

AGENDA ITEM NO. **42**

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
DEPARTMENT OF COMMUNITY INITIATIVES**

**TO:** Mayor and City Council

**FROM:** Dennis J. Campa, Director, Department of Community Initiatives

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

**COPIES:** Frances A. Gonzalez, Assistant to the City Manager; Finance Department; Office of Management and Budget; City Attorney's Office; Asset Management; Community Action Advisory Board; File

**SUBJECT:** AN ORDINANCE ACCEPTING FUNDS FROM THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS TO EXTEND THE COMMUNITY SERVICES BLOCK GRANT CONTRACT AND AMENDING THE COMMUNITY ACTION ADVISORY BOARD BY-LAWS

**DATE:** April 17, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance implements the performance statement and planning budget for the FY 2003 Community Service Block Grant (CSBG) approved by City Council in Ordinance Number 96746, passed and approved November 14, 2002, by authorizing the acceptance of up to \$2,000,177.00 from Texas Department of Housing and Community Affairs (TDHCA) to extend the existing CSBG contract through December 31, 2003. This ordinance also authorizes a budget and approves a personnel complement. Further, as recommended by the Community Action Advisory Board (CAAB), this ordinance authorizes the execution of one year delegate agency contracts with the following agencies for amounts up to those indicated: Boys & Girls Clubs of San Antonio - \$40,000.00, Guadalupe Community Center - \$15,000.00, Young Women's Christian Association (YWCA) - \$55,000.00, AVANCE - \$85,000.00, and JOVEN - \$55,000.00. All funding levels for these delegate agency contracts are contingent upon a final CSBG appropriation. Additionally, this ordinance authorizes revision of the City's CAAB By-laws.

Staff recommends the approval of this ordinance.

**BACKGROUND INFORMATION**

The CSBG Program, which the City has operated since 1979, serves as the core-funding source for the City's provision of safety net services to low-income individuals and families of San Antonio and Bexar County. CSBG is an annual grant to Community Action Agencies and has a fiscal year of January 1 to December 31. Funding originates in the U.S. Department of Health and Human Services (HHS) and is distributed at the state level by the TDHCA.

Due to Congressional delay in approving a FY 2003 federal budget, the HHS has authorized the TDHCA to initially expend 28% of the FY 2002 allocation level in FY 03. HHS budget guidance is

based on a Continuing Resolution and further guidance in regard to the balance of the FY 2003 CSBG funding will be forthcoming. Consistent with this guidance, TDHCA has provided the City an initial allocation of \$568,570.00, an amount that equates to 28.426% of the City's CSBG funding for FY 2002 (\$2,000,177.00).

Flexibility of CSBG funds provides administrative capacity to manage other grants. The CSBG partly funds the core Community Action Division (CAD) administrative structure, which is responsible for identifying, acquiring, and managing single and multi-year public and private grants. These grants are used to provide San Antonio's homeless, and low-income individuals and families emergency services and supports designed to enhance self-sufficiency. In FY 2002, CSBG funded the development and management of approximately \$10,000,000 in additional grant funds including \$5.6 million in multi-year Supportive Housing Program (SHP) funds, \$1.6 million in Emergency Shelter Grant (ESG) funds, and more than \$1 million in Housing Opportunities for Persons with AIDS (HOPWA) funds.

Emergency services provided include food, rental, utility and prescription assistance and are designed to impact the immediate causes of poverty and homelessness. Long-term case management services, which include assistance with employment, education, childcare and transportation, are designed to transition clients to economic and personal self-sufficiency. Additionally, CSBG funds self-help projects designed to increase participation of the disadvantaged in the community decision-making processes and partnerships to mobilize resources for the purpose of eliminating poverty in the San Antonio and Bexar County area.

