

City of San Antonio



Minutes Audit Committee Meeting

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

Friday, March 28, 2025

2:00 PM

Council Briefing Room

The Audit Committee convened a regular meeting in the City Hall Council Briefing Room beginning at 2:00 p.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 February 28, 2025 Audit Committee Meeting

Councilmember Courage moved to Approve the minutes of the February 28, 2025, Audit Committee meeting. Citizen Member Trevino seconded the motion. The motion carried by the following vote:

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

Public Comments

There were no public comments.

CONSENT AGENDA

Final Internal Audit Reports

2. **Acceptance of the Office of the City Auditor Report AU24-031 Audit of SAPD Contingency Plans** [Buddy Vargas, 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 418.176 Confidentiality of Certain Information Relating to Emergency Response Provider and shall not be distributed publicly.

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

Aye: Viagran, Courage, Whyte, Trevino, Harris

ITEMS FOR INDIVIDUAL CONSIDERATION

Pre-Solicitation High Profile Briefings

3. **Briefing on the release of a solicitation for one contract to provide the Public Works Department with construction services for a SAPD S. Flores Substation, a 2022 Bond project located in District 3 for an estimated total value of \$17,040,879.** [John Peterek, Interim Assistant City Manager; Razi Hosseini, Director Public Works]

Razi Hosseini, Director of Public Works, stated that the department was soliciting a Request for Competitive Sealed Proposals (RFCSP) for construction services for a new facility, the S. Flores Street Police Substation, a 2022 Bond Project located in Council District 3 at 8801 S. Flores Street.

Hosseini provided information on vendor outreach, listed the evaluation panelists and evaluation criteria which included 30 points for experience, 20 points for proposed plan, 15 points for past performance and experience with the San Antonio Region, 15 points for price, 10 points for Small Business Enterprise (SBE) Prime, and 10 points for Minority/Woman-owned business (M/WBE) Prime. He noted that there was a Small Business Economic Development Advocacy (SBEDA) Program subcontracting requirement of 14% for M/WBE and 1% for African American Business Enterprises (AABE). He added that the Local Preference and Veteran Owned Small Business Preference Programs were not applicable.

Hosseini noted that since this was a high profile contract, campaign contributions were prohibited beginning on the 10th business day after release of the RFCSP through the 30th calendar day following City Council approval. He mentioned that this was also known as the contribution "blackout" period where proposers were restricted from communicating with City officials regarding the proposal/bid from release until the contract was posted for consideration as an "A" Session agenda Item and City employees from release until the contract was approved at a City Council "A" Session.

Hosseini reported that the solicitation would be released on April 4, 2025 and responses would be due on May 23, 2025 with contracts expected to begin in September 2025 following approval by City Council.

DISCUSSION:

Chair Viagran emphasized that the blackout period for campaign contributions would begin April 14, 2025, and that candidates and Councilmembers were included in the prohibition. She wanted to get the best proposals and ensure that everyone understood the rules as the project was critical to the safety and security of South Side residents. City Auditor, Buddy Vargas, clarified that restrictions began in 10 business days so the blackout period would begin on April 21, 2025.

Councilmember Courage asked about the community member pool for evaluation panelists. Hosseini stated that it depended on the nature of the project.

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

Final Internal Audit Report

4. Acceptance of the Office of the City Auditor Report AU24-033 Audit of SAPD Body Worn Protective Equipment [Buddy Vargas, City Auditor]

Abigail Estevez, Audit Manager, stated that the objective of the audit was to determine if inventory of San Antonio Police Department (SAPD) body worn protective equipment (BWPE) was adequately managed and properly accounted for and her overall conclusion was that SAPD had sufficient controls to manage purchases of BWPE and user access of the Apptricity Inventory System. However, she noted that controls should be developed over inventory management and expired equipment.

Estevez reported that inventory listings were not accurately documented, and inventories were not consistently performed. She stated that the Office of the City Auditor recommended that the Chief of Police develop procedures to promote consistency to include the use of a consistent inventory tracking system across all units, periodic review and updates to inventory listings, and performance of physical inventories. Estevez also found that the manufacturer listed expiration dates were not tracked for all applicable BWPE, and expired equipment was in use. She recommended that the Chief of Police develop procedures to perform a periodic analysis of expired equipment to confirm if it remained safe for use and evaluate equipment for disposal. Estevez reported that SAPD management agreed with the recommendations and had already developed corrective action plans to address issues identified with an anticipated completion of the plan by May 2025.

DISCUSSION:

Chair Viagran asked SAPD about their plan to ensure that equipment was checked prior to expiration. SAPD Deputy Chief Miles Earwood stated that there was an internal standardized inventory process to include manufacturer information and expiration dates and the department would review the inventory twice a year and request a Budget for new equipment, as needed. Chair Viagran recommended a review of equipment to see if there were options that had a longer expiration date.

Councilmember Whyte recommended getting more officers on the street as soon as possible and he was happy the police department was developing controls and efficiencies over its equipment.

Councilmember Courage asked about the significance of the expiration dates and was safety, value or usability impacted. Earwood indicated that it was more related to warranty rather than effectiveness, particularly ballistic equipment. He added that the expired equipment could be used for training. Councilmember Courage asked if the protective or ballistic equipment could be sold. Earwood stated that it was either disposed of or transitioned to training use. Councilmember Courage asked how they were disposed of. Earwood replied that SAPD might send the equipment back to the manufacturer for refurbishment or destroy it.

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

Aye: Viagran, Courage, Whyte, Trevino, Harris

Executive Session

There was no Executive Session.

Consideration of items for future meetings

Next Scheduled Meeting Date: April 8, 2025

ADJOURNMENT

There being no further discussion, the meeting was adjourned at 2:21 p.m.

Approved

Phyllis Viagran, Chair

*Debbie Racca-Sittre
City Clerk*