

City of San Antonio



AGENDA Quality of Life Committee

Tuesday, April 15, 2014

10:00 AM

Media Briefing Room

A MEETING OF THE CITY COUNCIL QUALITY OF LIFE COMMITTEE WILL BE HELD AT THE MEDIA BRIEFING ROOM, CITY HALL, 100 MILITARY PLAZA, SAN ANTONIO, TEXAS 78205 ON TUESDAY, APRIL 15, 2014 AT 10:00 A.M., TO CONSIDER THE FOLLOWING MATTERS:

1. Citizens to be Heard
2. Approval of Minutes of the March 18, 2014 Quality of Life Committee Meeting

INDIVIDUAL BRIEFING

3. Briefing and Possible Action on FY 2015 Arts Funding Guidelines [Presented by Felix Padrón, Director, Culture and Creative Development]
4. Briefing and Possible Action on the FY 2015 Action Plan and Budget, administering the City's programs funded through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), the Home Investment Partnership (HOME) Grant, the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) Grant. [Presented by John Dugan, Director, Planning and Community Development]
5. Briefing and Possible Action on the City's Resolution of Support for the Dawson Marie Terrace affordable multi-family housing development applying for a 4% Housing Tax Credit (LIHTC) award. [Presented by John Dugan, Director, Planning and Community Development]

Development]

6. Briefing and Status Report on City of San Antonio's Building Standards Board [Presented by Roderick J. Sanchez, Development Services Director]

Adjourn

At any time during the Quality of Life Committee Meeting, the committee may meet in executive session regarding any of the matters posted above in compliance with the Texas Open Meetings Act.

DISABILITY ACCESS STATEMENT

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Quality of Life Council Committee Members

**Ivy R. Taylor, Chair, District 2,
Diego Bernal, Dist. 1 | Shirley Gonzales, Dist. 5 | Joe Krier, Dist. 9
Michael Gallagher, Dist. 10**

*** Other members of City Council may attend to observe, but not vote, on matters before the Committee.**

Item 2

Approval of Minutes of the March 18,
2014 Quality of Life Committee Meeting

**QUALITY OF LIFE COUNCIL COMMITTEE
MEETING MINUTES**

**TUESDAY, MARCH 18, 2014
10:00 A.M.
MEDIA BRIEFING ROOM, CITY HALL**

Members Present: Councilmember Ivy R. Taylor, Chair, *District 2*
Councilmember Diego Bernal, *District 1*
Councilmember Shirley Gonzales, *District 5*
Councilmember Joe Krier, *District 9*

Members Absent: None

Staff Present: Gloria Hurtado, *Assistant City Manager*; Jed Maebius, *Mayor's Office*; Edward Guzman, *Assistant City Attorney*; Kristine Duff, *Assistant City Attorney*; John Dugan, *Director, Planning and Community Development*; Tom Morgan, *Grants Administrator, Planning and Community Development*; Denice Trevino, *Office of the City Clerk*

Also Present: Dan Markson, *Senior Vice President; NRP, LLC*; Meghan Oswald, *Executive Director, CHR*

Call to order

Chairperson Taylor called the meeting to order.

Citizens to Be Heard

Chairperson Taylor indicated that there were several Citizens signed up to speak. She confirmed that all would speak when their Agenda Item was addressed.

1. Approval of Minutes of the February 18, 2014 Quality of Life Council Committee Meeting

Councilmember Bernal moved to approve the Minutes of the February 18, 2014 Quality of Life Council Committee Meeting. Councilmember Krier seconded the motion. Motion carried unanimously by those present.

Item 5 was addressed at this time.

5. Briefing and Possible Action on Requests for Resolutions Supporting Affordable Multi-Family Housing Developments Applying for 2014 Low Income Housing Tax Credit (LIHTC) Awards [Peter Zaroni, Deputy City Manager; John Dugan, Director, Planning and Community Development]

John Dugan stated that the Texas Department of Housing and Community Affairs (TDHCA) now requires a Resolution of Support or a Resolution of No Objection from Local Governments for developments as part of the Application Process for 2014 Low Income Housing Tax Credit (LIHTC) Awards. He explained that LIHTC Awards were determined utilizing a Point System. He reported that a Resolution of Support was assigned 17 points and a Resolution of No Objection was assigned 14 points. He noted that the City Council provided Resolutions of Support for the Wheatley Choice Redevelopment and the Artisan at Remigio Redevelopment. He stated that a Resolution of Support was requested for the following Affordable Housing Developments: 1) Bandera Flats; 2) Eckhert Village; 3) Silver Oaks Village; 4) Eagles Rest; and 5) Vista Point at Wilde Pine. He reported that all developments were reviewed and recommendations made based on the following criteria: 1) Existing Zoning or Land Use/Community Plans; 2) Access to public transportation within .5 miles of the proposed development; and 3) Access to parks and/or other community facilities within 1 mile of the proposed development.

Chairperson Taylor advised the Committee that Councilmember Nirenberg requested that the Committee reconsider the recommendation to provide a Resolution of Support for the Bandera Flats Development. She noted that he disagreed with the practical application of the criteria used to determine which type of Resolution to provide.

Councilmember Bernal asked if all developments noted above were Affordable Housing Developments. Mr. Dugan confirmed that all were. Councilmember Bernal asked of the probability of an award for those submitting a Resolution of No Objection. Mr. Dugan replied that the probability would be low and noted that the Award Application Process was extremely competitive. Councilmember Bernal asked of the rationale for granting a Resolution of No Objection. Mr. Dugan indicated that said rationale was based on: 1) Location (i.e. outside the City limits); and 2) Lack of access to Public Transportation and Services.

Item 1 was addressed at this time.

1. Citizens to be Heard

Daniel Ortiz noted that Resolutions of Support were granted to two developments in the absence of established criteria. He requested that all developments be treated equally until criteria were established.

Walter Martinez stated that the developments presented an excellent opportunity to bring Affordable Housing to the City of San Antonio. He requested a Resolution of Support for the Silver Oaks Village Housing Development.

Jason Arechiga requested a Resolution of Support for all developments presented except for Bandera Flats due to the lack of time and policy. He pointed out inconsistencies between the criteria for Resolutions of Support or No Objection, and those for Home Investment Partnerships (HOME) Funds and the Qualified Allocation Plan (QAP).

Chairperson Taylor continued with Item 5.

Chairperson Taylor noted that Councilmember Nirenberg's request would not be applicable considering that criteria were not established for either Resolution.

Councilmember Gonzales moved to recommend and forward a Resolution of Support for the following Affordable Housing Developments: 1) Bandera Flats; 2) Eckhert Village; 3) Silver Oaks Village; 4) Eagles Rest; and 5) Vista Point at Wilde Pine to the full City Council for consideration. Councilmember Bernal seconded the motion. Motion carried unanimously by those present.

Mr. Dugan indicated that staff would present the recommended criteria to the Committee at the next meeting to be forwarded to the full City Council for consideration.

6. Briefing and Possible Action on Criteria Revisions for Evaluating Applications Seeking U.S. Department of Housing and Urban Development (HUD) Home Investment Partnerships (HOME) Program Funding Assistance and Other City Assistance in Support of Multi-Family Rental Housing Development Activities [Peter Zanoni, Deputy City Manager; John Dugan, Director, Planning and Community Development]

John Dugan reported that new criteria were established in the Qualified Allocation Plan (QAP) implemented by the Texas Department of Housing and Community Affairs (TDHCA) as the result of a Lawsuit alleging Fair Housing Violations. He stated that in order to reflect said criteria, staff recommends the addition of the following Site Selection and Transit Amenities Criteria: 1) Provide preference to a project that is located within one quarter (¼) mile of a bus stop or station; 2) Provide preference to projects located within a 20 minute bus commute of a major employment center; 3) Provide preference to projects located within a Census Tract that has a Poverty Rate below 15 percent for Individuals based on Poverty Rate Data from the most recent American Community Survey; 4) Provide preference to projects located in a Census Tract with a median income in the top quartile of the Median Household Income for the San Antonio MSA; and 5) Provide preference to projects located in the Attendance Zones of: 1) An Elementary School; and 2) Either a Middle School or High School that have achieved a 77 or greater on Index 1 of the Performance Index, related to Student Achievement, by the Texas Education Agency (TEA). He stated that upon City Council approval of the additional criteria, staff would release a Request for Application (RFA) to include the additional criteria. He noted that the RFA would solicit existing applications for MultiFamily Rental Housing Development Set-Aside Funds and estimated Fiscal Year (FY) 2015 Multi-Family Rental Housing Development Set-Aside Funding.

Councilmember Krier asked of the rationale for the criteria concerning schools. Tom Morgan stated that said criteria served to direct Affordable Housing Rental Developments in High Opportunity Areas (HOAs) which are areas with relatively low Poverty Rates, higher median incomes, and schools with higher overall performance.

Chairperson Taylor expressed concern that said criteria would create a disadvantage for Low Opportunity Areas. Mr. Dugan noted that the remaining criteria served to prevent same.

Councilmember Bernal moved to recommend and forward the revised evaluation criteria for applications responding to Multi-Family Rental Development Requests for Applications (RFA) to the full City Council for consideration. Councilmember Gonzales seconded the motion. The motion prevailed by the following vote: **AYES:** Taylor, Bernal, and Gonzales. **NAY:** Krier.

