

Agenda item 77

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

TO: Sheryl Sculley, City Manager

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

SUBJECT: Steps to a Healthier San Antonio

DATE: June 29, 2006

SUMMARY AND RECOMMENDATIONS

This ordinance authorizes the City Manager to accept an amendment to a Cooperative Agreement from the U.S. Department of Health and Human Services (DHHS). It approves the carry-forward of Year One funds in the amount of \$562,260.00 to increase support to the current Year Two, Steps to a Healthier San Antonio program (Steps-SA). The San Antonio Metropolitan Health District (SAMHD) program runs September 22, 2005 through September 21, 2006. In addition, the ordinance adopts the program's revised budget and authorizes amendments to five (5) agreements, which include Bexar County Hospital District dba University Health System (UHS), San Antonio-Bexar County Metropolitan Planning Organization (MPO), San Antonio Independent School District (SAISD), American Cancer Society (ACS) and YMCA of Greater San Antonio (YMCA).

Staff recommends approval.

BACKGROUND INFORMATION

The DHHS issued Funding Opportunity No. 04234 in May 2004, entitled "Steps to a Healthier US: A Community-Focused Initiative to Reduce the Burden of Asthma, Diabetes and Obesity." SAMHD assembled interested community-based partners to collaborate on a funding proposal to combat the risk factors of tobacco use, poor nutrition and insufficient physical activity. The new program was named Steps to a Healthier San Antonio (Steps-SA).

In September 2004, the Steps-SA proposal was selected for DHHS funding from more than sixty other urban locations around the United States. Although award notification occurred in September 2004, SAMHD did not receive the Cooperative Agreement Award until December 2004, thereby delaying the City's acceptance of said funds and hiring of staff. The delay resulted in \$562,260.00 of unobligated funds at the end of Year One in September 2005.

In its second year, Steps-SA is continuing its efforts to reduce the community impact of diabetes, obesity and asthma. This ordinance provides additional funding to amend existing Steps-SA agreements with YMCA and SAISD. New departmental agreements will also be executed with several health organizations to expand the Steps-SA program in the SAISD target area.

Along with these new opportunities, Steps-SA will fund internal agreements with Public Works (PW) and Parks and Recreation (PR). PW will survey local government employees to determine how they

commute to work and what barriers there may be to their use of public transportation, cycling or walking. The goal is to reduce air pollution and to increase the physical activity of those surveyed.

PR will identify which parks in the SAISD target area have walking and hiking paths, where placement of mileage markers would encourage people to measure their own level of physical activity.

The majority of the carry-forward dollars (\$300,000) will be used for a community-wide media campaign about the health risks associated with diabetes, obesity and asthma. An existing City contract with Bromley Communications will be used for the information campaign.

Other key partners who will receive funding are as follows:

Organization	New Funds
San Antonio ISD	\$ 24,000
YMCA of Greater San Antonio	\$ 22,000
American Diabetes Association	\$ 24,550
House of Neighborly Service	\$ 10,418
Family Service Association	\$ 6,000
Southwest School of Art and Craft	\$ 23,034
Public Works Department	\$ 8,330
Parks and Recreation Department	\$ 51,188
Total	\$169,520

The remaining dollars will be used to plan and implement a Built Environment Conference, to fund travel to the Steps US Grantee meeting for Steps-SA partners who submitted abstracts and were invited to present at the CDC Steps US Grantee meeting in Atlanta, Georgia, and to purchase new educational materials for use by Steps-SA office staff.

This ordinance includes amendments to current agreements with the UHS, the MPO and the ACS, allowing for minor changes to be made to line item funds to ensure best usage of available resources.

POLICY ANALYSIS

Passage of the amendments will continue the long-standing practice of utilizing grants and cooperative agreements to support local public health programs of the City.

FISCAL IMPACT

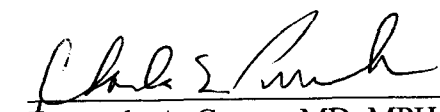
Amendment to the Cooperative Agreement award provides additional funding of \$562,260.00 to the current Year Two award of \$1,508,800.00 to operate the Steps to a Healthier San Antonio initiative for a total of \$2,071,060.00.

