



# City of San Antonio

## Agenda Memorandum

**File Number:**20-2452

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**Agenda Item Number:** 11.

**Agenda Date:** 3/17/2020

**In Control:** Audit and Accountability Committee

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**CITY OF SAN ANTONIO  
FINANCE DEPARTMENT  
INTERDEPARTMENTAL CORRESPONDENCE**

**TO:** Erik Walsh, City Manager

**FROM:** Troy Elliott, CPA, Deputy Chief Financial Officer, Finance Department

**COPY:** Audit and Accountability Committee; Ben Gorzell, CPA, Chief Financial Officer; Kevin Barthold, City Auditor

**SUBJECT:** FY 2020 Biannual High Profile Report Update

**DATE:** March 17, 2020

The Finance Department will present an update to the Biannual High Profile Forecasting Report for the second half of Fiscal Year 2020. This report details discretionary contracting initiatives that are considered high profile and anticipated to be released during the second half of Fiscal Year 2020 (April 2020 - September 2020). As a reminder, discretionary contracting initiatives are identified as “High Profile” if they meet at least one of the following conditions:

- Estimated value over \$1 million;
- High level of community interest or other exceptional interest; or
- Highly complex or technical in nature, or contract terms & conditions that are non-standard or complex.

Projects are identified as either consent, individual or select. Consent items are projects classified as routine in nature with minimal policy impacts. For items listed as consent, a summary detailing pre- and post-solicitation information will be provided to the committee. Those projects with significant policy issues or interest will be listed as individual and both a pre-solicitation and post-solicitation briefing will be provided to the Committee. Select items will be briefed at B-Session. Projects are determined as select based on the following criteria:

- significant financial impacts (value over \$25 million);
- significant contract terms (over 10 years);
- significant policy/public safety implications;

- significant community/stakeholder impact or interest; and/or
- professional judgement.

Committee members may request, upon further review, that projects identified on the Biannual High Profile Report be reclassified as consent, individual or select items. After committee members have provided their input, this forecast will be presented to full City Council in B Session on March 18.