7. Briefing and Possible Action on the Emerald Village Multi-Family Rental Development Project [Presented by John Dugan, Director, Planning and Community Development; Peter Zanoni, Deputy City Manager]

John Dugan reported that the Emerald Village Development was planned as a 144-Residence Multi-Family Rental Development located at NW Loop 1604 and Corporate Woods Drive. He noted that 79% of the units would be available to families at 60% Area Median Income and the remaining 21% would be available at Market Rate. He indicated that in April 2013, NRP's Emerald Village and seven other Developments submitted a proposal for Multi-Family Rental Housing Developments utilizing available FY 2013 HOME Setaside Funds. He indicated that all proposals were reviewed and scored by an Evaluation Panel comprised of Assistant City Manager David Ellison, Planning and Community Development Director John Dugan, Center City Development Office Director Lori Houston, Planning and Community Development Assistant Director Patrick Howard, and Grants Administrator Thomas Morgan. He noted that the Procurement Division averaged the Panelist's Scoring Forms and ranked the proposals. He indicated that Emerald Village Proposal was ranked fifth. He stated that based on funding available at the time, the two proposals with the highest score were selected for funding. He reported the Emerald Village Proposal had requested \$1.7 million in funding from the City. He indicated that uncertainty associated with the lack of HTC and the reduced state of project readiness were major factors contributing to Emerald Village's ranking. He reported that in October 2013, NRP secured HTC and approached the City with a revised funding request of \$750,000. He noted that NRP indicated that their option to buy the property for the development project would expire on April 15, 2014 and certain TDHCA HTC Program requirements must be met by July 1, 2014. He indicated that since Emerald Village Development was not selected for funding by the original Evaluation Panel, their request was denied.

Chairperson Taylor called on the Citizens to be Heard for Item 7.

Meghan Oswald reviewed the issue encountered by this project. She referred to email communications between NRP and City Staff which lead them to believe that funds would be awarded. She discussed the repercussions that would be experienced if funds were not awarded.

Dan Markson noted other NRP Developments in the City and noted that NRP has been recognized as good stewards of Public Funds. He indicated that if Emerald Village was not funded today it would cease to exist.

Chairperson Taylor asked of specific communications between NRP and City Staff that led them to believe that the project would be funded. Mr. Markson referred to an email dated February 14, 2014 and noted that it was forwarded to the TDHCA.

Executive Session

Chairperson Taylor recessed the meeting into Executive Session at 11:09 a.m. to discuss Planning and Community Development negotiations. She reconvened the meeting at 11:29 a.m. and announced that no action was taken in Executive Session.

Councilmember Bernal moved to recommend and forward funding in the amount of \$750,000 for the Emerald Village Project to the full City Council for consideration. Councilmember Gonzales seconded the motion. Motion carried unanimously by those present.

Chairperson Taylor stated that the remaining Agenda Items would be tabled until the next Committee meeting.

3. Briefing and Status Report on City of San Antonio's Building Standards Board
[Presented by Roderick J. Sanchez, Development Services Director]

4. Briefing and Possible Action on the Child Care Services Program [Gloria Hurtado, Assistant City Manager; Lynn Stewart, Social Services Manager]

Adjourn

There being no further discussion, the meeting was adjourned at 11:30 a.m.

Respectfully Submitted,

Ivy R. Taylor, Chair

*Denice F. Treviño
Office of the City Clerk*

Item 3

Briefing and Possible Action on
FY 2015 Arts Funding Guidelines

[Presented by Felix Padrón, Director, Culture and
Creative Development]



City of San Antonio

Agenda Memorandum

File Number:14-863

Agenda Item Number: 3.

Agenda Date: 4/15/2014

In Control: Quality of Life Committee

TO: Sheryl Sculley, City Manager

FROM: Felix N Padrón, Director - Culture and Creative Development

THROUGH: Edward Belmares, Assistant City Manager

COPIES TO: Councilwoman Ivy Taylor, District 2; Councilman Diego Bernal, District 1;
Councilwoman Shirley Gonzales, District 5; Councilman Joe Krier, District 9

SUBJECT: Proposed Revisions to FY 2015 Arts Funding Guidelines

DATE: April 7, 2014

SUMMARY:

This ordinance proposes revisions to the Arts Funding Guidelines, which were last adopted in September of 2011 by City Council. The proposed guidelines provide increased access to artistic and cultural activities in San Antonio by aligning with the vision of SA2020 and investing in arts and cultural organizations, festivals and community celebrations, neighborhood-based arts activities, artist re-granting programs and individual artists. It is expected that the increase of programs will expand community and visitor access to artistic and cultural excellence and awareness.

BACKGROUND:

One of the traditional functions of the Department for Culture and Creative Development (DCCD) has been the distribution of funds to local non-profit arts organizations through a competitive funding process in order to further artistic excellence and diverse public awareness of the role the arts play in San Antonio. The funding distributed through this process comes from Hotel Occupancy Tax (HOT). As required by the Esperanza Consent Decree that was approved by City Council on October 18, 2001, all arts funding guidelines that relate to the distribution of these funds through a public process must be reviewed in a public forum, adopted by City Council and thereafter adhered to. By state law, up to 15% of the local HOT collections can be utilized to fund arts and cultural activities. However, this 15% allocation to the arts, per the Financial Policies adopted by City Council in September 2012, takes place after debt service payment from the overall HOT collections occurs

from the Convention Center Expansion Project.

On January 6, 2014, DCCD presented the first draft of the proposed FY 2015 guidelines to the Cultural Arts Board (CAB), which was followed by four public hearings to allow for community input. There were a total of 161 attendees in the four public hearings during the course of three months. Throughout this timeframe, the CAB and CAB Sub-Committees continued to meet to discuss community input and revisions to the guidelines. On April 7, 2014, CAB made their final recommendations with a unanimous vote which included several revisions that responded to community input. All activities and revisions were publically shared and posted.

If adopted by City Council, DCCD is scheduled to implement the FY 2015 funding process in May 2014, following and adhering to the adopted guidelines. It is anticipated that final funding recommendations will be presented to City Council in August or September of 2014.

ISSUE:

In order to institute best funding procedures, DCCD periodically evaluated and researched best practices from around the country as well as assessing the state of the local arts and cultural environment. During this evaluation process, DCCD and CAB concluded that the current arts funding guidelines needed updating to better align with an arts and cultural environment that has experienced a shift in the past four years. This includes a greater interest by the community to attend more arts and cultural activities, which was an outcome of the SA2020 Arts & Culture Community Survey (January 2013).

The new recommended guidelines continue to invest in the arts and cultural programs that deliver excellence, innovation and engage audiences in the unique experience of San Antonio. To achieve this goal, DCCD has designed six distinctive programs that support a wide range of arts and cultural organizations, individual artists, artist collectives and neighborhood groups to collectively animate the economic vitality of the arts for our diverse community. The six programs that will govern the proposed guidelines are the Cultural Arts Operational Support Program, Festivals and Community Celebrations, stART Place program, Artist Regranting Program, Technical and Economic Development Program and the City Owned Facility Deferred Maintenance program. Each program is guided by its own set of eligibility and review criteria as well as funding requirements that promotes equitable distribution. All proposed funding programs will be required to adhere to a competitive process that is established by an application, reviewed and scored by an independent panel of national and local art experts, as well as staff and CAB members.

DCCD and CAB believe that these new programs will significantly impact the outreach, understanding, participation and quality of arts and cultural activities in San Antonio.

ALTERNATIVES:

Should City Council not approve the new recommended arts funding guidelines, DCCD will have to open the arts funding process for FY 2015 utilizing the previously approved Arts Funding Guidelines from FY 2012.

FISCAL IMPACT:

There is no fiscal impact with this ordinance as the funding for the awarded programs will be included as part of the DCCD allocation of HOT revenue in the FY 2015 budget ordinance scheduled for City Council approval in

September.

RECOMMENDATION:

Staff and CAB recommend approval of the FY 2015 Arts Funding Guidelines.



FY2015
City of San Antonio
Department for Culture & Creative Development
Arts Funding Division
Proposed Funding Guidelines

The goal of the Arts Funding Division is to invest in arts and cultural programs that deliver excellence, innovation and engage audiences in the unique experience of San Antonio. To achieve this goal, the Arts Funding Division has designed five distinctive programs that support a wide range of arts and cultural organizations, individual artists, artist collectives and neighborhood groups to collectively animate the economic vitality of the arts for our diverse community. The Arts Funding Programs are:

Cultural Arts Operational support – Multi-year grants that strengthen our City by providing a base of financial support to San Antonio’s non-profit arts and cultural agencies. These critical investments play a pivotal role in enabling our arts and cultural institutions to provide artistic excellence that are accessible to our entire community.

Festivals and Community Celebrations – One year grants available to arts organizations, community groups, artists or artist collectives to further the presentation, production and preservation of arts and cultural programs that are unique to the San Antonio experience.

stART Place – One year grants available to arts organizations, neighborhood associations, and local artists/artists collectives to support creative projects that provide meaningful community enrichment and transformation. Through this effort, DCCD aims to create vibrant and energetic neighborhoods infused with culture and to showcase San Antonio as a center for creative activity.

Artist Re-granting – One year grants made to non-profit arts organizations whose mission is the funding of local professional artist advancement. Through the program DCCD wants to enhance both the creative vitality of our community and the awareness that San Antonio is an excellent destination for artists of all genres to live and work.

Technical and Economic Development Assistance – On- going competitive assistance program that provides grants designed to help local non-profit arts and cultural agencies as well as individual artists with small grants aimed at providing professional assistance in the areas of organizational stability, fiscal management and professional growth.

The Arts Funding Programs listed above are supported by the Hotel Motel Tax and invested to promote and engage residents, visitors and the convention and hotel industry in the San Antonio experience through the creation, encouragement, promotion and exhibition of the arts and culture of San Antonio. Occasionally other funding sources are made available to DCCD and at such time additional awards and funding opportunities can be offered and support projects that otherwise cannot be supported by the Hot Tax.

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GENERAL APPLICATION INFORMATION:

PROGRAM OBJECTIVES:

- Serve a broad audience, and encourage excellence, growth and viability within the arts and diverse cultures;
- Encourage appreciation, interest and access to the arts across all ages, culturally diverse populations, underserved and economically disadvantaged residents and persons living with disabilities;
- Support the economic growth of the arts and cultural environment through strategic planning, professional development and economic impact studies;
- Provide financial support to enable organizations and artists to leverage the City's investment by securing additional funding from the public and private sectors;
- Support the goals and objectives of SA2020 (increase access to and awareness of arts and cultural activities, downtown development, economic competitiveness, enhance quality of life in neighborhoods);
- Invest in eligible art and cultural organizations and artists working within all art forms that support and define the development of the San Antonio experience;
- Promote the San Antonio arts and cultural experience to all residents and visitors.

