

**AUDIT & ACCOUNTABILITY COUNCIL COMMITTEE
MEETING MINUTES
JUNE 18, 2019 at 9:30 AM
MUNICIPAL PLAZA, B 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 Judy Treviño
Committee Absent:	Citizen Member Priscilla Soto
Staff Present:	María Villagómez, <i>Deputy City Manager</i> ; Carlos Contreras, <i>Assistant City Manager</i> ; Lori Houston, <i>Assistant City Manager</i> ; Ben Gorzell, Jr., <i>Chief Financial Officer</i> ; Troy Elliott, <i>Deputy Chief Financial Officer & Director of Finance</i> ; Kevin Barthold, <i>City Auditor</i> ; Andy Segovia, <i>City Attorney</i> ; Danielle Boazeman-Schick, <i>Assistant City Attorney</i> ; Laura Cedillo, <i>Assistant City Attorney</i> ; Susan Guinn, <i>Assistant City Attorney</i> ; Chris Hebner, <i>Assistant City Attorney</i> ; Ray Rodriguez, <i>Assistant City Attorney</i> ; Shreya Shah, <i>Assistant City Attorney</i> ; Leticia Saenz, <i>Deputy City Clerk</i> ; William McManus, <i>Chief of Police, SAPD</i> ; Jorge Perez, <i>Director, Building and Equipment Services</i> ; Jeff Coyle, <i>Director, Government and Public Affairs</i> ; Xavier Urrutia, <i>Director, Parks and Recreation</i> ; David McCary, <i>Director, Solid Waste Management Department</i> ; Rudy Niño, <i>Assistant Director, Planning and Community Development</i> ; Tina J. Flores, <i>Assistant to the Director, Office of the City Clerk</i> ; Sarah Baray, <i>CEO, Pre-K 4 SA</i> ; Alexis Ordaz, <i>City Auditor</i> ; Maria Perez, <i>Compliance Auditor</i> ; Holly Williams, <i>Auditor</i> ; Denice F. Trevino, <i>Office of the City Clerk</i>
Others Present:	None

CALL TO ORDER

Chairman Courage called the meeting to order.

1. Approval of the Minutes from the Audit & Accountability Committee Meeting on May 21, 2019

Councilmember Perry moved to approve the Minutes of the May 21, 2019 Audit and Accountability Council Committee Meeting. Citizen Member Treviño seconded the motion. The motion carried unanimously by those present.

CONSENT AGENDA

Pre-Solicitation High Profile Items

2. **Summer Food Service Program.** [Colleen M. Bridger, MPH, PhD, Interim Assistant City Manager; Xavier D. Urrutia, Director, Parks and Recreation]
3. **Public Safety Notification System.** [María Villagómez, Deputy City Manager; William McManus, Police Chief]

Post-Solicitation High Profile Items

4. **Audio Visual and Rigging Services for the Convention Center.** [Carlos Contreras, Assistant City Manager; Patricia Muzquiz Cantor, Director, Convention & Sports Facilities]
5. **Federal Representation Services.** [Carlos Contreras, Assistant City Manager; Jeff Coyle, Director, Government & Public Affairs]

Final Internal Audit Reports

6. **AU19-C04 Audit of Pre-K 4 SA Food Services Contract**
7. **AU19-027 Audit of SWMD Employee Training and Safety Programs**

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

ITEMS FOR INDIVIDUAL CONSIDERATION

8. **Briefing on High Profile Procurement Process.** [Ben Gorzell, Chief Financial Officer; Troy Elliott, Deputy Chief Financial Officer]

Troy Elliott stated that a briefing on the High Profile Procurement Process was presented to the Committee on May 21, 2019 and the following high profile revisions were proposed by staff:

- Establish “select” high profile definition
- B Session briefings on the High Profile Forecast and “select” projects
- Include initial and final score matrices in post-solicitation briefings
- Standard 45 day advertising period
- Display respondent names

He noted that it was the consensus of the Committee to continue to keep respondents names anonymous throughout the process. He stated that staff responded to a request for a briefing to the Small Business Advocacy Committee (SBAC) by presenting the high

profile process and the proposed revisions to same on June 14, 2019. He noted that the SBAC asked of opportunities to de-bundle discretionary contracts. He stated that staff communicated to the SBAC that typically the scope of contracts were singular in nature and there was little opportunity to de-bundle discretionary contracts but incentives and preference points could be awarded.

