

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

**TO:** Mayor and City Council

**FROM:** Fernando A. Guerra, MD, MPH, Director of Health

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Frances A. Gonzalez, Assistant City Manager; City Attorney's Office; Office of Management and Budget; Finance Department; Project; File

**SUBJECT:** ORDINANCE AUTHORIZING EXECUTION OF A CONTRACT CHANGE FROM THE TEXAS DEPARTMENT OF HEALTH FOR THE AIDS SURVEILLANCE PROGRAM

**DATE:** February 19, 2004

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to accept and execute a contract change totaling \$41,310.00 from the Texas Department of Health (TDH) to increase support for the ongoing AIDS Surveillance Program in the San Antonio Metropolitan Health District (SAMHD) and extend the program period through March 31, 2004. This ordinance will also revise the program budget.

Staff recommends approval.

**BACKGROUND INFORMATION**

TDH provides annual financial assistance to the City through various contracts to fund public health activities provided by the SAMHD. One of these contracts sustains the Public Health State Support Project 2003/2004 under which the SAMHD operates several programs, including the AIDS Surveillance Program. This program compiles reports from local laboratories and infection control nurses to identify individuals in Bexar County who have contracted AIDS.

Last February, due to State budget uncertainties, TDH could provide only \$81,344.00 for the AIDS Surveillance Program, funds to operate for approximately eight months. In December funding for the remainder of the year was offered through a TDH contract change which provided \$55,022.00. Now TDH has offered an additional \$41,310.00 through Contract Change Notice No. 15. This ordinance will accept these additional funds to be used for staff support and allow the program to continue through March 31, 2004. Continuation funding is anticipated for FY 2005 ending December 31, 2004. Support from TDH last year for this program was \$158,467.00 for the period January 1, 2002 through December 31, 2002. This year's support through March 31, 2004 is \$177,676.00, an increase of \$19,209.00. The funding increase will cover salaries and wages through March 31, 2004. The personnel complement for this activity remains at four (4) full-time positions. The position of Program Coordinator, which is currently vacant, is being replaced with a Health Program Supervisor. This new

position will supervise field staff, research records of newly diagnosed HIV/AIDS cases, oversee the HIV and AIDS Reporting System (HARS) database for Bexar County, and submit reports through the State to the Centers for Disease Control and Prevention (CDC) to meet grant requirements (See Attachment I).

### **POLICY ANALYSIS**

Acceptance of this grant from TDH will continue the long-standing practice of utilizing Federal and State aid to support the local public health programs of the City.

### **FISCAL IMPACT**

This TDH contract change provides an additional \$41,310.00 to support the AIDS Surveillance Program in the SAMHD. This brings the total program budget support through March 31, 2004 to \$177,676.00. Acceptance of this contract change will place no demands on the City General Fund.

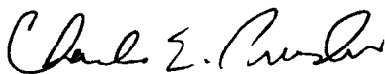
### **COORDINATION**

The City Attorney's Office and the Office of Management and Budget, Risk Management Division, have reviewed the contract with TDH. The Finance Department has approved the proposed program budget.

### **SUPPLEMENTARY COMMENTS**

Provisions of the Ethics Ordinance do not apply.

Attachments: Attachment I: Program Budget and Personnel Complement  
Attachment II: TDH Contract Change Notice No. 15



Fernando A. Guerra, MD, MPH  
Director of Health



Frances A. Gonzalez  
Assistant City Manager

APPROVED:



Terry M. Brechtel  
City Manager

**ATTACHMENT I**  
**Public Health State Support Project 2003/2004 - Federal**  
**Fund No. 26-016058**  
**TDH Contract No. 7460020708 2004**

<u>INDEX</u>	<u>ESTIMATED REVENUES</u>	<u>OBJECT CODE</u>	<u>ORIGINAL BUDGET</u>	<u>ADD (DEDUCT)</u>	<u>CURRENT BUDGET</u>
080721	Attachment #01B		\$ 136,366	\$ 41,310	\$ 177,676
	Total Estimated Revenues		\$ <u>136,366</u>	\$ <u>41,310</u>	\$ <u>177,676</u>