The CAAB adopted economic and workforce development as the local service priorities for FY 2003 outside agency allocations funded through CSBG. The CAAB determined that these activities best serve the needs of the working poor and residents receiving public assistance to transition to self-sufficiency. Agencies interested in CSBG funding participate in a request for proposals process. The CAAB Planning Committee reviews, ranks, and recommends funding allocations to the entire CAAB for review and approval. The CAAB's funding recommendations for FY 2003 are:

| Agency  | Outcome  | Number to be served | Amount   |
|---|--|---------------------|----------|
| <u>Boys and Girls Clubs of San Antonio:</u><br>Develop assets, values and skills that lead to self-sufficiency in economically disadvantaged and at-risk youths | 228 participants will be promoted to next grade or graduate on-time  | 240                 | \$40,000 |
| <u>Guadalupe Community Center:</u><br>Provide free income tax preparation, distribution of financial management literature                                      | Distribute financial management literature and prepare 300 tax returns for low-income participants                                       | 300                 | \$15,000 |
| <u>YWCA of San Antonio:</u><br>Provide structured program leading to the development of micro-enterprises   | 45 participants will complete a business plan; 18 participants will start a new business; 28 participants will increase household income | 70                  | \$55,000 |

| Agency  | Project Description   | Number to be served      | Amount   |
|---|---|--------------------------|----------|
| <u>AVANCE:</u><br>Empower families to achieve personal and economic self-sufficiency  | 32 adult participants will enroll in a higher education, 20 child participants will advance in Kinder Readiness | 40 adult and 22 children | \$85,000 |
| <u>JOVEN:</u><br>Provide at-risk youths with the enrichment programming, educational assistance and life-skills training needed to escape poverty and delinquency | 405 students will improve school attendance to 95%, and 405 students will advance to the next grade             | 450                      | \$55,000 |
| <b>Total</b>  |   | <b>\$250,000</b>         |          |

The \$250,000.00, recommended for award to delegate agencies is similar to the total awarded in previous years. The aggregate funding history for CSBG delegate agencies is as follows:

FY 2002 - \$ 292,000.00  
FY 2001 - \$ 363,813.00  
FY 2000 - \$ 300,000.00  
FY 1999 - \$ 300,000.00

### **POLICY ANALYSIS**

This ordinance continues existing City policy to provide emergency assistance and community safety net services to low-income residents of San Antonio and Bexar County.

During the January 8, 2003 monthly meeting, the CAAB approved a revision of the CAAB By-laws, last revised in July 1998. The changes contained in this revision are necessary administrative modifications and do not substantially alter the provisions of the present By-laws. The By-laws require all revisions and changes be submitted to City Council for approval. Attachment I is a synopsis of the changes.

### **FISCAL IMPACT**

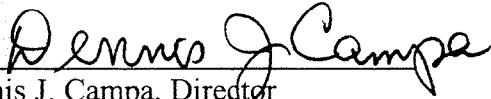
This ordinance authorizes the acceptance of up to \$2,000,177.00 from Texas Department of Housing and Community Affairs (TDHCA) to extend the City of San Antonio's existing CSBG contract through December 31, 2003. There is no General Fund commitment.

## COORDINATION

Coordination has occurred with the Community Action Advisory Board (CAAB), City Attorney's Office, Finance Department, the Office of Management and Budget and Asset Management Department.

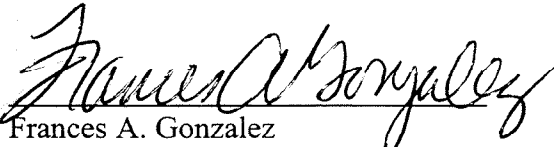
## SUPPLEMENTARY COMMENTS

Required Ethics Disclosure statements are attached.



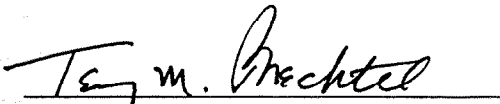
Dennis J. Campa, Director  
Department of Community Initiatives

Approved:



Frances A. Gonzalez  
Assistant to the City Manager

Approved:



Terry M. Brechtel  
City Manager

## SYNOPSIS OF CAAB BY-LAWS CHANGES

Changes to By-Laws are aimed to further clarify statements and eliminate typos. The following summary states changes to previous By-Laws by section.

Article I. Section 1. C. 1. Representatives of private organizations defined as members of business, industry, labor, religious, welfare, education or major groups and interests in the community.

Article I. Section 1. C. 2. Further changes include defining the term private to exclude governmental, quasi-governmental, or public entities such as schools, school districts, colleges or universities.

Article I. Section 2. B. 1. Changes expound the regulation of terms with regard to Representatives of the Poor. They may serve up to two (2) consecutive two (2) year terms, but no more than a total of ten (10) years. After serving four (4) consecutive years, a Representative of Private Organization may not serve on the Board in any capacity for at least one two-year term. The Representative of Private Organization will be selected on the alternate year of the election of Representatives of the Poor.