COORDINATION

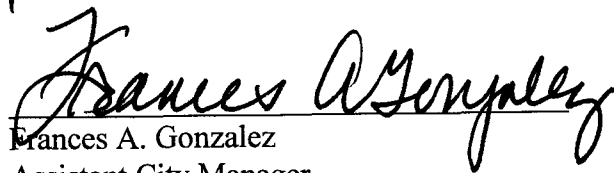
The SAMHD has coordinated with the City Attorney's Office, Office of Management and Budget, Finance Department, Contract Services, Department of Public Works and Department of Parks and Recreation.

SUPPLEMENTARY COMMENTS

Discretionary Contracts Disclosure forms are attached as required.

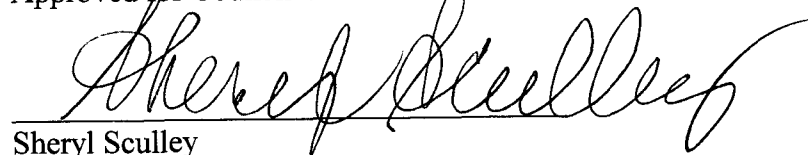


Fernando A. Guerra, MD, MPH
Director of Health



Frances A. Gonzalez
Assistant City Manager

Approved for Council Consideration:



Sheryl Sculley
City Manager

05/04/2006

93.283

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
CENTERS FOR DISEASE CONTROL AND PREVENTION

NOTICE OF COOPERATIVE AGREEMENT

AUTHORIZATION (LEGISLATION/REGULATION)

SEC 301(A) AND 317(K)(2) OF 42 US CODE

1. SUPERSEDES AWARD NOTICE DATED EXCEPT THAT ANY ADDITIONS OR RESTRICTIONS PREVIOUSLY IMPOSED REMAIN IN EFFECT UNLESS SPECIFICALLY RESCINDED.	
08/31/2005	
4. GRANT NO. U58/CCU624469-02-1	5. ADMINISTRATIVE CODES CCU58
6. PROJECT PERIOD FROM 09/22/2004	THROUGH 09/21/2009
7. BUDGET PERIOD FROM 09/22/2005	THROUGH 09/21/2006

