

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
SAN ANTONIO METROPOLITAN HEALTH DISTRICT**

TO: Mayor and City Council

FROM: Fernando A. Guerra, M.D., M.P.H., Director of Health

THROUGH: Terry M. Brechtel, City Manager

COPIES: Frances A. Gonzalez, Assistant to the City Manager; City Attorney's Office; Office of Management and Budget; Finance Department; Environmental Services; External Relations; Project; File

SUBJECT: ACCEPTANCE OF CHANGES TO THE COOPERATIVE AGREEMENT WITH THE AIR FORCE FOR THE ONGOING PUBLIC CENTER FOR ENVIRONMENTAL HEALTH

DATE: October 23, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the acceptance of changes to the Cooperative Agreement with the Air Force related to the ongoing Public Center for Environmental Health (PCEH) in the San Antonio Metropolitan Health District as follows: Reducing the unused FY 2003 funding for the project by \$225,000.00, providing new funding in the amount of \$499,999.22 for project year FY 2004 and authorizing \$150,000.78 in carry-over funds from two previous budget periods to be used in FY 2004. In addition, the ordinance revises the FY 2003 budget, establishes a new program fund, approves the FY 2004 program budget and personnel complement, transfers funds from previous year to the new budget, and authorizes payments for contractual services in connection with the program.

Staff recommends approval.

BACKGROUND INFORMATION

In Ordinance No. 94645 passed and approved September 27, 2001, the City entered into a ten (10) year cooperative agreement with the Secretary of the Air Force for the San Antonio Metropolitan Health District to establish and operate a Public Center for Environmental Health (PCEH).

The mission of PCEH is to conduct scientific evaluations directed toward health impacts from potential exposure to environmental contamination related to releases of hazardous substances from the former Kelly Air Force Base. During fiscal year 2004 the Air Force Real Property Agency will begin installing remediation technology within the residential community near the former Kelly Air Force Base. Citizens have expressed concerns for the possible release of volatile organic compounds (VOCs) during construction of these remediation projects. The PCEH will focus its activities during FY 04 on insuring that residents are not exposed to levels of contaminants that would affect their health. PCEH will accomplish this by providing

technical oversight and air monitoring during the installation of the four (4) remediation projects located within the residential community. PCEH currently has seven (7) personnel positions (See Attachment I); no change in the number from last year.

Funding is also included for contract physicians and registered nurses for services provided to patients referred by PCEH, and environmental engineering services. Subsequent funds for the remaining term of this ten (10) year agreement will be provided through periodic contract amendments and submitted for City Council approval.

POLICY ANALYSIS

The total budget for FY 2003 was initially \$725,000.00. Due to a Department of Defense budget realignment the Air Force requested a withdrawal of \$225,000.00 from the FY 2003 budget. It is important to note that the \$5,000,000.00 allocated for this project over its ten (10) year life span will not be affected by the reduction in FY 2003. These funds can still be made available in future years, with appropriate justification.

For the third year of operation, October 1, 2003 through September 30, 2004, the funding support from the Air Force will be \$650,000.00. This includes \$499,999.22 in new funds plus \$150,000.78 rollover from the two previous years, \$20,000.00 in FY 2002 and \$130,000.78 in FY 2003. These rollovers were approved by the Air Force to continue existing work.

An important section of this ordinance approves payments from the cooperative agreement to Zephyr Environmental Corporation in the amount of \$132,500.00. The City contracted with Zephyr in December, 2001 to provide an independent review and recommendations concerning the Air Force's groundwater treatment options in the Kelly contamination plume. Since its execution, this contract has been paid from the Environmental Services Fund. The Air Force will now allow this to be paid from the PCEH cooperative agreement for FY 2004.

This ordinance follows the City practice of utilizing Federal, State and other funds to provide public health services for the residents of our community.

FISCAL IMPACT

This funding for the PCEH is \$650,000.00. The amount for each succeeding fiscal year will be adjusted by an amendment to the original agreement. The maximum funding for the ten (10) year cooperative agreement is \$5,000,000.00.

Acceptance of this funding will place no demands on the City General Fund.

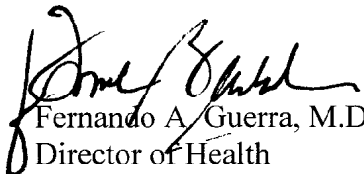
COORDINATION

The City Attorney's Office and the Office of Management and Budget, Risk Management Division, have reviewed and approved the agreement with the Department of the Air Force. The Finance Department has approved the proposed budget. The SAMHD has coordinated this project with the Departments of Environmental Services and External Relations.

SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.

