

City of San Antonio



Minutes

Audit Committee

2023 – 2025 Council Members

Chair: Phyllis Viagran, District 3

John Courage, District 9 | Marc Whyte, District 10

Citizen Representative Dr. Judy Trevino and Philip M. Harris

Tuesday, April 8, 2025

10:00 AM

Council Briefing Room

The Audit Committee convened a regular meeting in the City Hall Council Briefing Room beginning at 10:10 a.m. 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 March 28, 2025 Audit Committee Meeting

Councilmember Courage moved to Approve the minutes of the March 28, 2025, Audit Committee meeting. Councilmember Whyte 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 one contract to provide the Public Works Department with construction services for the Hays Street Bridge Connection and Eastside

Area Streets, 2022 Bond projects located in Districts 1 and 2 for an estimated total value of \$12,200,000. [John Peterek, Interim Assistant City Manager, Razi Hosseini, P.E., Director, Public Works]

Director of Public Works, Razi Hosseini, stated that the department was soliciting a Request for Competitive Sealed Proposals (RFCSP) for the construction of the Hays Street Bridge Connections and Eastside Area Streets. He noted that these projects were part of the 2022 Bond Program, located in Council Districts 1 and 2 and would be constructed concurrently. Hosseini provided information on vendor outreach and listed the evaluation panelists and scoring criteria. The schedule for the RFCSP, according to Hosseini, was to release the solicitation on April 11, 2025, with City Council approval and a contract beginning in September 2025.

Chair Viagran recommended that staff, at the pre-submittal conference on April 23, 2025, be ready to respond to questions related to tariffs or any other project related issue. She appreciated the procurement schedule to get the project moving.

Chair Viagran noted that the Item was for briefing only so no action was taken.

Staff Briefing

3. Status update of outstanding management action plans for prior audit recommendations [Buddy Vargas, City Auditor]

City Auditor Buddy Vargas provided an overview of the audit review process stating that audit recommendations and action plans were reviewed after the management response completion date. He noted that action plan reviews could begin the month of the completion date or could be provided time to execute to ensure a representative sample for testing to determine effective implementation. Vargas indicated that departments would be scheduled for a full re-audit depending on the results, for example, the Neighborhood and Housing Services Department's (NHSD) Home Improvement Programs were planned to be re-audited in fiscal year 2026.

Vargas explained the status notations on the report including the management's assertion. He mentioned that prior to the completion date staff obtained management's assertion of the status of the action plan: 54 were complete, three were on schedule, and none were behind schedule. Vargas reported that 48 audits were verified without exception, none were verified with exception, and nine were pending verification.

Councilmember Whyte highlighted the importance of re-auditing the NHSD Home Improvement Program. Vargas confirmed that the Program was planned to be re-audited beginning in October 2025, but it was important to allow the Program to run so that enough new projects would be completed to provide an adequate audit sample. Chair Viagran clarified that there was no waste, fraud, or abuse found in the NHSD audit.

Councilmember Courage asked Vargas to verify that the department had been responsive. Vargas confirmed that procedurally they were meeting their stated plans, but more time was needed to verify operational changes.

Chair Viagran noted that the Item was for briefing only so no action was taken.

Consideration of items for future meetings

Next Scheduled Meeting Date: May 13, 2025

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 10:17 a.m.

Approved

Phyllis Viagran, Chair

*Debbie Racca-Sittre
City Clerk*