1. TITLE OF PROJECT (OR PROGRAM)

STEPS TO A HEALTHIER US

2. GRANTEE NAME AND ADDRESS SAN ANTONIO METROPOLITAN HEALTH DISTRICT SAN ANTONIO METROPOLITAN HEALTH DISTRICT 332 WEST COMMERCE, SUITE 307 SAN ANTONIO, TX 78205	10. DIRECTOR OF PROJECT (PROGRAM DIRECTOR/PRINCIPAL INVESTIGATOR) FERNANDO A. GUERRA, MD, MPH, DIR OF HEALTH SAN ANTONIO METROPOLITAN HEALTH DISTRICT 332 WEST COMMERCE, SUITE 307 SAN ANTONIO, TX 78205
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1. APPROVED BUDGET (EXCLUDES PHS DIRECT ASSISTANCE)		12. AWARD COMPUTATION FOR FINANCIAL ASSISTANCE																	
PHS GRANT FUNDS ONLY 1. TOTAL PROJECT COSTS INCLUDING GRANT FUNDS AND ALL OTHER FINANCIAL PARTICIPATION (PLACE NUMERAL ON LINE) <u>II</u>		A. AMOUNT OF PHS FINANCIAL ASSISTANCE (FROM 11.U).....\$ 2,071,060 B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS...\$ 562,260 C. LESS CUMULATIVE PRIOR AWARD(S) THIS BUDGET PERIOD...\$ 1,508,800 D. AMOUNT OF FINANCIAL ASSIST. THIS ACTION \$ 0																	
SALARIES AND WAGES.....\$ 200,537 FRINGE BENEFITS.....\$ 70,773 TOTAL PERSONNEL COSTS.....\$ 271,310 CONSULTANT COSTS.....0 EQUIPMENT.....27,246 SUPPLIES.....49,812 TRAVEL.....37,705 PATIENT CARE-INPATIENT.....0 PATIENT CARE-OUTPATIENT.....0 ALTERATIONS AND RENOVATIONS.....0 OTHER.....375,892 CONSORTIUM/CONTRACTUAL COSTS.....1,425,649 TRAINEE RELATED EXPENSES.....0 TRAINEE STIPENDS.....0 TRAINEE TUITION AND FEES.....0 TRAINEE TRAVEL.....0 TOTAL DIRECT COSTS.....\$ 2,187,614 INDIRECT COSTS (0.00 % OF B&M/TADC) \$ 24,011 3. TOTAL APPROVED BUDGET.....\$ 2,211,625 SBR FEE.....\$ 0 FEDERAL SHARE.....\$ 2,071,060 NON-FEDERAL SHARE.....\$ 140,565		13. RECOMMENDED FUTURE SUPPORT (SUBJECT TO THE AVAILABILITY OF FUNDS AND SATISFACTORY PROGRESS OF THE PROJECT) <table border="1"> <thead> <tr> <th>BUDGET YEAR</th> <th>TOTAL DIRECT COSTS</th> <th>BUDGET YEAR</th> <th>TOTAL DIRECT COSTS</th> </tr> </thead> <tbody> <tr> <td>A. 3</td> <td>1,000,000</td> <td>D. 0</td> <td>0</td> </tr> <tr> <td>B. 4</td> <td>1,000,000</td> <td>E. 0</td> <td>0</td> </tr> <tr> <td>C. 5</td> <td>1,000,000</td> <td>F. 0</td> <td>0</td> </tr> </tbody> </table> 14. APPROVED DIRECT ASSISTANCE BUDGET (IN LIEU OF CASH) A. AMOUNT OF PHS DIRECT ASSISTANCE.....\$ 0 B. LESS UNOBLIGATED BALANCE FROM PRIOR BUDGET PERIODS...\$ 0 C. LESS CUMULATIVE PRIOR AWARDS FROM THIS BUDGET PERIOD \$ 0 D. AMOUNT OF DIRECT ASSISTANCE THIS ACTION \$ 0 15. PROGRAM INCOME SUBJECT TO 45 CFR PART 74, SUBPART F, OR 45 CFR 92.25, SHALL BE USED IN ACCORDANCE WITH ONE OF THE FOLLOWING ALTERNATIVES: (SELECT ONE AND PUT LETTER IN BOX.) A. DEDUCTION B. ADDITIONAL COSTS C. MATCHING D. OTHER RESEARCH (ADD/DEDUCT OPTION) E. OTHER (SEE REMARKS)		BUDGET YEAR	TOTAL DIRECT COSTS	BUDGET YEAR	TOTAL DIRECT COSTS	A. 3	1,000,000	D. 0	0	B. 4	1,000,000	E. 0	0	C. 5	1,000,000	F. 0	0
BUDGET YEAR	TOTAL DIRECT COSTS	BUDGET YEAR	TOTAL DIRECT COSTS																
A. 3	1,000,000	D. 0	0																
B. 4	1,000,000	E. 0	0																
C. 5	1,000,000	F. 0	0																

THIS AWARD IS BASED ON AN APPLICATION SUBMITTED TO, AND AS APPROVED BY, THE PHS ON THE ABOVE TITLED PROJECT AND IS SUBJECT TO THE TERMS AND CONDITIONS INCORPORATED EITHER DIRECTLY OR BY REFERENCE IN THE FOLLOWING:
 A. THE GRANT PROGRAM LEGISLATION CITED ABOVE. B. THE GRANT PROGRAM REGULATION CITED ABOVE. C. THIS AWARD NOTICE INCLUDING TERMS AND CONDITIONS, IF ANY, NOTED BELOW UNDER REMARKS. D. PHS GRANTS POLICY STATEMENT INCLUDING ADDENDA IN EFFECT AS OF THE BEGINNING DATE OF THE BUDGET PERIOD. E. 45 CFR PART 74 OR 45 CFR PART 92 AS APPLICABLE. IN THE EVENT THERE ARE CONFLICTING OR OTHERWISE INCONSISTENT POLICIES APPLICABLE TO THE GRANT, THE ABOVE ORDER OF PRECEDENCE SHALL PREVAIL. ACCEPTANCE OF THE GRANT TERMS AND CONDITIONS IS ACKNOWLEDGED BY THE GRANTEE WHEN FUNDS ARE DRAWN OR OTHERWISE OBTAINED FROM THE GRANT PAYMENT SYSTEM.