DCCD WILL NOT FUND THE FOLLOWING:

- Programs with culminating events not accessible to the public;
- Workshops and educational programs held on a school campus that are provided by the school district;
- Scholarships, purchase awards, or cash prizes;
- Benefits and projects planned primarily for fundraising purposes;
- Deficiencies in previously completed projects or unanticipated costs in ongoing projects or payment of prior deficits;
- Social functions, parties and receptions, including food and beverage;
- Programs that are essentially recreational, rehabilitative, or therapeutic;
- Loans, fines, penalties, costs of litigation or associated interest payments;
- Non-profit agencies and foundations that directly support City Departments;
- Accredited academic teaching institutions, and departments thereof. (Exception): The Southwest School of Art is eligible to apply since they have an established history of being a DCCD operational grantee as an arts institution and continues to provide services to the community under its 501(c)3 organization status;
- Programs where the primary effect of funding would be to support a religion;
- Programs where the primary effect of funding would be for political purpose for or against a political candidate, ballot measure or bill;

- Projects, productions, workshops and/or programs that include obscene material as defined in Section 43.21, Penal Code of Texas; and
- Organizations whose offices and events are not located within the boundaries of the City of San Antonio proper.

GENERAL POLICIES

The following apply to all programs, but set policies are detailed further within each individual Program section.

- Art and cultural organizations can only submit one application in the **CORE PROGRAM category** (Cultural Arts, Festivals, stART). Such organizations can also apply to the Technical & Economic Development Program;
- The City reserves the right to suspend, defer or cancel all or part of the funding process at any time;
- For the Core Programs, reviews will be conducted by an independent panel (Review Committee) that has significant expertise in the assigned discipline and subject to final recommendations from the Cultural Arts Board (CAB) and Staff. Final Approval is made by City Council;
- All organizations receiving a total city investment of \$250,000 or more must submit an annual audit report from an independent CPA;
- CAB and Staff have the option to recommend adjustments to levels of annual awards if an organization's service levels or financial history is or becomes unstable. The DCCD Executive Director or City Manager has the final authority to make adjustments, or reallocation of awards to existing or new organizations, programs or projects during the course of the year. Adjustments or reallocations that would bring a contract above \$50,000 or are outside the director's approval authority are subject to City Council approval;
- All initial or continuation of awards are contingent on availability of City funds;
- Applicants are required to have a business office address in the City of San Antonio which is accessible by the public. PO Boxes are not allowable;
- Applicants must make all DCCD funded programs, events and services accessible to the public;
- Applicants must be governed by board of directors/trustees that meets regularly;
- Members of the Cultural Arts Board (CAB) or Public Art Board (PAB) can apply and/or be part of a collaborative application for funding from DCCD, but he/she must recuse him/herself from any votes, and cannot discuss their application with any other Board member during the application and review process. Any violation of this activity immediately disqualifies the application;
- All awarded organizations are subject to comply with the specific funding program's requirements and contract obligations;
- Upon submission, all materials become property of DCCD, City of San Antonio.

ASSURANCES

All applicants for funding programs must execute an Assurances Form certifying that s(he) is authorized to submit a Proposal and that, at the time of application, the applicant assures that:

- The activities and services for which financial assistance is sought will be administered by the applicant organization.
- As a party to any resultant contract, Applicant understands and agrees to comply with the *Non-Discrimination Policy* of the City of San Antonio contained in Chapter 2, Article X of the City Code and further, shall not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, age or disability, unless exempted by state or federal law, or as otherwise established herein.
- It is not knowingly fostering, encouraging, promoting, or funding any project, production, workshop, and/or program that includes obscene material as defined in Section 43.21, Penal Code of Texas.
- It will not identify the City as a funding provider for any events and activities for which City has not authorized funding. Only events and activities identified in the contract shall be considered to be authorized for funding by the City.
- It will maintain auditable financial records reflecting Generally Accepted Accounting Principles related to its overall activities, submit itemized reports or expenditures as required by established City procedures, and submit timely reports reflecting the progress made in achieving its approved goals and objectives.
- It will comply with the City's Ethics Code, particularly Section 2-61 that prohibits a person or entity seeking a City contract – or any other person acting on behalf of such a person or entity – from contacting City officials or their staff, regarding such contract, from the time the application opens to the time such contract is posted as a City Council agenda item.

APPEALS PROCESS:

For the **Cultural Arts Operational Support Program** and the **Festivals & Community Celebrations Program**, applicants may submit a written appeal in response to the CAB preliminary funding recommendation only if the applicant can demonstrate that one of the following occurred:

1. The DCCD failed to follow published application and review procedures;
2. Undue influence was placed on the Review Committee or CAB by a member(s) with an undisclosed conflict of interest;
3. The Review Committee's or CAB's decision was based on insufficient information through no fault of the applicant; and/or
4. The Review Committee's or CAB's decision was based on information not related to the proposed outcome of the application.

DCCD staff will determine whether an appeal meets one or more of the above requirements and is eligible for review by CAB.

At a second public meeting, after review of eligible appeals, CAB will issue final funding recommendations.

CAB makes final funding recommendations based on the following:

1. Staff funding recommendations.
2. Appeals considerations (considered in writing only).
3. Applicants' Scores and Comments from the Review Committee members.

Funding awards will be made without discrimination and will comply with all applicable local, state and national laws.

DEFINITIONS:

ACCESS

The opportunity and the means for San Antonio citizens and visitors to participate in the arts and cultural activities that are provided by the programs that DCCD invests in. These opportunities must exist regardless of race, gender, ethnicity, language, sexual orientation, physical ability, or neighborhood.

ARTIST COLLECTIVE

Two or more local artists, whether of the same artistic discipline or not, working together in a project with a goal of developing and producing a specific art or cultural project(s) designed to engage a community in a participatory activity. The collective can be under its own management or may be managed by an umbrella organization or individual.

ARTISTIC EXCELLENCE or MERIT

"Artistic excellence" includes but is not limited to a mastery of artistic skills and techniques, professional approaches to process and presentation, and communication of a unique vision or perspective.

"Artistic merit" includes but is not limited to a work that has an impact on the artistic or cultural development of a community or individuals; whose quality enhances the visibility and acceptance of art in the community or whose presentation has the potential to broaden access to, expand and diversify audiences.

Artistic excellence is evaluated based on the material and work samples submitted with the application.

COMMUNITY BASED ORGANIZATION

Is a small to mid-sized organization that is deeply rooted in a community, often culturally specific, and whose mission or focus is to create, present and preserve artistic and culturally relevant programs that respond to the needs of economically or culturally underserved communities.

COMMUNITY ENGAGEMENT

Works that are done to attract and sustain audiences for the arts, build community, expand access to arts and culture, generate revenue or business opportunities, serve neighborhoods which generally lack arts programming, meets the needs of special audiences such as youth, senior citizens or persons living with disabilities.

CREATIVE PLACE MAKING

Means how artistic and cultural strategies help activate a specific community's place (public or private) and engage people to celebrate, inspire and give them a sense of belonging.

CULTURAL EQUITY

Means the state of fairness in approach, access, or treatment used by DCCD for culturally specific groups who would otherwise experience disadvantages or barriers.

FESTIVALS and COMMUNITY CELEBRATIONS

These are public presentations that showcase the diverse artistic expressions, multicultural traditions or the unique heritage of San Antonio. Festivals and Community Celebrations are defined by their artistic and cultural, not commercial, value. Festivals can be City-wide or community or neighborhood based. Festivals and Community Celebrations must be open to all members of the public.

INNOVATION/INNOVATIVE PROGRAMS

Innovative programs are activities that have the potential for meaningful change, whether in the development or enhancement of new or existing art forms, new approaches to the creation or presentation of art, or new ways of engaging the public with artistic and cultural excellence by utilizing unconventional solutions.

PROFESSIONAL ARTIST

Must be a resident of San Antonio and must meet the following criteria:

- At least five years of relevant work experience, or has received specialized training in his or her artistic field, such as a degree or certification
- Derives a portion of individual earned income from their artistic practice or areas related to their field or demonstrates a clear investment of time and resources into the creation of new works.
- Has a professional portfolio that includes published or publicly displayed works.

SAN ANTONIO BASED

An organization that has an office within the city limits of San Antonio and does a significant part of its work/outreach within the San Antonio community. Significant in this instance can refer to either a qualitative measure, like importance, and/or quantitative, as in a percentage of time.

CORE PROGRAMS 2015

Cultural Arts Operational Support

Overview

The Cultural Arts Operational Support Program invests in arts and cultural organizations that offer artistic and cultural excellence through programming that is made available to the general public and visitors to San Antonio. The goal of the program is to support the celebration of extraordinary and innovative presentations that showcase artistic excellence and the multi-cultural diversity of the City of San Antonio.

- Investments will be made for two (2) years and based on an organization's most recently filed 990 tax returns. Adjustments will be made to second year funding allocation based on the maximum investment allowed under these guidelines and determined by the most current 990's.
- The Cultural Arts Board (CAB) and/or staff have the option to recommend one year of funding if the service levels or financial history of an agency is determined to be unstable or unsustainable.
- Continuation of annual investment is dependent on availability of funds and the continuation of an equivalent level of services and financial position of the funded organization.
- Organizations that apply for **Cultural Arts Operational Support** are not eligible for **Festival & Community Celebrations** and/or **stART Place**. An organization that receives funding in the **Core Program** category is eligible to submit applications for Technical and Economic Development Program.

