

City of San Antonio



Minutes

Audit and Accountability Committee

Friday, March 18, 2022

2:00 PM

Municipal Plaza Building

Members Present: Clayton Perry, *Chair*
Jalen McKee-Rodriguez, *Member*
Manny Pelaez, *Member*

Members Absent: Judy Trevino, *Citizen Member*

Approval of Minutes

1. **Approval of minutes from the Audit and Accountability Committee meeting on February 23, 2022.**

Councilmember McKee-Rodriguez moved to Approve the minutes of the February 23, 2022 Audit and Accountability Meeting Minutes. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

Public Comments

CONSENT AGENDA

Pre-Solicitation High Profile Items

2. **Briefing on the release of a solicitation for one contract for the replacement of the Radio Frequency Identification (RFID) system at the San Antonio Public Library for an estimated total value of \$2,100,000.00 for 5 years with 2, 1-year options to renew [David W. McCary, Assistant City Manager; Ramiro Salazar, Library Director]**

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

- 3. Briefing on the release of a solicitation for at least five contracts to provide the Animal Care Services Department with Contracted Veterinarian Services in the estimated total value of \$3,432,275.00 for 3 years with 2, 1-year options to renew.** [David McCary, Assistant City Manager; Shannon Sims, Director, Animal Care Services]

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

- 4. Briefing on the release of a solicitation for one contract to provide the Building and Equipment Services Department and other City departments with a Texas licensed elevator and escalator preventive maintenance contract in the estimated total value of \$3,000,000.00 for 3 years with 2, 1-year options to renew.** [Roderick Sanchez, Assistant City Manager; Jorge A. Perez, Director, Building and Equipment Services]

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

- 5. Briefing on the release of a solicitation for one contract to provide a Business Center at the Henry B. Gonzalez Convention Center in the estimated total value of \$1,050,000.00 for 5 years with 2, 1-year options to renew.** [Alejandra Lopez, Assistant City Manager; Patricia Muzquiz Cantor, Executive Director, Convention & Sports Facilities]

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

Post-Solicitation High Profile Items

- 6. Approval to proceed with scheduling one contract for City Council consideration to provide the Aviation Department with elevator and escalator preventive maintenance, inspection, and repairs services in the estimated total value of \$8,000,000.00 for an initial 3-year term with 2, 1-year options to renew.** [Jeff Coyle, Assistant City Manager; Jesus Saenz, Director, Aviation]

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember

Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

Final Internal Audit Reports

7. Acceptance of the Office of the City Auditor audit report AU21-002 of the Neighborhood and Housing Services Department Emergency Housing Assistance Program [Kevin Barthold, City Auditor]

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

8. Acceptance of the Office of the City Auditor audit report AU21-022 of the San Antonio Police Department Uniform Crime Reporting [Kevin Barthold, City Auditor]

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

9. Follow up audit report AU21-F04 Information Technology Services Department Virtual Server Security Follow-up Audit [Kevin Barthold, City Auditor]

- If a committee member pulls this item off the consent agenda then this item will be briefed in Executive Session pursuant to Texas Government Code Section 551.076, deliberation regarding security devices or security audit

Councilmember McKee-Rodriguez moved to Approve on the Consent Agenda. Councilmember Pelaez seconded the motion. The motion carried by the following vote:

Aye: Perry, McKee-Rodriguez, Pelaez

ITEMS FOR INDIVIDUAL CONSIDERATION

Pre-Solicitation High Profile Briefings

10. Briefing on the release of a solicitation for five contracts to provide the Public Works Department with On-Call Architectural Services in the estimated total value of \$10,000,000.00 for 3 years, with 2, 1-year options to renew. [Roderick J. Sanchez, Assistant City Manager; Razi Hosseini, Director/City Engineer, Public Works]

Chief Financial Officer Ben Gorzel introduced the Item and Razi Hosseini, Public Works Director, provided an overview of the release of a solicitation for five contracts to provide the Public Works Department with On-Call Architectural Services in the estimated total value of \$10 million for a three year contract with two, one year options. Hosseini provided an overview of the proposed scope of work and solicitation requirements, evaluation team, SBEDA Goal Setting overview/requirements and timeline of the solicitation process.

Chair Perry asked for clarification on the lack of pricing requirements on the contract. Hosseini stated that the solicitation was for design services and bids would be taken and then negotiated due to the scope of requested design.

No action was required for Item 10.

11. Briefing on the release of a solicitation for at least four contracts to provide the Animal Care Services Department with Community Spay/Neuter services in the estimated total value of \$5,900,000.00 for 3 years with 2, 1-year options to renew. [David McCary, Assistant City Manager; Shannon Sims, Director, Animal Care Services]

Shannon Sims, Animal Care Services Director, provided an overview of the solicitation seeking at least four contracts to provide the Animal Care Services Department with Community Spay/Neuter services in an estimated value of \$5,900,000 for three years with two, one year options. Sims reviewed the background of the Spay/Neuter Program, solicitation overview and requirements, scope of work, and timeline of the solicitation process.

Chair Perry asked how many sites were anticipated to be established with this funding. Sims stated that there were currently four sites and that ACS was looking to identify private providers to provide services and would bring in as many providers as possible.

Councilmember Pelaez asked for clarification on the vendors to be identified. Sims stated that the vendors would be private veterinary clinics that already conducted these services along with current non-profits that provided these services.

Councilmember McKee-Rodriguez noted that the on-line application process for registering for service appointments was challenging and asked if the increased number of vendors would assist in providing services to residents. Sims stated that the expanded services would assist in providing services to more residents.

No action was required for Item 11.

12. Briefing on the release of a solicitation for one contract to provide the Transportation Department with consulting services in updating the City's Bicycle Network Plan at the estimated total value of \$2,700,000.00 for project duration. [Roderick Sanchez, Assistant City Manager; Tomika Monterville, Director, Transportation]

Tomika Monterville, Transportation Director, provided an overview of the upcoming solicitation for consulting services for the City's Bicycle Network Plan at an estimated cost of \$2.7 million. Monterville provided an overview of the project, solicitation requirements, goals of the Bike Network Plan, and the solicitation project timeline.

Chair Perry stated that he was pleased that the solicitation included requested metrics and a bike plan survey.

No action was required for Item 12.

Executive Session

- Deliberate the following Information Technology Services Department security audit pursuant to Texas Government Code Section 551.076, deliberation regarding security devices or security audits

There was no Executive Session held at the meeting.

Consideration of items for future meetings

Next Meeting Date Tentatively Scheduled for April 27, 2022.

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 2:46 PM

Approved

Clayton Perry, Chairman

Respectfully Submitted

Debbie Racca-Sittre, Interim City Clerk