

AN ORDINANCE 2010-10-21-0912

**AUTHORIZING SEVEN ACTIONS RELATED TO THE HEAD START PROGRAM TO INCLUDE (A) THE SUBMISSION OF A GRANT APPLICATION AND THE ACCEPTANCE OF FUNDS UPON AWARD FOR A CONTINUATION GRANT FOR THE HEAD START PROGRAM IN AN AMOUNT UP TO \$48,800,199.00 FOR THE OPERATION OF THE 2011-2012 HEAD START PROGRAM; (B) THE SUBMISSION OF THE 2011-2012 TRAINING AND TECHNICAL ASSISTANCE (T&TA) PLAN; (C) AN IN-KIND MATCHING BUDGET OF UP TO \$12,200,050.00; (D) A PERSONNEL COMPLEMENT OF 36 POSITIONS WITHIN THE DEPARTMENT OF COMMUNITY INITIATIVES FOR THE HEAD START PROGRAM; (E) THE NEGOTIATION AND EXECUTION OF EIGHT CONTRACTS IN THE COMBINED AMOUNT OF \$45,819,467.00 FOR HEAD START SERVICES; (F) THE NEGOTIATION AND EXECUTION OF CONTRACT AMENDMENTS FOR THE PURPOSE OF IMPLEMENTING PROGRAM IMPROVEMENTS, IF NECESSARY, AT THE START OF THE NEW SCHOOL YEAR; AND (G) THE EXECUTION OF MEMORANDUMS OF UNDERSTANDING WITH LOCAL EDUCATION AGENCIES, EARLY HEAD START PROGRAMS, AND EARLY CHILDHOOD INTERVENTION SERVICES PROGRAMS.**

\* \* \* \* \*

**WHEREAS**, the Head Start program provides comprehensive, high quality early childhood education services to 6,789 children in 77 centers, including local elementary schools; and

**WHEREAS**, the City of San Antonio (COSA), as the grantee for the Bexar County Head Start program, acts as the oversight, monitoring, technical assistance, and administrative agency for the program; and

**WHEREAS**, seven contracted organizations and the San Antonio Metropolitan Health District administer direct services and coordinate program activities with 14 Independent School Districts; and

**WHEREAS**, the Department of Community Initiatives was notified by the U.S. Department of Health and Human Services (HHS) on August 2, 2010 that the grant application for the grant year February 1, 2011 to January 31, 2012 (grant year 2011-2012) is due on November 1, 2010; and

**WHEREAS**, the City's total grant application for the funding period from February 1, 2011 to January 31, 2012 is \$48,800,199.00; and

**WHEREAS**, the grant amount was determined by HHS and includes the amount awarded for the prior program year and additional Cost of Living Adjustment funding; and

**WHEREAS**, if awarded, grant funds are expected to become available February 1, 2011, the start of the new grant period; and

**WHEREAS**, the grant application was presented to and approved by the Head Start Policy Council and Quality of Life Committee on October 5, 2010 and October 12, 2010 respectively; **NOW THEREFORE**:

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:**

**SECTION 1.** The City Manager, or her designee, or the Director of the Department of Community Initiatives (DCI), or her designee, is hereby authorized to submit a grant application, and accept grant funds upon award in an amount up to \$48,800,199.00 from the U.S. Department of Health and Human Services (HHS) and to make a commitment to provide a required in-kind match up to \$12,200,050.00 to be fulfilled by the contractors listed in **Attachment I**, attached hereto and incorporated herein for all purposes, and DCI for the operation of the 2011-12 Grant Year Head Start program for the period February 1, 2011 through January 31, 2012. A copy of said application is incorporated herein by reference and is on file with the Department of Community Initiatives.

**SECTION 2.** The City Manager, or her designee or the Director of the Department of Community Initiatives, or her designee is further authorized to execute any and all necessary documents to effectuate said application and acceptance.

**SECTION 3.** Should funding be awarded, Fund 26022000 entitled "Dept. of Health & Human Services" is hereby designated for the use in the accounting for the fiscal transaction in the acceptance of this grant and the sum of up to \$48,800,199.00 from HHS and the required in-kind match of \$12,200,050.00 will be appropriated in said fund, unless supplemental funds are awarded, in which case, the total award and associated match shall be appropriated in said fund. Upon award, a department specific fund will be assigned.

**SECTION 4.** A proposed budget is attached hereto and incorporated herein for all purposes as **Attachment II**. A formal final budget which will include Internal Order numbers, General Ledger numbers, and a department specific fund will be submitted by DCI upon award.

**SECTION 5** The proposed personnel complement of 36 employees, which is attached hereto and incorporated herein for all purposes as **Attachment III**, is hereby approved.

**SECTION 6.** The City Manager, or her designee, or the Director of the Department of Community Initiatives, or her designee, is hereby authorized to negotiate and execute a contract with each contractor listed, and in an amount not to exceed the amount allocated to that contractor, in **Attachment I**, for the provision of Head Start services from February 1, 2011 through January 31, 2012. The category of services to be provided by the contractors are set forth in **Attachment I**. The contracts shall incorporate the specific scope of services proposed by the City in its Head Start grant application to the U.S. Department of Health and Human Services (HHS) and the requirement that contractors comply with all applicable city, state and federal laws, regulations and ordinances. Payment of the above contract remuneration to the proposed payees listed in **Attachment I** is

authorized from the accounts in fund No. 26022000 during the period of the 2011-2012 Head Start program grant year.

