

**CITY OF SAN ANTONIO  
DEPARTMENT OF COMMUNITY INITIATIVES  
OFFICE OF MANAGEMENT & BUDGET  
CITY COUNCIL AGENDA MEMORANDUM**

**TO:** Mayor and City Council

**FROM:** Dennis J. Campa, Director, Department of Community Initiatives  
Peter Zanoni, Director, Office of Management & Budget

**SUBJECT:** Establishes a revised Human Development Services Fund (HDSF) Application process and Amends the FY 2005 Adopted Budget to increase the HDSF budgets.

**DATE:** December 16, 2004

**SUMMARY AND RECOMMENDATIONS**

- A. This ordinance rescinds the FY 2003 Human Development Services Fund Guidelines, establishes a revised HDSF Application process and authorizes the municipal public purposes served through HDSF expenditures. This ordinance also authorizes the execution of contracts for the HDSF.
- B. This ordinance amends the FY 2005 Adopted Budget to allocate additional funds to the Human Development Services Fund. The Mayor and each Council Member's HDSF allocation for FY 2005 would increase from the current \$30,000 to \$41,818 each. The dollars budgeted within the FY 2005 Human Development Services Fund within the General Fund Special Projects appropriation would be increased in total by \$129,998. The dollars budgeted within the Community Initiatives Department within the General Fund would be decreased by a total of \$129,998 by reducing the allocation for the Ambassador Scholarship Program by \$45,000, the allocation for the Elderly Affairs research and support service by \$30,000, and the allocation for the San Antonio Education Partnership program by \$54,998. Each of the three aforementioned programs are either new or expanded initiatives that were funded within the FY 2005 Budget through a redirection of the funding that had been budgeted for the HDSF in FY 2004.

Staff recommends approval of these ordinances.

**BACKGROUND INFORMATION**

**Human Development Services Fund**

For the past three years, HDSF provided the Mayor and Councilmembers the opportunity to improve the quality of life for children, youth, families and seniors in their Districts through investment in human development services. These investments enhance the City's efforts to address human development issues and complement the direct services offered by the City.

The FY 2003 HDSF Guidelines (Guidelines) defined public purpose and described the types of agencies, programs, and services that may be funded. Through HDSF, council members have supported services, activities, events, and equipment/supplies for entities that facilitate and promote human development in our community. The revised HDSF Application (Attachment A) continues to support these types of investments and replaces the need for the Guidelines.

#### **Amend FY 2005 Adopted Budget to Increase HDSF budgets**

The City Manager's FY 2005 Proposed Budget included a redirection of funding from the HDSF to support new programs and initiatives. Specifically, the budget included the redirection of \$890,000 in Human Development Services Funds to the following new initiatives:

- \$141,000 in funding for the Volunteer Income Tax Assistance Program (VITA),
- \$135,000 in funding for the creation of an Ambassador Scholarship Program, providing internships and a stipend to college students,
- \$384,828 in funding to establish the San Antonio Education Partnership in three additional high schools,
- \$30,000 in funding to support feasibility studies recommended by the Joint Commission on Elderly Affairs, and
- \$199,172 of the total \$297,304 Hunger & Homelessness Initiative

After this redirection, the HDSF allocation consisted of \$30,000 each for the Mayor and each City Council District, or \$330,000 in total. (In FY 2004, the Mayor's allocation consisted of \$20,000 and each City Council District had \$120,000 in the HDSF, or \$1,220,000 in total.) During several City Council Worksessions on the FY 2005 Budget, City Council expressed interest in restoring a portion of the funding that was redirected from the HDSF. However, the budget amendments that were passed as part of the FY 2005 Adopted Budget did not include action that would amend the allocation to the FY 2005 HDSF. City Council instead directed staff to present several funding options that could be considered by the Council to amend the HDSF.

On November 9, 2004, staff presented the Governance Committee with four funding options to be considered to allow for more HDSF funds. These included 1) Adjusting funding for the Ambassador Scholarship Program, the Elderly Affairs research and support, and the San Antonio Education Partnership Program, 2) Reallocating FY 2004 unspent Delegate Agency funds, 3) reallocating, if applicable, FY 2005 Delegate Agency Funds de-obligated from agencies unable to meet matching requirements, and 4) Reallocating FY 1999 through FY 2001 unspent City Council One-Time Project budget funds.

At the request of the Governance Committee, staff reviewed option #1 above with the Economic & Human Development Committee on November 18, 2004, which subsequently supported the recommended option. Option #1 would provide the Mayor and each Council Member with an HDSF allocation of \$41,818 each in FY 2005.

## **POLICY ANALYSIS**

City Council authorized the continuation of the HDSF to support human development service-related purposes as passed and approved in Ordinance No. 99725 on September 16, 2004. The Mayor and each City Council District received \$30,000 for FY 2005 plus prior year outstanding balances remaining in their HDSF budgets. This ordinance provides clarity and guidance to ensure effective use of appropriated funds and increased accountability.

The revised HDSF Application also establishes funding initiatives based on the funding goals set by City Council for the FY 2005 Consolidated Human Development Services Funding Pool. The proposed HDSF funding initiatives are: Family Strengthening, Youth Development, Workforce Development, and Community Safety Net. Moreover, the HDSF Application describes the public purpose, the eligible projects and eligible expenditures for each of the funding initiatives.

In addition to establishing funding initiatives, the HDSF Application packet streamlines the format with the essential information and documents needed for service providers to submit to City Council members. A checklist is included for easy reference and complete follow-through of the application process. If the service provider is awarded funds, the completed HDSF Application Packet will assist in expediting the contracting process.

