

CITY OF SAN ANTONIO  
CONVENTION & VISITORS BUREAU  
CITY COUNCIL AGENDA MEMORANDUM

CONSENT AGENDA  
ITEM NO. 15

**TO:** Mayor and City Council

**FROM:** Janis Schmees, Acting Director Convention & Visitors Bureau  
Michael J. Sawaya, CHA, Convention Facilities Director  
Michael Abington, CFE, Alamodome Director

**SUBJECT:** Authorizing: Execution of an Annual Maintenance Agreement for an Event Coordination and Management System

**DATE:** November 3, 2005

**SUMMARY AND RECOMMENDATIONS:**

An Ordinance authorizing the execution of a Maintenance Agreement with Ungerboeck Systems, Inc. for an event coordination and management system utilized by the Alamodome, Convention and Visitors Bureau and Convention Facilities for Fiscal Year 2005-2006 in the amount of \$39,475.00, and providing for payment.

Staff recommends approval.

**BACKGROUND INFORMATION:**

Ungerboeck was originally selected from among four bidders who responded to a Request for Proposal (RFP) in 1999. In July 1999, City Council approved a professional services agreement with Ungerboeck Systems, Inc. for the purchase of Electronic Booking Management Software (EBMS) for the Convention Facilities and CVB. More recently (March 2004) City Council approved an amendment to this agreement allowing the Alamodome access to EBMS and the ability to share booking and other information with the CVB and Convention Facilities.

Ungerboeck Systems Inc. (USI) has developed a comprehensive and seamlessly integrated Event Business Management System (EBMS). EBMS is an industry based software application with various operating features - in particular, simultaneous access for booking facilities and managing critical data for group meetings. EBMS affords the City a unified event and coordination system containing customer information between the Convention Facilities (Henry B. Gonzalez Convention Center, Lila Cockrell Theater, Municipal Auditorium), Alamodome and Convention & Visitors Bureau (CVB) which includes the following:

Event Sales & Marketing	Personnel Management
Facility Booking	Facility Maintenance
Contract Administration	Accounts Receivable
Event Management & Coordination	Event Accounting & Analysis
Inventory Management	

The Convention Facilities Department, Convention & Visitors Bureau, and Alamodome have each been responsible for the administration and implementation of the software for their respective departments. A maintenance agreement for the software has been negotiated annually by the City for the three respective departments.

**POLICY ANALYSIS:**

This software is essential in linking the three City departments as it relates to various operations and space availability impacting our customers. It provides the City a unified database of customer information, allowing CVB staff as well as management from the three departments to review information, access availability and reports, and better negotiate with meeting and event planners.

**FISCAL IMPACT:**

In Fiscal Year 2005-2006, the City has programmed \$39,475.00 for the continued maintenance of this program.

	<u>Conv. Facilities</u>	<u>CVB</u>	<u>Alamodome</u>	<u>Total</u>
FY 2005-2006	\$17,544.50	\$17,544.50	\$4,386.00	\$39,475.00


This Maintenance Agreement is funded fully through the Community and Visitor Facility Fund and has no impact on the City's General Fund.


**COORDINATION:**

This item has been coordinated through the City Attorney's office, Office of Budget and Management, Alamodome, Convention Facilities, and Convention & Visitors Bureau.

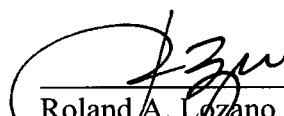
**SUPPLEMENTAL COMMENTS:**

An Ethics Disclosure Forms has been completed and is attached.

  
\_\_\_\_\_  
Janis Schmees  
Acting Director, Convention & Visitors Bureau

  
\_\_\_\_\_  
Michael J. Sawaya, CHA  
Convention Facilities Director

  
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Michael Abington, CFE  
Alamodome Director

  
\_\_\_\_\_  
Roland A. Lozano  
Assistant to the City Manager

  
\_\_\_\_\_  
J. Rolando Bono  
City Manager

**City of San Antonio**  
**Discretionary Contracts Disclosure**

*For use of this form, see Section 2-59 through 2-61 of the City Code (Ethics Code)  
Attach additional sheets if space provided is not sufficient.*

(1) Identify any individual or business entity<sup>1</sup> that is a **party** to the discretionary contract:

Ungerboeck Systems International, Inc.  
87 Hubble Dr.  
O'Fallon, MO 63368-8694

(2) Identify any individual or business entity which is a **partner, parent** or **subsidiary** business entity, of any individual or business entity identified above in Box (1):

☒ No partner, parent or subsidiary; or

List partner, parent or subsidiary of each party to the contract and identify the corresponding party:

(3) Identify any individual or business entity that would be a **subcontractor** on the discretionary contract.

☒ No subcontractor(s); or

List subcontractors:

(4) Identify any **lobbyist** or **public relations firm** employed by any party to the discretionary contract for purposes related to seeking the discretionary contract.

☒ No lobbyist or public relations firm employed; or

List lobbyists or public relations firms:

<sup>1</sup> A *business entity* means a sole proprietorship, partnership, firm, corporation, holding company, joint-stock company, receivership, trust, unincorporated association, or any other entity recognized by law. A sole proprietor should list the name of the individual and the d/b/a, if any.

**(5) Political Contributions**

List all political contributions totaling one hundred dollars (\$100) or more within the past twenty-four (24) months made to any *current* or *former member* of City Council, any *candidate* for City Council, or to any *political action committee* that contributes to City Council elections, by any individual or business entity whose identity must be disclosed under Box (1), (2), (3) or (4) above, or by the officers, owners of any business entity listed in Box (1), (2) or (3):



No contributions made; If contributions made, list below:

By Whom Made:	To Whom Made:	Amount:	Date of Contribution:

**(6) Disclosures in Proposals**

Any individual or business entity seeking a discretionary contract with the city must disclose any known facts which, reasonably understood, raise a question<sup>2</sup> as to whether any city official or employee would violate Section 2-43 of the City Code (Ethics Code), ("conflicts of interest") by participating in official action relating to the discretionary contract.

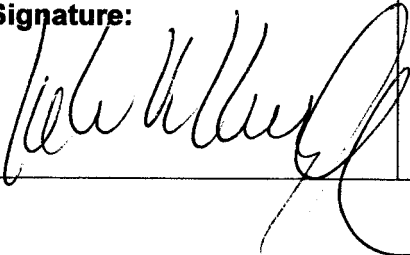


Party not aware of facts which would raise a "conflicts-of-interest" issue under Section 2-43 of the City Code; or

Party aware of the following facts:

This form is required to be supplemented in the event there is any change in the information before the discretionary contract is the subject of council action, and no later than five (5) business days after any change about which information is required to be filed, whichever occurs first.

Signature:



Title: President

Date: 9/27/05

Company or D/B/A:

Ungerboeck Systems, Int., Inc.

<sup>2</sup> For purposes of this rule, facts are "reasonably understood" to "raise a question" about the appropriateness of official action if a disinterested person would conclude that the facts, if true, require recusal or require careful consideration of whether or not recusal is required.