**SECTION 7.** The City Manager, or her designee, or the Director of the Department of Community Initiatives, or her designee, is hereby authorized to negotiate and execute amendments to the contracts authorized under Section 6 of this Ordinance to allow for modification of the scope of services prior to the start of the 2011-2012 school year. The amendments shall be for the purpose of making program improvements based upon assessment of operations during the prior school year. The City Manager or her designee, or the Director of the Department of Community Initiatives or her designee is further authorized to shift funding between contractors based on said program improvements; provided, however, that the cumulative total of all Head Start contracts, as amended, shall not exceed the total grant amount awarded by HHS.

**SECTION 8.** The City Manager, or her designee, or the Director of the Department of Community Initiatives, or her designee, is hereby authorized to submit the 2011-2012 Training and Technical Assistance (T & T A) Plan to HHS for approval. A copy of said 2011-2012 Training and Technical Assistance (T & T A) Plan is incorporated herein by reference and is on file with the Department of Community Initiatives.

**SECTION 9.** The City Manager, or her designee, or the Director of the Department of Community Initiatives, or her designee, is hereby authorized to execute Memorandums of Understanding with Local Education Agencies, Early Head Start programs and Early Childhood Intervention Services programs as required by the Head Start Act in substantially the same form and content as **Attachments IV and V**, attached hereto and incorporated herein for all purposes.

**SECTION 10.** The financial fiscal allocations in this Ordinance are subject to approval by the Chief Financial Officer, City of San Antonio. The Chief Financial Officer, may, subject to concurrence by the City Manager or the City Manager's designee, correct allocations to specific SAP Fund Numbers, SAP Project Definitions, SAP WBS Elements, SAP Internal Orders, SAP Fund Centers, SAP Cost Centers, SAP Functional Areas, SAP Funds Reservation Document Numbers, and SAP GL Accounts as necessary to carry out the purpose of this Ordinance.

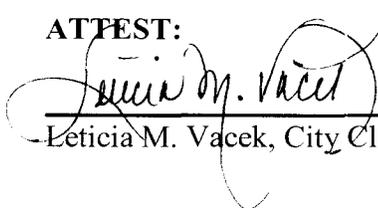
**SECTION 11.** This ordinance shall become effective immediately upon passage by eight (8) or more affirmative votes of the entire City Council; otherwise, said effective date shall be ten (10) days from the date of passage hereof.

PASSED AND APPROVED this 21<sup>st</sup> day of October, 2010.

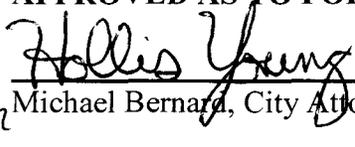


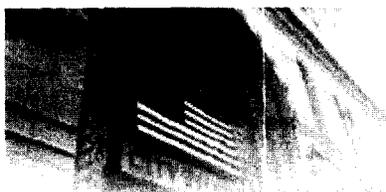
**M A Y O R**  
Julián Castro

**ATTEST:**

  
\_\_\_\_\_  
Leticia M. Vacek, City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
for Michael Bernard, City Attorney



Request for

# COUNCIL ACTION

City of San Antonio



## Agenda Voting Results - 16

<b>Name:</b>	16						
<b>Date:</b>	10/21/2010						
<b>Time:</b>	09:56:44 AM						
<b>Vote Type:</b>	Motion to Approve						
<b>Description:</b>	An Ordinance authorizing seven actions related to the Head Start program to include (a) the submission of a grant application and the acceptance of funds upon award for a continuation grant for the Head Start Program in an amount up to \$48,800,199.00 for the operation of the 2011-2012 Head Start program; (b) the submission of the 2011-2012 Training and Technical Assistance (T&TA) Plan; (c) an in-kind matching budget of up to \$12,200,050.00; (d) a personnel complement of 36 positions within the Department of Community Initiatives for the Head Start program; (e) the negotiation and execution of eight contracts in the combined amount of \$45,819,467.00 for Head Start services; (f) the negotiation and execution of contract amendments for the purpose of implementing program improvements, if necessary, at the start of the new school year; and (g) the execution of Memorandums of Understanding with Local Education Agencies, Early Head Start programs, and Early Childhood Intervention services programs. [Peter Zaroni, Assistant City Manager; Cindy Schoenmakers, Interim Director, Community Initiatives]						
<b>Result:</b>	Passed						
<b>Voter</b>	<b>Group</b>	<b>Not Present</b>	<b>Yea</b>	<b>Nay</b>	<b>Abstain</b>	<b>Motion</b>	<b>Second</b>
Julián Castro	Mayor		x				
Mary Alice P. Cisneros	District 1		x				x
Ivy R. Taylor	District 2		x				
Jennifer V. Ramos	District 3		x			x	
Philip A. Cortez	District 4		x				
David Medina Jr.	District 5		x				
Ray Lopez	District 6		x				
Justin Rodriguez	District 7		x				
W. Reed Williams	District 8		x				
Elisa Chan	District 9		x				
John G. Clamp	District 10		x				