Article II. Section 3. Changes include striking the word local with regard to local news so as to cover all news media.

Article II. Section 3. C. Changed to B. since it came after A.

Article II. Section 8. With regard to sequence of election and events within the CAAB after the (a) election of Representatives of the Poor (b) selection of organizations is added and (c) elections of officers is added.

Article IV Section 1. Change explicitly details how a meeting can be postponed or canceled during the month adding that the Chair or a majority of members may do so.

Article IV Section 2. In this section dictates that notice of the meeting must be five days prior including an agenda, the following exception is added as a change, except for Special meetings as defined in Article IV Section 3. Further changes in this article include striking local before news media to remain solely as news media. The last change centers on open meetings. The following statement ends the section, meetings shall be held in accordance with the "Texas Open Meetings Act."

Article IV Section 3. The article strikes the term executive before each meeting so that Special meetings are not limited to only executive (leadership) meetings. The final change to this section deals with notice of special meetings. It is clarified through changes that special meetings need only give 24 hours notice.

Article V Section 1. In the last section changes strike that all members present count toward quorum even if there exists an abstainer. This is contradictory of Robert's Rules of Order and thus has been eliminated.

Article VI Section 5. Changes in this section are mostly grammatical with the minutes being distributed five (5) instead of ten (10) days. Last change to the section being an addition about Secretary shall act as the Chairperson in the absence of the Chairperson.

Article VI Section 6. Meeting of the Board will conducted in accordance with the most recent edition of Robert's Rules of Order. If By-Laws and Robert's Rules of Order differ, By-Laws should preside.

Article VI Section 7. The Member At-Large shall act as Chairperson Pro Tem in the absence of the Chairperson or designated Chairperson Pro Tem.

Article VI Section 8. If no Executive Committee member is present at the meeting, Manager shall appoint a Chairperson to take over meeting, or until an Executive Committee member is in attendance.

Article VIII Section 1. Grammatical change

Article IX Section 4. Committee size should be no less than three (3) and no more than six (6), excluding the Board Chair's participation as an Ex-Officio.

Article X. Section 7. B. changed to C. since it came after B. and C. changed to D. since it came after C.

Article XIII. Section 1. Changed to Community Action Division instead of The Division of Community Action.

Attachment. Changed from Chairman of the Board to Chair of the Board.

**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;

none

- (1) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract: \_\_\_ and the name of:

- (A) any individual or business entity that would be a *subcontractor* on the discretionary contract;

none

- (A) 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;

none

- (1) 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.

none

<sup>1</sup> 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.


### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection 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 the officers, owners, attorneys, or registered lobbyists of the entity.

| To Whom Made: | Amount: | Date of Contribution: |
|---------------|---------|-----------------------|
| None          |         |                       |

### 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<sup>2</sup> 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:<br> | Title: Executive Director<br>Company: Guadalupe Community Center | Date: 8/19/02 |

<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.



**City of San Antonio**  
**Discretionary Contracts Disclosure**

**Complete this form according the instructions and the City of San Antonio Ethics Code, Part D, Sections 1 & 2.**

**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;

N/A

(2) the identity of any business entity<sup>1</sup> that would be a party to the discretionary contract:  
\_\_\_\_\_ and the  
name of:

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

N/A

(B) 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

(3) 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 that would be a party to the discretionary contract.

N/A

**B. 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.*

<sup>1</sup> 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.

\* 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.


### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection 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 the officers, owners, attorneys, or registered lobbyists of the entity.

|                          |                |                              |
|--------------------------|----------------|------------------------------|
| <b>To Whom Made:</b> N/A | <b>Amount:</b> | <b>Date of Contribution:</b> |
|                          |                |                              |

### 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<sup>2</sup> 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.

|  |  |                              |
|--|--|------------------------------|
|  |  |                              |
| <b>Signature:</b><br>Theresa Ortega<br> | <b>Title:</b> CEO<br><br><b>Company:</b> JOVEN | <b>Date:</b><br>Aug. 2, 2008 |

<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.

City of San Antonio

Attachment J

**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;

None

(1) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract: \_\_\_ and the name of:

(A) any individual or business entity that would be a *subcontractor* on the discretionary contract;

None

(A) 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;

None

(1) 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.

None

<sup>1</sup> 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.

