

APRIL 20, 2016

MEMORANDUM TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

THROUGH: BRYANT POWELL, CITY MANAGER

FROM: KATHLEEN CONNELLY, CITY CLERK

SUBJECT: AGENDA ITEM FOR MAY 2 WORK SESSION AND MAY 3
REGULAR MEETING (FY 2015-2016 HUMAN SERVICES
FUNDING RECOMMENDATIONS)

The Health & Human Services Commission, as required by City Code, met recently to discuss and review FY 2015-2016 human services funding requests, to interview qualified applicants and to formulate their recommendations to the City Council. The commission opted to interview all of the agencies.

The city received applications from a total of four agencies in the following amounts:

1. Apache Junction Food Bank	\$32,000
2. Boys & Girls Club (Apache Junction Branch)	25,000
3. Community Alliance Against Family Abuse	24,000
4. East Valley Adult Resources (congregate meals)	18,000
(home-delivered meals)	18,000
5. East Valley Adult Resources (van transportation)	<u>30,000</u>
Total	\$147,000

With the understanding that \$100,000 had been allocated in the current fiscal year budget for human services funding, and based upon agency compliance with the requirements of City Code Article 2-11, their related human service agreements and their demonstrated ability to provide direct services to city residents, the commission members present voted unanimously to make the following recommendations for FY 2015-2016:

1. Apache Junction Food Bank - \$32,000, with the stipulation that the funds be used to provide emergency food to city residents only and for utility costs to maintain the food and freezers at the food bank facility. Quarterly reports must meet city requirements. During their presentation to the commission on April 12th, food bank representatives mentioned that they are still not receiving free food through St. Mary's Food Bank which began in Fiscal Year 2014-2015. They can still purchase food through St. Mary's Food Bank at a cost of sixty cents to ninety cents per pound. This has continued to be a burden on their resources. Food City has been a big supplier of free food. This will end with the closing of Food City on April 30th. They have also seen a 5% increase in the number of families and individuals requesting assistance due to the reduction in food stamps and increased unemployment in some areas. The commission took all of these factors into consideration and recommended that the food bank be funded at \$32,000 for FY 2015-16.
2. Boys & Girls Club (Apache Junction Branch) - \$20,000, with the stipulation that the funds be used for Project Learn, an educational enhancement program and for after school and intersession programs. They will continue to work with the Community Alliance Against Family Abuse (CAAFA) on "date smart" and domestic violence programs. The commission also acknowledged that the Boys and Girls Club has seen an increase in attendance for both before and after school programs. The funds must be spent on city residents only and quarterly reports must meet city requirements.
3. Community Alliance Against Family Abuse (CAAFA) - \$20,000, with the stipulation that the funds be used for an intervention program for families affected by domestic abuse, to include empowerment sessions, legal advocacy services and general advocacy services. The funds must be spent on city residents only and quarterly reports must meet city requirements. The commission felt that the increase of \$2,000 from Fiscal Year 2014-2015 was warranted because (a) donations have not gone back up compared to pre-recession levels; (b) 100% of the clients are at or below the poverty level; (c) a desire to place families and children in a safe environment; and (d) recognizing the need to respond quickly to an emergency situation and provide critical resources when such an event occurs.
4. East Valley Adult Resources (EVAR) - \$28,000 total with \$14,000 for congregate meals for city residents at the senior center and \$14,000 for home-delivered meals to city residents. All funds must be used for city residents only. Quarterly reports must meet city requirements. The commission did not recommend funding for the van transportation program since EVAR had received \$38,240 from a Gila River Indian Community grant for a transportation program. EVAR received \$8,240 more through the grant than originally requested through city human services funding. The commission took this into account in recommending a \$2,000 reduction in funding from what was received by EVAR in Fiscal Year 2014-2015.

Total of recommendations - \$100,000.

Provisions of standard human services contracts will remain in place to include the requirements that each agency designate a primary and secondary contact person and that their names/telephone numbers be provided to the city clerk; that all reports and other records submitted to the city be typed or prepared via word processor and be submitted in person or by first class mail; that handwritten records and reports are unacceptable; that the person assigned to completing and filing the quarterly reports be familiar with the terms and requirements of the agreement in order to avoid processing errors and delays; and that each agency be advised that the original purpose of the human services funding was to provide "start up" monies for human services agencies for programs and not to provide annual funding for an indefinite period of time. Should any agency default in their contract, the unused funds may be distributed proportionately among the remaining agencies or, at the discretion of the city manager, be retained in the city general fund. These contracts also contain a provision regarding limitations on certain partisan political activities.

The delay in getting Fiscal Year 2015-2016 funding requests to the commission was caused by staffing changes within the agencies, some of which were major and multiple, problems with record keeping, continued use of non-city addresses, reporting errors and lack of communication between the person who received the contract and the one who had to complete the daily reporting and record keeping responsibilities. The commission members shared the opinion that the communication and record keeping had to improve in all instances.

I discussed with the commission a minor change in contract language which would be to make it clear that the deadline for filing quarterly reports is 10 working (not calendar) days following the end of the quarter and the days/hours the city offices are open. The commission supported this change.

The other minor change I did not discuss with the commission was clarification that any changes to the primary and secondary contact persons for the agreement must be reported to the city clerk within five (5) working days. In some instance I found out about these changes through third parties well after the fact.

Members of the Health and Human Services Commission will be present at the May 2 work session to answer your questions on these recommendations. Direction to staff will be requested at the May 3 meeting. If so directed, the contracts will be placed on the May 17 consent agenda items at which time you can approve them or opt to continue them to a later date.

Attachments: City Code Article 2-11
Funding Comparison Table
Sample contract
Sample invitation letter of April 5, 2016