REMARKS (OTHER TERMS AND CONDITIONS ATTACHED) YES ☒ NO

SPONSOR: NATL. CTR. FOR CHRONIC DISEASE PREV. & HEALTH PROMOTION

*IDC RATE BASE: SEE ATTACHED

PHS GRANTS MANAGEMENT OFFICER: (SIGNATURE) <i>[Signature]</i>		(NAME-TYPED/PRINT) NEALEAN AUSTIN		(TITLE) GRANTS MANAGEMENT OFFICER	
7. OBJ. CLASS. 41.51 FY-CAN		18. CRS.EIN: 1-174600207-A2		19. LIST NO.: CN-339-A06	
DOCUMENT NO.		ADMINISTRATIVE CODE		AMT. ACTION FIN. ASST	
D.A.		C.		D.	
1.A		C.		D.	
2.A		C.		D.	

NOTICE OF AWARD**PAGE 2 OF 2****DATE ISSUED***(Continuation Sheet)***AWARD NO. U58/CCU624469-02-1****TERMS AND CONDITIONS OF THIS AWARD****NOTE 1:**

The purpose of this amended Notice of Award is to redirect funds and provide carryover of unobligated funds in the amount of \$562,260 from budget period Year 01 to budget period Year 02, as requested in your letters dated November 21, 2005, and March 6, 2006. This amount will be subject to reduction if the actual unobligated balance is less.

<u>Budget Element</u>	<u>Year 02 Award</u>	<u>STEPS Change</u>	<u>Year 02 Revised</u>	<u>STEPS Carryover</u>	<u>Year 2 Award Change</u>
Salaries and Wages	\$200,537	\$0	\$200,537	\$0	200537
Fringe Benefits	66,761	4,012	70,773	0	70,773
Consultant	0	0	0	0	0
Equipment	9180	2,326	11,506	15,740	27,246
Supplies	64,398	14,586	49,812	0	49,812
Travel	44,646	12,941	31,705	6,000	37,705
Other	31,066	97,993	129,059	246,833	375,892
Contractual	1,074,464	83,067	991,397	434,252	1,425,649
Total Direct	<u>1,491,052</u>	<u>0</u>	<u>1,484,789</u>	<u>\$702,825</u>	<u>\$2,187,614</u>
Indirect Costs	17,748	6,263	24,011	0	24,011
Matching	\$377,200	\$0	\$377,200	\$140,565	\$517,765
Total Budget	<u>\$1,886,000</u>	<u>\$0</u>	<u>\$1,886,000</u>	<u>\$562,260</u>	<u>\$2,211,625</u>

All other terms and conditions remain the same.

PLEASE REFERENCE YOUR AWARD NUMBER ON ALL CORRESPONDENCE.

Attachment II
Steps To A Healthier US
Fund 26022000
Funds Center 3606620000
DHHS Cooperative Agreement Number U58/CCU624469-02-1
Budget for Period : 09/22/2005 to 09/21/2006

ESTIMATED REVENUES	GL	CURRENT BUDGET	ADD (DEDUCT)	REVISED BUDGET
STEPS to a Healthier US	4501100	1,508,800		1,508,800
Carry Forward from Year 01 budget			562,260	562,260
Total Estimated Revenues		\$ 1,508,800	562,260	2,071,060

APPROPRIATIONS

Steps to a Healthier US Grant Project
Activity: 36-06-62
Cost Center: 3606620002
Internal Order: 136000000285

