

**CITY OF SAN ANTONIO
INTERDEPARTMENTAL MEMORANDUM
ECONOMIC DEVELOPMENT DEPARTMENT**

TO: Mayor and City Council

FROM: Ramiro A. Cavazos, Director, Economic Development Department

THROUGH: Terry M. Brechtel, City Manager

COPIES: J. Rolando Bono; Leslie Haby; Milo Nitschke; Manuel Longoria; File

SUBJECT: Authorization to Apply for a Grant from the Department of Defense for the Procurement Technical Assistance Center (PTAC)

DATE: May 6, 2004

SUMMARY AND RECOMMENDATIONS

This item provides authorization to apply for a grant in the amount of \$149,950 from the Department of Defense (DoD) for the Procurement Technical Assistance Center (PTAC). If approved by the DoD, the grant will provide funding for personnel expenses associated with the PTAC program from January 1, 2005 through December 31, 2005.

Staff recommends approval.

BACKGROUND INFORMATION

Every year, organizations throughout the country are invited to submit proposals for the DoD grant funding to provide businesses with procurement technical assistance. The PTAC provides procurement technical assistance to businesses seeking to market their products and services to federal, state, and local governments. This program has proven to be an effective economic development tool that promotes a diversity of markets for local business retention and expansion. The PTAC is managed and operated by staff from the Economic Development Department, which has been successful in obtaining this grant for the past 18 years. The DoD will provide \$149,950 out of a total program cost of \$306,605 as its share of the cost to fund the PTAC. The City will contribute \$156,655 through in-kind services.

POLICY ANALYSIS

During FY 2003, the PTAC assisted 328 area businesses with over 400 inquiries to identify and/or compete on 105 contracts with a total value of over \$42,786,786. These awards included contracts to small disadvantaged businesses, women-owned businesses, and other small businesses. The PTAC has also formed a partnership with the Air Force Outreach Program Office and the Small Business Administration for the implementation

of the HUBZone program through a satellite office within the PTAC. Currently, the satellite office has helped over 80 small businesses become HUBZone certified. This program promotes the creation of jobs, the revitalization of inner-city areas, and contracting advantages to small businesses.

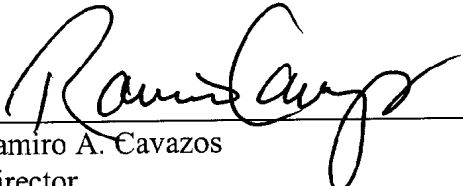
The PTAC's service delivery area consists of Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, and Wilson counties. The overall program complements the City of San Antonio's economic development initiatives and City programs that are intended to support the growth and development of small businesses. Additionally, the award of this grant presents the City of San Antonio with the opportunity to leverage federal funds to support these efforts.

FINANCIAL IMPACT


This ordinance provides authorization for application only. There is no financial impact.

COORDINATION

This has been coordinated with the Finance Department and City Attorney Office.

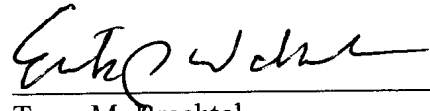


Ramiro A. Cavazos
Director
Economic Development Department



J. Rolando Bono
Deputy City Manager

APPROVED BY:



Terry M. Brechtel
City Manager

2005 PTAC BUDGET

JANUARY 1, 2005 TO DECEMBER 31, 2005

REVENUES

DOD Grant	\$ 149,950.00
City Contribution-In-kind	\$ 156,655.00
	<u>\$ 306,605.00</u>

EXPENDITURES

Personnel

010	Regular Salaries and Wages	\$ 111,659.08
019	Language Skill Pay	\$ 600.00
030	Retirement- Social Security	\$ 8,541.92
040	Retirement Benefits- TMRS	\$ 12,985.95
050	Flex Benefits	\$ 16,344.00
051	Life Insurance	\$ 167.49
060	Worker's Comp	\$ 300.00
072	Personal Leave Buy Back	\$ 680.00

Contractuals

124	Travel-Official	\$ 1,500.00
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In-Kind Personnel Services

	Regular Salaries & Wages	\$ 103,767.00
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In-Kind Contractuals

	Communications	\$ 1,400.00
	Mail & Parcel Post	\$ 500.00
	Rental of Facilities	\$ 34,975.50
	Motor Pool	\$ 30.00
	Software	\$ 9,000.00
	Education	\$ 750.00
	ADP	\$ 1,803.60
	Office Supplies	\$ 500.00
	Memberships	\$ 500.00
	Binding & Printing	\$ 500.00
	Subscriptions	\$ 100.00

Total	<u>\$ 306,605.00</u>
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Personnel Complement

Senior Economic Development Specialist	1
Economic Development Specialist	2
Total Positions	<u><u>3</u></u>