

**CITY OF SAN ANTONIO  
SAN ANTONIO METROPOLITAN HEALTH DISTRICT  
CITY COUNCIL AGENDA MEMORANDUM**

CONSENT AGENDA  
ITEM NO. 36

**TO:** Mayor and City Council

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

**SUBJECT:** ORDINANCE ACCEPTING FUNDS FROM THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES FOR THE MILK AND DAIRY LABORATORY SAMPLE TESTING PROGRAM

**DATE:** November 3, 2005

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes the City Manager to execute a contract change up to \$11,560.00 from the Texas Department of State Health Services (TDSHS) to augment support of the ongoing Milk and Dairy Laboratory Sample Testing Program in the San Antonio Metropolitan Health District (SAMHD) through August 31, 2005. In addition, this ordinance will adopt the program budget and authorize payments for contractual services.

Staff recommends approval.

**BACKGROUND INFORMATION**

The City Manager was authorized to execute the Public Health State Support Project 2004/2005 contract 7460020708 2005 with TDSHS through an ordinance passed and approved on December 4, 2003 providing annual assistance to the City in support of the core public health activities provided by the SAMHD, including the ongoing Milk and Dairy Laboratory Sample Testing Program. Contract changes are made throughout the term of the contract in order to renew grant programs when their terms expire. TDSHS has now offered Contract Change Notice No. 28, Attachment No. 16 (See Attachment II), to augment the program by assisting with funding for new laboratory equipment through August 31, 2005.

The SAMHD Milk and Dairy Laboratory Sample Testing Program tests approximately 5,000 milk samples per year from processing plants located in San Antonio and the surrounding TDSHS Region 8 area. Samples are processed within 48 to 72 hours after collection. Among the tests performed on the samples are tests for bacteria, pasteurization, the absence of antibiotics, and an added water test to determine if water has been added to the product. Test results are faxed to TDSHS in Austin for monitoring.

TDSHS periodically runs a "split test" on a sample to evaluate proficiencies between technicians and other surveillance labs. These proficiencies will help maintain the TDSHS requirements of laboratory certification for the SAMHD laboratory.

TDSHS desires that all Milk and Dairy laboratories in the surveillance program, including SAMHD, use the same type, make and model of testing equipment to promote comparable outcomes with the

other labs. Since some of the other labs in the surveillance program had upgraded to more modern equipment and TDSHS had funds available at the end of the contract year, an allocation was made to the SAMHD. Unfortunately, since the contract change was not received by SAMHD until August 26<sup>th</sup>, not all of the equipment could be ordered before the close of the contact term on August 31, 2005. SAMHD has requested additional funding of \$7,000 for the remaining equipment (Cryoscope).

**POLICY ANALYSIS**

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

**FISCAL IMPACT**

This TDSHS contract provides up to \$11,560.00 to augment support for the ongoing Milk and Dairy Laboratory Sample Testing Program in the SAMHD through August 31, 2005. The SAMHD has coordinated with the Office of Management and Budget.

**COORDINATION**

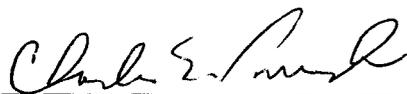
The City Attorney's Office and the Human Resources Department, Risk Management Division, have reviewed and approved the contract with TDSHS. The SAMHD has coordinated with the Finance Department for accurate accounting of the grant.

**SUPPLEMENTARY COMMENTS**

Provisions of the Ethics Ordinance do not apply.

Attachments:

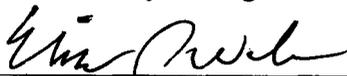
- Attachment I: Public Health State Support Project 2004-2005 (State) Budget
- Attachment II: TDSHS 7460020708 2005 Contract Change Notice No. 28, Attachment No. 16



Fernando A. Guerra, MD, MPH  
Director of Health



Frances A. Gonzalez  
Assistant City Manager



J. Rolando Bono  
City Manager

**Attachment I**  
**Public Health State Support Project 2004-2005 (State)**  
**Fund 26016000**  
**Fund Center 3610350000**  
**TDSHS Contract No. 7460020708 2005**

<u>ESTIMATED REVENUES</u>	GL	BUDGET
TDSHS Attachment #16	4501110	\$ 11,560
Total Estimated Revenues		<u>11,560</u>

APPROPRIATIONS

Milk Group Equipment		
Activity 36-10-35	08/15/05 to 08/31/05	
Cost Center 3610350001		
Internal Order 136000000290		
Machinery & Equipment	5709060	9,600
Tools, Apparatus, and Accessories	5304050	450
Computer Equipment	5501000	1,510
Total Appropriations		<u>\$ 11,560</u>



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

STATE OF TEXAS  
COUNTY OF TRAVIS

DSHS Document No. 7460020708 2005

Contract Change Notice No. 28

The Department of State Health Services, 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:

<p><b>SUMMARY OF TRANSACTION:</b> ATT NO. 16 : MILK GROUP</p>	
<p>All terms and conditions not hereby amended remain in full force and effect.</p>	
<p>EXECUTED IN DUPLICATE ORIGINALS ON THE DATES SHOWN.</p>	
<p>Authorized Contracting Entity (type above if different from PERFORMING AGENCY) for and in behalf of:</p>	
<p><b>PERFORMING AGENCY:</b></p> <p><b>SAN ANTONIO METROPOLITAN HEALTH DISTRICT</b></p>	<p><b>RECEIVING AGENCY :</b></p> <p><b>DEPARTMENT OF STATE HEALTH SERVICES</b></p>
<p>By: _____ (Signature of person authorized to sign)</p> <p>_____ (Name and Title)</p>	<p>By: _____ (Signature of person authorized to sign)</p> <p>Bob Burnette, Director Client Services Contracting Unit _____ (Name and Title)</p>
<p>Date: _____</p>	<p>Date: _____</p>
<p><b>RECOMMENDED:</b></p>	
<p>By: _____ (PERFORMING AGENCY Director, if different from person authorized to sign contract)</p>	

