

**AUDIT & ACCOUNTABILITY COUNCIL COMMITTEE
MEETING MINUTES
OCTOBER 15, 2019 at 10:00 AM
MUNICIPAL PLAZA BUILDING**

Committee Present:	Councilmember John Courage, <i>District 9, Chair</i> Councilmember Roberto C. Treviño, <i>District 1</i> Councilmember Adriana Rocha Garcia, <i>District 4</i> Citizen Member Priscilla Soto Citizen Member Judy Treviño
Committee Absent:	None
Staff Present:	Andy Segovia, <i>City Attorney</i> ; Ray Rodriguez, <i>Assistant City Attorney</i> ; Lee Seidlits, <i>Assistant City Attorney</i> ; Katinka Howell, <i>Assistant City Attorney</i> ; Mark Triesch, <i>Assistant City Attorney</i> ; Bob Nordhaus, <i>Assistant City Attorney</i> ; William McManus, <i>Chief of Police, SAPD</i> ; Karen Falks, <i>Captain, SAPD</i> ; Ben Gorzell, Jr., <i>Chief Financial Officer</i> ; Troy Elliott, <i>Deputy Chief Financial Officer & Director of Finance</i> ; Kevin Barthold, <i>City Auditor</i> ; Tina J. Flores, <i>Interim Deputy City Clerk, Office of the City Clerk</i> ; Russ Handy, <i>Director, Aviation</i> ; Jennifer Herriott, <i>Interim Director, Metro Health</i> ; Bridgett White, <i>Director, Planning</i> ; Debra Ojo, <i>Director, Office of Risk Management</i> ; Christie Chapman, <i>Assistant Director, Transportation and Capital Improvements</i> ; Rudy Niño, <i>Assistant Director, Planning</i> ; Melanie Keeton, <i>Assistant Director, Finance</i> ; Shuchi Nagpal, <i>Interim Assistant Director, Economic Development Department</i> ; Kevin Goodwin, <i>Chief Technology Officer, Deputy Director, ITSD</i> ; Mark Bigler, <i>Audit Manager, City Auditor's Office</i> ; Buddy Vargas, <i>Audit Manager, City Auditor's Office</i> ; Gabriel Treviño, <i>Audit Manager, City Auditor's Office</i> ; Maria Perez, <i>Compliance Auditor, City Auditor's Office</i> ; Denise Trejo, <i>Auditor, City Auditor's Office</i> ; Hedei Arias, <i>Auditor, City Auditor's Office</i> ; Douglas Francis, <i>Auditor, City Auditor's Office</i> ; Javier Castillo, <i>Auditor, City Auditor's Office</i> ; Denice F. Trevino, <i>Office of the City Clerk</i> ; Lauron Fischer, <i>City Manager's Office</i>
Others Present:	Stan Mitchell, <i>Vista Ridge Resolution Coalition</i> ; Alice Canestaro-Garcia, <i>Vista Ridge Resolution Coalition</i>

CALL TO ORDER

Chairman Courage called the meeting to order.

1. Approval of the Minutes from the Audit & Accountability Committee Meeting on September 17, 2019

Councilmember Rocha Garcia moved to approve the Minutes of the September 17, 2019 Audit and Accountability Council Committee Meeting. Citizen Member Treviño seconded the motion. The motion carried unanimously.

PUBLIC COMMENT

Stan Mitchell stated that he had a very productive meeting with Chairman Courage and distributed a handout.

CONSENT AGENDA

Pre-Solicitation High Profile Items

- 2. Financial Consulting Services.** [Carlos Contreras, Assistant City Manager; Russell Handy, Director, Aviation]
- 3. Terminal A Electrical System Expansion at San Antonio International Airport.** [Carlos Contreras, Assistant City Manager; Razi Hosseini, Interim Director, Transportation & Capital Improvements]

Final Internal Audit Reports

- 4. AU19-C03 Audit of ITSD Cisco Products & Services Contract**
- 5. AU19-016 Audit of SAMHD Oral Health Program**

Citizen Member Treviño moved to approve Items 2 through 5. Councilmember Treviño seconded the motion. The motion carried unanimously.

ITEMS FOR INDIVIDUAL CONSIDERATION

Post-Solicitation High Profile Briefings

- 6. Record Management System for the San Antonio Police Department.** [Maria Villagómez, Deputy City Manager; William P. McManus, Chief of Police]

Chief McManus stated that the Request for Proposals (RFP) was for the replacement of the current Records Management System (RMS) with a web-based system which was National Incident Based Reporting System (NIBRS) compliant. He noted that the new web-based RMS would expedite the creation and finalization of reports which would minimize Officer time “in the office” and maximize Officer time “in the field”. He stated that currently, reports take approximately 38 minutes to complete and the primary goal of the RFP was to reduce that time by 50%. He noted that the replacement RMS would promote the internal and external sharing of information with other applications/systems and agencies,

particularly the Bexar County District Attorney's Office and the Bexar County Sheriff's Office.

