

**AUDIT & ACCOUNTABILITY  
COUNCIL COMMITTEE MEETING MINUTES  
SEPTEMBER 22, 2021 at 10:00 AM  
VIDEOCONFERENCE**

<b>Committee Present:</b>	Councilmember Clayton Perry, <i>District 10, Chairman</i> Councilmember Jaden McKee-Rodriguez, <i>District 2</i> Councilmember Manny Pelaez, <i>District 8</i> Citizen Member Judy Treviño Citizen Member Priscilla Soto
<b>Staff Present:</b>	Ray Rodriguez, <i>Deputy City Attorney</i> ; Mark Triesch, <i>Assistant City Attorney</i> ; Ben Gorzell, <i>Chief Financial Officer</i> ; Kevin Barthold, <i>City Auditor</i> ; Troy Elliott, <i>Deputy Chief Financial Officer</i> ; Tom Bartlett, <i>Deputy Director, Aviation</i> ; Ana Bradshaw, <i>Assistant Director, Economic Development</i> ; Baltazar Vargas, <i>Audit Manager, Office of the City Auditor</i> ; Gabriel Treviño, <i>Audit Manager, Office of the City Auditor</i> ; Aurora Perkins; <i>Deputy City Clerk</i> ; Renee Frieda, <i>Interim Director, Human Resources</i> ; Krystal Strong, <i>Assistant Director, Human Resources</i> ; Norbert Dziuk, <i>Assistant Director, Finance</i> ; Victoria Shum, <i>City Attorney's Office</i> ; Craig Hopkins, <i>Director, Information Technology Services</i> ; John Rodriguez, <i>Assistant Director, Information Technology Services</i>

**CALL TO ORDER**

Chairman Perry called the meeting to order at 10:07 AM.

- 1. Approval of minutes from the Audit and Accountability Committee meeting on August 20, 2021.**

Citizen Member Treviño moved to approve the Minutes of the August 20, 2021 Audit and Accountability Council Committee Meeting. Councilmember Pelaez seconded the motion. The motion carried unanimously.

**Public Comment**

None.

**CONSENT AGENDA**

**Final Internal Audit Items**

- 2. Acceptance of the Office of the City Auditor report AU20-001 of the Office of 311 Customer Service Call Center Operations and 311 Service Call Center and 311 App to determine if staff is adequate and appropriately scheduled, workflow is effectively designed and functioning, and IT system controls are effective. [Kevin Barthold, City Auditor]**

- 3. Acceptance of the Office of the City Auditor report AU21-030 of the Solid Waste Management Department (SWMD)'s household hazardous waste contract to determine if SWMD and contracted vendors are in compliance with contractual terms for disposal of household hazardous waste. [Kevin Barthold, City Auditor]**
- 4. Acceptance of the Office of the City Auditor report AU21-006 of the San Antonio Metro Health Department (SAMHD) to determine if SAMHD is accounting for COVID-19 response expenses appropriately and accurately. [Kevin Barthold, City Auditor]**

Citizen Member Soto moved to approve the Consent Agenda Items. Citizen Member Treviño seconded the motion. The motion carried unanimously.

## **ITEMS FOR INDIVIDUAL CONSIDERATION**

### **Pre-Solicitation High Profile Briefings**

- 5. Briefing on the release of a solicitation to provide the Aviation Department with Airfield Engineering Design Services in the estimated total value of \$20,000,000.00 for the project duration. [Jeff Coyle, Assistant City Manager; Jesus Saenz, Director, Aviation]**

Chief Financial Officer Ben Gorzell introduced the Item stating that this was a design services solicitation which had been briefed previously at an Audit Committee meeting. Tom Bartlett, Deputy Assistant Director, Aviation Department, provided a briefing on the pre-solicitation of the Airfield Engineering Design Services. Mr. Bartlett stated that he had coordinated with the Federal Aviation Administration (FAA) on the multi-phase and multi-year airfield projects through project completion and that the scope of work to the following runways included: Runway 13R/31L Keel Reconstruction; Reconstruct Taxiway N South of Taxiway D; and Runway 13R/31L Safety Enhancements. He noted that the contract would provide engineering and design services, solicitation and construction phases support, construction management and inspection services.

Mr. Bartlett reviewed the recommended airfield engineering design services team make up, FAA Disadvantaged Business Enterprise (DBE) solicitation requirements and provided the list of the Evaluation Voting Members for the solicitation. He also provided an overview of the solicitation requirements and project timeline.

Chairman Perry reminded members that this pre-solicitation was for design services for the multi-phased project consisting of design and construction of the three main runways at the San Antonio International Airport and noted that the Aviation Department had coordinated closely with the Federal Aviation Administration (FAA) on the project. Mr. Bartlett stated that this was a new contract which would be 75% funded by the FAA and the City would cover the remaining 25%.

Susan St. Cyr with Aviation provided detail on the project funding of the three design components of the solicitation and the scope of work. She stated that design and construction services to be completed were valued at approximately \$200 million.

