

**AUDIT & ACCOUNTABILITY COUNCIL COMMITTEE  
MEETING MINUTES  
FEBRUARY 20, 2018 at 9:30 AM  
CITY HALL, MEDIA BRIEFING ROOM**

Committee Present:	Councilmember John Courage, <i>District 9, Chair</i> Councilmember Roberto C. Treviño, <i>District 1</i> Councilmember Clayton Perry, <i>District 10</i> Citizen Member Priscilla Soto Citizen Member Judy Treviño
Staff Present:	Sheryl Sculley, <i>City Manager</i> ; Kevin Barthold, <i>City Auditor</i> ; Andy Segovia, <i>City Attorney</i> ; Ben Gorzell, Jr., <i>Chief Financial Officer</i> ; Russ Handy, <i>Director, Aviation</i> ; Mike Frisbie, <i>Director of Transportation and Capital Improvements</i> ; Bridgett White, <i>Director of Planning and Community Development</i> ; Rene Dominguez, <i>Director of Economic Development</i> ; Melody Woosley, <i>Director of Department of Human Services</i> ; Xavier Urrutia, <i>Director of Parks and Recreation</i> ; Peter Zaroni, <i>Deputy City Manager</i> ; Troy Elliott, <i>Deputy Chief Financial Officer &amp; Director of Finance</i> ; Leticia Saenz, <i>Deputy City Clerk</i> ; Liz Provencio, <i>First Assistant City Attorney</i> ; Carl Wedige, <i>Deputy Fire Chief, San Antonio Fire Department</i> ; Lisa Biediger, <i>Assistant City Attorney</i> ; Maria Villagómez, <i>Assistant City Manager</i> ; Christie Chapman, <i>Assistant Director of Transportation and Capital Improvements</i> ; Michael Sindon, <i>Assistant Director of Economic Development</i> ; Kathy Donellan, <i>Assistant Director of SAPL</i> ; Rudy Niño, <i>Assistant Director of Planning and Community Development</i> ; Lauron Fischer, <i>Executive Management Assistant</i> ; Fred Garcia, <i>Municipal Court Clerk</i> ; Denice F. Treviño, <i>Office of the City Clerk</i>
Others Present:	Andres Peña, <i>Kaufman &amp; Killen</i>

**CALL TO ORDER**

Chairman Courage called the meeting to order.

Chairman Courage introduced the two new citizen members, Judy Treviño and Priscilla Soto. They thanked Chairman Courage and spoke of their background and experiences.

**1. Approval of the minutes from the February 6, 2018 meeting of the Audit and Accountability Committee**

Councilmember Treviño moved to approve the Minutes of the February 6, 2018 Audit and Accountability Council Committee Meeting. Councilmember Perry seconded the motion. The motion carried unanimously.

Troy Elliott noted that the selected contractor for the contract on Item 8 had a felony conviction which did not prevent selection of the contractor.

Chairman Courage stated that Item 8 would be pulled for individual consideration and discussed in Executive Session.

## **CONSENT AGENDA**

### **Consideration of Pre-Solicitation High Profile Items**

- 2. On-Call Environmental Remediation Services [Aviation]**
- 3. Aviation Job Order Contract [Aviation]**
- 4. Custodial Services at Branch Libraries [Library]**
- 5. Professional Asset Management Services [Transportation & Capital Improvements]**

### **Consideration of Post-Solicitation High Profile Items**

- 6. Common Use Passenger Processing System for San Antonio International Airport [Aviation]**
- 7. On-Call Construction Materials Testing [Aviation]**

Councilmember Perry moved to accept Items 2 through 7. Councilmember Treviño seconded the motion. The motion carried unanimously.

Item 9 was addressed at this time.

## **ITEMS FOR INDIVIDUAL CONSIDERATION**

### **Select Pre-Solicitation High Profile Briefings**

- 9. FY 2019 and FY 2020 Human and Workforce Development Services Consolidated Funding [Human Services]**

Melody Woosley stated that the estimated contractual value was \$42.7 million over two years with a proposed term of one year and a one-year renewal option. She noted that the department had utilized a biennial consolidated funding process to procure human and workforce development services since 2005 as a multi-department procurement. She stated that the process would maximize the Human Services and Economic Development Departments' ability to make the greatest impact in improving quality of life for residents. She noted that the project scope was to seek human and workforce development services proposals that align with long-term outcome goals. She stated that eligible applicants would be non-profit, faith-based, community-based, and governmental organizations. She reviewed the solicitation requirements and outreach efforts. She noted that evaluation committees would be comprised of multi-department executive staff. She stated that advisory members would be comprised of staff from the City Attorney's Office and the Department of Human Services. She provided an overview of the project timeline.

Chairman Courage asked of each department's requirements. Ms. Woosley outlined the following human services desired outcomes:

- Improving safety, health, resiliency, and academic success for children
- Increasing financial security and stability for families
- Reducing homelessness
- Increasing senior services and activities

Rene Dominguez outlined the following economic development desired outcomes:

- Meeting industry need for job demand
- Ensuring job accessibility through career pathways

Councilmember Perry asked if Item 9 comprised of a single contract. Ms. Woosley replied that there were multiple contracts. Councilmember Perry expressed concern with duplication of services and requested a breakdown of contracts and services before they were brought before the full City Council. María Villagómez noted that staff would meet with Councilmembers individually prior to a B Session to review the process for awarding contracts.