Regular Salaries & Wages	5101010	200,537	0	200,537
Language Skill Pay	5101050	0	1,800	1,800
Retirement Benefits -Soc Sec	5103005	15,341	0	15,341
Retirement Benefits -TMRS	5105010	22,919	2,048	24,967
Group Health Insurance	5405040	27,126	0	27,126
Life Insurance	5103010	457	(118)	339
Personal Leave Buy Back	5103035	918	282	1,200
Indirect Cost	5406530	17,748	6,263	24,011
Communications: Telephones	5403010	2,160	0	2,160
Cell Phone Service	5403040	0	1,200	1,200
Mail & Parcel Post Service	5205010	500	3,230	3,730
Advertising and Publication	5203040	0	100,000	100,000
Rental of Facilities	5206010	14,986	3,000	17,986
Rental of Office Equipment	5205020	900	0	900
Rental of Pagers	5403030	0	84	84
Office Supplies	5302010	3,240	3,396	6,636
Computer Equipment	5501000	6,731	894	7,625
Travel - Official	5207010	41,082	1,804	42,886
Transportation Fees	5203090	3,564	995	4,559
Fees to Professional Contractors	5201040	1,074,464	361,185	1,435,649
Automatic Data Processing Services	5403520	2,520	1,355	3,875
Binding, Printing & Reproduction	5203060	10,000	29,850	39,850
Machinery and Equipment - Other	5501055	0	300	300
M & R - Material Bldg. Improvements	5301010	0	51,188	51,188
Computer Software	5304075	0	1,638	1,638
Other Commodities	5304080	61,158	(7,982)	53,176
Furniture and Fixtures	5501065	2,449	(152)	2,297
Total		\$ 1,508,800	562,260	2,071,060

PERSONNEL COMPLEMENT

Activity: 36-06-62
Cost Center: 3606620002
Internal Order: 136000000285

	PREVIOUS POSITIONS	ADD (DEDUCT)	REVISED POSITIONS
0206 Health Program Manager	1	0	1
0999 Sr. Management Analyst	1	0	1
0040 Administrative Assistant I	1	0	1
0247 Public Health Nursing Supervisor	0	0	0
0870 Special Projects Coordinator	1	0	1
0870 Special Projects Coordinator (.50 FTE)	1	0	1
	5	0	5

City of San Antonio
Discretionary Contracts Disclosure

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)
Attach additional sheets if space provided is not sufficient.*

(1) Identify any individual or business entity¹ that is a **party** to the discretionary contract:

Isidro (Sid) G. Martinez, Jr. – San Antonio – Bexar County Metropolitan Planning Organization

(2) Identify any individual or business entity which is a **partner**, **parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

XX No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

XX No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

XX No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

¹ A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

(5) Political Contributions

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☒ No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:

(6) Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.

Signature: David G. Marting	Title: Interim Director	Date: 02/02/06
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² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.

City of San Antonio
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(1) Identify any individual or business entity¹ that is a **party** to the discretionary contract:

American Cancer Society

(2) Identify any individual or business entity which is a **partner**, **parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

☒ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

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☐ No subcontractor(s); or

List subcontractors:

Interlex USA

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

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Party aware of the following facts:

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Signature: 	Title: Director of Health Initiatives Company or D/B/A: American Cancer Society	Date: January 13, 2006
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No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

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List subcontractors:

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☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

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Signature: 	Title: Company or D/B/A: SAISD	Date:
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Bexar County Hospital District d/b/a University Health System

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

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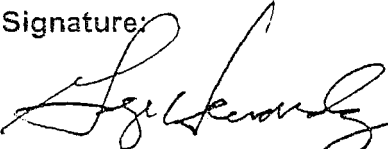
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Signature:  George B. Hernandez, Jr.	Title: president/CEO; Bexar County Hospital District Company or D/B/A: University Health System	Date: 1/25/06
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Baron Herdelin-Doherty
YMCA of Greater San Antonio

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

X No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

X No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

X No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

¹ A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

(5) Political Contributions

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):

☒ No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:

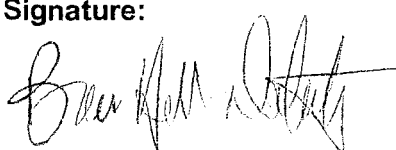
(6) Disclosures in Proposals

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question² as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

☒ Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.

Signature: 	Title: President/CEO Company or D/B/A:	Date:
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² For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.