

AN ORDINANCE

97120

APPOINTING PATRICIA M. MAJOR AS THE CITY AUDITOR OF THE CITY OF SAN ANTONIO, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SAN ANTONIO, AS REQUESTED BY MAYOR EDWARD D. GARZA, CHAIRMAN OF THE COUNCIL GOVERNANCE COMMITTEE.

* * * * *

WHEREAS, the voters of the City of San Antonio approved a Charter amendment at the Charter Amendment Election held on November 6, 2002 to create the new position of City Auditor of the City of San Antonio; and

WHEREAS, said amendment provided for a department of internal audit under the direction and control of the city auditor, who shall be appointed by the City Council; and

WHEREAS, the City Council Governance Committee which included Mayor Edward D. Garza and Councilmembers Bobby Perez, Enrique Barrera, Carroll Schubert and Bonnie Conner conducted interviews of eleven (11) candidates from a pool of twenty-seven (27) applications received, culminating with the final recommendation of Ms. Patricia M. Major to fill the City Auditor position; and

WHEREAS, the City Council wishes to appoint Ms. Patricia M. Major as the City Auditor as recommended by the City Council Governance Committee; **NOW THEREFORE:**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF SAN ANTONIO:

SECTION 1. Pursuant to the provisions of Paragraph 2 of Article V.A of the City Charter as passed and approved on November 6, 2001 by the voters of the City of San Antonio, Patricia M. Major is hereby appointed as the City Auditor effective February 18, 2003.

SECTION 2. This appointment is made upon the terms and conditions set forth in the letter dated January 27, 2003 to Patricia D. Major, a copy of which is attached hereto and incorporated herein as Exhibit A.

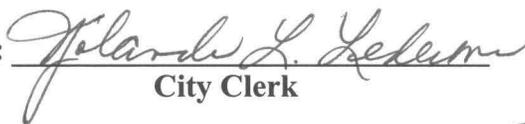
SECTION 3. Pursuant to Paragraph 2 of Article V.A. of the City Charter, the compensation of the City Auditor is hereby fixed at \$110,000 per year, effective February 18, 2003. Said salary shall be paid to the City Auditor in bi-weekly payments, each of which shall be, as nearly as practicable, equal to one twenty-sixth (1/26) of said annual salary.

DBC
1/30/03
Item #3

SECTION 4. This ordinance shall be effective on the tenth day after adoption hereof.

PASSED AND APPROVED this 30th day of January, 2003.


M A Y O R

ATTEST: 
City Clerk

APPROVED AS TO FORM: 
City Attorney

03-04

ALAMODOME
ASSET MANAGEMENT
AVIATION
CITY ATTORNEY
MUNICIPAL COURT
REAL ESTATE (FASSNIDGE)
REAL ESTATE (WOOD)
RISK MANAGEMENT
CITY MANAGER
SPECIAL PROJECTS
CITY PUBLIC SERVICE - GENERAL MANAGER
CITY PUBLIC SERVICE - MAPS AND RECORDS
CODE COMPLIANCE
COMMERCIAL RECORDER
COMMUNITY INITIATIVES
CONVENTION AND VISITORS BUREAU
CONVENTION CENTER EXPANSION OFFICE
CONVENTION FACILITIES
COUNCIL OFFICES
CULTURAL AFFAIRS
CUSTOMER SERVICE/311 SYSTEM
DEVELOPMENT SERVICES
HOUSE NUMBERING
LAND DEVELOPMENT SERVICES
TRAFFIC & DRAINAGE PLAN REVIEW
ECONOMIC DEVELOPMENT
ENVIRONMENTAL SERVICES
SOLID WASTE
EXTERNAL RELATIONS
PUBLIC INFORMATION OFFICE
FINANCE - DIRECTOR
FINANCE - ASSESSOR
FINANCE - CONTROLLER
FINANCE - GRANTS
FINANCE - PUBLIC UTILITIES SUPERVISOR
FINANCE- TREASURY
FIRE DEPARTMENT
HOUSING AND COMMUNITY DEVELOPMENT
HUMAN RESOURCES (PERSONNEL)
INFORMATION SERVICES
INTERNAL REVIEW
INTERNATIONAL AFFAIRS
LIBRARY
MANAGEMENT & BUDGET (OFFICE OF) OMB
MAYOR'S OFFICE
METROPOLITAN HEALTH DISTRICT
MUNICIPAL CODE CORPORATION
MUNICIPAL COURT
NEIGHBORHOOD ACTION
PARKS AND RECREATION
MARKET SQUARE
YOUTH INITIATIVES
PLANNING DEPARTMENT -NEIGHBORHOOD PLNG;
URBAN DESIGN/HISTORIC PRESERVATION
DISABILITY ACCESS OFFICE
POLICE DEPARTMENT
GROUND TRANSPORTATION
PUBLIC WORKS DIRECTOR
CAPITAL PROJECTS
CENTRAL MAPPING
ENGINEERING
PARKING DIVISION
REAL ESTATE DIVISION
TRAFFIC ENGINEERING
PURCHASING AND GENERAL SERVICES
SAN ANTONIO WATER SYSTEMS (SAWS)
VIA

