

**ECONOMIC AND HUMAN DEVELOPMENT  
COUNCIL COMMITTEE MEETING MINUTES**

**FEBRUARY 9, 2016**

**12:00 PM**

**MEDIA BRIEFING ROOM, CITY HALL**

<b>Members Present:</b>	Councilmember Joe Krier, <i>Chair, District 9</i> Councilmember Rebecca Viagran, <i>District 3</i> Councilmember Ray Lopez, <i>District 6</i> Councilmember Mike Gallagher, <i>District 10</i>
<b>Members Absent:</b>	Councilmember Roberto Treviño, <i>District 1</i>
<b>Staff Present:</b>	Carlos Contreras, <i>Assistant City Manager</i> ; Maria Villagomez, <i>Assistant City Manager</i> ; Kristine Duff, <i>Assistant City Attorney</i> ; Nancy Reyes, <i>Assistant City Attorney</i> ; Melody Woosley, <i>Director, Department of Human Services</i> ; Rene Dominguez, <i>Director, Economic Development Department</i> ; Tom Jones, <i>Director, Aviation</i> ; Ellen Erenbaum, <i>Assistant Director, Aviation</i> ; Tim O'Krongley, <i>Assistant Director, Aviation</i> ; Mikel Brightman, <i>Head Start Administrator</i> ; Denice F. Treviño, <i>Office of the City Clerk</i>
<b>Others Present:</b>	Al Aguilar, <i>CEO, Creative Civilization</i> ; Gisela Girard, <i>President, Creative Civilization</i> ; Marina Gavito, <i>Executive Director, Tech Bloc</i> ; Edward Jones, <i>President, City Tours, Inc.</i> ; Kevin Peckham, <i>Executive Director, Choose San Antonio</i> ; Neil Stone, <i>Attorney, Gendry &amp; Sprague, PC</i>

**Call to Order**

Councilmember Lopez called the meeting to order.

**1. Approval of Minutes of the January 5, 2016 Economic and Human Development Council Committee Meeting**

Councilmember Gallagher moved to approve the Minutes of the January 5, 2016 Economic and Human Development Council Committee Meeting. Councilmember Viagran seconded the motion. Motion carried unanimously by those present.

**2. Head Start Program and Fiscal Update. [Maria Villagomez, Assistant City Manager; Melody Woosley, Director, Department of Human Services]**

Melody Woosley stated that the City Council served as the governing body for the Head Start Program and designated that role to the Economic and Human Development Council Committee. She noted the following roles and responsibilities of said governing body:

- Establish procedures, goals and objectives
- Approve grant applications and amendments
- Ensure system of ongoing assessment and evaluation
- Approve composition of the Policy Council and selection process for same

- Establish shared decision making system
- Ensure adequate internal controls and oversee audits

Ms. Woosley stated that responsibilities for Human Resources Management were delegated to City staff. She noted that the Head Start Federal Review Process was a four-year process and stated that in years 1-3, five separate reviews were performed. She stated that in year five, a review of said reviews was performed to determine if the grantee would receive a renewal or recompile for the grant. She reported that the five reviews in years 1-3 included:

1. Classroom Assessment Scoring System (January 27-30, 2015)
2. Environmental Health and Safety (March 23-27, 2015)
3. Fiscal/ERSEA (April 27 – May 1, 2015)
4. Comprehensive Services/School readiness (February 22-26, 2016)
5. Leadership, governance, management systems (TBD)

She reported the following results of the first three reviews which were complete:

1. Classroom Assessment Scoring System	Assessed classrooms to score instruction along three domains: emotional support, organization, and instructional support  No findings
2. Environmental Health and Safety	Observed classrooms, school sites, and playgrounds to assess the safety of learning environments  Corrective Action – Completed February 1, 2016
3. Fiscal/ERSEA	Evaluated Grantee and Service Provider Fiscal and Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) Processes  No findings

Ms. Woosley stated that the Comprehensive School Readiness Review which would include on-site assessments and interviews would be conducted on the week of February 22, 2016. She noted that the review would measure program success in:

- Identifying child and family strengths and needs
- Addressing child and family needs
- Providing high quality instruction
- Planning for transition

Ms. Woosley stated that the Leadership, Governance, and Management Review would include: 1) Program Planning, 2) Development of Resources, 3) Implementation, and 4) Ongoing Monitoring. She noted that said review would include interviews with members of the Economic and Human Development Council Committee, City Leadership, and the Policy Council. She stated that this review was not scheduled but was anticipated to occur between April 1, 2016 and June 3, 2016.

