

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

**PUBLIC HEARING
TIME CERTAIN
ITEM NO. 5
3:00PM**

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;
City Attorney's Office; Department of Housing & Community
Development; File
SUBJECT: AUTHORIZATION TO REPROGRAM \$98,000 IN FY 2004 EMERGENCY
SHELTER GRANT (ESG) FUNDS AND TO TRANSFER \$37,000 FROM THE
DWYER TRUST
DATE: September 25, 2003

SUMMARY AND RECOMMENDATIONS

This ordinance approves the reprogramming of \$98,000 from the 2003-04 Emergency Shelter Grant (ESG); authorizing \$35,000 to the San Antonio Food Bank, Inc. to operate the kitchen at the Dwyer Avenue Center and provide culinary training to the homeless; and \$63,000 to the Association for the Advancement of Mexican Americans (AAMA) Inc. for the operation of the Dwyer Avenue Center overflow shelter; and authorizing the transfer of \$37,000 from the Dwyer Trust to AAMA for the operation of the Dwyer Avenue Center overflow shelter.

Staff recommends the approval of this ordinance.

BACKGROUND INFORMATION

ESG is an entitlement grant from the U. S. Department of Housing & Urban Development (HUD). On May 15, 2003, Ordinance Number 97634, City Council accepted the FY 2004 award in the amount of \$703,000.

The Dwyer Avenue Center is a City-owned facility that provides housing and supportive services to the homeless. The facility is comprised of 88 Single Room Occupancy units, 16 family units and a 63-bed emergency overflow shelter for women and their children. The San Antonio Metropolitan Ministries (SAMM) currently operates the Dwyer Avenue Center overflow shelter and kitchen.

As part of the City's HUD Consolidated Planning Process, an ESG RFP was issued on February 24, 2003. SAMM did not respond to the Request for Proposals (RFP) and has notified the City

that they will no longer be able to continue this agreement, as they are unable to secure the necessary match funds. Since there were no respondents, the designated funds to operate the shelter were set aside in order to release two RFPs at a later date, one for the operation of the kitchen and one for the operation of the shelter.

The RFP for the operation of the Dwyer kitchen and training program was issued on June 16, 2003. The kitchen at the Dwyer Avenue Center is utilized for meal preparation for the residents of the overflow shelter. This RFP also requested respondents to establish a culinary arts job-training program for homeless individuals. One organization responded. The review panel recommended that the City contract with the San Antonio Food Bank, Inc. The award to the San Antonio Food Bank will be for \$35,000. The Food Bank proposes to serve 68,985 meals and train 16 homeless individuals in the culinary arts during the contract period.

On July 7, 2003, an RFP for the day-to-day operation of the Dwyer Avenue Center overflow shelter was released. There was also one respondent, the Association for the Advancement of Mexican Americans (AAMA), Inc. The review panel recommended contracting with AAMA. The ESG reprogramming to AAMA will be \$63,000.

AAMA is based out of Houston, Texas but has programs in San Antonio, Del Rio, Laredo and Edinburg. In San Antonio, AAMA operates the Selena Youth Treatment Center, a residential facility where they provide substance abuse treatment for adolescent females between the ages of 13 and 17 years of age. AAMA also established the George I. Sanchez Charter High School located in downtown San Antonio.

POLICY ANALYSIS

In FY 2004, \$135,000 was designated for the Dwyer Avenue Center overflow shelter and kitchen. From this \$135,000, \$35,000 will be re-allocated to the San Antonio Food Bank, Inc. and \$100,000 to AAMA for the operation of the Dwyer Avenue Center overflow shelter. This ordinance will continue existing City policy to provide needed services to the homeless of San Antonio and Bexar County and supports the recommendations of the Mayor's Task Force on Hunger and Homelessness to sustain a safety net for homeless families. It will allow the City to shelter 21 families who are in crisis. In addition, it provides for training and employment opportunities for the homeless designed to help them achieve self-sufficiency.

FISCAL IMPACT

This ordinance authorizes the reprogramming of \$35,000 in ESG funds to the San Antonio Food Bank, Inc and \$63,000 to AAMA. Federal regulations require ESG funds to be matched at 100%.

This ordinance also authorizes a transfer of \$37,000 from the Dwyer Trust to **AAMA**.

There is no General Fund commitment.

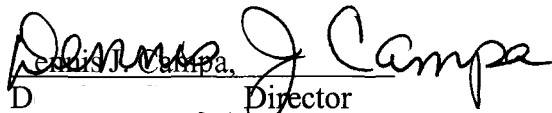
There is no General Fund commitment.

