

**CITY OF SAN ANTONIO  
INTERDEPARTMENTAL MEMORANDUM  
POLICE DEPARTMENT**

**TO:** Mayor and City Council

**FROM:** Albert A. Ortiz, Chief of Police

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

**COPIES:** J. Rolando Bono, Deputy City Manager; File

**SUBJECT:** Ordinance Authorizing Bid Specification Services

**DATE:** August 21, 2003

**SUMMARY AND RECOMMENDATIONS**

This ordinance authorizes Alsay Incorporated Water Supply to submit an investigative report and bid specifications in reference to providing potable water from an existing water well at the San Antonio Police Department Vehicle Storage Facility located at 3625 Growdon Road in Council District 4; and further authorizes encumbering Facilities Improvement and Maintenance Program (FIMP) funds in an amount not to exceed \$2,800.00, payable to Alsay Incorporated Water Supply.

Staff recommends approval.

**BACKGROUND INFORMATION**

This ordinance will provide for the services of an investigative report and detailed bid specifications for bringing the existing water well to current standards so that a water connection can be made available at the San Antonio Police Department Vehicle Storage Facility. The storage facility is used to receive, impound, and auction abandoned, stolen, or confiscated vehicles.

After the investigative report and bid specifications are received, the next phase will be construction of a water line connection to the well using the remaining approved Facilities Improvement and Maintenance Program (FIMP) funds. As part of that construction, a chlorinator and water storage tank will be required. This work is being completed in anticipation of the construction of a new facility. Funds for the construction of the new facility are available in the General Fund, and it is anticipated that construction will be completed in FY 2004.

**POLICY ANALYSIS**

Approval of this ordinance is a continuation of City Council policy to construct previously approved projects.

### **FISCAL IMPACT**

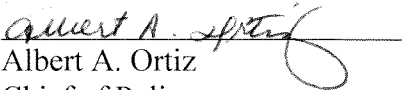
Funds for this project were approved and budgeted in Fiscal Year 2001 Facilities Improvement and Maintenance Program (FIMP) funds. The services provided will have expenditures not to exceed \$2,800.00, payable to Alsay Incorporated Water Supply.


### **COORDINATION**

This ordinance request has been coordinated with Finance, City Attorney's Office, and the Office of Management & Budget.

### **SUPPLEMENTAL COMMENTS**

The required Discretionary Contracts Disclosure Form is attached.

  
Albert A. Ortiz  
Chief of Police

  
J. Rolando Bono  
Deputy City Manager

Approved:

  
Terry M. Brechtel  
City Manager

**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:

NONE

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

NONE

and the name of:

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

NONE

and the name of:

(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;

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.

(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 who would be a party to the discretionary contract.

NONE


### 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: 	Title: Admin Assistant Company: Alsay Inc.	Date: 8/5/03

<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.