**Category: Education and Early Childhood**

Provider	FY 2011 Allocation	Period
Avance - SA	\$3,460,336	February 1, 2011-January 31, 2012
San Antonio ISD	\$11,154,040	
Edgewood ISD	\$4,333,508	
ESC Region 20	\$3,580,286	
Family Service Association	\$17,817,340	

**Category: Child Medical Services**

Provider	FY 2011 Allocation	Period
University Health System	\$ 159,176	February 1, 2011-January 31, 2012

**Category: Child Oral Health Services**

Provider	FY 2011 Allocation	Period
San Antonio Metropolitan Health Department	\$ 253,840	February 1, 2011-January 31, 2012

**Category: Mental Health Services**

Provider	FY 2011 Allocation	Period
Center for Healthcare Services	\$ 1,022,234	February 1, 2011-January 31, 2012

**Category: Family and Community Support Services**

Provider	FY 2011 Allocation	Period
Family Service Association	\$ 3,080,677	February 1, 2011-January 31, 2012
Avance - SA	\$ 442,458	

**Category: Training and Technical Assistance**

Provider	FY 2011 Allocation	Period
ESC Region 20	\$ 515,572	February 1, 2011-January 31, 2012

**2011 Head Start Early Child Care Program**  
**February 1, 2011 - January 31, 2012**

**ATTACHMENT II**

REVENUES:		BUDGET
4501100	Grants Federal - Cpe	48,800,199
6500000	In Kind Revenue	12,200,050
	<b>TOTAL REVENUES</b>	<b><u>\$ 61,000,249</u></b>

**APPROPRIATIONS:**

<b>138000000xxx Head Start Administration</b>		
5101010	Regular Salaries	1,712,268
5103005	FICA & Medicare Expense	130,989
5103010	Life Insurance	1,712
5103035	Personal Leave Buy Back	15,000
5103056	Transportation Allowance	4,023
5103065	Education	2,000
5104030	Flex Benefits Contr	279,448
5105010	Retirement Exp	212,664
5201025	Education - Classes	63,305
5201040	Fees to Prof. Contractors	237,866
5202020	Contractual Services	45,819,467
5202025	Other Contractual Services	3,339
5203040	Adv and Publications	7,000
5203050	Membership Dues	5,490
5203060	Binding & Printing	3,019
5203070	Subs to Publications	500
5203090	Transportation Fees	4,500
5204050	Maint - Buildings	35,173
5204060	Cleaning Services	17,173
5204090	Maint & Rep - Automotive	590
5205010	Mail and Parcel Post	2,386
5205020	Rental of Office Equipment	10,000
5207010	Travel - Official	33,988
5208530	Alarm and Security Services	52,117
5301020	M&R Parts Automotive	993
5302010	Office Supplies	14,400
5304010	Food	11,000
5304075	Computer Software	55,740
5304080	Other Commodities	513
5403010	Phone & Fax	2,455
5403040	Cellular Phone Service	1,377
5403545	Motor Fuel and Lubricants	719
5405420	Software Licensing	1,926
5404530	Gas and Electricity	24,120
5404540	Water and Sewer	6,382
5407032	DW Other	12,500
5501000	Cap <5000 - Computer Equipment	10,157
5501055	Cap <5000 - Mach & Equip Other	900
5501065	Cap <5000 - Furniture & Fix	3,000
	<b>Total 138000000xxx</b>	<b><u>48,800,199</u></b>

<b>138000000822 Head Start In-Kind</b>		
6602025	In Kind Other Contra	12,200,050
	<b>Total 138000000xxx</b>	<b><u>12,200,050</u></b>

<b>TOTAL APPROPRIATIONS</b>	<b><u>61,000,249</u></b>
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**ATTACHMENT III****Head Start Administration 2011  
February 1, 2011- January 31, 2012  
Personnel Complement**

<b>Positions</b>	<b>Job Class</b>	<b>Current</b>	<b>Add / Delete</b>	<b>Revised</b>
<b>138000000XXX 2011 Head Start Administration</b>				
Grants Management Officer	0844	2	0	2
Contract Administrator	0157	1	0	1
Community Action Manager/Head Start Director	1077	1	0	1
Management Analyst	0046	11	4	15
Special Projects Manager	0866	3	0	3
Administrative Associate	2063	0	0	0
Senior Management Analyst	0999	7	1	8
Administrative Assistant I	0040	2	0	2
Accountant II	0874	1	0	1
Administrative Asst II	0041	1	0	1
Department Systems Specialist	0896	1	0	1
Senior Public Nursing Supervisor	0247	0	0	0
Child Care Resource Specialist	0990	0	0	0
Public Information Officer	0071	0	0	0
Multi-Service Center Supervisor	0960	1	0	1
<b>Total 2011 Head Start Administration 138000000XXX</b>		<b>31</b>	<b>5</b>	<b>36</b>