



City of San Antonio

Agenda Memorandum

File Number:18-5802

Agenda Item Number: 3.

Agenda Date: 10/16/2018

In Control: Audit and Accountability Committee

AUDIT COMMITTEE SUMMARY

October 16, 2018

Audit of Aviation Department Fleet Operations

Report Issued September 20, 2018

Audit Objective

Determine if the Aviation fleet management center is operating and managed effectively and efficiently and that performance measures are supported and appropriate.

Background

The Aviation fleet management center is responsible for maintaining Aviation vehicles and equipment. This includes the acquisition, maintenance, and disposition of fleet assets. The fleet management center also maintains an inventory of frequently used parts, while remaining parts are ordered as needed through various vendor contracts. Aviation currently performs maintenance for 157 wheeled vehicles and 133 pieces of equipment (weed eaters, paint striper, etc.).

Audit Scope & Methodology

Our audit scope was October 2017 through May 2018 and included preventative maintenance scheduling, inventory management, purchasing processes, training requirements, physical security, and FASTER system user access.

Our methodology included conducting interviews and walkthroughs with key Aviation personnel to gain an understanding of the operations of the fleet management center and to establish criteria for our test work.

Audit Conclusions

The Aviation fleet management center is operating and managed effectively and efficiently to ensure that equipment is available for servicing the airport. We determined that Aviation is performing preventative maintenance in a timely and effective manner. We also determined adequate physical access controls are in place to safeguard the parts warehouse.

However, there are opportunities to strengthen the controls associated with the inventory and tracking of parts in the warehouse. The Aviation Director should implement controls and document procedures to ensure inventory in the parts warehouse is appropriately issued and accurately maintained in the FASTER system. Also, obsolete inventory should be properly disposed and written off.