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**DETAILS OF ATTACHMENTS**

Att/ Amd No.	DSHS Program ID/ DSHS Purchase Order Number	Term		Financial Assistance		Direct Assistance	Total Amount (DSHS 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
03A	STD/HIV 0000001818	01/01/04	12/31/04	93.977	258,617.00	0.00	258,617.00
04D	IMM/LOCALS 0000001769	01/01/04	08/31/05	State	716,353.00	0.00	716,353.00
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
08	TB/PC C038632000	09/01/04	08/31/05	State	199,444.00	0.00	199,444.00
09A	STD/HIV C038634000	09/01/04	12/31/04	State	25,682.00	0.00	25,682.00
10B	CHS/POP C038881000	09/01/04	12/31/05	93.994	88,000.00	0.00	88,000.00
11	OPHP/LPHS C039361000	09/01/04	08/31/05	State 93.991	305,776.00	0.00	305,776.00
12	BNS/WIC-CARD C039468000	10/01/04	09/30/05	10.557	0.00	0.00	0.00
13B	CPS/BIOTERR 0000300716	09/01/04	08/31/05	93.283	2,435,007.00	0.00	2,435,007.00
14A	CHS/TITLE X 0000300863	09/01/04	08/31/05	93.217	81,000.00	0.00	81,000.00
15A	REFUGEE 0000301008	10/01/04	09/30/05	93.566 93.576	143,495.00	0.00	143,495.00
16	M&D 0000309615	08/15/05	08/31/05	State	0.00	0.00	0.00
DSHS Document No.7460020708 2005 Change No. 28				Totals	\$5,063,727.00	\$ 0.00	\$5,063,727.00

\*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. 7460020708-2005  
ATTACHMENT NO. 16  
PURCHASE ORDER NO. 0000309615

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: MILK AND DAIRY PRODUCTS DIVISION

TERM: August 15, 2005 THRU: August 31, 2005

SECTION I. SCOPE OF WORK:

RECEIVING AGENCY shall fund the purchase of equipment and supplies to further enhance the laboratory analyses of milk samples provided by PERFORMING AGENCY.

RECEIVING AGENCY shall monitor the progress of the purchase through a daily conference call with PERFORMING AGENCY.

PERFORMING AGENCY shall make all purchases of supplies and equipment no later than August 31, 2005.

PERFORMING AGENCY shall return all funds not expended to RECEIVING AGENCY no later than September 10, 2005.

SECTION II. SPECIAL PROVISIONS:

General Provisions, **Child Abuse Reporting Requirements** Article, is not applicable to this Attachment.

General Provisions, **Advance Payments** Article, is not applicable to this Attachment.

General Provisions, **Program Income** Article, is not applicable to this Attachment.

General Provisions, **Reports** Article, is revised to include the following:

PERFORMING AGENCY shall submit an itemized list of all equipment and supplies purchased with funds provided under this Attachment, including supporting invoices, to RECEIVING AGENCY no later than ninety (90) days after the end of the Attachment term.

SECTION III. BUDGET:

RECEIVING AGENCY shall pay PERFORMING AGENCY, for supplies and equipment as itemized on the attached Budget Page and Equipment List, a lump sum payment of \$11,560.00

upon the execution of this contract Attachment. This advance payment is necessary to allow sufficient time for PERFORMING AGENCY to purchase supplies and equipment to further enhance the laboratory analysis of milk samples, which supports a public health purpose.

Total Payments will not exceed \$11,560.00.

SECTION III. BUDGET:

PERSONNEL	\$0.00
FRINGE BENEFITS	0.00
TRAVEL	0.00
EQUIPMENT*	11,560.00
SUPPLIES	0.00
CONTRACTUAL	0.00
OTHER	0.00
TOTAL	\$11,560.00

Total reimbursements will not exceed \$11,560.00.

\* Equipment list attached.

PERFORMING AGENCY: SAN ANTONIO METROPOLITAN HEALTH DISTRICT

RECEIVING AGENCY PROGRAM: MILK AND DAIRY PRODUCTS DIVISION

DSHS DOC. NO: 7460020708 2005

ATTACHMENT NO: 16

Change No. 28

EQUIPMENT LIST				
ITEM	DESCRIPTION	NO. OF UNITS	UNIT COST	EXTENSION
001	New Charm SL6 Reader	1	2,600.00	\$ 2,600.00
002	New Charm SL6 45 degree C Incubator	1	450.00	\$ 450.00
003	Advanced Model 4D3 Single-sample Cryoscope	1	7,000.00	\$ 7,000.00
004	Dell Optiplex GX620 Intel Pentium 4 Processor 650 (3.4 GHz), Microsoft Windows XP Professional, SP2, with Media, 1.0 GB DDR2 Non-ECC SDRAM, 533MHz, (2 DIMM), Dell USB 2-Button Optical Mouse with Scroll, 80GB SATA Internal Boot Hard Drive, 48X32CDRW/DVD Combo Drive with Power DVD.	1	1,510.00	\$ 1,510.00
TOTALS				\$ 11,560.00

Items may be brand name, if specified, or equivalent.