Attachments: Attachment I: Program Budget and Personnel Complement
Attachment II: Department of the Air Force funding letter copy
Attachment III: Program Budget for 2002-2003
Attachment IV: Department of the Air Force budget revision letter copy
Attachment V: Amendment To Contract Between the City of San Antonio
and Zephyr Environmental Corporation




Fernando A. Guerra, M.D., M.P.H.
Director of Health



Frances A. Gonzalez
Assistant to the City Manager

APPROVED:



Terry M. Brechtel
City Manager

Attachment I
Public Center for Environmental Health 2003-2004
Fund and Project No. 26-032015
Budget for period: October 1, 2003 through September 30, 2004

<u>INDEX</u>	<u>ESTIMATED REVENUES</u>	<u>OBJ-CODE</u>	<u>AMOUNT</u>
061143	DoD thru Air Force		\$ 499,999.22
116319	Transfer from 26-032012		20,000.00
118042	Transfer from 26-032013		130,000.78
061408	Interest on Time Deposits		0.00
	Total Estimated Revenues		<u>\$ 650,000.00</u>

APPROPRIATIONS
Activity: 36-11-11

535039	Regular Salaries & Wages	01-010	230,625.00
535294	Social Security	01-030	17,920.00
538918	TMRS	01-040	26,750.00
543678	Group Health Insurance	01-050	28,470.00
550939	Life Insurance	01-051	450.00
551861	Workers' Disability Compensation	01-060	0.00
552885	Personal Leave Buy Back Pay	01-072	3,600.00
558841	Communications: Telephones	02-110	19,520.00
561241	Pagers	02-112	450.00
563114	Mail and Parcel Post Service	02-113	1,000.00
563510	Cellular Phones	02-114	960.00
563684	Rental of Equipment	02-119	1,900.00
564393	Travel - Official	02-124	2,000.00
565499	Education/Training	02-128	3,660.00
567271	Car Expense Allowance	02-130	720.00
568279	Freight & Storage	02-133	0.00
570820	Maintenance & Repair - Bldgs & Improvements	02-139	200.00
575001	Maintenance & Repair - Mach & Equip	02-142	450.00
577890	Maintenance & Repair - Auto	02-143	450.00
578286	Maintenance & Repair - Commercial	02-144	450.00
579839	Fees to Professional Contractors	02-160	10,000.00
587584	Fees to Professional Contractors - PROJECTS	02-160	256,985.00
593699	Temporary Services	02-161	0.00
593863	Vehicle Management Fee	02-167	270.00
597799	Procurement Fee	02-168	50.00
598995	Automatic Data Processing Services	02-172	6,600.00
601914	Advertising & Publication	02-175	575.00
604520	Membership Dues & Licenses	02-178	200.00
605014	Binding, Printing & Reproduction	02-181	500.00
605535	Subscriptions to Publications	02-187	100.00
605675	Office Supplies	03-210	2,810.00
605873	Janitor Supplies	03-212	100.00
608182	Food	03-216	600.00
608638	Motor Fuel & Lubricants	03-222	3,000.00
608802	Photographic Supplies	03-230	0.00
608943	Tools, Apparatus & Accessories	03-232	0.00
609222	Maintenance & Repair Mat. - Automotive	03-241	300.00
609362	Maintenance & Repair Mat. - Mach & Equip	03-242	500.00
609560	Computer Software	03-243	2,300.00
609743	Indirect Cost	04-280	22,935.00
609883	Computer Equipment	05-360	2,600.00
	Total Appropriations		<u>\$ 650,000.00</u>

Fund Only Index: 009830
Organization Code: 36-11-11

PERSONNEL COMPLEMENT

Class No.	Title	# of Positions
0041	Administrative Assistant II	1
0201	Environmental Health Administrator (.5 FTE)	1
0206	Health Program Manager	1
0252	Epidemiology Program Manager	1
0865	Special Projects Officer	1
0870	Special Projects Coordinator	1
0892	Fiscal Officer (.6 FTE)	1
	Total:	<u>7</u>



DEPARTMENT OF THE AIR FORCE
AIR FORCE REAL PROPERTY AGENCY

ATTACHMENT II

SEP 22 2003

AFRPA/DK

143 Billy Mitchell Blvd. Suite 1
San Antonio TX 78226-1816

Ms. Kyle Cunningham
Program Manager
Public Center of Environmental Health
2513 Kennedy Circle, Building 180, Suite 105
Brooks City-Base, Texas 78235

Dear Ms. Cunningham

The revised FY 04 Budget in the amount of SEVEN HUNDRED, TWENTY-FIVE THOUSAND (\$725,000.00) for the period from 01 October 2003 through 30 September 2004 is approved with the following stipulations:

- The amount requested is comprised of, FOUR HUNDRED, NINETY-NINE THOUSAND, NINE HUNDRED, NINETY-NINE DOLLARS AND TWENTY-TWO CENTS (\$499,999.22) of new dollars and an estimated rollover amount of unexpended funds from FY 02 and FY 03 of ONE HUNDRED, FIFTY THOUSAND DOLLARS AND SEVENTY-EIGHT CENTS (\$150,000.78). The additional SEVENTY-FIVE THOUSAND DOLLARS (\$75,000.00) has to be funded by another source. If related to a PCEH project not currently funded within the existing budget, the project may be presented for consideration.
- Per our budget meeting, 10 September 2003, certain line items in the budget needed to be modified.
 - Time for Mr. Sam Sanchez and Ms. Nichole Ledesma directly related to PCEH activity needs to be submitted with reimbursement packages in the form of monthly time sheets. Please reference previous correspondence as to the proper time sheet submittal. (line item 01-010)
 - The corresponding Group Health Insurance percentage needs to be submitted in the reimbursement package as well. (line item 01-050)
 - As stated during the budget meeting, according to OMB Circular A-87, Attachment B, Section 2, paragraph E, the magnets and key chains promoting PCEH is unallowable. Costs of promotional items and memorabilia, including models, gifts and souvenirs; and costs of advertising and public relations designed solely to promote the governmental unit will not be reimbursed.
 - Wage increases will only be accepted when approved by City Council.

- All new positions funded by PCEH will need prior approval.

Approval of the FY 04 budget does not denote full reimbursement on packages submitted. All expenses must be allowable, allocable and reasonable with proper justification. Source documentation must be submitted with reimbursement packages.

Changes to the budget and programmatic changes shall be made in accordance with 32 C.F.R. Section 33.30. Changes that are inconsistent to the cited section shall not be made without the prior written approval of the Air Force.

If you have any questions, please feel free to contact Ms. Larisa Dawkins, at 925-3026.

Sincerely

A handwritten signature in black ink, reading "Adam G. Antwine". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

ADAM G. ANTWINE
Senior Representative

Attachment III
Public Center for Environmental Health 2002 - 2003
Fund and Project: 26-032013
Budget for period: October 1, 2002 through September 30, 2003

<u>INDEX</u>	<u>ESTIMATED REVENUES</u>	<u>OBJ-CODE</u>	<u>CURRENT BUDGET</u>	<u>ADD (DEDUCT)</u>	<u>REVISED BUDGET</u>
072884	DoD thru Air Force		\$725,000	(\$225,000)	\$500,000
073478	Interest on Time Deposits		\$0	\$0	\$0
	Total		<u>\$725,000</u>	<u>(\$225,000)</u>	<u>\$500,000</u>

APPROPRIATIONS

Activity: 36-11-11

727552	Regular Salaries & Wages	01-010	\$306,595	(\$143,095)	\$163,500
727560	Social Security	01-030	\$23,454	(\$10,854)	\$12,600
727578	TMRS	01-040	\$35,657	(\$15,657)	\$20,000
727586	Group Health Insurance	01-050	\$36,975	(\$17,475)	\$19,500
727594	Life Insurance	01-051	\$700	(\$300)	\$400
727610	Personal Leave Buy Back Pay	01-072	\$0	\$300	\$300
737628	Communications: Telephones	02-110	\$4,000	\$8,500	\$12,500
727651	Pagers	02-112	\$2,500	(\$2,050)	\$450
727669	Mail and Parcel Post Service	02-113	\$3,000	(\$2,000)	\$1,000
727677	Rental of Equipment	02-119	\$5,500	(\$1,200)	\$4,300
727685	Travel-Official	02-124	\$3,000	\$1,000	\$4,000
727693	Education/Training	02-128	\$6,650	(\$2,650)	\$4,000
727701	Car Expense Allowance	02-130	\$2,000	(\$1,300)	\$700
727719	Freight & Storage	02-133	\$500	(\$500)	\$0
727321	Maintenance & Repair - Bldgs & Improvements	02-139	\$0	\$500	\$500
727727	Maintenance & Repair - Mach/Equip	02-142	\$500	(\$500)	\$0
727735	Maintenance & Repair - Automotive	02-143	\$500	\$200	\$700
727743	Maintenance & Repair - Commercial	02-144	\$100	\$900	\$1,000
727750	Fees to Professional Contractors	02-160	\$30,000	\$10,000	\$40,000
727339	Fees to Professional Contractors - PROJECTS	02-160	\$0	\$171,100	\$171,100
727768	Temporary Services	02-161	\$100	(\$100)	\$0
727776	Automotive Administrative Charge	02-167	\$300	\$0	\$300
727784	Procurement Fee	02-168	\$300	(\$300)	\$0
727792	Automatic Data Processing Services	02-172	\$10,000	(\$3,400)	\$6,600
727800	Advertising & Publication	02-175	\$1,000	(\$500)	\$500
727818	Membership Dues	02-178	\$500	\$0	\$500
727826	Binding, Printing & Reproduction	02-181	\$3,000	(\$1,000)	\$2,000
727834	Subscriptions & Publications	02-187	\$200	\$0	\$200
727842	Office Supplies	03-210	\$3,000	\$0	\$3,000
727859	Janitor Supplies	03-212	\$100	(\$100)	\$0
727347	Food	03-216	\$0	\$700	\$700
727867	Motor Fuel & Lubricants	03-222	\$3,900	\$0	\$3,900
727875	Photographic Supplies	03-230	\$200	(\$200)	\$0
727883	Tools, Apparatus & Accessories	03-232	\$500	(\$400)	\$100
727891	Maintenance & Repair Materials - Automotive	03-241	\$150	\$0	\$150
727909	Maintenance & Repair Mtls - Mach. & Equip.	03-242	\$500	\$0	\$500
727917	Computer Software	03-243	\$3,000	\$500	\$3,500
727925	Indirect Costs	04-280	\$29,893	(\$13,793)	\$16,100
727933	Unallocated Appropriations	04-287	\$200,726	(\$200,726)	\$0
727941	Computer Equipment	05-360	\$5,000	(\$4,900)	\$100
729384	Machinery & Equipment - Other	05-373	\$0	\$5,000	\$5,000
727958	Furniture & Fixtures	05-375	\$1,000	(\$700)	\$300
	Grand Total		<u>\$725,000</u>	<u>(\$225,000)</u>	<u>\$500,000</u>