**APPROPRIATIONS**  
**AIDS Surveillance Project**  
**36-07-32 01/01/2003 - 03/31/2004**

750190	Regular Salaries & Wages	01-010	83,179	26,501	109,680
750208	Language Skill Pay	01-019	800	1,600	2,400
750216	Social Security	01-030	5,805	2,586	8,391
750224	TMRS	01-040	9,470	3,057	12,527
750232	Group Health Insurance	01-050	22,676	0	22,676
750240	Life Insurance	01-051	153	40	193
750257	Workers' Disability Comp.	01-060	100	0	100
750265	Personal Leave Buy Back Pay	01-072	2,290	0	2,290
750273	Rental of Pagers	02-112	878	0	878
750281	Mail & Parcel Post Service	02-113	1,000	0	1,000
750299	Travel- Official	02-124	280	2,534	2,814
750307	Car Expense Allowance	02-130	4,433	0	4,433
750323	Gas & Electricity	02-154	502	0	502
750331	Temporary Services	02-161	1,000	3,275	4,275
750349	Automatic Data Processing Svcs	02-172	1,800	0	1,800
750356	Office Supplies	03-210	2,000	600	2,600
750364	Computer Software	03-243	0	0	0
750372	Indirect Cost	04-280	0	1,117	1,117
750380	Computer Equipment	05-360	0	0	0
750398	Furniture & Fixtures	05-375	0	0	0
	<b>Total 36-07-32</b>		\$ <u>136,366</u>	<u>41,310</u>	<u>177,676</u>

Fund Only Index #: 000565

**PERSONNEL COMPLEMENT:**

<u>Class No.</u>	<u>Title</u>	<u>Current Positions</u>	<u>Add (Deduct)</u>	<u>Revised Positions</u>
Activity 36-07-32:				
0010	Office Assistant	1		1
0040	Administrative Assistant	1		1
0282	Health Program Specialist	1		1
0284	Health Program Supervisor		1	1
0915	Program Coordinator	1	(1)	0
	Total 36-07-32	<u>4</u>	<u>0</u>	<u>4</u>



ATTACHMENT II

TEXAS DEPARTMENT OF HEALTH  
1100 WEST 49TH STREET  
AUSTIN, TEXAS 78756-3199

STATE OF TEXAS

TDH Document No. 7460020708 2004

COUNTY OF TRAVIS

Contract Change Notice No. 15

The Texas Department of Health, hereinafter referred to as RECEIVING AGENCY, did heretofore enter into a contract in writing with SAN ANTONIO METROPOLITAN HEALTH DISTRICT hereinafter referred to as PERFORMING AGENCY. The parties thereto now desire to amend such contract attachment(s) as follows:

SUMMARY OF TRANSACTION:

ATT NO. 01B : HIV - SURVEILLANCE

All terms and conditions not hereby amended remain in full force and effect.

EXECUTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.

Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:

PERFORMING AGENCY:

SAN ANTONIO METROPOLITAN HEALTH DISTRICT

By: \_\_\_\_\_  
(Signature of person authorized to sign)

\_\_\_\_\_  
(Name and Title)

Date: \_\_\_\_\_

RECOMMENDED:

By: \_\_\_\_\_  
(PERFORMING AGENCY Director, if different from person authorized to sign contract)

RECEIVING AGENCY :

TEXAS DEPARTMENT OF HEALTH

By: Bob Burnette  
(Signature of person authorized to sign)

Bob Burnette, Director  
Procurement and Contracting Services Division  
(Name and Title)

