

**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; Human Resources Department; Finance Department; Project; File

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

DATE: August 12, 2004

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the City Manager to accept and execute a change to the contract between the Texas Department of Health (TDH) and the San Antonio Metropolitan Health District which will revise the budget of the ongoing AIDS Surveillance Program in the SAMHD and reduce the total budget ceiling of said program by \$31,409.00 for the period April 1, 2004 through December 31, 2004. This ordinance will also revise the program budget and revise the personnel complement.

Staff recommends approval.

BACKGROUND INFORMATION

On December 4, 2003 City Council approved a contract with the Texas Department of Health which provides funding to the San Antonio Metropolitan Health District for a number of ongoing programs. Each program is tied to the contract through a contract change notice. As grants are renewed during the year, attachments are added to the contract through contract change notices. The AIDS Surveillance Program, one of the grants supported by this contract, received its annual funding through a contract change notice that the City Council passed on May 6, 2004. Staff in the AIDS Surveillance Program compiles reports from local laboratories and infection control nurses to identify individuals in Bexar County who have contracted AIDS.

Funds for this AIDS program ultimately come from the federal government and are passed through TDH to local public health departments. TDH made an estimate of the State allocation for the program and based local contracts on this amount. Unfortunately, total monetary support for the program this year was less than anticipated. For this reason TDH has issued a reduction of \$31,409.00 to the program budget. Because of this reduction, the Health Program Supervisor position in the AIDS Surveillance Program is being eliminated. The employee currently in that position is being transferred to

another SAMHD communicable disease project. This will reduce the personnel complement in the program to three (3) positions (See Attachment I).

POLICY ANALYSIS

Acceptance of this contract change is consistent with contract guidelines. TDH has the authority to adjust grant funding as needed to administer the resources available.

FISCAL IMPACT

This TDH contract change will reduce the previously approved budget for the ongoing AIDS Surveillance Program in the SAMHD from \$117,712.00 to \$86,303.00. Total support provided under this contract with TDH with all attachments will be reduced to \$1,312,010.00.

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

COORDINATION

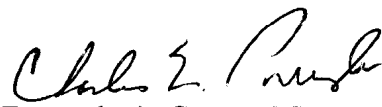
The City Attorney's Office and the Human Resources Department, Risk Management Division have reviewed the contract with TDH. The Finance Department has approved the proposed program budget.

SUPPLEMENTARY COMMENTS

Provisions of the Ethics Ordinance do not apply.

Attachments:

- Attachment I: Public Health State Support Project 2004/2005 –Federal Budget and Personnel Complement
- Attachment II: TDH 7460020708 2005 Contract Change Notice No. 08, Attachment No. 05A


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 2004/2005 - Federal
Fund No. 26-016066
TDH Contract No. 7460020708 2005

<u>INDEX</u>	<u>ESTIMATED REVENUES</u>	<u>OBJECT CODE</u>	<u>ORIGINAL BUDGET</u>	<u>ADD (DEDUCT)</u>	<u>REVISED BUDGET</u>
083832	Attachment #05A	00-004	\$ 117,712	(31,409)	86,303
	Total Estimated Revenues		\$ <u>117,712</u>	<u>(31,409)</u>	<u>86,303</u>

APPROPRIATIONS
AIDS Surveillance Program
36-07-32 04/01/2004 - 12/31/2004

752360	Regular Salaries & Wages	01-010	58,153	(1,077)	57,076
752642	Language Skill Pay	01-019	2,400	(1,500)	900
753277	Social Security	01-030	4,449	270	4,719
753947	TMRS	01-040	6,763	283	7,046
754119	Group Health Insurance	01-050	17,400	(5,142)	12,258
754481	Life Insurance	01-051	133	(47)	86
754622	Workers' Disability Comp.	01-060	400	0	400
754812	Personal Leave Buy Back Pay	01-072	907	(257)	650
754960	Rental of Pagers	02-112	100	0	100
755165	Mail & Parcel Post Service	02-113	1,000	(338)	662
755660	Travel- Official	02-124	3,300	(3,300)	0
756270	Car Expense Allowance	02-130	4,433	(2,126)	2,307
756437	Gas & Electricity	02-154	500	(500)	0
756627	Temporary Services	02-161	5,850	(5,850)	0
756767	Automatic Data Processing Svcs	02-172	1,000	(1,000)	0
756957	Office Supplies	03-210	1,500	(1,400)	100
757096	Computer Software	03-243	1,500	(1,500)	0
757328	Indirect Cost	04-280	0	0	0
758706	Computer Equipment	05-360	2,925	(2,925)	0
758862	Furniture & Fixtures	05-375	5,000	(5,000)	0
	Total 36-07-32		\$ <u>117,712</u>	<u>(31,409)</u>	<u>86,303</u>