Fund Only Index: 000705

Organization Code: 36-11-11



DEPARTMENT OF THE AIR FORCE
AIR FORCE REAL PROPERTY AGENCY

ATTACHMENT IV

SEP 22 2003

AFRPA/DK
143 Billy Mitchell Blvd. Suite 1
San Antonio TX 78226-1816

Ms. Kyle Cunningham
Program Manager
Public Center of Environmental Health
2513 Kennedy Circle, Building 180, Suite 105
Brooks City-Base, Texas 78235

Dear Ms. Cunningham

Please reference your July 31, 2003 submission requesting approval of the Public Center for Environmental Health (PCEH) Revised Budget for Fiscal Year (FY) 03.

The FY 03 Revised Budget in the amount of FIVE HUNDRED THOUSAND DOLLARS (\$500,000.00) for the period from 01 October 2002 through 30 September 2003 is approved.

Changes to the budget and programmatic changes shall be made in accordance with 32 C.F.R. Section 33.30. Changes that are inconsistent to the cited section shall not be made without the prior written approval of the Air Force

If you have any questions, please feel free to contact Ms. Larisa Dawkins, at 925-3026.

Sincerely

A handwritten signature in black ink, reading "Adam G. Antwine", is positioned above the printed name.

ADAM G. ANTWINE
Senior Representative

ATTACHMENT V

Kelly AFB Zone 4 Remediation Project

Amendment To Contract Between the City of San Antonio And Zephyr Environmental Corporation

General Description of this Amendment: To effect a change in the scope of an existing professional services environmental engineering contract between the City of San Antonio (City) and Zephyr Environmental Corporation (Zephyr) to allow for additional services, to the benefit of the City, necessary to oversight of the United States Air Force's environmental remediation actions for Kelly AFB Zone 4, for a sum not to exceed \$132,500.00.

Background. This amendment is made to an existing contract between the City and Zephyr approved August 9, 2001, by Ordinance No. 94341, for purposes of independent review and recommendations concerning the United States Air Force's groundwater treatment options for Kelly AFB Zone 4 within the City's jurisdiction.

Authority. This Amendment is authorized by Ordinance No. 95048 passed and approved December 13, 2001.

Contract Amendment Documents. Terms and conditions for performance and payment of compensation for the additional work are set forth in the following contract documents, true and correct copies of which are each attached and fully incorporated herein verbatim for all purposes:

- Exhibit I Proposal No. P1240, signed by David H. Sorrells, and dated October 30, 2001
- Exhibit II (Attachment A to Exhibit I, cost estimate and task description)
- Exhibit III (Attachment B to Exhibit I, labor, direct charges, and payment terms)
- Exhibit IV Original Contract between the City and Zephyr, made under authority of Ordinance No. 94341

Subcontractor / subcontracts. Zephyr's modification to subcontracts for this project and / or change in subcontractors, if any, is subject to written approval and consent from the City's Environmental Services Department.

Work Start Date. Work shall begin within twenty four (24) hours following instruction from the Environmental Services Department to commence. Zephyr shall not commence work until receiving such instruction.