Eligibility Requirements

Art and Cultural Organizations that apply to the Cultural Arts Operational Support Program must:

- Be an arts and/or cultural organization. An arts and/or cultural organization includes organizations whose mission (as articulated within its mission statement) and actual operation are the creation, education, preservation and/or presentation of arts and/or cultural programming including but not limited to music, dance, drama, literature, painting, printmaking, sculpture, folk arts, photography, film and media arts;
- Have a business office address in the City of San Antonio accessible to the public. (PO Boxes are unacceptable);
- Have programs whose intent and impact is to create, preserve and present relevant artistic programs that showcase San Antonio's unique arts and culture experience;
- Be recognized and an active art or cultural 501(c)3 organization with a proven track record of at least two years of producing and presenting of arts and cultural activities;
- Be governed by board of directors/trustees that meets regularly;
- Have a salaried full or part-time administrator that is responsible for and authorized to address the contractual obligations of the City Contract and the business management of the organization. Verification of administrator employment is required at time of application;

- Be the primary presenter/producer of the work and are responsible for all aspects of its provision to the community. Applicants are **not** allowed to be fiscal sponsors;
- Have all culminating events open to the public and ensure accessibility for the disabled;
- It is mandatory to attend prescribed workshops to be eligible for funding in this category. At minimum, one (1) key representative from each organization will be expected to attend. Workshops will address application instructions, requirements and review process;

ORGANIZATIONAL MAXIMUM FUNDING AWARDS AND MATCH REQUIREMENTS

Operating Budget Size	Award Size	Cash Match Ratio:
Over \$ 2 Million	Up to 10% of actual operating expense budget	1:3
\$800,000 to \$2 Million	Up to 20% of actual operating expense budget	1:2
Up to \$800,000*	Up to 35% of actual operating expense budget	1:1
*Community Based Organizations in this budget range	Up to 50% of actual operating expense budget.	In kind contributions listed in an organization's 990 tax form will be allowed for computation of an organization's total expense budget. The amount of the inclusion is limited to 50% of verifiable cash expense budget.

Verification of Arts-Related Budget

Budget verification means the actual arts related expenses from the last completed fiscal year as shown on the organization's filed 990 tax forms. For organizations that are solely arts or cultural institutions their entire 990 expense budgets will be accepted. For those organizations that have additional programmatic missions, social service, education, etc only those portions of the budgets that relate to the creation, presentation or preservation of arts or cultural programming will be accepted. Budget verification occurs every year for organizations receiving Cultural Arts Operational Support based on the two-year funding cycle.

Applicants must submit a current 990 to verify the organization's good standing with IRS regulations and requirements. No extensions will be accepted. Awards are for two (2) years, but are subject to annual budgetary adjustment to meet the adopted maximum award allowed by the adopted funding guidelines.

In addition and for informational purposes, all organizations must also submit a current, Board approved, financial statement to facilitate and determine the organization's most current financial position.

APPLICATION PROCESS

GENERAL

Applications are reviewed through a competitive process and adhere to City Council adopted guidelines and review criteria. Each application goes through several tiers of review. First, they are reviewed for eligibility by staff. Second, independent panels and staff establish applications comments and scores. Third, Staff develops a funding recommendation, which CAB reviews and after deliberation issues a preliminary funding recommendation. Fourth, CAB holds a subsequent meeting where appeals can be heard and then they issue a final recommendation. Fifth, the final recommendations are forwarded to City Council for their consideration and approval.

GUIDELINES AVAILABLE

Application guidelines are made available on the Department for Culture and Creative Development website.

WORKSHOPS AVAILABLE

Staff conducts several workshops to provide guidance and instructions of guidelines and application process. It is mandatory that all potential applicants have staff attend at least one workshop in order to be eligible to submit.

APPLICATION SUBMITTED

Electronic applications (narrative and support materials) are submitted to DCCD on-line and are required to meet one specific deadline. No application will be accepted after the deadline. Applicant receives acknowledgment of application receipt. Applications are forwarded to arts funding staff.

APPLICANT CATEGORIES

Applicants apply to be reviewed by one of three categories:

Museums, Visual Arts and Exhibition Institution - Organizations whose primary focus is the presentation, preservation or creation of visual art forms, artifacts and other objects of scientific, artistic, cultural, educational or historical importance and makes them available for public viewing through exhibits that may be permanent or temporary.

Live Performance - Organizations whose primary focus is the presentation, preservation and/or creation of live performance, including, but not limited to: music, theatre, dance, and the spoken word.

Community Based Organizations - Small to mid-sized organizations that are deeply rooted in a community, often culturally specific, and whose mission or focus is to create, present and preserve artistic and culturally relevant programs that respond to the needs of economically or culturally underserved communities

New applicants may be subject to scheduled DCCD staff site visits after the eligibility requirements are met to review various aspects of the organization's operations.

STEP ONE: STAFF REVIEW

Staff reviews applications for completeness and eligibility. Staff may contact applicants if questions arise. Application materials are assigned and made electronically available to panelists about a month before the panel convenes.

STEP TWO: PANEL & STAFF REVIEW

Applications are reviewed in different categories by panels comprised of seven members, made up of one Cultural Arts Board member, two local peer experts and four experts from outside of the San Antonio area. All panels are assembled to ensure knowledge and experience in the area under review and diversity with regard to race, ethnicity, and artistic points of view. Panels will deliberate their final score in a public setting but applicants are not allowed to interact with the panels. Panels will rank each application based on two criteria including Artistic/ Cultural Excellence and Community Engagement and Audience Development. City shall require that no panelist have a conflict of interest with an applicant it is reviewing. Staff will review and rank applications on Financial Position and Administrative Capacity.

Review Criteria

It is important that applicant organizations address these criteria in the narrative of their application.

Artistic/Cultural Excellence (50 points)

- Quality of the artists, professional staff, works of art and services supported by the organization and proposed programs.
- Demonstration of the artistic and cultural relevance of programs that support the San Antonio unique experience for local residents and visitors.
- Evidence of how artistic offerings further the development of the creative needs in the community and respond to SA2020 (increase access to and awareness of arts and cultural activities, downtown development, economic competitiveness, enhance quality of life in neighborhoods);
- Opportunities created through proposed arts and culture programs for initiating meaningful educational/community dialogue.

Community Engagement & Audience Development (35 points)

- Strategies for increasing and engaging culturally diverse audiences with excellent art;
- Evidence of innovative strategies that create meaningful change to develop new artistic experiences and audiences;
- Ability to engage underserved populations who have limited access and experience with the arts;
- Strategies and relevant programs that further community engagement;
- Strategy for documenting and evaluating audience engagement and growth;
- Indication of fostering partnerships that promote engagement for locals and visitors;
- Presentation of a specific marketing/promotion plan, including budgeted allocation of dollars.

DCCD staff will evaluate and provide a financial score using support materials, site visits, and/or information on file and the following review criteria:

Financial Position and Administrative Capacity (15 points)

- Accurate Arts and Cultural Budget with evidence of a diverse base of financial support through earned income and other non City funding;
- Proven history of planned growth and innovation that support organizational stability;
- Evidence of a proactive Board governance structure, level of involvement and responsibilities;
- Confirmation of a formal strategy to manage administrative/fiscal challenges and/or potential changes in leadership and key staff positions;
- Effectiveness and efficiency in the organization's operation and delivery of services;
- Past Contract Compliance, Performance Reviews and Fiscal/Programmatic responsibility, as applicable.

STEP THREE: FUNDING RECOMMENDATIONS

Staff develops funding recommendations for each application after all applications are reviewed and scored. Application panel comments, scores and funding recommendations are forwarded to applicant and the Cultural Arts Board. CAB convenes in a public accessible meeting to discuss each application and staff funding recommendations. Each applicant is given opportunity to present to CAB before CAB determines its preliminary funding recommendations. Staff forwards CAB's preliminary funding recommendations to each applicant. Applicants are given an opportunity to submit a request to appeal if it meets the approved appeals guidelines (See page 6). CAB convenes in a second publically accessible meeting to discuss any appeals and to deliberate on final funding recommendations.

Considerations for Determining Funding Recommendations

- Applications scoring below 75 (scoring of 74.5 to 74.99 will be rounded up to 75) will not be eligible for funding through the Arts Funding Program; however, applicant may be qualified for other funding sources, if available.
- Dollars available;
- Applicant's total scores (DCCD will consider all scores and comments provided by the panelists);
- Minimum and Maximum awards and matching requirements provided under these guidelines;
- Equity of programmatic service to ensure that dollars support a balance of artistic and cultural offerings to existing and new audiences;

STEP FOUR: CITY COUNCIL APPROVAL

Staff forwards CAB's final recommendations to City Council for final consideration and approval.

Festivals & Community Celebrations

Overview

The Festivals & Community Celebrations Program was developed in response to the increased number of arts and cultural festivals and celebrations in our community and requests to support them.

The goal is to support the extraordinary artistic presentations and performances through a competitive process specific to festivals and community celebrations that give increased access to the arts, culture and diverse heritage in San Antonio.

Eligibility Requirements

Organizations interested in applying must:

- Submit a complete on-line application on or before the deadline; All application forms, documents and support materials are to be completed and uploaded on-line;
- Applicant organization must be a San Antonio based IRS recognized non-profit or an artist or artist's collective with a proven track record of producing a community recognized festival with wide audience accessibility at the time of the application;
- The festival has a clear and credible programmatic focus area of arts, culture or heritage where festival participants or audience engage and/or interact around the programmatic focus area;
- The festival must have been in existence a minimum of three (3) years;
- The festival will occur between October 1, 2014 and September 30, 2015;
- It is mandatory to attend prescribed workshops to be eligible for funding in this category. At minimum, one (1) key representative from each organization will be expected to attend. Workshops will address application instruction, requirements and review process;
- Religious organizations may apply provided the festival has an arts and cultural focus and impacts the broader San Antonio community;
- All programs, events and services must be open to the public and ADA compliant;
- Applicants will submit biographies of festival administrator and/or artistic director, curator, principal artist(s);
- Be able to meet the required 1:3 cash match by raising the funding from non City sources.

Restrictions

- Organizations that apply for **Cultural Arts Operating Support or stART Place Program** cannot apply to **Festival & Community Celebrations**.
- Organizations that submit an application under a fiscal sponsor are ineligible.
- Events that are officially recognized as part of the annual FIESTA are ineligible.
- DCCD will not consider multiple requests for the same festival or from the same organization.
- Festivals that are religious in nature or specifically serve only church membership or faculty/student body are ineligible.

- The City will not fund religious purposes that promote or celebrate any sect, church, creed or sectarian organization, conduct any religious service or ceremony, nor for the inhibition or promotion of religion, nor to convey a religious message.