The revised HDSF Application continues the existing policy of investing in human development services that are open to all residents who meet eligibility requirements for the services. Specifically, the revised HDSF Application also adds the minimum criteria for scholarship expenditures and sets a maximum cap of \$5,000 to service providers in operation two years or less.

The Department of Community Initiatives (DCI) will continue to research requests, finalize the scope of work for the contracts and monitor expenditures by collecting invoices and field observation. DCI will provide a semi-annual status report on the HDSF investments during the City Manager's Report and will continue to maintain the intranet site that provides City Council their current HDSF investments and budgets.

### **Amend the FY 2005 Adopted Budget and Increase HDSF budgets**

This ordinance amends the FY 2005 Adopted Budget to allocate additional funds to the Human Development Services Fund. Specifically, the Mayor and each Council Member's HDSF allocation for FY 2005 would increase from the current \$30,000 to \$41,818. The dollars budgeted within the FY 2005 Human Development Services Fund within the General Fund Special Projects appropriation would be increased in total by \$129,998. The dollars budgeted within the Community Initiatives Department within the General Fund would be decreased by a total of \$129,998 by reducing the allocation for the Ambassador Program by \$45,000, the allocation for the Elderly Affairs research and support service by \$30,000, and the allocation for the San Antonio Education Partnership program by \$54,998. Each of the three aforementioned programs are either new or expanded initiatives that were funded within the FY 2005 Budget through a redirection of the funding that had been budgeted for the HDSF in FY 2004.

The Ambassador Scholarship Program included in the FY 2005 Adopted Budget is funded in the amount of \$135,000. The goal of this program is to provide 75 scholarships for students enrolling in universities outside of San Antonio. It would require participating students to attend career/college fairs in their respective colleges and serve two summer internships in San Antonio. By reducing the Program budget by \$45,000, the program would provide 50 students with the benefits of the Program.

The Elderly Affairs initiative funded within the Community Initiatives Department includes dedicated staff support and resources totaling approximately \$110,000 to support the Joint Commission on Elderly Affairs in addition to other programs and services dedicated to senior citizens. The FY 2005 Adopted Budget included an additional \$30,000 to support feasibility studies and research recommended by the Joint Commission on Elderly Affairs. While the \$30,000 would be redirected as considered with this ordinance, the dedicated staff support and other operating funds, including funding from Bexar County, would remain in FY 2005.

In FY 2004, the San Antonio Education Partnership served students attending 15 San Antonio high schools in seven San Antonio school districts covering seven city council districts. The participating schools include: Edgewood ISD (Kennedy and Memorial High Schools); Harlandale ISD (Harlandale and McCollum High Schools); North East ISD (Lee High School); San Antonio ISD (Burbank, Edison, Fox Tech, Highlands, Houston, Jefferson, and Lanier High Schools); Southside ISD (Southside High School); South San ISD (South San High School); and, Southwest ISD (Southwest High School.)

In FY 2004, the City contributed resources to fund 15 city positions--one advisor for each of the 15 participating high schools--and five support staff positions to manage the program. The City also provided scholarship support for five high schools (Burbank, Highlands, Jefferson, McCollum, and Lee) that were added to the SAEP in FY 2001. The private sector and external sources provide the scholarship support to the 10 other SAEP high schools.

The FY 2005 Adopted Budget provided funding to extend SAEP services to every city council district by inviting Northside ISD's Clark High School (Council District 8), and North East ISD's Churchill High School (Council District 9), and Madison High Schools (Council District 10) to the partnership. The amount needed to fund scholarships for approximately 507 students within these three schools would be \$268,869 beginning in FY 2005. The Adopted Budget also sets aside funding to provide SAEP with funds for the Partnership to secure student advising service for these added schools at a first year cost of \$115,959. The combined cost of this improvement is \$384,828. This Ordinance would redirect \$54,998 of the funds allocated for student advising services and would not redirect any of the scholarship dollars. The Partnership has suggested to the City that the remaining dollars for student advisors would be sufficient to secure such services.

### **FISCAL IMPACT**

There is no direct fiscal implication with the establishment of the new Human Development Services Fund Application. This action requires no General Fund commitment. The fiscal

impact of the budget amendment would have no total net affect to the FY 2005 General Fund Budget. The General Fund Special Projects budget would increase by \$129,998 and the General Fund Community Initiatives Department budget would decrease by \$129,998.

### COORDINATION

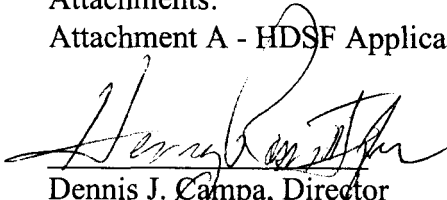
The Department of Community Initiatives coordinated activities with the Governance Committee, Economic and Human Development Committee, City Manager's Office, City Attorney's Office, Office of Management and Budget, and Contract Services Department. The Governance Committee and the Economic and Human Development Committee recommended City Council consideration for the HDSF Application and the HDSF budget adjustment.

### SUPPLEMENTARY COMMENTS

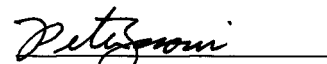
Provisions of the Ethics Ordinance do not apply.

Attachments:

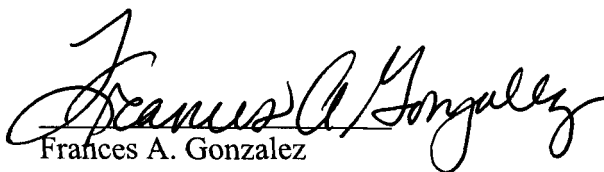
Attachment A - HDSF Application




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