Fund Only Index #: 000566

PERSONNEL COMPLEMENT:

<u>Class No.</u>	<u>Title</u>	<u>PREVIOUS POSITIONS</u>	<u>ADD (DEDUCT)</u>	<u>REVISED POSITIONS</u>
Activity 36-07-32:				
0010	Office Assistant	1	0	1
0040	Administrative Assistant I	1	0	1
0282	Health Program Specialist	1	0	1
0284	Health Program Supervisor	1	(1)	0
	Total 36-07-32	<u>4</u>	<u>(1)</u>	<u>3</u>



ATTACHMENT II

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

STATE OF TEXAS
COUNTY OF TRAVIS

TDH Document No. 7460020708 2005

Contract Change Notice No. 08

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. 05A : 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
DEPARTMENT OF HEALTH

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

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

Date: 06/10/07

DB PCSD - Rev. 6/04

DETAILS OF ATTACHMENTS

Att/ Amd No.	Program ID/ TDH Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (TDH Share)
		Begin	End	Source of Funds*	Amount		
01	TB/PC 0000001629	01/01/04	12/31/04	93.116	356,700.00	0.00	356,700.00
02	HIV/PREV 0000001706	01/01/04	12/31/04	93.940	232,350.00	0.00	232,350.00
03	STD/HIV 0000001818	01/01/04	12/31/04	93.977	215,116.00	0.00	215,116.00
04A	IMM/LOCALS 0000001769	01/01/04	12/31/04	State	286,541.00	0.00	286,541.00
05A	HIV/SURV 0000002157	04/01/04	12/31/04	93.944	86,303.00	0.00	86,303.00
06	EPI/LEAD 0000002255	07/01/04	06/30/05	93.262	45,000.00	0.00	45,000.00
07	DIAB/CDSP 0000002262	07/01/04	03/29/05	93.988	90,000.00	0.00	90,000.00
TDH Document No.7460020708 2005 Change No. 08				Totals	\$1,312,010.00	\$ 0.00	\$1,312,010.00

*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.

TEXAS DEPARTMENT OF HEALTH

RECEIVING AGENCY PROGRAM: BUREAU OF HIV AND STD PREVENTION
 PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT
 CONTRACT TERM: 04/01/04 THRU: 12/31/04 BUDGET PERIOD: 04/01/04 THRU 12/31/04
 TDH DOC. NO. 7460020708 200505A CHG. 08

REVISED CONTRACT BUDGET

FINANCIAL ASSISTANCE			
OBJECT CLASS CATEGORIES	CURRENT APPROVED BUDGET (A)	CHANGE REQUESTED (B)	NEW OR REVISED BUDGET (C)
Personnel	\$79,503.00	\$(22,641.00)	\$56,862.00
Fringe Benefits	31,674.00	(4,368.00)	27,306.00
Travel	2,135.00	0.00	2,135.00
Equipment	0.00	0.00	0.00
Supplies	3,800.00	(3,800.00)	0.00
Contractual	0.00	0.00	0.00
Other	600.00	(600.00)	0.00
Total Direct Charges	\$117,712.00	\$(31,409.00)	\$86,303.00
Indirect Charges	0.00	0.00	0.00
TOTAL	\$117,712.00	\$(31,409.00)	\$86,303.00
PERFORMING AGENCY SHARE:			
Program Income	0.00	0.00	0.00
Other Match	0.00	0.00	0.00
RECEIVING AGENCY SHARE	\$117,712.00	\$(31,409.00)	\$86,303.00
PERFORMING AGENCY SHARE	\$0.00	\$0.00	\$0.00
Detail on Indirect Cost Rate Type:			
Rate	0.00	Base	\$0.00
		Total	\$0.00
Budget Justification: Decrease in funding due to NGA being less than anticipated.			

Form No. GC-9

Financial status reports are due the 30th of July, 30th of October, and the 30th of March.