Chairman Perry asked if the solicitation could have been bundled together for construction and design services. Mr. Bartlett stated that this solicitation would select the design team consisting of an airfield engineer, the design consultant that would serve as Prime Contractor, and a number of subcontracting firms for remaining needed services. Chairman Perry asked what the coordination requirements were needed related to the runway construction work. Mr. Bartlett stated there would be a great deal of coordination but little impact was expected to Airport operations due to experience on previous runway construction and repair projects.

Chairman Perry asked for clarification on the small business contracting requirements. Mr. Bartlett stated that the project would follow FAA requirements for contracting utilizing DBE firms and would not follow the City's Small Business Economic Development Advocacy (SBEDA) requirements since the FAA procurement would take precedent. He added that the solicitation would follow the FAA's procurement practice of using North American Industry Classification System (NAICS) codes for scope of work description items. Mr. Bartlett reviewed the solicitation scoring requirements as 55 points for background qualifications, 25 points for project approach and 20 points for DBE participation. He provided an overview of the solicitation timeline for bid, review, and presentation to City Council for approval of awarded contract. Mr. Gorzell clarified the non-application of SBEDA requirements for Aviation solicitations and limitations due to Federal Law. Deputy City Attorney Orlando Rodriguez also provided guidance for utilizing FAA funding and requirements of small minority business inclusion.

Councilmember Pelaez asked for clarification on communications on runway closures to airlines and all other stakeholders. Mr. Bartlett reviewed the coordination with FAA and limited runway closures. Councilmember Pelaez requested that staff consider the inclusion of local university engineering students on the design component and on the construction component of the contracts. Mr. Bartlett and Mr. Gorzell stated that the Aviation Department would look into opportunities to utilize students from the local universities.

Chairman Perry requested that further consideration be placed on the inclusion of local small minority contractors for these solicitations and possible debundling of the solicitation. Mr. Gorzell recommended that small minority businesses not be placed on the contract due to direction of the FAA. Chairman Perry stressed the importance of additional consideration of possible opportunities for local small business inclusions and requested an individual meeting to discuss local business inclusion.

Mr. Gorzell recommended release of the solicitation as a bundled package and stated that the recommendations from Councilmember Pelaez and Chairman Perry be considered for possible subcontracting opportunities. Chairman Perry noted that the solicitation would continue to be released but looked forward to discussing subcontracting requirements.

No action was required for Item 5.

### **Post-Solicitation High Profile Briefings**

- 6. Approval to proceed scheduling up to four contracts for City Council considerations to provide temporary staffing services to various departments throughout the City in the estimated total value of \$20 million for a term of 3 years with 2, 1-year options to renew. [Ben Gorzell, Chief Financial Officer; Renee Frieda, Interim Director]**

Chief Financial Officer Ben Gorzell introduced the Item and introduced Renee Frida who would be providing the presentation.

Human Resources Interim Director Renee Frieda provided a post solicitation briefing on the temporary staffing services recommended contracts which would be utilized by all City departments in meeting staffing needs. She noted that the Request for Proposal (RFP) had an estimated value of \$20 million with a term of three years with two, one-year extensions. Ms. Frieda reviewed the initial score and final score matrixes and associated subcontracting requirements of the solicitation.

Ms. Frieda stated that staff recommended the award of up to four firms upon completion of contract negotiations. She reviewed the due diligence process conducted by the Finance Department and the Office of the City Auditor and their results.

Chairman Perry asked how many temporary positions were changed to permanent positions. Frieda stated that 65 positions were changed to permanent positions.

Chairman Perry asked for clarification on submissions which were considered non-responsive and removed from consideration. Troy Elliott reviewed the solicitation review process conducted by SBEDA and Finance departments and actions taken to provide feedback to non-responsive submittals. Mr. Gorzell stated that staff would continue to examine and provide recommendations on how to further assist vendors with their solicitation submittals. Ana Bradshaw provided additional information on reasons why vendors were considered non-responsive and feedback provided to the vendors for reasons of non-responsiveness.

Councilmember Pelaez moved to approve Item 6. Citizen Member Soto seconded the motion. The motion carried unanimously.

### **Executive Session**

Chairman Perry recessed the meeting into Executive Session at 11:06 AM to discuss the following Item.

7. Deliberate the following Information Technology Services Department security audit pursuant to Texas Government Code Section 551.076, deliberation regarding security devices or security audits.
  - Follow up audit report AU20-F04 Windows server vulnerability management to determine if recommendations made in the prior audit have been implemented [Kevin Barthold, City Auditor]

Chairman Perry reconvened the meeting at 11:30 AM and stated that no action was taken during the Executive Session.

### **Consideration of items for future meetings**

Chairmanman Perry stated that future meetings of the Committee would be held on the last Wednesday of the month.

### **Adjourn**

There being no further discussion, Chairmanman Perry adjourned the meeting at 11:47 AM.

---

*Clayton H. Perry, Chairmanman*

---

*Debbie Racca-Sittre*  
*Interim City Clerk*

DRAFT