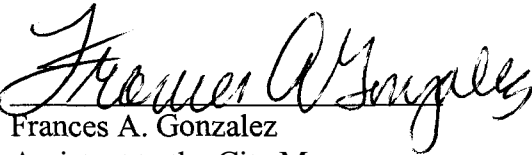
COORDINATION

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

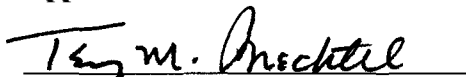
SUPPLEMENTARY COMMENTS

- The required Ethics Disclosure Statements are attached.


Dennis J. Campa
Director
Department of Community Initiatives


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 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:

N/A (None)

(2) the identity of any **business entity**¹ that would be a party to the discretionary contract:

N/A (None)

and the name of:

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

N/A (None)

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;

N/A (None)

¹ 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.

N/A (None)


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:
None	None	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 question² 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: 7/14/03

² 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*

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 "NotApplicable" 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;

N/A

(1) the identity of any business that would be a party to the name of:

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

N/A

(A) 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;

N/A

(1) the identity of any lobbyist or public relations firm employed for purposes relating to the contract individual or business who would be a party to the discretionary contract

N/A

¹ 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.


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: N/A	Amount:	Date of Contribution:

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 question² 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.

Acenete Flores		
Signature: 	Title: Deputy Director Company: A.A.M.A., Inc.	Date: August 5, 2003

²For 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.

Emergency Shelter Grant - ESG 2003
1011103 to 9130105
26-054110

Index Number	Object Code	BUDGET	REVISION	REVISED BUDGET
REVENUES:				
HUD ESG		\$ 703,000	\$ -	\$ 703,000
Project Warm In-Kind		\$ 61,020	\$ -	\$ 61,020
G.F. 38-12-22 In-Kind		\$ 125,000	\$ -	\$ 125,000
CSBG In-Kind		\$ 125,000	\$ -	\$ 125,000
Dwyer Trust In-Kind		\$ 130,000	\$ 37,000	\$ 167,000
Family Violence Prevention Services In-Kind		\$ 81,362	\$ -	\$ 81,362
SAMM on Commerce In-Kind		\$ 45,618	\$ -	\$ 45,618
Dwyer Overflow In-Kind		\$ 100,000	\$ (100,000)	\$ -
Association for the Advancement of Mexcian Americans, Inc.		\$ -	\$ 63,000	\$ 63,000
San Antonio Food Bank, Inc. In-Kind		\$ 35,000	\$ -	\$ 35,000
TOTALREVENUES		\$ 1,406,000	\$ -	\$ 1,406,000
EXPENDITURES:				
	Object Code			
38-12-31 CAD Fair Housing - Homeless Preventic				
Direct Welfare - Mortgage Assistance	04-276	\$ 30,000	\$ -	\$ 30,000
Total 38-12-31		\$ 30,000	\$ -	\$ 30,000
38-12-40 Dwyer Operations & Maintenance				
Communications: Tele/Fax	02-110	\$ 3,500	\$ -	\$ 3,500
Pagers	02-112	\$ 400	\$ -	\$ 400
Rental of Equipment	02-119	\$ 800	\$ -	\$ 800
Education	02-128	\$ 300	\$ -	\$ 300
Freight & Storage	02-133	\$ 1,500	\$ -	\$ 1,500
Linen & Laundry	02-136	\$ -	\$ -	\$ -
Maint. & Repair : Building	02-139	\$ 10,000	\$ -	\$ 10,000
Cleaning Services	02-140	\$ 500	\$ -	\$ 500
Maint. & Repair : Machinery	02-142	\$ 7,000	\$ -	\$ 7,000
Water	02-157	\$ -	\$ -	\$ -
Alarm & Security Service	02-159	\$ 81,000	\$ -	\$ 81,000
Fees to Prof. Contractors	02-160	\$ 15,000	\$ 37,000	\$ 52,000
Binding, Printing & Repro.	02-181	\$ 1,500	\$ -	\$ 1,500
Office Supplies	03-210	\$ 2,000	\$ -	\$ 2,000
Janitorial Supplies	03-212	\$ 5,000	\$ -	\$ 5,000
Clothing-Linen Supplies	03-214	\$ 1,500	\$ -	\$ 1,500
Chemicals, Medical & Drugs	03-228	\$ 100	\$ -	\$ 100
Tools, Apparatus & Accessories	03-232	\$ 400	\$ -	\$ 400
Maint. & Repair: Materials/Building	03-240	\$ 10,000	\$ -	\$ 10,000
Maint. & Repair: Materials/Machinery	03-242	\$ 500	\$ -	\$ 500
Other Commodities	03-244	\$ 5,000	\$ -	\$ 5,000
Liability, Hazard & Fidelity	04-260	\$ 1,350	\$ -	\$ 1,350
Machinery & Equipment - Other	05-373	\$ 2,532	\$ -	\$ 2,532
Furniture & Fixtures	05-375	\$ 2,000	\$ -	\$ 2,000
Total 38-12-40		\$ 151,882	\$ 37,000	\$ 188,882

