

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
PARKS AND RECREATION DEPARTMENT**

**TO:** Mayor and City Council

**FROM:** Malcolm Matthews, Director, Parks and Recreation Department

**THROUGH:** Terry M. Brechtel, City Manager

**COPIES:** Melissa B. Vossmer; Finance; Management and Budget; Legal; File

**SUBJECT:** Ordinance Authorizing a Contract with Independent Design for Professional Services Associated with the Northeast YMCA Building Improvements Project

**DATE:** April 10, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance selects Independent Design for professional services associated with the Northeast YMCA Building Improvements Project, establishes a project budget and appropriates \$6,990.00 from CDBG funds for professional services and for bid advertising/printing.

Staff recommends approval of this ordinance.

**BACKGROUND INFORMATION**

An improvement project was approved for the Northeast YMCA located at 10702 Nacogdoches Road in City Council District 10, as part of the 26<sup>th</sup> Year Community Development Block Grant Program. The project will consist of renovations to the childcare facility that operates at the site. Improvements will include floor coverings throughout the building, base molding replacement, replacement of sinks and cabinets in the classrooms (ADA compliant) and new door and panic hardware (ADA compliant).

This ordinance will appropriate funding for architectural services in order to complete project design work. The architect will prepare the design and the construction bid documents. The firm of Independent Design, a SBMBE firm, has been selected to perform the work. Design will begin in May and be completed in July 2003. Construction is scheduled for completion from October 2003 through December 2003.

**POLICY ANALYSIS**

This project was approved in the annual 26<sup>th</sup> Year Community Development Block Grant program. City Council action is required in order to establish the project budgets. The consultant was selected in accordance with established selection procedures.

### **FISCAL IMPACT**

Funding of \$55,000.00 is available in 26<sup>th</sup> Year CDBG funds for the Northeast YMCA improvements. A total of \$6,990.00 will be allocated into the project budget with this ordinance. Consultant architectural services fees will be \$4,990.00, consultant contingency is \$1,000.00 and bid advertising/printing is \$1,000.00.

### **COORDINATION**

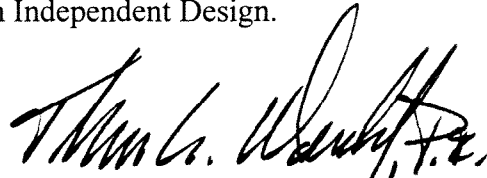
This action has been coordinated with the Housing and Community Development Department, Public Works, Office of Management and Budget and Finance.

### **SUPPLEMENTARY COMMENTS**

An Ethics Ordinance Disclosure Statement is attached from Independent Design.

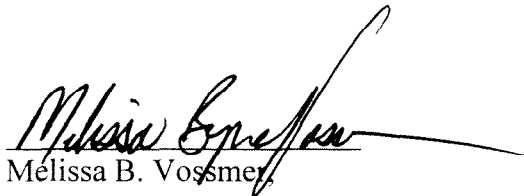


Malcolm Matthews,  
Director of Parks and Recreation



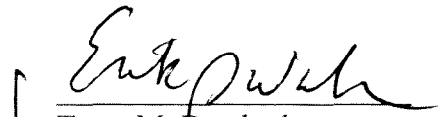
Thomas G. Wendorf, P.E.  
Director of Public Works

3/28/03



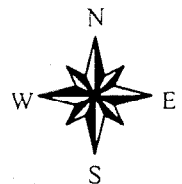
Melissa B. Vossmer,  
Assistant City Manager

Approved:



Terry M. Brechtel  
City Manager

# Northeast YMCA Improvements



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PARK PROJECTS

001

## City of San Antonio Discretionary Contracts Disclosure\*

For use of this form, see City of San Antonio Ethics Code, Part D, Sections 1&2  
Attach additional sheets if space provided is not sufficient.  
State "Not Applicable" for questions that do not apply.

\* This form is required to be supplemented in the event there is any change in the information under (1), (2), or (3) below, before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed.

### Disclosure of Parties, Owners, and Closely Related Persons

For the purpose of assisting the city in the enforcement of provisions contained in the City Charter and the code of ethics, an individual or business entity seeking a discretionary contract from the city is required to disclose in connection with a proposal for a discretionary contract:

(1) the identity of any individual who would be a party to the discretionary contract.

ALFONSO C GUARNERD

(2) the identity of any business entity that would be a party to the discretionary contract.  
INDEPENDENT DESIGN

(3) any individual or business entity that would be a subcontractor on the discretionary contract.

N/A

(4) any individual or business entity that is known to be a partner, or a parent or subsidiary business entity, of any individual or business entity who would be a party to the discretionary contract.

N/A

(5) the identity of any lobbyist or public relations firm employed for purposes relating to the discretionary contract being sought by any individual or business entity who would be a party to the discretionary contract.

N/A

\* A business entity means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law.

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PARK PROJECTS

002

**Political Contributions**

Any individual or business entity seeking a discretionary contract from the city must disclose in writing with a proposal for a discretionary contract all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made directly or indirectly to any current or former member of City Council, any candidate for City Council or to any political action committee that contributes to City Council elections by any individual or business entity whose identity must be disclosed under (1), (2) or (3) above. Indirect contributions by an individual include, but are not limited to, contributions made by the individual's spouse, whether statutory or common-law. Indirect contributions by an entity include, but are not limited to, contributions made through its officers, owners, attorneys or registered lobbyists or the entity.

To Whom Made:	Amount:	Date of Contribution:
N/A	—	—

**Disclosures in Proposals**

Any individual or business entity seeking a discretionary contract with the city shall disclose any known facts which reasonably understood raise a question as to whether any city official or employee would violate Section 1 of Part B, Improper Economic Benefit, by participating in official action relating to the discretionary contract.

Signature: <i>Alfonso C. Gnanason</i>	Title: <i>Architect/Owner</i> Company: <i>Independent Design</i>	Date: <i>03/04/03</i>

<sup>2</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.