



# City of San Antonio

## Agenda Memorandum

**File Number:**13-802

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**Agenda Item Number:** 30.

**Agenda Date:** 11/7/2013

**In Control:** City Council A Session

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**DEPARTMENT:** Office of City Council

**DEPARTMENT HEAD:** Christopher Callanen

**COUNCIL DISTRICTS IMPACTED:** City Wide

**SUBJECT:**

Improvements to City Council Project Fund (CCPF)

**SUMMARY:**

The Office of the City Council began administering the City Council Project Fund (CCPF) in January 2012, when it was transferred from the Department of Human Services. Staff is proposing recommendations to streamline the administration of this fund.

**BACKGROUND INFORMATION:**

The program was transferred to the Office of the City Council for administration in 2012. During this transfer several improvements to the program were made, including; implementation of streamlined application (online), an election year moratorium which limited the approval of awards 60 days before and 30 days after the City Council General Election and establishment of a carry forward amount for unspent funds.

The Fiscal Year 2014 allocation for CCPF funding was adopted by City Council on September 12, 2013 and provides for \$50,000 for the Mayor and each Council District.

**ISSUE:**

Staff is recommending guidelines that will strengthen the programs administration. These include clarifying

the eligibility criteria of types of programs/events and activities, adjusting the election year practice of expenditures and prior year carry forward amounts and establishing mandatory monthly meetings with designated Council staff.

The following changes are recommended to the CCPF program:

- Consolidate and amend several categories of ineligible expenditures.
- Align the moratorium on Mayor or Councilperson approval of CCPF expenditures to begin with the first day of the filing period for office and ending when the elected official is sworn into office.
- Clarify that funded events or activities shall not occur during the moratorium.
- Establish that election year spending in binding and printing, mail and parcel post, and advertising and publications shall not exceed the amount spent in those line items during a non-election year for both operating and CCPF budgets.
- Limit to \$10,000 the amount of CCPF that may be carried forward by the Mayor or Councilperson from one fiscal year to the next.
- Establish mandatory monthly meetings of the City and designated Council staff to review budget reports, CCPF applications and expenditures.

**ALTERNATIVES:**

City Council could choose not to approve these revisions to the City Council Project Fund.

**FISCAL IMPACT:**

There are no fiscal impacts associated with this ordinance.

**RECOMMENDATION:**

Staff recommends approval of this ordinance.