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

Regular Salaries & Wages	01-010	\$	15,000	\$	-	\$	15,000
FICA	01-030	\$	1,996	\$	-	\$	1,996
TMRS	01-040	\$	2,786	\$	-	\$	2,786
Flex Benefits	01-050	\$	2,436	\$	-	\$	2,436
Life Insurance	01-051	\$	45	\$	-	\$	45
Worker's Comp	01-060	\$	550	\$	-	\$	550
Personal Leave Buy Back	01-072	\$	800	\$	-	\$	800
Car Expense Allowance	02-130	\$	505	\$	-	\$	505
Direct Welfare - Clothing	04-276	\$	1,500	\$	-	\$	1,500
Direct Welfare - Food	04-276	\$	500	\$	-	\$	500
Direct Welfare - Furnishings/Furniture	04-276	\$	1,500	\$	-	\$	1,500
Direct Welfare - ID's	04-276	\$	500	\$	-	\$	500
Direct Welfare - Other	04-276	\$	2,000	\$	-	\$	2,000
Direct Welfare - Personal Hygiene	04-276	\$	1,500	\$	-	\$	1,500
Direct Welfare - Tools & Supplies	04-276	\$	500	\$	-	\$	500
Direct Welfare - Transportation	04-276	\$	1,000	\$	-	\$	1,000
Total 38-12-43		\$	33,118	\$	-	\$	33,118

38-12-45 CAD Homeless Program - Homeless Prevention

Direct Welfare - Deposits	04-276	\$	12,000	\$	-	\$	12,000
Direct Welfare - Rent	04-276	\$	9,000	\$	-	\$	9,000
Total 38-12-45		\$	21,000	\$	-	\$	21,000

38-12-46 CAD Homeless Program - Essential Services

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

38-12-47 CAD CSP - Homeless Prevention

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

38-12-48 CAD Administration

Regular Salaries &Wages	01-010	\$	19,606	\$	-	\$	19,606
FICA	01-030	\$	1,481	\$	-	\$	1,481
TMRS	01-040	\$	2,247	\$	-	\$	2,247
Flex Benefits	01-050	\$	3,480	\$	-	\$	3,480
Life Insurance	01-051	\$	44	\$	-	\$	44
Worker's Comp	01-060	\$	550	\$	-	\$	550
Personal Leave Buy Back	01-072	\$	1,000	\$	-	\$	1,000
Communications	02-110	\$	500	\$	-	\$	500
Travel - Official	02-124	\$	1,300	\$	-	\$	1,300
Education	02-128	\$	700	\$	-	\$	700
Advertising & Publication	02-175	\$	1,400	\$	-	\$	1,400
Membership Dues & Licenses	02-178	\$	750	\$	-	\$	750
Binding, Printing, & Reproduction	02-181	\$	550	\$	-	\$	550
Subscriptions to Publications	02-187	\$	750	\$	-	\$	750
Office Supplies	03-210	\$	500	\$	-	\$	500
Tools, Apparatus, & Accessories	03-232	\$	292	\$	-	\$	292
Project Warm In-Kind	82-663	\$	61,020	\$	-	\$	61,020
G.F. 38-12-22 In-Kind	82-663	\$	125,000	\$	-	\$	125,000
CSBG In-Kind	82-663	\$	125,000	\$	-	\$	125,000
Dwyer Trust In-Kind	82-663	\$	130,000	\$	37,000	\$	167,000
Family Violence Prevention Services In-Kind	82-663	\$	81,362	\$	-	\$	81,362
SAMM on Commerce In-Kind	82-663	\$	45,618	\$	-	\$	45,618
Dwyer Avenue Center Overflow	82-663	\$	100,000	\$	(100,000)	\$	
Association for the Advancement of Mexcian Americans, Inc.	82-663	\$	-	\$	63,000	\$	63,000
San Antonio Food Bank, Inc. In-Kind	82-663	\$	35,000	\$	-	\$	35,000
Total 38-12-48		\$	738,150	\$	-	\$	738,150

38-12-90 Delegate Agencies

Family Violence Prevention Services	02-163	\$	81,362	\$	-	\$	81,362
SAMM on Commerce	02-163	\$	45,618	\$	-	\$	45,618
Dwyer Overflow	02-163	\$	100,000	\$	(100,000)	\$	
Association for the Advancement of Mexcian Americans, Inc.	02-163	\$	-	\$	63,000	\$	63,000
San Antonio Food Bank, Inc.	02-163	\$	35,000	\$	-	\$	35,000
Total 38-12-90		\$	261,980	\$	(37,000)	\$	224,980

TOTAL	\$	1,406,000	\$	-	\$	1,406,000
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FUND ONLY INDEX CODE