

# City of San Antonio



## Minutes Audit and Accountability Committee

### 2021 – 2023 Council Members

Chair: John Courage, District 9  
Mario Bravo, District 1 | Manny Pelaez, District 8  
Citizen Members Judy Trevino and Philip M. Harris

Wednesday, April 26, 2023

10:00 AM

Council Briefing Room,  
City Hall

The Audit and Accountability Committee convened a regular meeting in City Hall beginning at 10:02 AM. City Clerk Debbie Racca-Sittre took the Roll Call noting a quorum with the following Committee Members present:

**Members Present:** John Courage, *Chair*  
Manny Pelaez, *Member*  
Judy Trevino, *Citizen Member*  
Philip Harris, *Citizen Member*

**Members Absent:** Mario Bravo, *Member*

### Approval of Minutes

#### 1. Approval of minutes from the March 29, 2023 Audit and Accountability Committee Meeting

Councilmember Pelaez moved to Approve the minutes of the March 29, 2023 Audit and Accountability Committee meeting. Citizen Member Trevino seconded the motion. The motion carried by the following vote:

**Aye:** Courage, Pelaez, Trevino, Harris  
**Absent:** Bravo

### Public Comments

There was no public comment.

### CONSENT AGENDA

## **Final Internal Audit Reports**

### **2. Acceptance of Office of the City Auditor Report AU22-F06 Follow-up Audit of Public Works Equipment and Inventory Management. [Kevin W. Barthold, City Auditor]**

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

**Aye:** Courage, Pelaez, Trevino, Harris  
**Absent:** Bravo

### **3. Acceptance of the Office of the City Auditor Report AU23-014 Audit of Finance Procurement Preference Programs and Exemptions [Kevin W. Barthold, City Auditor]**

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

**Aye:** Courage, Pelaez, Trevino, Harris  
**Absent:** Bravo

## **ITEMS FOR INDIVIDUAL CONSIDERATION**

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

#### **4. Approval to proceed with scheduling seven contracts for City Council consideration to provide the Public Works Department with On-Call Civil Engineering Services for Street Rehabilitation in the estimated total value of \$9,100,000 for an initial 1-year term with 1-year option to renew. [Roderick Sanchez, Assistant City Manager; Razi Hosseini, Director, Public Works]**

Razi Hosseini, Director of the Department of Public Works, provided an overview of the solicitation purpose, timeline, and scoring criteria. Hosseini provided a chart indicating the ranking of 31 consulting firms with seven top firms recommended for contracts; one firm disqualified due to a campaign contribution during the blackout period.

Chair Courage asked why the department only recommended seven firms and not more. Hosseini stated that his team reviewed the workload and determined that seven were the amount needed. Elliott noted that the solicitation stated that the City was targeting seven contracts. Chair Courage pointed out that there was very little point spread between the 7<sup>th</sup> and 8<sup>th</sup> ranked firms but supported the staff recommendation.

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

**Aye:** Courage, Pelaez, Trevino, Harris  
**Absent:** Bravo

5. **Approval to proceed with scheduling 5 contracts for City Council consideration to provide program delivery for Tenant-Based Rental Assistance (TBRA) and homeless prevention services funded by HOME Investments Partnerships American Rescue Plan Program (HOME-ARP) in the estimated total value of \$7,542,085 for a 2 year term with 1, 1-year option to renew.** [Lori Houston, Assistant City Manager; Melody Woosley, Director, Department of Human Services]

Patrick Steck, Assistant Director of the Department of Human Services (DHS), provided an overview of the solicitation purpose, timeline, scoring criteria, and contract term, noting that the solicitation was limited to non-profit organizations. Steck displayed a chart of the scoring for each of the two solicitations and recommended a total of five contracts out of the eight proposals received from the four vendors.

Chair Courage requested a list of members of the evaluation panel. Steck stated that Director Melody Woosley and other DHS staff served on the panel and the San Antonio Regional Alliance for the Homeless was also represented. Chair Courage wondered whether the services were normally handled in-house. Steck responded that the funding was new one-time American Rescue Plan Act (ARPA) grant money and the types of services were normally contracted to non-profits.

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

**Aye:** Courage, Pelaez, Trevino, Harris  
**Absent:** Bravo

### **Staff Briefing**

6. **Status update on outstanding management action plans for prior audit recommendations.** [Kevin W. Barthold, City Auditor]

City Auditor Kevin Barthold provided an overview of the audit review process which included management assertion of whether the corrective actions had been completed, were on-schedule or behind schedule. Barthold described the audit verification process and reported that following audit verification, audits were classified at verified w/out exception, verified w/exception or verification pending.

Councilmember Pelaez asked when the last time the towing and impound lot contracts were audited. Barthold reported that both were currently under audit with anticipated completion in the next few months.

Councilmember Pelaez recommended audit of the Landry's Go Rio contracts since their operations had resumed after the pandemic. Barthold mentioned that these were audited in the past and were not on the current plan but could be added to next year's plan.

Councilmember Pelaez asked when Airport food and beverage operations would be audited. Barthold stated that his office audited the leases last year and those audits were on the follow up list coming up soon.

Chair Courage recommended moving the towing and impound lot contracts audit up to consider any contract issues before the next contract solicitation.

No action was required for Item 5.

**Consideration of items for future meetings**

Next Scheduled Meeting Date: May 9, 2023

**ADJOURNMENT**

There being no further discussion, the meeting was adjourned at 10:23 a.m.

**Approved**

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*John Courage, Chair*

*Debbie Racca-Sittre, City Clerk*