



# City of San Antonio

## Agenda Memorandum

**File Number:**15-3657

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**Agenda Item Number:** 5.

**Agenda Date:** 6/16/2015

**In Control:** Quality of Life Committee

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**DEPARTMENT:** Human Services

**DEPARTMENT HEAD:** Melody Woosley

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

FY 2016 Consolidated Funding Process and Communication Restrictions

**SUMMARY:**

The purpose of this item is to provide the Quality of Life Committee with a briefing on the FY 2016 Human and Workforce Development Services Consolidated Funding Process and proposed communication restrictions during the second year of the two year funding process.

**BACKGROUND INFORMATION:**

Beginning in 2005, the City initiated a two-year Consolidated Funding process for Human and Workforce Development Services to ensure purchased services are aligned with City Council goals and objectives. City Council completes a survey process to provide policy and funding guidance and to develop funding recommendations for each fiscal year. This two-year consolidated funding process streamlines the application for eligible agencies and facilitates the contract monitoring of these agencies.

In March 2014, the City issued the Request for Proposal (RFP) for the FY 2015 and FY 2016 Human and Workforce Development Services Consolidated Funding Process. The City Ethics Code prohibits specific contact initiated by agencies applying for funding to City staff and elected officials during the contract solicitation period. FY 2016, the second year of the funding cycle, is a non-solicitation year and does not fall under this restriction. However, the Ethics Code allows for specific contact procedures to be incorporated into the RFP document. Based on this, the City included an Anti-Lobbying Policy that provided for a no contact period during the second year of the funding cycle that starts when the proposed budget development/presentation process begins and ends when the award of contracts is posted as a City Council agenda item.

**ISSUE:**

In September 2015, through adoption of the FY 2015 budget, City Council authorized funding allocations to 56

agencies for 91 programs totaling \$20.4 Million. Awarded agencies received a one-year contract with the option to renew for one additional year based on performance and funding availability. The Fiscal Year 2016 proposed budget will include recommendations for City Council approval of second year funding allocations to awarded agencies. The funding recommendations will be approved by City Council during the budget adoption on September 10, 2015.

The Department of Human Services (DHS) and the Economic Development Department (EDD) are requesting Quality of Life Committee endorsement to implement a communication blackout period during the FY 2016 budget development process. The communication blackout would impact only those organizations who submitted an application to the FY 2015 and FY 2016 Human and Workforce Development Services Consolidated Funding Process. DHS and EDD are recommending that the communication blackout period begin on August 6, 2015, concurrent with presentation of the City Manager's FY 2016 Proposed Budget. The communication blackout period will conclude when the award of contracts is posted as a City Council agenda item as part of the City's FY 2016 Annual Operating Budget, which will be adopted on September 10, 2015.

Based on input from the City Council Quality of Life Committee, staff will develop recommended communication parameters for consideration as a policy item at the City Council Budget Goal Setting Session. In FY 2015, two special delegate agency budget hearings were scheduled after presentation of the Proposed Budget to allow applicants an opportunity to address City Council regarding their proposed award. Based on policy direction DHS and EDD will then coordinate with the Office of Management and Budget to provide an opportunity for applicant organizations to provide input on the FY 2016 Proposed Budget. DHS will also provide the Quality of Life Committee with a briefing on Consolidated Funding recommendations at the August Quality of Life Committee meeting.

**FISCAL IMPACT:**

There is no fiscal impact associated with this action.

**RECOMMENDATION:**

Staff recommends Quality of Life Committee endorsement of a communication blackout period during the FY 2016 budget development process.