What's Required:

- All Applicants will be required to submit an on-line application by or before the deadline which will include the following:
- Festival history and the audiences that it serves, short biography for each of the key participants, a copy of the Media/Marketing Plan for the Festival, a budget form (template provided), and a document outlining Festival Sponsorship Levels.
- Funding Amount: Applicants will not be asked for a request amount as part of the application, but will be required to submit a document outlining Festival budget and Sponsorship Levels.

Awards will be up to 20% of event's overall budget.

- Funds can only be used for the following (must be itemized in submitted budget):
 - Contracted Services and Artist Fees including travel and per diem. Guest artist's fees and travel expenses including lodging.
 - Production Expense. Production management, staging and sound and lighting equipment rental specifically designated for the Festival.
 - Space rental. Includes stage and rental for the Festival only.
 - Marketing and Promotion. Including media ads, graphic design, website management and promotional material and printing costs.

Review Criteria

Audience Engagement (45 points)

- Demonstrated efforts to achieve broad, diverse, accessibility and participation.
- Festival relevance and capacity to engage audiences and communities.
- Evidence of strong Marketing and Promotional materials and efforts.
- Evidence of reasonable fees and/or free admission.

Programmatic Excellence (35 points)

- Evidence of quality of artistic selection.
- Expanse and diversity of artistic/cultural offering.
- Demonstration of innovative and excellent programs.
- Qualification of staff that supports the festival implementation.
- Uniqueness of programming and relevance to overall cultural fabric of San Antonio.

Fiscal Position and Capacity (20 points)

- Organization develops thoughtful, rational plans for the festival's financial sustainability.
- Demonstrated staff capacity to administer award and carry out the event.
- Realistic budget including diverse sponsorship levels.

Review Process

- All proposals will be reviewed by an independent panel which can include DCCD staff, CAB members and local, regional or national experts and patrons.
- Applicants will be reviewed and scored based on submitted applications and established criteria.
- CAB will review preliminary and final funding recommendations during publically held meetings.
- See page 6 for the appeals process.
- City Council makes all final funding recommendations

Considerations for Determining Funding Recommendations

- Applications scoring below 75 (scoring of 74.5 to 74.99 will be rounded up to 75) will not be eligible for funding through the Arts Funding Program; however, applicant may be qualified for other funding sources, if available.
- Total funds available annually for programmatic disbursement, including dollars allocated to this program.
- Application total score (DCCD will consider all scores and comments provided by the panelists);
- Minimum and Maximum awards and matching requirements provided under these guidelines;
- Equity of Programmatic Service to ensure that dollars support a balance of artistic and cultural offerings to existing and new audiences.

stART Place Program

San Antonio's urban neighborhoods benefit from the arts by shaping the lives of residents and their urban experience. The **stART Place** program is designed to further stimulate neighborhood vitality by supporting creative projects that provide meaningful community enrichment and transformation. **stART PLACE** will encourage the presentation of new arts and cultural activity in non-conventional spaces.

Eligibility Requirements

Applicant organizations must meet:

- Submit a complete on-line application on or before the deadline(s)
- Be a recognized neighborhood association, a community group, local artist or artists' collaborative or an arts or cultural organization that is not funded in the Cultural Arts Operational Support or Festivals and Community Celebrations core programs, or collaboration between any of the aforementioned entities. (Artists or collaborative may approach and include an arts organization that receives funding in the other DCCD Core programs for assistance with the administration of the project but cannot pay for any of those services with the awarded funds. The stART Place program application must be submitted by the artists or collaborative as the lead).
- Proposed projects must be designed for a specific community and accessible to all.
- Proposed projects must take place within the City of San Antonio city limits.
- All artistic genres are acceptable including, but not limited to, visual, place making, performing, media and literary arts.
- Proposed projects are encouraged to be implemented in non-traditional art venues and must be accessible to the public.

Restrictions

- Organizations that apply for **Cultural Arts Operational Support** or the **Festivals and Community Celebrations Program** cannot be the lead applicant for a **stART PLACE** grant.
- The City will not fund religious purposes that promote or celebrate any sect, church, creed or sectarian organization, conduct any religious service or ceremony, nor for the inhibition or promotion of religion, nor to convey a religious message.
- The City will not fund any programs not accessible to all.

Funding amount will range from \$500 to \$10,000. Matching funds are not required; however, applicants demonstrating cash matching funds will be given extra consideration in the review process

Funds can only be used for the following items (must be itemized in the budget):

- Venue Rental
- Contracted Services and Artist Fees
- Production Expense. Production management, staging and sound and lighting equipment rental specifically designated for the event.

Review Criteria

Artistic Excellence (50 points)

- Artistic product of high quality.
- Quality of staff that will be carrying the project.
- Innovation and creativity in program(s) to be offered and local artist(s) selected.
- Relevance and relationship of artistic offering to the community where it is being presented.

Impact to Neighborhood being served (30 points)

- Project is aimed at recognized underserved populations or that respond to communities that are targeted for social or urban change.
- Project respond to existing community artistic talents, or helps advance awareness of the art forms being presented
- Relevance and appropriateness of location selection to its target audience
- Accessibility of program to its target audience

Feasibility (20 points)

- Presentation of a clear and realistic budget for the project.
- Effectiveness and efficiency of organization and staff to plan and carry out the project.
- Demonstrated evidence of strong support from the community for the organization, artists or artist collaborative.

Review Process

- All proposals will be reviewed by DCCD staff and a panel of CAB members and regional or national experts and patrons.
- Applicants will be reviewed and scored based on submitted application and established criteria
- CAB will review preliminary and final funding recommendations during a publically held meeting
- City Council will have final approval for all final recommendations

Funding Recommendations will be determined by considering the following:

- Applications scoring below 75 (scoring of 74.5 to 74.99 will be rounded up to 75) will not be eligible for funding through the Arts Funding Program; however, applicant may be qualified for other funding sources, if available.
- Total funds available annually for programmatic disbursement, including dollars allocated to this program.
- Application total score (DCCD will consider all scores and comments provided by the panelists);
- Minimum and Maximum awards and matching requirements provided under these guidelines;
- Equity of Programmatic Service to ensure that dollars support a balance of artistic and cultural offerings to existing and new audiences.

ADVANCEMENT PROGRAMS 2015

Artist Re-Granting Program

Overview

DCCD recognizes that San Antonio has arts organizations whose primary focus is the provision of financial support to local professional artists for the purpose of advancing their professional development. These organizations support a granting opportunity currently not provided by DCCD but respond to our mission and maintain a public processes that is valued by the community. The Artists Re-Granting Program is developed to provide funding to eligible artist granting organizations for the sole purpose of expanding their granting opportunities to San Antonio artists, with the specific intent of expanding the artist's professional development through their creation of new works.

Eligibility

Applicant organizations interested in applying must meet the following eligibility requirements:

- Submit a complete electronic application on or before the deadline.
- Applicant organization must be a San Antonio based IRS approved non-profit at the time of the application with a primary mission dedicated to providing grants to professional artists, specifically including San Antonio professional artists.
- Organizations must have a physical location within the City of San Antonio and have been in existence a minimum of three years.
- Organization must have in place a funding process that is open and accessible. A definable review and selection process of professional artists must be presented that is fair and equitable. Organizations that support artist works in any or all artistic genres including but not limited to areas of visual, place making, performing, media, literary, interdisciplinary, etc. Organizations must submit a copy of their previous year's IRS 990 form.

Restrictions

- Organizations that receive grants from DCCD in the **Core Programs** are not eligible to apply in this category.
- Organizations cannot utilize a fiscal sponsor to submit an application.
- The re-granting of City funds cannot be made to artists who do not have a permanent residence (minimum of 6 months) within the city limits of San Antonio.
- DCCD will not consider multiple requests from the same organization.
- DCCD will not grant funds that are re-granted to artists for religious or political purpose or against a political candidate, ballot measure or bill.
- Artist's projects or works used with a primarily fund-raising focus are ineligible.

Evaluation Criteria

- Commitment to supporting artists that reflect the diversity of the community.
- Proven track record of implementing an open, fair and equitable funding process.
- Proven commitment to high artistic standards and the professional growth of local artists.

What's Required

Applicants must submit a written on-line application to DCCD on or before the deadline, specifically citing the following:

- Amount of request and associated total budget for the project.
- Brief description of organization including adopted policies and procedures for selecting and evaluation of artists.
- Samples illustrating the artists awarded in past and type of projects supported.
- The time frame selecting artists expected project outcomes (***All applicants will be required to submit a report at the completion of their project detailing the artists selected and their project outcomes***).
- Additional support material(s) that may substantiate the request should be submitted along with the application.

Review Process

- DCCD staff and CAB will review the request(s) and approve all final funding recommendations.

Funding Recommendations will be determined by considering the following:

- Dollars available.
- Funding under this program will be limited to a maximum of \$30,000 per eligible organization and not to exceed 50% of the organization's prior year expense budget as evidenced by the organization's IRS 990 filing.
- Funding must be used to re-grant to San Antonio professional artists for expenses related to the creation of new works and said work must be publicly displayed/performed in San Antonio. An organization is able to utilize up to 10% of the grant dollars from DCCD for administrative purposes in overseeing the grant funding and compliance.

Technical and Economic Development Program

General Overview

Technical and Economic Development Assistance is a competitive program with the goal to assist local not for profit arts and cultural organizations and professional artists pay for specific expenses related to organizational stability, development and professional growth. Up to a maximum of \$2,500 may be awarded per fiscal year to an eligible applicant. Unlike the other funding programs available, the application process is on-going on a monthly basis through the fiscal year. Applicants must submit their application to DCCD by 4:00 p.m. on the second Friday of each month.

Eligibility Requirements

Arts and cultural organizations or Individual local professional artists may apply for this program.

Arts and cultural organizations:

- Must have a 501(c)(3) status;
- Applicants must have a primary business or residence in San Antonio. PO Boxes are unacceptable;
- Technical and Economic Development Assistance funds will support arts and cultural organizations in areas and activities that enhance artistic and strategic development and training, board governance, fiscal reporting/responsibilities, nonprofit management and leadership, and program/audience development.