Councilmember Treviño spoke of the varied and limited time between posting of an agenda item for a contract and when said item would be brought before City Council for consideration. Ben Gorzell proposed that a memorandum be distributed to the Mayor and City Council on the day following the Audit Committee Meeting to include the names and the score sheets of the respondents.

Chairman Courage suggested that the time frame between posting and Council consideration be set at a minimum of nine days and added that there may be exceptions to this. He expressed concern that select high profile contracts would not be brought before the Audit Committee.

Mr. Gorzell stated that the high profile contract forecast would be presented at a B Session in August or September 2019.

No action was required for Item 8.

Pre-Solicitation High Profile Briefings

9. San Antonio Fire Department Medical Supplies. [Ben Gorzell, Chief Financial Officer; Troy Elliott, Deputy Chief Financial Officer, Finance]

Troy Elliott stated that staff partnered with the Small Business Community and the Small Business Advocacy Committee on this solicitation due to the heightened community interest in contracts for medical equipment and supplies. He noted that the two groups discussed de-bundling of the contract to allow for multiple awards and increase Small, Minority, and/or Women Owned Business Enterprise (SMWBE) participation in City contracts. He provided a brief history on the previous contract and stated that the current contract with Concordance Healthcare Solutions would expire on September 30, 2019 with a remaining extension of 90 days. He noted that the scope of the contract included the following three solicitations:

1. Emergency Medical Services (EMS) supplies and equipment
2. Pharmaceuticals
3. Medical supplies catalog contract

Mr. Elliott stated that SAFD, in conjunction with the Finance Department, has worked to de-bundle the current medical supplies contract and has included a subcontracting requirement to increase participation of local MWBEs in the procurement process. He noted that the value of the EMS equipment and supplies solicitation was \$8.4 million, included a 25% subcontracting requirement, and was de-bundled into six categories.

Councilmember Perry expressed concern that proposals submitted by contractors were based on award of the entire contract. Mr. Elliott stated that the solicitation would make it clear to contractors that they could be awarded one or all of the categories on a solicitation.

Mr. Elliott stated that the pharmaceuticals solicitation was valued at \$2.3 million, included an 8% subcontracting requirement, and was de-bundled into two categories. He noted that the medical supplies catalog contract solicitation was valued at \$750,000 and included a Small Business Economic Development Advocacy (SBEDA) Program requirement which was to be determined. He stated that the Local Preference Program was applicable to the solicitation and the contract was for a three-year term with two, one-year options to renew. He noted that the solicitation would be released on July 8, 2019 and the deadline for submission would be August 22, 2019.

Councilmember Perry requested a copy of the contracts for multiple years to review and compare pricing. Mr. Elliott stated that he would provide said information.

Mr. Elliott reviewed the National Institute of Governmental Purchasing (NIGP) Codes identified, vendors to be notified, and the advertising for the solicitation. He noted that a pre-solicitation workshop would be held this month in which opportunities for small, medium, and large business would be discussed. He stated that bid pricing would be compared to cooperative contract pricing to ensure the best value.

No action was required for Item 9.

10. Custodial Services at City Tower. [Lori Houston, Assistant City Manager]

Lori Houston stated that in 2020 or 2021, 24 City departments would relocate to the new City Tower. She noted that custodial services were required to establish a custodial maintenance program to ensure that the facility was uniformly clean, hygienic, orderly, and attractive. She stated that custodial services would include general cleaning, dusting, sweeping, mopping, disinfecting/cleaning restrooms, trash/recycling pick up and removal, floor maintenance, etc. She noted that all cleaning equipment and supplies, as well as products to re-stock facilities and restrooms, would be provided by the awarded contractor. She stated that a Request for Competitive Sealed Proposal (RFCSP) would be released and would be valued at \$3.8 million. She noted that the proposed term was three years with two, one-year renewal options. She reviewed that NIGP Codes identified, number of vendors to be notified, advertising, evaluation voting members, and the solicitation requirements. She stated that the solicitation would be released on August 9, 2019 and the due date for the solicitation was September 24, 2019.