Captain Karen Falks stated that 91 vendors were notified and seven firms responded to the RFP with one vendor submitting two options. She noted that one proposal was incomplete and deemed non-responsive. She stated that there were no findings as a result of the due diligence review.

Chairman Courage asked if the same evaluation team participated in the initial and final scoring. Captain Falks replied that the same evaluation team participated in the initial and final scoring.

Councilmember Rocha Garcia asked if end-users were on the evaluation team. Chief McManus replied that end-users were included on the evaluation team.

Councilmember Rocha Garcia moved to recommend and forward the selection of the highest ranked respondent to City Council for consideration. Citizen Member Treviño seconded the motion. The motion carried unanimously.

7. SA Tomorrow Sub-Area Planning Services – Phases 3, 4, and 5. [Lori Houston, Assistant City Manager; Rudy Niño, Jr., Assistant Director, Planning Department]

Rudy Niño stated that the Planning Department released a Request for Qualifications (RFQ) to implement Phases 3, 4, and 5 of the SA Tomorrow Planning Program, and create a future Land Use Map for the entire City. He noted that the estimated value of the contract was \$3,772,730 and the proposed term was for four years with two, two-year options. He stated that the Evaluation Committee met on September 26, 2019 and recommended awarding the contract to one responsive vendor. He noted that 65 vendors were notified and two responses were received and one vendor was deemed non-responsive for failing to meet the 16% M/WBE Subcontracting Goal requirement. He stated that there were no findings associated with the due diligence review. He reviewed the Phase 3, 4, and 5 Plan Areas and noted that this item was tentatively scheduled for Council consideration on December 5, 2019.

Councilmember Treviño suggested that staff contact potential vendors regarding barriers to submission of a proposal. Shuchi Nagpal stated that the vendors at the pre-submittal conference would be contacted.

Citizen Member Treviño moved to recommend and forward the selection of the responsive vendor to the City Council for consideration. Councilmember Treviño seconded the motion. The motion carried unanimously.

Audit Plan

8. FY 2020 Annual Audit Plan Status as of October 1, 2019. [Kevin Barthold, City Auditor, Office of the City Auditor]

Kevin Barthold presented the FY 2020 Audit Plan to the Committee. He stated that the Audit Plan was approved by the Committee in August 2019 and by the City Council in September 2019.

Chairman Courage asked for the number of incomplete Audits from FY 2019. Mr. Barthold replied that approximately 15 Audits from FY 2019 were incomplete.

Councilmember Rocha Garcia asked of the number of staff which performed the audits. Mr. Barthold stated that a team of two or three staff performed the audits.

No action was required for Item 8.

Final Internal Audit Reports to be Discussed

9. AU18-016 Audit of Risk Management Liability Claims Management

Mr. Barthold stated that the objective of the Audit was to determine if in-house liability claims were managed in accordance with Internal Policies and State Statutes. He noted that department personnel utilized the Valley Oaks System (VOS) to process claims. He stated that it was determined that Risk Management was managing in-house liability claims in accordance with Internal Policies and State Statutes and adequate reserves had been established. He noted that staff identified the need for a documented process to control access to VOS and recommended same to include granting, changing, delimiting, and monitoring access. He stated that an action plan was developed by management to develop the process.

Executive Session

Chairman Courage recessed the meeting into Executive Session at 10:31 am.

- 10.** Discuss legal issues relating to AU18-016 Audit of Risk Management Liability Claims Management pursuant to Texas Government Code Section 551.071 (consultation with attorney)
- 11.** Deliberate the following Information Technology Services Department Security Audit pursuant to Texas Government Code Section 551.076 (deliberation regarding security devices or security audits):
 - AU18-F06 Follow-up Audit of ITSD Unauthorized Software

Chairman Courage reconvened the meeting at 11:08 am and announced that no action was taken.

Councilmember Treviño moved to accept AU18-016 Audit of Risk Management Liability Claims Management. Citizen Member Treviño seconded the motion. The motion carried unanimously.

Councilmember Rocha Garcia moved to accept AU18-F06 Follow-Up Audit of ITSD Unauthorized Software. Citizen Member Soto seconded the motion. The motion carried unanimously.

Consideration of Items for Future Meetings

There were no items considered for future meetings.

Adjourn

There being no further discussion, Chairman Courage adjourned the meeting at 11:09 am.

ATTEST:

John Courage, Chairman

Tina J. Flores
Interim Deputy City Clerk
Office of the City Clerk