Councilmember Gallagher asked for details of the three areas of non-compliance:

1. Quality of the classroom
2. Plugs not covered, broken furniture, damaged carpet
3. Monitoring System to ensure identification and correction of the first two areas of non-compliance

Ms. Woosley stated that the Monitoring System had been greatly improved to address those issues.

No action was required for Item 2.

**3. Briefing and Possible Action on the Downtown Shuttle Contract for the San Antonio International Airport.** [Carlos Contreras, Assistant City Manager; Noel T. Jones, Director, Aviation]

Tom Jones stated that Downtown Shuttle Service (Shuttle Service) would support the City's goal of providing customers with alternative transportation service and would compliment transportation by taxi, buse or Uber/Lyft and would generate non-airline revenue. He noted that staff recommended the release of a Request for Proposal (RFP) which would include the following recommendations:

- Experienced commercial Ground Transportation Operator
- Option to provide service to locations other than downtown hotels
- Designated curbside pick-up and drop-off locations
- Five-year agreement

Mr. Jones stated that the Shuttle Service fell under the Federal Airport Concession Disadvantaged Business Enterprise (ACDBE) Program. He noted that a review of the regional market for ACDBE's identified a goal of 13% which would be certified by the Federal Authorities. He stated that RFPs would be scored based on the following evaluation criteria:

Criteria	Maximum number of points
Experience, background, and qualifications	20
Proposed plan	40
Compensation	20
ACDBE	20
<b>Total</b>	<b>100</b>

Mr. Jones noted that upon the Committee's recommendation for release of the RFP the Airport Advisory Commission would be briefed next week, the RFP would be released later this month,

and the City Council would review the proposals received in mid-summer 2016. Carlos Contreras stated that the current contract for Downtown Shuttle Service would expire in May 2016.

Chairman Krier asked if the current contract contained provisions for extension or renewal of same. Mr. Contreras replied that the current contract included the option of one five-year extension. Chairman Krier asked if the City could include an option for a renewal or extension of less than five years. Mr. Contreras replied that it could.

Councilmember Gallagher asked of the need for the Shuttle Service. Mr. Jones stated that hotels benefited from the Shuttle Service and it was offered by many other cities which were approximately the size of San Antonio.

Councilmember Viagran asked when the Consolidated Rental Car and Public Parking Facility (CONRAC) would open. Mr. Contreras replied that parking for the CONRAC would open in March 2017 and the entire CONRAC would open in March 2018. Councilmember Viagran questioned the timing of the RFP and suggested that this item be vetted thoroughly before it was considered.

Councilmember Lopez suggested that the scope of work be defined for the contract prior to issuance of an RFP. He asked if the City Council could issue an extension of the current contract for less than five years. Mr. Contreras replied that it could.

Councilmember Gallagher asked if use of the Shuttle Service had declined over the last year. Mr. Contreras replied that the revenue generated by the Shuttle Service had decreased over the last year.

Chairman Krier stated that sponsoring the Shuttle Service was an option for the City. He asked that this item be tabled to the next meeting. Mr. Contreras stated that a briefing would be presented to the City Council. Chairman Krier requested that this item be placed on the Committee Agenda for March 2016.

No action was required for Item 3.

