

City of San Antonio



Minutes Audit Committee

2023 – 2025 Council Members

Chair: Phyllis Viagran, District 3

John Courage, District 9 | Marc Whyte, District 10

Citizen Representative Dr. Judy Trevino and Philip M. Harris

Tuesday, May 14, 2024

10:00 AM

Council Briefing Room

The Audit Committee convened a regular meeting in the City Hall Council Briefing Room beginning at 10:01 AM. City Clerk, Debbie Racca-Sittre took the Roll Call noting a quorum with the following Committee Members present:

Members Present: Phyllis Viagran, *Chair*
John Courage, *Member*
Marc Whyte, *Member*
Philip Harris, *Citizen Member*

Members Absent: Dr. Judy Trevino, *Citizen Member*

Approval of Minutes

1. Approval of minutes from the April 30, 2024 Audit Committee Meeting

Councilmember Courage moved to Approve the minutes of the April 30, 2024 Audit Committee meeting. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Harris

Absent: Whyte, Trevino

Public Comments

There were no public comments.

CONSENT AGENDA

Final Internal Audit Reports

2. **Acceptance of the Office of the City Auditor Report AU23-038 Audit of Workforce Development Office Ready to Work Program** [Kevin W. Barthold, City Auditor]

Councilmember Courage moved to Approve on the Consent Agenda. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Harris
Absent: Whyte, Trevino

3. **Acceptance of the Office of the City Auditor Report AU23-026 Audit of NHSD Affordable Housing Developer Incentive Programs** [Kevin W. Barthold, City Auditor]

Councilmember Courage moved to Approve on the Consent Agenda. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Harris
Absent: Whyte, Trevino

4. **Acceptance of the Office of the City Auditor Report AU23-025 Audit of ITSD Security Surveillance Systems** [Kevin W. Barthold, City Auditor]

Councilmember Courage moved to Approve on the Consent Agenda. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Harris
Absent: Whyte, Trevino

ITEMS FOR INDIVIDUAL CONSIDERATION

Post-Solicitation High Profile Briefings

5. **Approval to proceed with scheduling two contracts for City Council consideration to provide the Development Services Department with Dangerous Premise Abatement Lot Clean and Securing of Structures services in the estimated total value of \$4,239,150 for 1 year with 4, 1-year options to renew.** [John Peterek, Interim Assistant City Manager; Michael Shannon, Director, Development Services]

Director of the Development Services Department (DSD) Mike Shannon provided background on the solicitation noting that the department issued a solicitation to select up to eight contractors for clearing and securing of structures on an “as needed” basis for up to \$840,000 annually with an estimated 800 vacant structures serviced annually. Shannon recommended contracting with the

two applicants noting that 685 vendors were notified and five attended the pre-submittal conference, but only two submitted proposals.

Chair Viagran commented that the scores were not very high for the two vendors and clarified that it was a one-year contract that could be renewed or discontinued if performance was not met. Shannon stated that the performance would be evaluated during the first year to determine if a renewal was warranted.

Chair Viagran asked whether neighbors contacted the City if the property was not cleaned or secured properly by the vendor. Shannon explained that there were specific requirements for cleaning and securing that were monitored by staff but noted that sometimes people took off the plywood from windows to illegally gain access. In those cases, DSD would call back the vendor to resecure the property. Chair Viagran had been hopeful there would be more local vendors and suggested that the department re-release the solicitation if they needed more help.

Councilmember Courage thought more vendors performed this type of work noting that 800 homes were a large amount for only two vendors. Shannon stated that the current contract was expiring soon so the new contracts were needed for continuity of operations. Chief Financial Officer Ben Gorzell offered that the procurement division would issue another solicitation, if needed.

Councilmember Courage moved to Approve. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Harris
Absent: Whyte, Trevino

- 6. Approval to proceed with scheduling one contract for City Council consideration to provide the San Antonio Public Library with Print Materials, Cataloging, and Processing Services in the estimated total value of \$24,500,000 for 5 years with 2, 1-year options to renew.** [David W. McCary, Assistant City Manager; Kathy Donellan, Interim Director, Library]

Assistant Library Director Dale McNeill provided an overview of the solicitation noting that it was for printed books in English, Spanish, and other languages. He reported that the items came catalogued and labeled, and services also included electronic ordering and invoicing. McNeill indicated that the value of the contract was \$3.5 million annually and he recommended the highest-ranked vendor of the three proposals received.

Chair Viagran commented on the importance of the library.

Councilmember Courage asked how many books were brought in annually. McNeill reported that approximately 1 million items were purchased through this contract annually noting that print books were cheaper for libraries than they were for the general public, however, the same was not true for digital collections.

Citizen Member Harris moved to Approve. Councilmember Courage seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Whyte, Harris

Absent: Trevino

7. **Approval to proceed with scheduling one contract for City Council consideration to provide a Construction Manager At Risk (CMAR) for pre-construction and construction phase services for the Carver Branch Library Renovation project located in District 2 in the estimated total value not to exceed \$9,000,000.** [John Peterek, Interim Assistant City Manager; Razi Hosseini, Director, Public Works]

Director of Public Works, Razi Hosseini provided an overview of the solicitation scope and process. He reported that 634 vendors were notified, four attended the pre-submittal conference and one response was received, therefore, he recommended moving forward with the one vendor that proposed.

Chair Viagran noted that this was a historical building and recommended that the firm have experience with historic buildings. Hosseini stated that a Construction Manager at Risk (CMAR) was a project manager and general contractor who subcontracted most of the work and would ensure quality and attainment of the Small Business Economic Development Advocacy (SBEDA) Program subcontracting goals.

Councilmember Courage asked if the Office of Historic Preservation would have oversight over the project. Hosseini stated that anytime we did any City project, it went through approval of the Office through the Historic & Design Review Commission (HDRC). Councilmember Courage suggested more projects could utilize CMAR. Hosseini stated that CMAR would be used for sophisticated or large projects valued at \$10 million and above.

Councilmember Courage moved to Approve. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Whyte, Harris

Absent: Trevino

Executive Session

There was no Executive Session.

Consideration of items for future meetings

Next Scheduled Meeting Date: June 11, 2024

Chair Viagran noted that Councilmember Whyte had requested several Items for future agendas and these were currently under review. There were no requests from the rest of the Committee.

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 10:21 a.m.

Approved

Phyllis Viagran, Chair

Debbie Racca-Sittre, City Clerk