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***CITY OF SAN ANTONIO  
OFFICE OF THE MAYOR***

**INTERDEPARTMENTAL MEMORANDUM**

TO: Council Members

FROM: Julián Castro, Mayor

COPIES TO: Sheryl Sculley, City Manager

SUBJECT: Ordinance Outlining Procedures for Preventing Conflicts of Interest in Awarding of Contracts

DATE: September 26, 2012

The City adopted its Ethics Code in 1999 to promote integrity in our city government. Since that time, additional changes have been made to promote open government. In that spirit, I propose that the following steps be taken, and any other steps suggested by Council Members and/or City Staff, to avoid conflicts of interest, or even the appearance of conflicts of interest, and to make the public more aware of the city's process for awarding contracts. I request that the City Attorney propose any necessary changes to the City Code, department regulations, employee manuals, and procurement documents, where necessary, to accomplish the following purposes:

1. For any city process requiring the use of a committee for evaluation and scoring for Requests for Proposals, Request for Qualifications, or any type of bid, contract award, or procurement, a list of all such committee members shall be made public upon their appointment. The list of committee members shall be filed with the City Clerk's office and required to be available in the City Clerk's office for the public to see upon request. In addition, such list shall also be posted on the City's website in a manner that is easily accessible by the public.

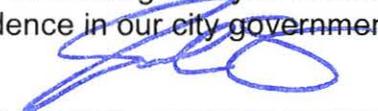
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2. Upon appointment, each such committee member, including City Officials, City staff or members of the public, shall file with the City a disclosure statement similar to those filed by City Council Members and appointed members of City Boards and Commissions.
3. All parties seeking any type of contract with the City must include on disclosure forms required of them, the type of entity, and all partners, officers and directors of the entity where applicable.
4. A City Official shall be designated to determine if any Committee Member has a conflict of interest or the appearance of a conflict of interest with the City or with any person or entity being evaluated by that committee. In the event of such a conflict or appearance of a conflict, the Ordinance should specify appropriate consequences.

Please draft such proposed changes and/or additions to the City Code, department regulations, employee manuals, and procurement documents so that they can be presented for consideration at a Governance Committee Meeting to be scheduled at the earliest possible date.

I ask my fellow Council Members to join me in supporting this initiative to consider and approve these proposed revisions. I welcome your input and questions and look forward to working with you to accomplish these changes and to enhance trust and confidence in our city government.



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Julián Castro, Mayor