



City of San Antonio

Agenda Memorandum

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In Control: Audit and Accountability Committee

**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, Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor

SUBJECT: FY 2021 Biannual High Profile Report - 1st Six Months

DATE: October 20, 2020

The Finance Department will present the Biannual High Profile Forecasting Report for the first six months of Fiscal Year 2021. This report details discretionary contracting initiatives that are considered high profile and anticipated to be released during the first half of Fiscal Year 2021 (October 2020 - March 2021). 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 projects are projects classified as routine in nature with minimal policy impacts. For consent projects, a summary memorandum detailing pre- and post-solicitation information will be provided to the Audit & Accountability Committee. Those projects with more significant dollar values, policy issues and/or community interest will be listed as an individual item. Individual programs require both a pre- and post-solicitation briefing to the Committee. Select projects will be briefed at B-Session. Select projects are determined 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 projects identified on the Biannual High Profile Report be reclassified upon further review 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 October 28.