

City of San Antonio



Minutes

Audit Committee

2023 – 2025 Council Members

Chair: Phyllis Viagran, District 3

John Courage, District 9 | Marc Whyte, Dist. 10

Citizen Representative Dr. Judy Trevino and Philip M. Harris

Tuesday, January 9, 2024

10:00 AM

City Hall

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*
Dr. Judy Trevino, *Citizen Member*
Philip Harris, *Citizen Member*

Members Absent: None

Approval of Minutes

1. Approval of minutes from the December 14, 2023 Audit Committee Meeting

Councilmember Courage moved to Approve the minutes of the December 14, 2023 Audit Committee meeting. Citizen Member Trevino seconded the motion. The motion carried by the following vote:

Aye: Viagran, Courage, Whyte, Trevino, Harris

Public Comments

There were no public comments.

ITEMS FOR INDIVIDUAL CONSIDERATION

Pre-Solicitation High Profile Briefings

2. **Briefing on the release of a solicitation for up to eight contracts to provide the Development Services Department with Vacant Lot Abatement Services contract in the estimated total value of \$3,298,660 for one year with four, one-year options to renew.** [Roderick Sanchez, Assistant City Manager; Michael Shannon, Director, Development Services]

Director of Development Services Mike Shannon, provided an overview of the services to be provided, listed the proposed evaluation panelists, outlined the scoring criteria, outreach methods and provided a timeline for the solicitation.

Chair Viagran noted that the Item was for briefing purposes only. Councilmember Courage commented that the total cost was \$650,000 per year and asked about the average cost per abatement. Shannon stated that the average cost was \$600 as larger lots were more expensive and smaller lots were less costly but cleaning up debris also factored into the equation.

3. **Briefing on the release of a solicitation for up to eight contracts to provide the Development Services Department with Dangerous Premise Abatement Lot Clean and Securing of Structures contract in the estimated total value of \$4,239,150 for one year with four, one-year options to renew.** [Roderick Sanchez, Assistant City Manager; Michael Shannon, Director, Development Services]

Director of Development Services Mike Shannon, provided an overview of the services to be provided, listed the proposed evaluation panelists, outlined the scoring criteria, outreach methods and provided a timeline for the solicitation. Shannon noted this was an additional service not included in the contracts in Item 2.

Chair Viagran noted that the Item was for briefing purposes only but recommended that the department brief the Community Health Committee (CHC) on these services sometime before a contract was awarded.

4. **Briefing on the release of a solicitation for one contract to provide the San Antonio Public Library Department with Print Materials, Cataloging, and Processing Services contract 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; Ramiro Salazar, Director, Library]

Assistant Director of San Antonio Public Library (SAPL) Dale McNeill, provided an overview of the services to be provided, listed the proposed evaluation panelists, outlined the scoring criteria, outreach methods and provided a timeline for the solicitation. McNeill clarified that the Item included cataloging printed items such as books but not digital books or videos.

Chair Viagran noted that the Item was for briefing purposes only. She noted that the Small Business Economic Development Advocacy (SBED Program) was waived because this was a very specific service but recommended ensuring more copies of books were available that were highly popular so people did not have to wait.

Councilmember Courage estimated that \$3.5 million would be spent per year and asked how many items that amount might purchase. McNeill stated that SAPL usually purchased 150,000 books per year and noted that magazines and newspapers were on a different contract. Councilmember Courage mentioned that some books had been removed from school libraries and asked if there was an opportunity for those books to be made available at SAPL. McNeill confirmed the Council's commitment to the right to read.

Post-Solicitation High Profile Briefings

5. **Approval to proceed with scheduling five contracts for City Council consideration to provide the Public Works Department with On-Call National Environmental Policy Act (NEPA) Consulting Services related to federal transportation projects, capital improvement bond projects, and other City projects, located citywide in the estimated total value of \$15,000,000 for three years with two, one-year options to renew.** [Roderick Sanchez, Assistant City Manager; Razi Hosseini, Director, Public Works Department]

Director of Public Works Razi Hosseini, provided an overview of the services to be provided, listed the evaluation panelists, outlined the scoring criteria, outreach methods and provided a timeline for the solicitation. Hosseini reported that 19 proposals were received from the 871 vendors notified, and five contracts were being recommended.

Councilmember Courage commented that the Texas Commission on Environmental Quality (TCEQ) approval process could be long and tedious. Hosseini agreed and noted that the recommended vendors had demonstrated experience working with TCEQ.

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

Aye: Viagran, Courage, Whyte, Trevino, Harris

6. **Approval to proceed with scheduling four contracts for City Council consideration to provide gap funding to four affordable housing development projects with an estimated total value of \$7,024,532 with term based on development schedule.** [Lori Houston, Assistant City Manager; Veronica Garcia, Director, Neighborhood and Housing Services]

Assistant Director of the Neighborhood and Housing Services Department (NHSD) Veronica Gonzalez, provided an overview of the services to be provided, listed the evaluation panelists, outlined the scoring criteria, outreach methods and provided a timeline for the solicitation. Gonzalez reported that seven proposals were received and two contracts for single family affordable housing projects in Council Districts 3 and 5 were recommended and two contracts for multi-family housing projects in Council Districts 9 and 10 were recommended. Gonzalez noted that the recommended projects adhered to the goals of the Strategic Housing Implementation Plan (SHIP). Gonzalez noted that the Planning and Community Development Committee (PCDC) would be briefed on the recommendations before being considered by the City Council.

Chair Viagran asked whether the proposals from Council Districts 3 and 5 were eligible for tax credits. Gonzalez confirmed that those two projects did not have tax credits.

Councilmember Courage noted that non-profits got different points for their status. NHSD Director Veronica Garcia, stated that the points could vary by evaluation panelist.

Councilmember Courage asked whether there were any funding gaps that could prevent any of the projects from moving forward. Gonzalez stated that part of the staff's review included a gap analysis.

Citizen Member Trevino clarified that the funding was based on the amount of the request, not necessarily their score. Gonzalez stated that, after the preliminary underwriting review, staff would ensure the funding was appropriate.

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

Aye: Viagran, Courage, Whyte, Trevino, Harris

Staff Briefing

7. Status update of outstanding management action plans for prior audit recommendations [Kevin W. Barthold, City Auditor]

City Auditor Kevin Barthold, provided a report on the audits that were previously completed and the status of management plans and noted that of the 49 recommendations made, 36 were completed and verified by the Office of the City Auditor, nine were on schedule and four were behind schedule.

Chair Viagran questioned those behind schedule noting that the expected completion dates were at the end of March 2024. She asked that if there were any projects behind schedule due to staffing issues. Barthold replied that one was related to staff turnover but the others were not impacted by staffing or budget. Chair Viagran requested that if there were budgetary needs related to an audit, to let the City Council know before the FY 2025 Goal Setting Session.

Consideration of items for future meetings

Next Scheduled Meeting Date: February 13, 2024

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 10:43 a.m.

Approved

Phyllis Viagran, Chair

Debbie Racca-Sittre, City Clerk