

**AUDIT COUNCIL COMMITTEE MEETING  
MINUTES**

**JUNE 20, 2017 at 11:30 AM  
CITY HALL, MEDIA BRIEFING ROOM**

Committee Present:	Councilmember Rey Saldaña, <i>District 4, Chair</i> Councilmember Shirley Gonzales, <i>District 5</i> Citizen Member Tom Nichta
Committee Absent:	Councilmember Alan E. Warrick II, <i>District 2</i>
Staff Present:	Kevin Barthold, <i>City Auditor</i> ; Andy Segovia, <i>City Attorney</i> ; Carlos Contreras, <i>Assistant City Manager</i> ; Ben Gorzell, Jr., <i>Chief Financial Officer</i> ; Troy Elliott, <i>Deputy Chief Financial Officer &amp; Director of Finance</i> ; Leticia Saenz, <i>Deputy City Clerk</i> ; Thomas Bartlett, <i>Deputy Aviation Director</i> ; Ryan Rocha, <i>Aviation Chief of Operations</i> ; Lori Steward, <i>Director of Human Resources</i> ; Wanda Heard, <i>Assistant Director of Human Resources</i> ; Debra M. Ojo, <i>Director of Risk Management</i> ; David McCary, <i>Director of Solid Waste Management</i> ; Joseph Krupa, <i>Landfill Operations Compliance Waste Manager</i> ; Michael Sindon, <i>Assistant Director of Economic Development</i> ; Norbert Dziuk, <i>Procurement Operations Manager</i> ; John Courage, <i>District 9 Councilmember-Elect</i> ; Mark Bigler, <i>Audit Manager</i> ; Buddy Vargas, <i>Audit Manager</i> ; Tina Flores, <i>Auditor</i> ; Daniel Kuntzelman, <i>Auditor</i> ; Rebecca De La Garza, <i>Executive Management Assistant</i> ; Cecily Hope Pretty, <i>Office of the City Clerk</i>

**CALL TO ORDER**

Chairman Saldaña called the meeting to order.

**1. Approval of the Minutes from the May 30, 2017 Meeting of the Audit Committee**

Citizen Member Nichta moved to approve the Minutes of the May 30, 2017 Audit Council Committee Meeting. Councilwoman Gonzales seconded the motion. The motion carried unanimously by those present.

At this time, Chairman Saldaña noted the presence of Councilmember-Elect John Courage.

**Select High Profile Pre-Solicitation Briefings**

**2. Airport Integrated Control Center Project [TCI]**

Mr. Ryan Rocha provided an overview of the proposed solicitation for the integrated control center project. He noted that the current control center at San Antonio International Airport was more focused on communications. He stated the need to modernize the facility with integrated

technology and collaborative decision-making. He outlined the solicitation requirements and noted that since the contract was not subject to Federal funding; it was eligible for a SBEDA component. He discussed the outreach efforts, evaluation committee, and project timeline. He noted a projected date for full City Council consideration and contract commencement in September 2017.

Chairman Saldaña asked whether this contract included the air traffic control tower. Mr. Rocha responded that tower upgrades were only being done at Stinson Municipal Airport.

Citizen Member Nichta inquired about visits to other airports as models. Mr. Rocha explained that the airport in Toronto was the main example being used. He noted the existence of a Duty Manager position to encourage effective and collaborative decision-making with real-time information.

No action was required for Item 2.

Chairman Saldaña stated that Items 3 and 4 would be addressed collectively.

### **Consideration of Solicitations for Release**

#### **3. Noise and Operations Monitoring System for San Antonio International Airport [Aviation]**

### **Consideration of Completed High Profile Solicitations**

#### **4. Voluntary Dental Insurance & Third Party Administrative Services [HR] Household Hazardous Waste Collection, Characterization, Packaging, Transportation and Disposal [SWMD] On-Call Environmental Abatement Services [TCI]**

Citizen Member Nichta asked for clarification on the noise monitoring system. Mr. Thomas Bartlett explained how the monitoring system functions and what the Department does with the resulting data.

Citizen Member Nichta asked about two of the three submittals for the hazardous waste contract lacking the SBE requirement and therefore being deemed nonresponsive. Mr. Troy Elliott replied that SBE was a mandatory subcontractor requirement to pass the evaluation phase. Mr. David McCary noted that this was the first time they included a SBEDA component in the solicitation. Mr. Ben Gorzell noted that if the evaluation committee was dissatisfied with the available contractors; they could make a recommendation to go back to the bidding process.

Citizen Member Nichta asked why there was such a large awarded point difference between the two contractors selected for environmental abatement services. Ms. Kelcie Young responded that the Department will likely have one contractor as the main choice and the other as a backup. She stated that this was an opportunity for the Department to try working with a new firm but they did not have to continue using their services if the quality of work was unacceptable. Chairman Saldaña asked where Citizens would typically see these services used. Mr. John Cantu stated that they are typically used for public facility renovations.

No action was required for Item 3.

Citizen Member Nichta moved to forward all solicitations from Item 4 to the full City Council for consideration. Councilmember Gonzales seconded the motion. The motion carried unanimously by those present.

### **Final Audit Reports to be discussed**

#### **5. AU17-011 Audit of Office of Risk Management Modified Work Assignment Program**

Mr. Kevin Barthold stated that the objective of the Audit was to determine if the modified work assignment ("light duty") program was being managed effectively and efficiently. He explained the process through which non-uniformed employees with work-related injuries utilized the program. He stated that the program was being managed effectively and efficiently and there were no findings.

Citizen Member Nichta asked if employees with non-work-related injuries fell under this program. Ms. Debra Ojo replied that this program only applied to work-related injuries but employees who are injured outside the workplace can utilize short-term disability benefits. Mr. Nichta asked if the employee's salary remained the same even if they were working in a lower-paying position while using the program. Ms. Ojo stated that the salary remains the same as a deterrent to workers' compensation and that short-term disability benefits could not be collected while using the program. Mr. Nichta asked how the positions are assigned. Ms. Ojo replied that there is a bank of available light duty positions and the employees are assigned based on the restrictions provided by their doctor and their professional skill set. Mr. Nichta asked if an employee would see a reduction in their pay if they had to accept a lower-paying position due to a permanent restriction. Ms. Ojo replied that in this case, it would be considered a demotion and the employee's pay would be adjusted to reflect that position's pay scale.

Citizen Member Nichta moved to approve the audit. Councilmember Gonzales seconded the motion. The motion carried unanimously with those present.

### **FY 2017 Audit Plan Status**

#### **6. FY17 Annual Audit Plan Status as of May 31, 2017**


Mr. Barthold stated that the Audit Plan was on track. He noted that some Audits were ahead and others were behind based on the complexity of the Department and the Audit parameters. Chairman Saldaña of the status of the spay and neuter program at Animal Care Services. Mr. Barthold replied that they were allowing the program more time for implementation before beginning the Audit. Chairman Saldaña asked why the actual hours worked on the risk management Audit were much higher than the hours budgeted. Mr. Barthold replied that the budgeted hours are simply an estimate and the complex components of the Audit led to the necessity for more hours.

No action was required for Item 6.

## ADJOURN

There being no further discussion, Chairman Saldaña adjourned the meeting at 12:08 pm.

## ATTEST:

  
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**Leticia Y. Saenz**  
**Deputy City Clerk**

  
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**Rey Saldaña, Chairman**