Date: 02-03-2004

TP PCSD - Rev. 2/03

# DETAILS OF ATTACHMENTS

Att/ Amd No.	TDH Program ID/ TDH Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (TDH Share)	
		Begin	End	Source of Funds*	Amount			
01B	HIV/SURV 0000000332	01/01/03	03/31/04	93.944	177,676.00	0.00	177,676.00	
02A	HIV/PREV 0000000279	01/01/03	12/31/03	93.940	246,220.00	0.00	246,220.00	
03B	STD/HIV 0000000335	01/01/03	12/31/03	93.977	224,801.00	0.00	224,801.00	
04	TB/PC 0000000382	01/01/03	12/31/03	93.116	356,702.00	0.00	356,702.00	
05	EPI/LEAD 0000000833	07/01/03	06/30/04	93.262	45,000.00	0.00	45,000.00	
06	STD/HIV 0000000960	09/01/03	08/31/04	State	77,046.00	0.00	77,046.00	
07	TB/PC 0000000943	09/01/03	08/31/04	State	199,444.00	0.00	199,444.00	
08	ACFH/POP 0000001241	09/01/03	08/31/04	State 93.994	66,000.00	0.00	66,000.00	
09	HIV/HEP 0000001267	09/01/03	12/31/03	93.940	16,000.00	0.00	16,000.00	
10	BNS/WIC-CARD 0000001443	10/01/03	09/30/04	10.557	0.00	0.00	0.00	
11	OPHP/LPHS 0000001014	09/01/03	08/31/04	State 93.991	251,464.00	54,312.00	305,776.00	
12	REFUGEE 0000001461	10/01/03	09/30/04	93.566 93.576	143,495.00	0.00	143,495.00	
TDH Document No.7460020708 2004 Change No. 15					Totals	\$1,803,848.00	\$ 54,312.00	\$1,858,160.00

\*Federal funds are indicated by a number from the Catalog of Federal Domestic Assistance (CFDA), if applicable. REFER TO BUDGET SECTION OF ANY ZERO AMOUNT ATTACHMENT FOR DETAILS.

DOCUMENT NO. 7460020708-2004  
ATTACHMENT NO. 01B  
PURCHASE ORDER NO. 0000000332

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: BUREAU OF HIV AND STD PREVENTION

TERM: January 01, 2003 THRU: March 31, 2004

It is mutually agreed by and between the contracting parties to amend the conditions of Document No. 7460020708 2004 -01A as written below. All other conditions not hereby amended are to remain in full force and effect.

SECTION I. SCOPE OF WORK: is revised to include the following:

PERFORMANCE MEASURES

The following performance measures will be used to assess, in part, PERFORMING AGENCY'S effectiveness in providing the services described in this contract Attachment, without waiving the enforceability of any of the other terms of the contract:

PERFORMING AGENCY shall complete and submit semi-annual activity reports demonstrating PERFORMING AGENCY'S conduct of HIV/AIDS case-finding activities. These reports shall be submitted to RECEIVING AGENCY Program on the 20<sup>th</sup> day of April 2004 in a format provided by RECEIVING AGENCY Program.

# TEXAS DEPARTMENT OF HEALTH

RECEIVING AGENCY PROGRAM: BUREAU OF HIV AND STD PREVENTION

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

CONTRACT TERM: 01/01/2003 THRU: 03/31/2004

BUDGET PERIOD: 01/01/2003 THRU 03/31/2004

TDH DOC. NO. 7460020708 200401B CHG. 15

## REVISED CONTRACT BUDGET

FINANCIAL ASSISTANCE			
OBJECT CLASS CATEGORIES	CURRENT APPROVED BUDGET (A)	CHANGE REQUESTED (B)	NEW OR REVISED BUDGET (C)
Personnel	\$86,981.00	\$26,501.00	\$113,482.00
Fringe Benefits	30,910.00	10,558.00	41,468.00
Travel	2,400.00	2,534.00	4,934.00
Equipment	4,100.00	0.00	4,100.00
Supplies	177.00	600.00	777.00
Contractual	0.00	0.00	0.00
Other	3,100.00	1,117.00	4,217.00
Total Direct Charges	\$127,668.00	\$41,310.00	\$168,978.00
Indirect Charges	8,698.00	0.00	8,698.00
TOTAL	\$136,366.00	\$41,310.00	\$177,676.00
PERFORMING AGENCY SHARE:			
Program Income	0.00	0.00	0.00
Other Match	0.00	0.00	0.00
RECEIVING AGENCY SHARE	\$136,366.00	\$41,310.00	\$177,676.00
PERFORMING AGENCY SHARE	\$0.00	\$0.00	\$0.00
<div> <div>Detail on Indirect Cost</div> <div>Rate Type:</div> </div>			
Rate	7.67	Base	\$113,482.00
		Total	\$8,698.00
Budget Justification: Increase in funding and number served due to three month extension of term to 3/31/04. Revised Number to be Served/Units of Service: 325			

Form No. GC-9

Financial status reports are due the 30th of April, 30th of July, 30th of October, 30th of January, and the 30th of June.

The negotiated indirect cost amount shown above is less than the maximum allowed by UGMS. Indirect charges to this contract may not exceed the amount shown above, except by prior written approval of RECEIVING AGENCY.