Individual local professional artists:

- Applicants must have a primary business or residence in San Antonio. PO Boxes are unacceptable;
- Technical and Economic Development Assistance funds will support local artists in areas that enhance their careers through artistic and professional development through classes, workshops, and residency-related activities.

Funding Guidelines:

- Awards are given to eligible recipients on a first come, first served basis and are limited to \$2,500;
- All requests must be received by 4:00 pm on the second Friday of the month. No applications accepted after the deadline for that month;
- Staff will review the request(s) by the close of business on the last day of that month;
- All applicants will be notified in the month following their application as to whether or not they have been funded. **This review time-frame needs to be considered when applying for funding.** Any application that falls outside of the time frame will automatically be disqualified;
- The awards are made for specific expenses and are paid on a reimbursement basis for only those expenses approved in the original award;
- A maximum award of 50% of the total cost of the approved expenses are eligible;
- All awardees must enter into a contract with DCCD before they begin their project;
- Only one application per artist/organization annually.

Budget Verification

Applicants must provide documentation that the matching funds are in place. Matching funds may not be from other City funding sources. A budget for the entire activity must be submitted.

Technical and Economic Development Program Accountability

Awardees will be required to submit a report on the project's success attached to the invoice for reimbursement on eligible expenses with all associated support documentation at completion of the activity.

Application and Review Process

Applications will be accepted monthly and can be downloaded from DCCD website on an on-going basis.

The Technical and Economic Development Assistance Program (TA) is an on-going, monthly competitive program. Applicants must submit their Application Package to the Department for Culture and Creative Development by 4 p.m. by the second Friday of each month. Application package may be submitted by email, mail delivery or drop off to the DCCD offices.

The Application Package consists of the following:

1. Technical Assistance (TA) Application Form, completed and signed
2. TA Checklist, completed
3. Activity Budget – Applicants will need to submit a detailed budget for the activity that funding is requested for, including expenses and sources of support
4. Any additional supporting documentation, as requested on Application Form and/or noted on Checklist

The TA Guidelines, TA Checklist, TA Questions & Answers and TA Application are on the DCCD website and are fully downloadable.

Applications will be reviewed on a monthly basis by DCCD staff.

Review Criteria includes, but not limited to the following:

- Meeting the deadline.
- Clarity of the request for assistance; the need/value to the organization
- Amount requested from DCCD relative to overall activity budget
- Proven commitment to community and professional growth
- High artistic quality of organization, project or artist's work
- Enhances artistic/cultural diversity of community
- Dollars available

CITY OWNED FACILITY MAINTENANCE FUND

Overview

In an effort to maintain the quality and integrity of City Owned Facilities, DCCD will annually set aside funds specifically to improve the condition, safety, accessibility, security, and/or energy efficiency of these buildings.

Annually, a committee comprised of staff from Building Equipment Services (BESD), Transportation & Capital Improvements (TCI) and DCCD will review a list of recommended repairs submitted by each of the COFA agencies (*Carver, Centro Cultural Aztlan, Guadalupe, Magik Theatre, The Playhouse,* and the *Witte*) and forward to CAB for consideration of the recommended allotment for that fiscal year.

The recommendation will be taken to City Council for final approval.

Services may be done by BESD and/or TCI.

DRAFT

Item 4

Briefing and Possible Action on the FY 2015 Action Plan and Budget, administering the City's programs funded through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG), the Home Investment Partnership (HOME) Grant, the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) Grant.

[Presented by John Dugan, Director, Planning and Community Development]



City of San Antonio

Agenda Memorandum

File Number:14-877

Agenda Item Number: 4.

Agenda Date: 4/15/2014

In Control: Quality of Life Committee

TO: Sheryl Sculley, City Manager

FROM: John Dugan, Director Planning and Community Development

COPIES TO: Councilwoman Ivy Taylor, Chair, District 2; Councilman Diego Bernal, District 1; Councilwoman Shirley Gonzalez, District 5; Councilman Joe Krier, District 9

SUBJECT: Proposed FY 2015 Action Plan and Budget administering programs funded through the City's four U.S. Department of Housing and Urban Development

Summary

This item will present to the Quality of Life Committee the proposed FY 2015 Action Plan and Budget administering programs funded through the City's four U.S. Department of Housing and Urban Development (HUD) grant programs including the Community Development Block Grant (CDBG), the Home Investment Partnership Grant (HOME), the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) Grant.

Background

The City of San Antonio receives four (4) federal entitlement grants awarded through the Department of Housing and Urban Development (HUD). These funds are designed to meet the needs of persons who are of low and moderate income and for preserving and developing low-income communities. These four grants include CDBG, HOME, ESG and HOPWA. Each year the City conducts an action plan process to identify and implement community development and affordable housing activities that address a myriad of activities necessary to advance the goals of both the five year Consolidated Plan and the Strategic Plan for Community Development.

The five year Consolidated Plan (FY 2011-2015) is an assessment of affordable housing and community development needs and market conditions, which serves as the framework for community wide dialogue to identify priorities. The Strategic Plan for Community Development provides investment strategies for addressing all elements of the living and built environment that constitute a sustainable community organized around three approaches: reinvestment planning, coordinating city resources and leveraging private sector investment.

At the February 18, 2014 Quality of Life Committee meeting, committee members supported an Action Plan funding strategy as follows:

Community Development Block Grant

The Quality of Life Committee supported the initial staff recommendations to continue prior CDBG grant priorities including funding the annual Section 108 debt service payment, REnewSA initiatives, Green and Healthy Homes grant match, housing repair, and fair housing activities.

Home Investment Partnership Program

The Quality of Life Committee supported the initial staff recommendations to continue homebuyer activities, Community Housing Development Organization (CHDO) Set Aside activities, and multi-family rental development set aside to support projects receiving low income housing tax credits or similar programs designed to leverage private investments.

ESG and HOPWA

The Quality of Life Committee supported the initial ESG staff recommendations to continue rapid re-housing, homeless prevention, emergency shelter or street outreach services. The Quality of Life Committee also supported the initial staff HOPWA recommendations to continue permanent housing placement services, rental/utility assistance, transitional shelter, medical hospice with 24-hour care, and essential services such as meals, transportation for persons with HIV/AIDS.

REnewSA Target Areas

Additionally, Quality of Life Committee members supported continuing revitalization efforts in targeted geographies throughout the City’s core in FY 2015. The five REnewSA *Target Areas* include:

Neighborhood(s)	Council District(s)
Edgewood Area	District 6
University Park - West / Blueridge	Districts 1, 5, & 7
Collins Garden Area	District 5
Harlandale Area	Districts 3 & 5
Wheatley Area - North	District 2

The continuation of *place-based* approach of targeting and layering resources in a geographically defined area is consistent with the Council-adopted Strategic Plan for Community Development, and seeks to provide more meaningful and comprehensive services within a given community. Through the brand of REnewSA, an inter-departmental collaborative was created to transform distressed areas within the City of San Antonio into ones of opportunity by coordinating internal COSA resources earmarked for revitalization efforts, and leveraging those with like private dollars, to give areas with the need and capacity for this type of assistance a better opportunity to brand these resources.

Issue

Sources of Funds

On March 19, 2014, HUD notified the City of San Antonio of final entitlement awards for the FY 2015 CDBG, HOME, ESG, and HOPWA grants. The appropriation was consistent with estimates proposed at the February 18, 2014 Quality of Life Committee meetings however with slight increases to the HOME, ESG and HOPWA programs.

The amount of grant funds available for the FY 2015 Action Plan includes the HUD entitlement awards but also, available reprogrammable funds from completed activities, and estimated FY 2015 program income based on projected loan re-payments and lease payment obligations. The following table provides a comparison of the approved FY 2014 Budget and the proposed FY 2015 Budget across the four grant programs.

Final FY 2015 Action Plan Budget				
Grant	FY 2014 Budget*	FY 2015 Budget	Variance	Variance%
CDBG	\$ 14,059,585	\$ 12,705,226	\$ (1,354,359)	-9.6%
HOME	4,292,605	4,803,986	511,381	11.9%
ESG	843,303	956,346	113,043	13.4%
HOPWA	1,138,748	1,212,178	73,430	6.4%
	\$ 20,334,241	\$ 19,677,736	\$ (656,505)	-3.2%

**Includes reprogramming actions during FY 2014*

Use of Funds

The strategy for developing the final proposed FY 2015 Action Plan and Budget involved a review of existing funding levels for ongoing initiatives to ensure priorities have adequate resources to achieve community revitalization objectives. The recommendations for the four entitlement programs are as follows:

Community Development Block Grant (CDBG)

Under the CDBG Program, the City has a commitment to meet the annual Section 108 debt service obligations of \$4.8M. CDBG funds in the amount of \$1.2M previously allocated for delegate agency public service activities have been reprioritized to support Strategic Catalytic Reinvestments in the RENEWSA Target Areas including \$1.0M for the EastPoint Initiative. Additionally, recommendations include maintaining funding levels for façade improvements, code enforcement, a continuation of the District 5 Spruce Up and Minor Repair Programs, as well as, a new initiative with Habitat for Humanity to implement the Alamo City Brush Up Program. Finally, the proposal includes \$1.2M funding to support public infrastructure improvements in eligible CDBG areas including quiet zones, park development, and/or street improvements. A summary of the CDBG budget is attached

Home Investment Partnership Program (HOME)

The FY 2015 HOME budget reinforces the place based concept with an allocation of approximately \$1.2M for the Wheatley Phase III Senior Housing Development located in the RENEWSA Target Area. Additionally \$1.9M would be available to support other multi-family tax credit projects or other affordable rental development efforts. Additionally, HOME funds will support Community Development Housing Organizations (CHDO) by setting aside \$850,000 for single family new construction development and operating expense activities. Finally, \$373,588 funds are allocated to the City's Homebuyer Incentive Program to assist eligible homebuyers with down payment and closing costs assistance. A summary of the HOME budget is attached.

