YMCA Information and Development Center to the San Antonio Public Library System. The total commitment of \$75,000 will be dedicated to collections and acquisitions for the new District 8 Library to be built on Hausmann Road.

POLICY ANALYSIS

The FY 2002 Adopted Budget established the City Council HDSF. Ordinance No. 96958, Ordinance No. 97567 passed and approved on December 19, 2002, adopted the FY 2003 HDSF guidelines, which provided eligibility criteria and specific description on the types of organizations and investments that may receive HDSF. The guidelines also clarified procedures for contracting with organizations receiving HDSF, and determined City Council approval must be obtained to execute contracts in excess of \$25,000. Ordinance No. 97567 passed and approved on May 1, 2003 amended the guidelines. In addition to supporting senior initiatives, HDSF is used to support other

human development service-related purposes including early childhood education, child care, youth development services, scholarship programs and training programs. Attachment A further describes the intent and purpose of the HDSF and specifies eligibility criteria for programs.

Ordinance #94133, passed and approved on June 21, 2002 allocated \$73,000 to the Northwest YMCA Information and Development Center from Council District 8 FY2001 One-Time Funds. This project has been completed with a remaining balance of \$15,000 left unspent.

FISCAL IMPACT

This ordinance authorizes the expense of Human Development Services Fund and has no additional General Fund impact.

Human Development Services Funds	\$60,000
<u>FY 2001 One-Time Project Budget</u>	<u>\$15,000</u>
Total	\$75,000

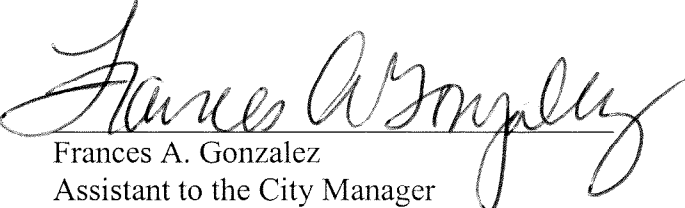
COORDINATION

The Department of Community Initiatives has coordinated activities with Council District 8, Library Department, City Attorney's Office, Office of Management and Budget, and the Finance Department.

SUPPLEMENTARY COMMENTS

A Provision 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

FY 2003 Human Development Services Fund Guidelines

I. Background

The City Council Human Development Services Fund (HDSF) was originally established in FY2002 which included \$700,000.00. Funds previously budgeted in the Department of Community Initiatives (DCI) for City Council district senior services programs and One-Time Council Projects were consolidated into one category to form the HDSF.

II. Overview

The FY 2003 Adopted Budget continues the HDSF. Each City Council District received \$120,000.00 for FY 2003 plus all prior year(s) outstanding balances remaining in the HDSF account for each City Council District. Attachment "A" details the carry forward amount for FY 2002 HDSF for each City Council District. During FY 2003, Council Members will be provided balance updates on a monthly basis.

III. Public Purpose

1. All projects and services funded from HDSF must advance a municipal public purpose set forth herein, and be open to members of the public who meet eligibility requirements for the projects or services.
2. A primary objective of City to service providers is to provide funds allowing a supported service provider to leverage additional funding from other sources to accomplish the service provider's objectives consistent with the City Council's budget priorities.
3. Proposed services should be targeted at a clearly defined population and/or geographic area(s) and should address quantifiable participant outcomes compatible with priorities defined by the City Council.
4. City Council finds that a public purpose of the City is served by the disbursement of HDSF funds for the following expenditures:
 - A. Community recreation expenditures that include: program operations, sports and recreation events and equipment, office equipment, telecommunications and supplies supporting sports/recreation programs, kitchen equipment for the Comprehensive Nutrition Program sites, photo equipment and supplies for sports/recreations programs, vehicles, auto insurance and equipment supporting sports/recreation programs, award ceremonies and recognitions.
 - B. Education and training expenditures that include: educational events, educational equipment and supplies, vehicles and auto insurance supporting educational programs, program operations, Individual Development Account Program (IDA) meeting the specific criteria set forth in the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Public Law 105-285) TITLE IV, scholarships for higher education to non-profit organizations and governmental entities, including

promotion of high school completion and drop out prevention strategies for the youth of San Antonio, child care for parents attending training and child care quality improvement initiatives, after school programs, the City's Summer Challenge Program, and sponsoring citizens of San Antonio to attend youth and leadership development conferences as representatives of the City of San Antonio.

