

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, August 13, 2024

10:00 AM

City Hall

The Audit Committee convened a regular meeting in the City Hall Council Briefing Room beginning at 10:05 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*
Philip Harris, *Citizen Member*

Members Absent: Dr. Judy Trevino, *Citizen Member*
Marc Whyte, *Member*

Approval of Minutes

1. Approval of minutes from the June 11, 2024 Audit Committee Meeting

Councilmember Courage moved to Approve the minutes of the June 11, 2024 Audit Committee meeting. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Courage, Harris, Viagran

Absent: Whyte, Trevino

Public Comments

There was no Public Comment.

CONSENT AGENDA

Final Internal Audit Reports

2. Acceptance of the Office of the City Auditor Report AU24-034 Audit of ITSD Public Safety

Radio System Contract [Kevin W. Barthold, City Auditor].

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

Aye: Courage, Harris, Viagran
Absent: Whyte, Trevino

3. **Acceptance of the Office of the City Auditor Report AU24-023 Audit of ITSD ECHO Data Center** [Kevin W. Barthold, City Auditor]. If a Committee member pulls this item for discussion, it will be discussed in Executive Session as this report is confidential and is excepted from public disclosure pursuant to the provisions of the Texas Government Code Section 552.139. Exception: Confidentiality of Government Information Related to Security or Infrastructure Issues for Computers, and shall not be distributed publicly.

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

Aye: Courage, Harris, Viagran
Absent: Whyte, Trevino

4. **Acceptance of the Office of the City Auditor Report AU24-011 Audit of Finance Public Utilities Monitoring** [Kevin W. Barthold, City Auditor]

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

Aye: Courage, Harris, Viagran
Absent: Whyte, Trevino

5. **Acceptance of the Office of the City Auditor Report AU24-028 Audit of DSD and Parks and Recreation Tree Mitigation Program** [Kevin W. Barthold, City Auditor]

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

Aye: Courage, Harris, Viagran
Absent: Whyte, Trevino

ITEMS FOR INDIVIDUAL CONSIDERATION

Pre-Solicitation High Profile Briefings

6. **Briefing on the release of a solicitation for one contract to provide the Public Works**

Department with construction services for the West College Link (St. Mary's University to Memorial High School to Zarzamora Creek) in the estimated total value of \$5,200,000. [John Peterek, Interim Assistant City Manager; Razi Hosseini, P.E., Director, Public Works Department]

Razi Hosseini, Director of the Department of Public Works provided an overview of the solicitation for the 2022 GO Bond funded project. Hosseini stated that 546 vendors would be outreached. He listed the evaluation panelists and selection criteria which included 20 points for experience, 10 points for the proposed plan, 10 points for knowledge of local building conditions, 40 points for price, 10 points for SBE (Small Business Enterprise), and 10 points for MWBE (Minority, Woman-owned Business Enterprise) prime, with a 16% M/WBE subcontracting goal and a 2% African American Business Enterprise (AABE) subcontracting goal. Hosseini outlined the timeline for the solicitation which was expected to be released on August 30, 2024.

Chair Viagran wanted to ensure that public relations and community outreach were evaluated within the solicitation due to the nature of the project which had the potential to disrupt traffic and required advanced parking arrangements for their employees and equipment.

Councilmember Courage requested clarification on the scope of the project. Hosseini stated that it was a part of the hike and bike trails and referred the question to Parks & Recreation Director Homer Garcia who confirmed that the project was a roadway connection for the bike trails.

The Item was for briefing only so no action was taken.

Post-Solicitation High Profile Briefings

- 7. Approval to proceed with scheduling five contracts for City Council consideration to provide the Public Works Department with On-Call Construction Engineering and Inspection Services for bond funded, and other City funded projects, in the estimated total value of \$20,000,000 for an initial three-year term with two, one-year options to renew.** [John Peterek, Interim Assistant City Manager; Razi Hosseini, P.E., Director, Public Works Department]

Razi Hosseini, Director of the Department of Public Works provided an overview of the solicitation timeline and scoring criteria for on-call inspection services which was estimated at \$800,000 per project. Hosseini stated that services may include but were not limited to engineering and inspection services for roadways, drainage, sidewalks, parks and facility projects, and all project-related activities. Hosseini recommended the selection of five vendors out of 23 respondents (3 were deemed non-responsive due to failure to meet the SBEDA subcontracting requirements).

Chair Viagran clarified that the work for these vendors was not guaranteed.

Councilmember Courage moved to recommend and forward the Item to the full City Council for consideration. Citizen Member Harris seconded the motion. The motion carried by the following vote:

Aye: Courage, Harris, Viagran
Absent: Whyte, Trevino

Staff Briefing

8. Briefing and possible action on the Office of the City Auditor Proposed FY2025 Annual Audit Plan [Kevin W. Barthold, City Auditor]

City Auditor Kevin Barthold explained that an annual audit plan was required by City Ordinance. The Plan required approval by the Audit Committee and the full City Council. He stated that the development of the Plan was based on input from the City Council, management, and high-level risk assessment.

Barthold listed the 36 performance and Information Technology Services Department (ITSD) audits and two attestation projects. He noted that the Plan also included resources for the SAP Program upgrade, Aviation Terminal Development Program, and follow-up,

Chair Viagran opened the discussion by indicating that the Plan was thorough but requested more scrutiny of ITSD. She suggested that Councilmembers should have an opportunity to provide input on the Audit Plan and suggested more full City Council review of the departments.

Councilmember Courage agreed that sometimes Councilmembers that were not on the Audit Committee might need a briefing by the auditor before they approved the Plan. Barthold stated that he would ensure that all Councilmembers were informed.

Councilmember Courage commented that many organizations utilized park facilities and suggested that they might need to be audited to ensure that they were meeting the requirements of their leases. Barthold noted that daily park rentals were audited a couple of years ago, however, longer-term leases with various sports organizations have not been audited in several years. Barthold added that these leases were considered relatively low risk.

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

City Auditor Kevin Barthold provided the quarterly report that included whether management asserted that their implementation plans were complete, on-schedule, or behind schedule. Barthold described the process as being an auditor verification after receiving management's reported status. He noted that of 59 recommendations, 32 had been completed and verified, according to Barthold.

Barthold highlighted that for the Prosper West Audit, all corrective actions had been completed related to monitoring of contracts. Additionally, Barthold stated that SAPD's property and evidence room sexual assault kits, which were found to be behind during the audit, had been sent for processing as reported by the department.

Chair Viagran asked about the accuracy of maintenance records for the Solid Waste Management Department (SWMD). Barthold stated that the manufacturers of equipment had

specific requirements and the process needed to be streamlined and clarified.

Councilmember Courage noted that the bus driver qualification and transportation contract for PreK 4 SA needed to wrap up quickly since school was starting. Barthold stated that the auditors had verified that all bus drivers were qualified but the department was given more time to ensure that processes and procedures were in place for new drivers.

The Item was for briefing only so no action was taken.

Executive Session

- A. Possible deliberation on the following: Audit of ITSD ECHO Data Center pursuant to Texas Government Code Section 552.139.

Executive Session was not held.

Consideration of items for future meetings

Next Scheduled Meeting Date: September 10, 2024

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 10:30 a.m.

Approved

*Phyllis Viagran
Chair*

*Debbie Racca-Sittre
City Clerk*