ESG and HOPWA

The Emergency Solutions Grant (ESG) and Housing Opportunities for Persons with Aids (HOPWA) grant programs are administered by the Department of Human Services. The final FY 2015 ESG entitlement amount resulted in an increase of \$113,043 or 13.4% while the HOPWA program realized a increase of \$73,430 or 6.4%. A summary of the ESG and HOPWA budget is attached.

FY 2015 Action Plan Administration

The Department of Planning and Community Development (DPCD) proposes several key improvements to ensure the administration and delivery functions are continually innovated to implement City's proposed programs and targeted neighborhood initiatives.

The budget provides for an efficient functional model of grant administration while ensuring resources remain available to manage partnership performance of residential and reinvestment programs. The budget also allows

for the outsourcing of a significant portion of loan servicing providing for management of existing single family housing loans funded with HUD funds. Additionally, the administrative budget provides for appropriate resources to initiate planning of the new Five Year Consolidated Plan process for FY 2016-2020 beginning in October 2015.

Recommendation

Staff recommends forwarding to the full City Council for consideration, the FY 2015 Action Plan and Budget administering programs funded through the City's four U.S. Department of Housing and Urban Development (HUD) grant programs including the Community Development Block Grant (CDBG), the Home Investment Partnership Grant (HOME), the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons with AIDS (HOPWA) Grant.

FY 2015 CDBG BUDGET

Funding Category	%	Activity	Description	Budget
Debt Service	38%	HUD 108 Loan Repayment	Required annual Section 108 loan repayment	\$ 4,764,493
Neighborhood Revitalization	25%	REnewSA target area and ICR/IP area revitalization efforts	Strategic catalytic improvements, façade improvements, code enforcement, Spruce Up and Alamo Brush Up Programs	\$3,174,886
Public Infrastructure	10%	Capital improvements for low to moderate income residents.	Improves to the integrity of street and sidewalks, community parks, and quiet zones.	\$1,280,000
Housing	5%	City wide housing repair activities and rehabilitation program administration	Improvements for low income residents requiring residential minor repairs including major systems, code violations, and accessibility improvements. Program expenses related to the delivery of Green and Healthy Homes Initiative, Spruce Up Program, and Minor Repair activities.	\$590,000
Public Services	4%	Summer Park Programs	Parks and Recreation initiatives for residents in low income communities access to summer outdoor pools, community center extended hours, and a summer youth program	\$474,145
Administration and Planning	19%	City Personnel Services	Fair housing administration, legal services, and grant administration and program management	\$2,421,722
Total FY 2015 CDBG Budget				\$12,705,226

FY 2015 HOME BUDGET

Funding Category	%	Activity	Description	Budget
Multifamily Housing	64%	Multifamily Rental Development Program	Rehabilitation and/or new construction of affordable rental housing including \$1.2M in Funding for the Wheatley Senior Housing Development in Phase III.	\$3,100,000
CHDO Activities	14%	Single Family Housing	CHDO Set-Aside single family affordable housing development	660,000
	4%	CHDO Operating Expenses	Capacity and operational Set Aside for CHDO development support	190,000
Homebuyer Assistance	8%	HIP Program	Down payment & closing costs assistance to low to moderate income homebuyers purchasing homes in the ICR/IP area.	373,588
Administration	10%	General Program Administration	Salaries and associated expenses related to general administration, contracting, compliance, loan servicing, and fiscal oversight.	480,398
Total FY 2015 HOME Budget				\$4,803,986

FY 2015 ESG BUDGET			
Funding Category	%	Description	Budget
Homeless Prevention & Rapid Re-Housing	67%	RRHP funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance to help the homeless move quickly into permanent housing or prevent a household from moving into an emergency shelter.	\$643,536
Emergency Shelter	28%	Emergency shelter funds used to provide essential services and operations in emergency shelters.	265,000
Administration	5%	Administration funds may be used for administrative costs related to the planning and execution of ESG activities.	47,810
Total FY 2015 ESG Budget			\$956,346

FY 2015 HOPWA BUDGET			
Funding Category	%	Description	Budget
Housing Assistance and Supportive Services	97%	Funds may be used to provide permanent housing placement, rental/utility assistance; physical and mental health assessments, drug and alcohol abuse treatment and counseling, and other related services.	\$1,175,813
Administration	3%	Administration funds may be used for administrative costs related to the planning and execution of HOPWA activities.	36,365
Total FY 2015 HOPWA Budget			\$1,212,178

FY 2015 Action Plan Budget

Community Development Block Grant (CDBG)				
		FY 2014 Adopted	FY 2015 Proposed	Variance
Revenue				
	CDBG Entitlement	\$ 11,772,041	\$ 11,508,613	\$ (263,428)
	Reprogramming Funds	2,077,544	596,613	(1,480,931)
	Estimated Program Income	210,000	600,000	390,000
	Total Sources	\$ 14,059,585	\$ 12,705,226	\$ (1,354,359)
Uses				
<i>Administration and Planning</i>				
	Fair Housing Administration	\$ 192,784	\$ 192,784	\$ -
	Legal Administration	138,850	142,934	4,084
	PCD Grant Administration	2,043,773	2,086,004	42,231
	Total Administration and Planning	2,375,407	2,421,722	46,315
<i>Neighborhood Revitalization</i>				
	Façade Improvement Program	\$ 155,326	200,283	44,957
	Targeted Neighborhood Code Enforcement	62,583	62,583	-
	Habitat for Humanity Alamo Brush Up Program	-	512,000	512,000
	D5 / Spruce Up Program	350,000	200,000	(150,000)
	Strategic Catalytic Reinvestment (Eastpoint Neighborhood Infrastructure)	4,262,000	1,000,000	(3,262,000)
	Strategic Catalytic Reinvestment (Collins Garden)	405,000	300,000	(105,000)
	Strategic Catalytic Reinvestment (Edgewood)	275,000	300,000	25,000
	Strategic Catalytic Reinvestment (Harlendale)	275,000	300,000	25,000
	Strategic Catalytic Reinvestment (University Park/Blue Ridge)	275,000	300,000	25,000
	Total Targeted Neighborhood Revitalization	\$ 6,059,909	\$ 3,174,866	\$ (2,885,043)
<i>Public Infrastructure Improvements</i>				
	Park Improvements	-	815,000	815,000
	Public Infrastructure Improvements	404,094	465,000	60,907
	Total Neighborhood Revitalization	\$ 404,094	\$ 1,280,000	\$ 875,907
<i>Housing Activities</i>				
	Housing Program Delivery	\$ 333,530	340,000	6,470
	Housing Repair Program	500,000	250,000	(250,000)
	Habitat for Humanity Pillar Oaks	275,000	-	-
	Lead Abatement Program	570,000	-	(570,000)
	Total Housing Activities	\$ 1,678,530	\$ 590,000	\$ (813,530)
<i>Public Service Activities</i>				
	Youth Programs	\$ 637,043	-	(637,043)
	Programs for Disabled	76,010	-	(76,010)
	Food Programs	509,163	-	(509,163)
	COSA Code Enforcement	125,166	125,166	-
	COSA Parks and Recreation - Summer Youth Program	199,782	208,282	8,500
	COSA Parks and Recreation - Summer Outdoor Pools	76,557	76,557	-
	COSA Parks and Recreation - Community Ext. Hours	72,640	64,140	(8,500)
	Total Public Services	\$ 1,696,361	474,145	(1,222,216)
<i>Debt Service</i>				
	HUD 108 Repayment	\$ 1,845,284	4,764,493	2,919,209
	Total Section 108 Loan Repayment	\$ 1,845,284	4,764,493	2,919,209
	Total Uses	\$ 14,059,585	\$ 12,705,226	\$ (1,079,359)

FY 2015 Action Plan Budget

Home Investment Partnerships Program (HOME)				
		FY 2014 Adopted	FY 2015 Proposed	Variance
Revenue				
	HOME Entitlement	\$ 3,745,405	\$ 3,939,986	194,581
	Reprogramming Funds	-	-	-
	Program Income	547,200	864,000	316,800
	Total Revenue	\$ 4,292,605	\$ 4,803,986	511,381
Uses				
<i>Administration</i>				
	Legal Administration	52,481	53,797	1,316
	Grant Administration and Oversight	376,879	426,601	49,722
	Total Administration	429,360	480,398	51,038
<i>Multi-family Housing</i>				
	Eastside Choice Neighborhood Transformation Gap Financing (Wheatley Courts)	1,287,216	1,200,000	(87,216)
	Multi-family Rental Housing Set Aside	-	1,900,000	1,900,000
	Total Multi-Family Housing	1,287,216	3,100,000	1,812,784
<i>CHDO Activities</i>				
	CHDO Single Family New Construction	500,000	660,000	160,000
	CHDO Operating Expenses Set Aside (5% Cap)	150,000	190,000	40,000
	Owner Occupied Rehabilitation	1,558,122	-	(1,558,122)
	Total CHDO Activities	2,208,122	850,000	(1,358,122)
<i>Homebuyer Assistance</i>				
	Homebuyer Incentive Program (ICR/IP)	367,907	373,588	5,681
	Total Homebuyer Assistance	367,907	373,588	5,681
	Total Uses	\$ 4,292,605	\$ 4,803,986	\$ 511,381

FY 2015 Action Plan Budget

Emergency Solutions Grant (ESG)				
		FY 2014 Adopted	FY 2015 Proposed	Variance
Revenue				
	ESG Entitlement \$	843,303	\$ 956,346	\$ 113,043
	Total Revenue \$	843,303	\$ 956,346	\$ 113,043
Uses				
<i>Administration</i>				
	Human Services Administration	63,244	47,810	(15,434)
	Total Administration and Planning	63,244	47,810	(15,434)
<i>Programs</i>				
	Emergency Shelter	475,701	265,000	(210,701)
	Prevention	279,264	279,264	-
	Rapid Re-Housing	25,094	364,272	339,178
	Total Program Allocation	780,059	908,536	128,477

FY 2015 Action Plan Budget

Housing Opportunities for Persons with AIDS (HOPWA)				
		FY 2014 Adopted	FY 2015 Proposed	Variance
Revenue				
	HOPWA Entitlement \$	1,138,748	\$ 1,212,178	\$ 73,430
	Total Revenue \$	1,138,748	\$ 1,212,178	\$ 73,430
Uses				
<i>Administration</i>				
	Human Services Administration	34,162	36,365	2,203
	Total Administration and Planning	34,162	36,365	2,203
<i>Programs</i>				
	Housing Assistance and Supportive Services	1,104,586	1,175,813	71,227
	Total Neighborhood Revitalization	1,104,586	1,175,813	71,227
	Total Uses \$	1,138,748	\$ 1,212,178	\$ 73,430

Item 5

Briefing and Possible Action on the City's
Resolution of Support for the Dawson Marie Terrace
affordable multi-family housing development
applying for a 4% Housing Tax Credit (LIHTC)
award.