- C. Neighborhood revitalization expenditures that include: graffiti abatement and neighborhood cleanup on public property or as part of official City program, and efforts that strengthen neighborhood involvement.
- D. Health and safety expenditures that include: emergency assistance for needy or in times of crisis, public health projects including sewer connection projects that are designated as a significant public health risk by the San Antonio Metropolitan Health District.
- E. Welfare expenditures that include: expenditures for direct childcare programs meeting the specific criteria set forth for match guidelines in the Childcare Development Block Grant at 45 CFR 98, 99, Individual Development Account Program (IDA) meeting the specific criteria set forth in the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Public Law 105-285) TITLE IV, and Volunteer Income Tax Assistance (VITA) open and free to the public whereby an agency assists citizens in preparing and filing their income taxes and introduces and connects them to other financial security initiatives.

The municipal public purpose that is served by the award of such expenditures is to: 1) support community recreation to youth, elderly, low income and disabled persons, 2) provide education and training for the community 3) provide neighborhood revitalization for the community 4) promote the professional needs of the City, 5) prepare the workforce for productive employment 6) prevent homelessness 7) promote family, social and economic stability or 8) promote the health, safety and welfare of the community.

IV. Implementing Actions

1. For projects to be implemented by City staff through a City of San Antonio Department, direct expenditures will be made out of the appropriate City Council District's allocation.
2. For projects involving an outside service provider or organization, prior to the allocation of City funds, the service provider or organization will be required to execute a contract with the City, utilizing a form approved by the City Attorney, establishing the terms and conditions for expenditure of the funds.
3. The Director of the Department of Community Initiatives, or his designee, is authorized to expend monies from HDSF in accordance with these Guidelines and with the project selections made by each Council Member so long as the project amount is \$10,000.00 or less. The City Manager or her designee is authorized to expend monies from HDSF in accordance with these Guidelines and with the project selections made by each Council Member so long as the project amount is greater than \$10,000.00 and \$25,000.00 or less. Any contract/allocation proposed for the service provider in excess of \$25,000.00 must first

be approved by City Council before award of the funds, execution of the contract or commencement of services.

4. Service Providers using HDSF for one-time events and/or purchases will be required to provide receipts or invoices to DCI staff prior to disbursement of funds. Delegate Agency contracts will operate on a cost reimbursement basis.
5. Service Providers must be in existence for one year or more to receive HDSF in excess of \$10,000.00 for the period October 1, 2002 through September 30, 2003. The service provider 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 which assistance from the City is requested (i.e. January 1, 2002 for FY 2003). HDSF allocated to service providers operating for less than one year cannot total more than 50% of the service providers total budget.
6. Each calendar quarter during the City's fiscal year, DCI shall report to the City Council and the City Managers Office all HDSF expenditures that have been made during that calendar quarter.

V. Project Selection Coordinating Actions

1. Awards to service providers and organizations will be coordinated and monitored by DCI with assistance provided by the Office of Management & Budget and the City Attorney's Office.
2. DCI will collect and maintain receipts and invoices for funds utilized for a one-time event or purchase. For on-going operating expenses, DCI will utilize the Delegate Agency monitoring process whereby service providers will be required to submit a statement of work and budget with DCI approval of these. DCI performs program or fiscal monitoring of all Delegate Agencies on a monthly basis.
3. Persons making requests of HDSF should complete a *City of San Antonio Request for Human Development Services Funds Form* (Attachment "B" and available for download on the City's website at www.sanantonio.gov/rfp) and submit this form to their Council District 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 by forwarding the *City of San Antonio Request for Human Development Services Funds Form* and a memorandum from the Council Member authorizing the allocation to the Director of the Department of Community Initiatives authorizing the expenditure.

VI. Timeline for Contracts and Payment

Week 1 DCI receives authorization from Council Member and determines whether the expenditure is allowable and the availability of funds.

Week 2 City Attorney's Office drafts and approves contract. DCI staff enter the contract into ECMS database, contact agency and get contract signed by the service provider.

(The service provider 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).

Week 3 DCI staff reviews and City Attorney's Office approves the form of the contract.

Week 4 DCI distributes copies of the contract and sends Request for Payment to Finance for one-time events and purchases. For service contracts, the Delegate Agency Contract is on a cost-reimbursement basis, therefore, DCI will request an invoice from the service provider as back up documentation for the Request for Payment.

Finance Department prepares check and mails to the service provider.

Note: Cumulative purchases of any kind for the same program from any one service provider that exceeds \$25,000.00 will require Council action, which will add two more weeks to the timeline.

Timeline for internal City of San Antonio projects will be two weeks.