AGENDA ITEM NUMBER:

3

DATE:

JAN 30 2003

MOTION

Moorhouse

Contra

ORDINANCE NUMBER:

97120

RESOLUTION NUMBER:

ZONING CASE NUMBER:

TRAVEL AUTHORIZATION:

NAME	ROLL	AYE	NAY
BOBBY PEREZ District 1		✓	
JOHN H. SANDERS District 2		✓	
ANTONIETTE "TONI" MOORHOUSE District 3		/	
ENRIQUE "KIKE" MARTIN District 4		/	
DAVID A. GARCIA District 5			
ENRIQUE M. BARRERA District 6		/	
JULIAN CASTRO District 7		/	
BONNIE CONNER District 8		/	
CARROLL W. SCHUBERT District 9		/	
DAVID CARPENTER District 10		/	
EDWARD D. GARZA Mayor		/	

*File - City Auditor
Patricia M. Major*

03-04



CITY OF SAN ANTONIO

EDWARD D. GARZA

MAYOR

January 27, 2003

Ms. Patricia Major
1811 Tarton Lane
San Antonio, Texas 78231

Dear Ms. Major.

I would like to hereby extend an offer of employment as City Auditor for the City of San Antonio, subject to City Council approval. The anticipated effective date of this appointment is February 18, 2003.

Your offer includes:

- 1) \$110,000 Annual Salary
- 2) \$ 400.00 per month Car Allowance
- 3) \$ 375.00 Annual Executive Expense Allowance
- 4) Eligibility for 10 days of Personal Leave Buy Back in December, 2003
- 5) Immediate accrual of 10 days of Annual Leave upon acceptance of position
- 6) Basic Health Insurance for you and your family
- 7) Basic life insurance
- 8) Eligibility for optional coverage in health, dental, vision and life insurance plans
- 9) Eligibility for Texas Municipal Retirement System (TMRS)
- 10) Dues for professional association memberships subject to approval of the City Council Governance Committee.

Please note that all the benefits described above are subject to annual budget appropriations by the City of San Antonio. Additionally, the contents of this offer shall not constitute an employment contract and your employment shall be "at will" subject to Article VA of the Charter of the City of San Antonio.

You will be subject to review every six months by the City Council Governance Committee. The review criteria will be established in the Charter of the Office of the Independent Internal Audit.

I am pleased that you have agreed to accept this very important position. Your excellent qualifications and extensive experience will make you a valuable resource as we face San Antonio's future challenges. I look forward to receiving your written acceptance of this offer and especially look forward to working with you in the coming weeks to ensure a smooth transition to your new position.