Chairman Courage asked if there was a minimum salary and wage requirement included in the solicitation. Mr. Elliott replied that a minimum salary and wage requirement was not included in the solicitation because it was difficult to analyze benefits. Mr. Segovia stated that a statement that salary, wages, and benefits would be considered could be included in the advertisement. Mr. Elliott noted that salary and wages could be tied to the scoring and could be made clear in the proposal and at the pre-submittal conference.

Councilmember Perry spoke against requiring minimum salary and wages in the proposal. He asked what the City was paying for custodial services. Ms. Houston replied that custodial services were included in the rent on buildings which were not city-owned and could only be assessed on what the City was paying for custodial services in the Municipal Plaza Building.

Councilmember Treviño stated that he would like to see comparisons of wages and salaries.

No action was required for Item 10.

11. Food and Beverage Concepts at City Tower. [Lori Houston, Assistant City Manager]

Ms. Houston stated that a Request for Information (RFI) would be released seeking concepts from firms interested in providing food services within the City's consolidated office building (formerly the Frost Tower) including the following:

- Top floor restaurant opportunity (current Plaza Club space)
- Grab and go food options
- Vending opportunities
- Catering within the building
- Activating Houston Street sidewalk
- Innovative concepts

Ms. Houston reviewed the NIGP Codes identified, number of vendors to be notified, advertising, and the evaluation members. She noted that the RFI would be released on June 28, 2019 and the due date was August 12, 2019. She stated that the City could choose to lease this space without pursuing an RFI. She noted that the City would benefit from obtaining concepts from interested parties through this process and if a respondent demonstrated through this RFI that they have the strongest concepts then staff may move directly to lease negotiations with that entity. She noted that the RFI would include projected base rent rates, finish-out allowances, and broader project details.

Chairman Courage expressed support for food options on the first floor.

Councilmember Perry asked if the Plaza Club space would be rented out. Ms. Houston replied that it would be an option. He noted that security would be required in the sidewalk area.

No action was required for Item 11.

12. SA Tomorrow Sub-Area Planning Services – Phases 3, 4, and 5. [Lori Houston, Assistant City Manager; Rudy Niño, Assistant Director, Planning Department]

Rudy Niño stated that the purpose of the contract was to secure technical planning services to support the Planning Department in implementation of the Comprehensive Plan. He noted that the project scope included:

- Project chartering
- Analysis and visioning
- Aerial photography and visualization
- Plan framework
- Recommendations and implementation strategy
- Documentation and adoption
- Ongoing coordination and engagement

Mr. Niño stated that the value of the contract was \$3.37 million and the solicitation type was a Request for Qualification (RFQ). He noted that the proposed term was two years with three, two-year renewal options. He reviewed the NIGP Codes identified, number of vendors to be notified, advertising, and the evaluation voting members. He presented the solicitation requirements and stated that the RFQ would be released on July 12, 2019 and the due date was August 26, 2019. He noted that the item would be brought before the City Council on December 5, 2019 for consideration.

Chairman Courage asked of the cost to the City for Phases 1 and 2. Mr. Niño stated that the cost was approximately \$1.2 million for each Phase.

Councilmember Perry asked if Phase 5 was the last. Mr. Niño replied that it was.

Councilmember Treviño suggested that a representative of the Office of Historic Preservation be added to the evaluation committee. Mr. Niño stated that staff would add said member.

No action was required for Item 12.

ADJOURN

There being no further discussion, Chairman Courage adjourned the meeting at 10:55 a.m.

ATTEST:

John Courage, Chairman

Tina J. Flores
Interim Deputy City Clerk
Office of the City Clerk