VII. Limitations

1. HDSF should be used to support a one-time program or service.
2. It is requested that Council Members make each allocation larger than \$500.00 due to the cost to the City of initiating a contractual relationship.
3. When a service provider requests funds to purchase equipment, the allocation shall cover the entire cost of the equipment.
4. When feasible, Council Members are encouraged to invest in services that have been competitively procured by the Department of Community Initiatives in its annual Delegate Agency Request for Proposal process.
5. If a Councilperson desires to seek HDSF funding from other Council Districts, for a particular project, he must submit a six signature memorandum for the matter to be placed on the City Council Agenda for consideration, and approval, whether or not the expenditure is collectively less than \$25,000.00.
6. Exceptions – HDSF may not be used for the following:
 - *Any sectarian or religious facility or activity*
 - *Services which are primarily commercial.*
 - *Programs devoted primarily to the political advocacy of special causes.*
 - *Permanent improvements to any non-city owned structure or property.*
 - *Expenditures for the primary benefit of an individual.*
 - *Services and/or product must not be subject to any proprietary interest.*

7. When disbursements are made to non-City of San Antonio departments and organizations, they should be made to a legal organization and not to an individual.
8. A Government entity may only request HDSF for projects for which it is not responsible to carry out under its own charter or mandates. HDSF should not be provided to other governmental entities for carrying out their functions except for joint projects where City programs are also involved. (Example: HDSF cannot be expended to purchase materials directly for a school district for student instruction during normal school hours).

VIII. Eligibility

The following eligibility criteria are applicable to all service providers that receive funding support from the HDSF:

The service provider must be a provider of services that principally address community needs of the people of the City of San Antonio.

1. Types of Entities

- A. Non-Profit Organizations 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 service provider must show proof of exemption from franchise taxes by the State Comptroller.
- B. Faith Based Organizations are any organizations that are religiously oriented, regardless of whether or not religious activities are their primary function. This can include houses of worship, congregations, private schools, hospitals, thrift stores, or any other organization whose mission is based on religious principles. All services, programs and events funded by HDSF and provided by faith-based organizations must be open to and used by the public.
- C. Neighborhood Association or other legally formed organization with its purpose defined as serving the community. The City may not contract with individuals for HDSF.
- D. Governmental Entity means a municipality, county, school district, or other political subdivision of the State of Texas.

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

CITY OF SAN ANTONIO
OFFICE OF THE CITY COUNCIL
Interdepartmental Correspondence

TO: Mayor and Council Members

FROM: Councilwoman Bonnie J. Conner, District 8

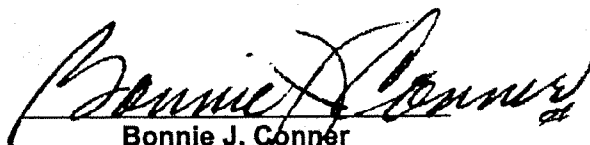
COPIES TO: Terry Brechtel, City Manager; Andrew Martin, City Attorney; Yolanda Ledesma, Acting City Clerk; Frances Gonzalez, Assistant to the City Manager; Dennis J. Campa, Director, Community Initiatives Department; Laura Isenstein, Director, San Antonio Library System; Malcolm Matthews, Director, Parks and Recreation; Louis A. Lendman, Director of Management and Budget; Gayle McDaniel, Assistant to City Council; Assistants to Mayor and Council; File

SUBJECT: Reallocate Council District 8 One-Time Projects Budget

DATE: May 12, 2003

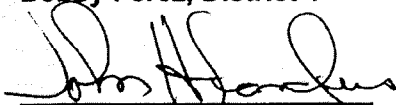
This to request your support to direct staff (Department of Community Initiatives) to allocate \$60,000 in Council District 8 Human Development Services Funds and to reallocate funds from FY2001 Council District 8 One-Time Projects Budget in the amount of \$15,000 from the Community Information Center at the Northwest YMCA (Ordinance #94133, June 21, 2001) to the San Antonio Public Library System. These funds are to be dedicated to "Collections and Acquisitions" for the new District 8 Library to be built on Hausmann Road. This action will serve to enhance the City's support of the Library System.

Your favorable consideration of this request is most appreciated.

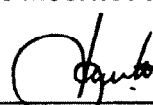

Bonnie J. Conner
Councilwoman, District 8

Mayor Ed Garza

Bobby Perez, District 1

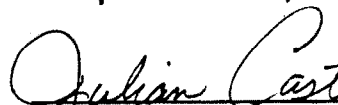

John Sanders, District 2

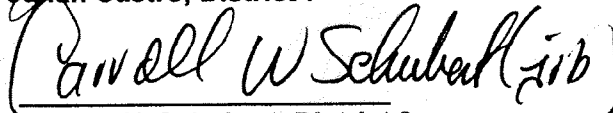
Antoniette Moorhouse, District 3


Enrique Martin, District 4

Nora X. Herrera, District 5


Enrique M. Barrera, District 6


Julian Castro, District 7


Carroll W. Schubert, District 9

David Carpenter, District 10

RECEIVED
CITY OF SAN ANTONIO
CITY CLERK
2003 MAY 15 3:00 PM