



City of San Antonio

Agenda Memorandum

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In Control: Audit and Accountability Committee

AUDIT COMMITTEE SUMMARY

September 17, 2019

Audit of Convention & Sports Facilities Department

Alamodome Facility Contracts

Report Issued July 1, 2019

Audit Objective

Determine if the Alamodome contracts for facility services are adequately managed.

Background

The Convention and Sports Facilities Department (CSF) oversees the operation and management of the City-owned Alamodome. CSF has entered into 12 facility contracts to provide preventative maintenance and repair over equipment and systems. The purpose is to ensure the comfort and safety of its occupants, and preserve the Alamodome for continued use.

Contract monitoring staff review contract administration tasks, including procurement, contract execution, insurance, bonds, and development of contract administration plans. Alamodome operational staff monitor the day-to-day activities of the contract including ensuring that work is completed by contractors.

During FY2018, CSF spent \$894,000 on facility services for the Alamodome. Four contracts comprise 94% of the total contract expenditures. These contracts include KONE, Johnson Controls-Metasys, Mulder, and RCO Construction.

Audit Scope and Methodology

The audit scope was October 2015 through March 2019. We reviewed contract administration plans for the inclusion of key contractual requirements. In addition, we reviewed for the timeliness, completeness, and monitoring of preventative maintenance over several key areas of the Alamodome. We also reviewed for the proper authorization, documentation and accuracy of payments related to unscheduled maintenance.

Audit Conclusions

Alamodome contracts for facility services are adequately managed. CSF staff have developed contract administration plans, which include key contractual terms and are used to monitor facility maintenance services. In addition, CSF staff is ensuring all required maintenance concerning fire sprinklers, boiler maintenance, and elevator/escalator maintenance is complete and timely. Additionally, CSF has controls to ensure unscheduled maintenance is authorized prior to commencing and capacity expenses are reasonable.

However, we did identify areas in need of improvement. There was insufficient monitoring, communication and support documentation for one contractor to ensure scheduled maintenance was completed. In addition, invoices submitted by the contractor for unscheduled maintenance did not include the required information in accordance to the contract.

We made recommendations to address the opportunities. Management agreed with the recommendations and developed positive corrective action plans.