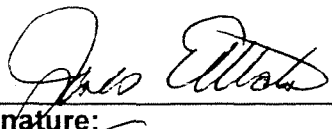
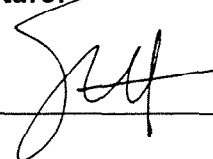
### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection 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 the officers, owners, attorneys, or registered lobbyists of the entity.

|                           |                |                              |
|---------------------------|----------------|------------------------------|
| <b>To Whom Made:</b> None | <b>Amount:</b> | <b>Date of Contribution:</b> |
|                           |                |                              |

### 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<sup>2</sup> 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.

|  |  |                          |
|--|--|--------------------------|
| None   |  |                          |
| <b>Signature:</b><br> | <b>Title:</b> Executive Director<br><b>Company:</b> Boys & Girls Clubs<br>of San Antonio | <b>Date:</b><br>01/07/03 |
| <b>Signature:</b><br> | <b>Title:</b> Board Chairman<br><b>Company:</b> Boys & Girls Clubs<br>Of San Antonio     | <b>Date:</b><br>01/07/03 |

<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.

City of San Antonio

Attachment J

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;

Barbara J. Russell

(1) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract: \_\_\_\_\_ and the name of:

(A) any individual or business entity that would be a *subcontractor* on the discretionary contract;

N/A

(A) 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

(1) 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

<sup>1</sup> 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.

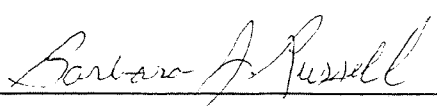
### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection 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 the officers, owners, attorneys, or registered lobbyists of the entity.

|                   |             |                           |
|-------------------|-------------|---------------------------|
| To Whom Made: N/A | Amount: N/A | 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<sup>2</sup> 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:<br> | Title: Board President<br><br>Company: YWCA of San Antonio | Date: 8-16-02 |

<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.

City of San Antonio

Attachment J

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;

Alma Smith

(1) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract: \_\_\_\_\_ and the name of:

(A) any individual or business entity that would be a *subcontractor* on the discretionary contract;

N/A

(A) 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

(1) 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

<sup>1</sup> 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.

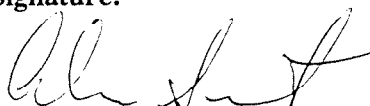
### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection 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 the officers, owners, attorneys, or registered lobbyists of the entity.

|                   |             |                           |
|-------------------|-------------|---------------------------|
| To Whom Made: N/A | Amount: N/A | 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<sup>2</sup> 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:<br> | Title: CEO<br><br>Company: YWCA of San Antonio | Date: 8-16-02 |

<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.



**City of San Antonio**  
**Discretionary Contracts Disclosure\***

Attachment J

*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;

N/A

- (1) the identity of any **business entity**<sup>1</sup> that would be a party to the discretionary contract and the name of:

- (A) any individual or business entity that would be a *subcontractor* on the discretionary contract,

N/A

- (A) 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

- (1) 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

<sup>1</sup> 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.


### Political Contributions

Any individual or business entity seeking a discretionary contract from the city must disclose in connection 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 the officers, owners, attorneys, or registered lobbyists of 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<sup>2</sup> 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.

|  |   |                      |
|--|---|----------------------|
|  |   |                      |
| <b>Signature:</b><br> | <b>Title:</b> Board Chair<br><br><b>Company:</b> Avance-San Antonio | <b>Date:</b> 8/16/02 |

<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.

**City of San Antonio**  
**Discretionary Contracts Disclosure\***

Attachment J

*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;

N/A

(1) the identity of any business entity<sup>1</sup> that would be a party to the discretionary contract:  
and the name of:

(A) any individual or business entity that would be a *subcontractor* on the discretionary contract;

N/A

(A) 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

(1) 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

<sup>1</sup> 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.

|  |
|--|
|  |
|--|


**Political Contributions**

Any individual or business entity seeking a discretionary contract from the city must disclose in connection 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 the officers, owners, attorneys, or registered lobbyists of 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<sup>2</sup> 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.

|  |  |                             |
|--|--|-----------------------------|
|  |  |                             |
| <b>Signature:</b><br> | <b>Title:</b> Executive Director<br><br><b>Company:</b> Avance-San Antonio | <b>Date:</b><br><br>8/15/02 |

<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.