[Presented by John Dugan, Director, Planning and
Community Development]



City of San Antonio

Agenda Memorandum

File Number:14-867

Agenda Item Number: 5.

Agenda Date: 4/15/2014

In Control: Quality of Life Committee

DEPARTMENT: Department of Planning and Community Development

DEPARTMENT HEAD: John M. Dugan

COUNCIL DISTRICTS IMPACTED: 5

SUBJECT:

Resolution of Support for Dawson Marie Terrace Apartments Housing Tax Credit Application

SUMMARY:

This item presents to the Quality of Life Committee a request for a Resolution of Support for the Dawson Marie Terrace affordable multi-family housing development applying for a 4% Housing Tax Credit (LIHTC) award.

BACKGROUND INFORMATION:

The Texas Department of Housing and Community Affairs (TDHCA) Housing Tax Credit (HTC) Program is one of the primary means of directing private capital toward the development and preservation of affordable rental housing for low-income households. Throughout the State of Texas, tax credits are awarded to eligible participants to offset a portion of their federal tax liability in exchange for the production or preservation of affordable rental housing. Four percent (4%) tax credits are awarded to developments that use tax-exempt bonds as a financing component and are awarded on a non-competitive basis throughout the year.

ISSUE:

The City has received a request for a resolution of support from the Retirement Housing Foundation (RHF) for the Dawson Marie Terrace Apartments, a HUD 202 Elderly complex. RHF is a national non-profit organization providing housing options and services for older adults, low income families, and persons with disabilities. The proposed 57 unit development is located at 3142 Weir Avenue in City Council District 5,

directly adjacent to an existing RHF senior housing community known as Bexton Place. Dawson Marie Terrace will have 49 units available for residents below 50% Area Median Income (AMI) and 8 units available for seniors at or below 60% AMI. RHF has been awarded \$5.1M in a HUD 202 grant and anticipates submission of an application for 4% tax credits and private activity bonds.

ALTERNATIVES:

Quality of Life Committee may elect to not recommend to the full City Council a Resolution of Support to the Dawson Marie Terrace Apartments.

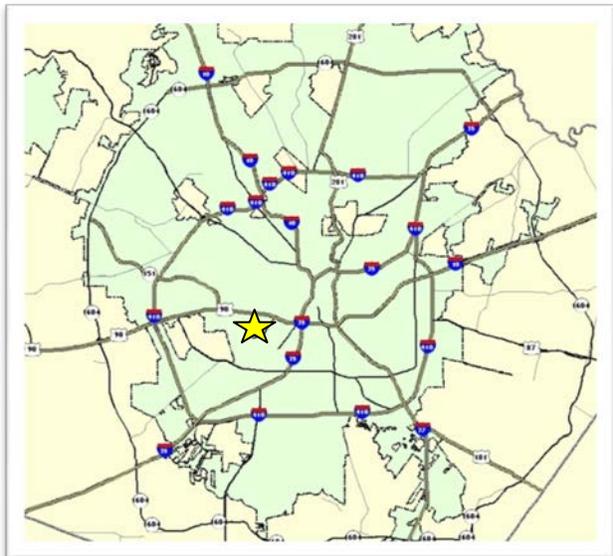
FISCAL IMPACT:

No funding is requested through this action, thus no fiscal impact.

RECOMMENDATION:

Staff recommends forwarding to the full City Council for consideration, a Resolution of Support for the Dawson Marie Terrace affordable multi-family housing development applying for a 4% Housing Tax Credit (LIHTC) award.

Dawson Marie Terrace Apartments



Item 6

Briefing and Status Report on City of San Antonio's
Building Standards Board

[Presented by Roderick J. Sanchez, Development
Services Director]



City of San Antonio

Agenda Memorandum

File Number:14-677

Agenda Item Number: 6.

Agenda Date: 4/15/2014

In Control: Quality of Life Committee

TO: Sheryl Sculley, City Manager

FROM: Roderick J. Sanchez, AICP, CBO, Development Services Director

COPIES TO: Councilwoman Ivy Taylor, Chair, District 2; Councilman Diego Bernal, District 1; Councilwoman Shirley Gonzalez, District 5; Councilman Joe Krier, District 9; Erik J. Walsh, Deputy City Manager; Michael Shannon, Assistant Development Services Director

SUBJECT: Overview and Status Report on City of San Antonio's Building Standards Board

SUMMARY:

At the November 19, 2013, Quality of Life Committee meeting, former Councilman Carlton Soules requested that an overview of the Building Standards Board (BSB) be presented to the committee to better understand the BSB process and the time commitment required of membership. This report provides an overview of the BSB, current workload and outcome-based statistics, and an overview of implemented and contemplated operational changes to streamline the BSB's processes.

BACKGROUND INFORMATION:

The BSB ordinance 2011-05-05-0354 approved significant changes to the code enforcement process by reconstructing a City-staffed board with appointed citizens and charging them with quasi-judicial power. The BSB hears and rules on issues related to minimum property maintenance violations, appeals to San Antonio Property Maintenance Code (SAPMC) violation notices, dangerous and dilapidated structures and appeals to summary abatements (when the City abates a property without providing the owner prior notice, as allowed by state law and City Code). Most importantly, these changes have allowed for quicker compliance by reducing the amount of time it takes for a case to be heard from an average of 88 to 30 days. These changes also improved transparency and the dynamic of the code enforcement process (citizen judges and a decriminalized process).

The BSB consists of fourteen (14) members: Ten (10) Council District appointees; one (1) Mayoral appointee; and three (3) at-large appointments. The mayoral appointment and the at-large appointments are prescribed for the following categories: historic preservation professional, single-family rental property manager, multi-family rental property manager, and commercial rental property manager/design professional.

The board operates at the panel level. There are two panels consisting of seven members each. Panels hold hearings twice per month unless otherwise indicated. Meeting dates are the first and third Thursdays of the month for Panel A and the second and fourth Thursdays for Panel B. Currently, panel membership is as follows:

Building Standards Board Membership by Panel	
Panel A	Panel B
CD 1 Representative	CD 2 Representative
CD 3 Representative (Vacant since Feb.2014)	CD 9 Representative
CD 4 Representative	CD 7 Representative (Vacant since Dec. 2013)
CD 5 Representative	Mayoral Representative
CD 6 Representative	Multi-Family Property Mgr (Vacant since May 2013)
CD 8 Representative / Single Family Property Mgr (Panel Chair)	Commercial Property Mgr
CD 10 Representative (Vacant since Dec. 2013)	Historic Preservation (Panel Chair)

Development Services staff continues to work with City Council and Office of the City Clerk staff to ensure all positions are filled in a timely manner.

ISSUE:

Membership in the BSB requires a significant commitment from residents due to the number of cases brought before the board for non-compliance. In CY (Calendar Year) 2013, Panel A met 18 times, Panel B met 21 times and the full board met 2 times for a total of 41 meetings throughout the year. Below is a breakdown of case type by panel:

Panel A - Calendar Year 2013			
Case Type	# of Cases	Avg # Cases per Month	Avg # Cases per Meeting
Dangerous Structures	86	7.0	5.0
San Antonio Property M	226	19.0	13.0
Summary Abatement A	6.0	0.5	0.3
Total Cases	318	26.5	18.3
<i>Cases Pulled</i>	<i>47</i>	<i>3.9</i>	<i>3.0</i>

Panel B - Calendar Year 2013			
Case Type	# of Cases	Avg # Cases per Month	Avg # Cases per Meeting
Dangerous Structures	59	5.0	3.0
San Antonio Property M	177	15.0	8.0
Summary Abatement A	2.0	0.2	0.1
Total Cases	238	20.2	11.1
<i>Cases Pulled</i>	<i>38</i>	<i>3.2</i>	<i>2.0</i>

On average, each meeting lasts 3 hours in length, which is consistent with other Development Services Department board meetings (Board of Adjustments, Planning Commission, Zoning Commission) that typically last 3-4 hours. In CY 2013, Panel A had 8 meetings that lasted longer than the average meeting time and Panel B had 3 meetings that lasted longer than the average meeting time.

In an effort to reduce the duration of meetings staff has implemented the following process improvements:

- Combining presentations of multiple violations at a single property
- Pulling cases from agendas when properties come into compliance prior to the hearing
 - In CY 2013, 85 cases were pulled from the agendas
- Redirected 183 cases to the Administrative Hearing Officer (AHO)
 - 132 Exterior maintenance cases
 - 26 High weed cases
 - 25 Accumulation of rubbish or garbage cases

Staff has also identified additional efforts to maintain efficient and effective meetings:

- Fill vacant positions within the next three (3) months.
 - Development Service staff will work closely with the Council Office, City Clerk's Office, add an advertisement to the City's web site, and mention the openings at Neighborhood Association meetings and other City board meetings
- Continue to monitor and adjust panel assignments to maximize efficiencies
- Establish caseload limit of 14 cases per meeting agenda

Staff will continually look to improve the processes and policies guiding the BSB.

ALTERNATIVES:

The Quality of Life Committee may provide additional suggestions on how to streamline processes.

FISCAL IMPACT:

There is no fiscal impact. This is a briefing item only.

RECOMMENDATION:

There is no recommendation associated with this briefing item.