



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 3

Agenda Date: March 12, 2024

In Control: Audit Committee

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU23-002 Audit of Aviation Fleet Operations.

SUMMARY:

Determine if Aviation fleet operations are functioning effectively and efficiently including maintenance and vehicle replacement.

BACKGROUND INFORMATION:

Background

Aviation's Fleet Division is responsible for overseeing approximately 354 assets owned by the airport system. Assets include road safe trucks, passenger shuttles, heavy duty tractors, trailers, etc. Each asset's use is considered in the scheduling of routine preventative maintenance. Determinants are miles driven, hours idling, and length of time.

Fleet utilizes the FASTERWeb system to document work orders and generate reports over preventative maintenance due/overdue, part assignment, and open/closed work orders. During FY 2023, Fleet completed 729 work orders across 270 assets.

Fleet is supported by the Building and Equipment Services Department for fueling and asset acquisition. Additionally, Fleet is supported by a Management Analyst who monitors the financial aspects and serves as a liaison for vendor relations.

Scope & Methodology

The audit scope was Aviation fleet operations from FY 2022 through 2023 and included preventative maintenance, safety and training, asset/part acquisition and disposal, inventory, management reporting, and physical security controls.

Conclusion

Aviation Fleet is effectively performing vehicle replacement and reporting preventative maintenance. Asset acquisitions and disposals are adequately supported. Preventative maintenance and work order reporting is relayed to upper management. Monthly trainings are attended by appropriate personnel, with applicable Commercial Drivers Licenses (CDL) on file. Additionally, access controls to both the fleet facility and FASTERWeb system are appropriate.

However, controls could be improved over parts purchasing, inventory management, and preventative maintenance schedules. We made recommendations to improve these areas. Management agreed with the recommendations and developed positive corrective action plans.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends acceptance of this audit report.