No action was required for Item 9.

#### **10. Hardberger Park Land Bridge [Transportation & Capital Improvements]**

Christie Chapman stated that the Hardberger Park Land Bridge was a voter approved 2017-2022 Bond Program project. She noted that the solicitation type was a Request for Competitive Sealed Proposals (RFCSP) with an estimated value of \$19 million. She stated that the estimated completion date was April 2020 and highlighted the following project components:

- 150-foot wide land bridge over Wurzbach Parkway, connecting Hardberger Park East and Hardberger Park West
- Pedestrian, bicycle, and wildlife mobility between the parks
- Vegetation, ADA compliant walking trails, detention pond for irrigation, low impact development (LID) features, and illumination under the land bridge

Ms. Chapman reviewed solicitation requirements, outreach efforts, evaluation committee composition, and project timeline. She noted that the item would be brought before the full City Council for consideration in June 2018.

Councilmember Perry asked if a category for Disabled/Veteran-Owned Businesses was included in the solicitation. Mr. Elliott replied that current limitations of state statute for competitive sealed proposals did not allow for inclusion of preference programs. Councilmember Perry suggested that inclusion of preference programs in solicitations be brought before the Intergovernmental Relations Committee for inclusion on the Legislative Agenda.

No action was required for Item 10.

## **11. Parking Space Indicators in Long Term Parking Garage [Transportation and Capital Improvements]**

Christie Chapman stated that the solicitation type was a RFCSP with an estimated value of \$4 million. She outlined the following project components:

- Installation of parking indicators and motion sensors in long-term parking garage for guidance to open parking spots, including available Americans with Disabilities Act (ADA) parking spaces
- Integration between the short-term parking garage and parking revenue control systems
- Provision of real time accurate parking count

Ms. Chapman reviewed solicitation requirements, outreach efforts, evaluation committee composition, and project timeline. She noted that the item would be brought before the full City Council for consideration in June 2018.

Chairman Courage asked why the project components were not included in the original plan for the Long-Term Garage. Russ Handy replied that the proposed components were not industry standards at the time the original plan for the Long-Term Garage was made.

Councilmember Perry asked if the specifications would match those in the short-term parking garage. Ms. Chapman replied that they would.

No action was required for Item 11.

### **Select Post-Solicitation High Profile Briefings**

## **12. SA Tomorrow Sub-Area Plans [Planning and Community Development]**

Bridgett White stated that the solicitation type was a Request for Qualifications (RFQ) with an estimated value of \$1,055,000. She noted that the proposed term was two years with two, one-year renewal options. She reviewed the project scope and the project timeline and stated that it would be brought before the full City Council in March 2018. She presented the solicitation requirements, Evaluation Committee, and scoring matrix.

Troy Elliot stated that due diligence was performed with no findings noted.

Councilmember Perry moved to forward Item 12 to the full City Council for consideration. Councilmember Treviño seconded the motion. The motion carried unanimously.

Citizen Member Treviño exited the meeting at this time.

### **Final Audit Reports to be discussed**

## **13. AU18-024 Audit of Municipal Court - Family Violence Class C Misdemeanor Reporting**

City Auditor Kevin Barthold stated that the State required reporting for certain types of convictions but there were no reporting requirements for Class C Misdemeanors. He stated that the Department of Public Safety (DPS) developed a mechanism for voluntary reporting of Class C Misdemeanors involving domestic violence. He noted that staff training for reporting was completed in December 2017.

Fred Garcia stated that the reporting process would begin that week and would include a fingerprint background check. He noted that violators would be required to take a class if not convicted and added that once convicted, the violator would be reported to DPS. Chairman Courage requested a report on recidivism by violators.

Councilmember Treviño moved to accept the audit. Councilmember Perry seconded the motion. The motion carried unanimously by those present.

Item 8 was addressed at this time.

**8. Annual Contract for HVAC Preventative Maintenance and Repair** [Erik Walsh, Deputy City Manager; Carl Wedge, Deputy Fire Chief]

**EXECUTIVE SESSION**

Chairman Courage recessed the meeting into Executive Session at 10:42 am regarding matters posted pursuant to Texas Government Code Section 551.071, Attorney-Client consultation.

**RECONVENED**

Chairman Courage reconvened the meeting at 10:44 am and announced that no action was taken in Executive Session.

Chairman Courage asked of the amount of the contract. Mr. Elliott replied that the contract amount totaled \$1.5 million over three years with two, one-year options for renewals.

Councilmember Treviño moved to forward Item 8 to the full City Council. Councilmember Perry seconded the motion. The motion carried unanimously by those present.

**ADJOURN**

There being no further discussion, Chairman Courage adjourned the meeting at 10:46 am.

**ATTEST:**

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*John Courage, Chairman*

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*Leticia Y. Saenz  
Deputy City Clerk*