**4. Update on SXSW 2016 Initiative.** [Carlos Contreras, Assistant City Manager; Rene Dominguez, Director, Economic Development]

Rene Dominguez stated that the Economic Development Department (EDD) submitted an initiative outline and funding request in 2014 for the South by Southwest (SXSW) Initiative to the Economic and Community Development (ECDC) Council Committee and received approval. He noted that as a result, the Economic Development Department has partnered with Choose San Antonio (Choose SA), a local non-profit, and various community partners to sponsor a booth at the SXSW Trade Expo on March 13-16, 2016.

Kevin Peckham stated that the mission of Choose SA was to promote San Antonio to the world as a great place to live, work, play and do business with a goal of assisting in talent recruitment. He noted that in the past cities have competed for talent at SXSW. He stated that there would be over 33,000 attendees at SXSW Interactive 2016 and a total of 75,000 attendees to include music

and film. He noted that the goal was to raise awareness about what San Antonio had to offer, and leave a positive impression with attendees. He stated that SATX NEXT would be the branding for San Antonio at this event. He noted that the first ever San Antonio Booth (Booth) would have an authentic San Antonio look and feel designed by local artist Cruz Ortiz. He stated that Choose SA programming would include an official SXSW Venue called Casa San Antonio which would house more than 40 events during SXSW including official SXSW events, panels, and speakers. He stated that 25 Ambassadors would be drawn from across San Antonio to educate SXSW attendees on the opportunities and possibilities of living, working, and doing business in San Antonio. He noted that the Ambassadors would be drawn from the following categories:

Architects  
Entrepreneurs  
Poets and Writers  
Musicians  
Yoga and Fitness Experts  
Technologists  
Artists  
Designers  
Business Leaders  
Civic Leaders  
Filmmakers, Actors, and Newscasters  
Dancers

Mr. Peckham reported that the SXSW programming would include 16 sessions, 23 speakers, and three full days of Official Programming at Casa San Antonio. He reviewed details of the programming. He stated that Grok Interactive was assisting in creating an application to serve as an SATX NEXT-related event guide for SXSW attendees. He added that a shuttle would be operated to and from San Antonio and Austin during SXSW.

Rene Dominguez stated that EDD was engaged in an effort with Choose SA to arrange a shuttle to SXSW on Cybersecurity Sunday for City Leadership. He noted that he would reach out to Committee Members regarding this in the near future.

Chairman Krier asked when SXSW would be held. Mr. Peckham replied that SXSW would be held on March 11-13, 2016 and the Trade Show would be held on March 13-16, 2016. Chairman Krier suggested that the Mayor be encouraged to attend the event on Cybersecurity Sunday.

Councilmember Viagran asked of the follow-up to be performed. Mr., Peckham replied that it would depend on the activity. He stated the San Antonio Economic Foundation would follow-up with attendees of Cybersecurity Sunday and minimum amount of follow-up on attendees of the Trade Show would be performed by providing a newsletter. He noted that EDD and Choose SA would attend similar events in other cities.

Councilmember Lopez asked if the message of San Antonio which was delivered was consistent between the City of San Antonio and other organizations. Rene Dominguez stated that the message was the same for both. Councilmember Lopez stated that it was important to match start-ups with investors.

Councilmember Gallagher suggested the addition of a Military Ambassador to the San Antonio Ambassadors.

Chairman Krier requested that the topic of International Trade be included on next month's agenda.

No action was required for Item 4.

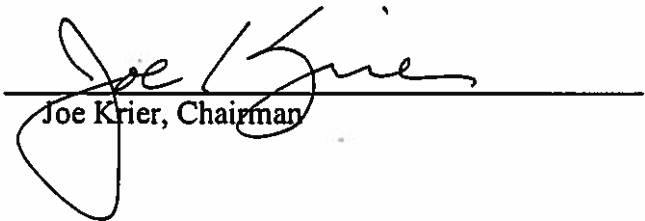
**Adjourn**

There being no further discussion, the meeting was adjourned at 1:20 p.m.

Respectfully Submitted,



Denice F. Treviño  
Office of the City Clerk

  
Joe Krier, Chairman