Sincerely,

Edward D. Garza
Mayor

Chair, Council Governance Committee/Personnel

EXHIBIT

A

TIME CERTAIN
ITEM NO. 3
1:30PM

CITY OF SAN ANTONIO
OFFICE OF THE MAYOR
Interdepartmental Correspondence Sheet

TO: Members of the City Council

FROM: Mayor Edward D. Garza, Chair of Council Governance Committee

COPIES : Terry M. Brechtel, City Manager; J. Rolando Bono, Deputy City Manager; Melissa B. Vossmer, Asst. City Manager; Travis Bishop, Asst. City Manager; Christopher Brady, Asst. City Manager; Jelynn Burley, Asst. City Manager; Roland Lozano, Asst. to City Manager; Frances Gonzalez, Asst. to City Manager; File

SUBJECT: Ordinance confirming appointment of City Auditor

DATE: January 30, 2003

SUMMARY

This ordinance shall confirm the appointment of Ms. Patricia M. Major as the City Auditor of the City of San Antonio, in accordance with the Charter of the City of San Antonio.

BACKGROUND INFORMATION

The appointment of the City Auditor is in accordance to Charter revision approved by the voters of San Antonio on November 6, 2001. Article VA, Administrative Services of the City Charter was amended by adding a new section which creates the position of an independent City Internal Auditor, who shall be appointed by the City Council.

In April, 2002, City Council Governance Committee which includes myself and Council members Bobby Perez, Enrique Barrera, Carroll Schubert and Bonnie Conner initiated the recruitment process for the position of City Auditor. Numerous sources of advertisement were utilized for the recruitment, such as state and national organizations as the Texas Municipal League (TML), International City Managers Association (ICMA), the National Association of Local Government Auditors (N.A.L.G.A.). In addition, the notice was published in the local newspapers. There was a total of twenty-seven (27) applications received. The Council Governance Committee conducted interviews of eleven (11) qualified candidates, culminating with the final recommendation of Ms. Patricia M. Major to fill the City Auditor position.

COORDINATION

This ordinance was coordinated with the Council Governance Committee, City Clerk's Office, and the City Manager's Office.

A handwritten signature in black ink, appearing to read 'EDG', with a long horizontal stroke extending to the right.

Edward D. Garza

Mayor

Chair, Council Governance Committee/Personnel

— — —
2003-04 The Clerk read the following Ordinance:

AN ORDINANCE 97120

APPOINTING PATRICIA M. MAJOR AS THE CITY AUDITOR OF THE CITY OF SAN ANTONIO, IN ACCORDANCE WITH THE CHARTER OF THE CITY OF SAN ANTONIO, AS REQUESTED BY MAYOR EDWARD D. GARZA, CHAIRMAN OF THE COUNCIL GOVERNANCE COMMITTEE.

* * * *

Councilwoman Moorhouse made a motion to approve the proposed Ordinance. Councilwoman Conner seconded the motion.

Mayor Garza stated that this item was on the agenda to confirm the appointment of a City Auditor, a copy of which is on file with the papers of this meeting. He explained the process that was set forth to seek an individual to fill this position. He thanked the Governance Committee for their diligent efforts throughout the entire process, and further thanked Mr. Steve Hennigan for his participation. He described the characteristics that they were looking for, and the many resumes they sifted through. He stated that a total of 27 resumes were received, and noted that the committee held a number of interviews. After a very thorough research, the Governance Committee concluded that they should offer the position to Mrs. Patricia Major.

Mrs. Major stated that she recently retired from City Public Service (CPS) after a long career and had served in several other capacities. She also stated that the position sounded interesting to her, and she felt that her qualifications would fit this position well. She further noted that she was a Certified Public Accountant, and thanked the City Council for their confidence in her.

Mayor Garza thanked Mrs. Major. He stated that after ratification, they would introduce her to the staff over at the Office of Internal Review. He noted that the office would have a person who had the experience and leadership to move them in the right direction. He congratulated Mrs. Major and wished her well.

Councilwoman Conner stated that she was glad Mrs. Major was accepting the position. She then expounded on the process that the Governance Committee went through, and elaborated on how they screened 27 candidates from all areas of the country.

Councilman Schubert concurred with the recommendation of Mrs. Major. He stated they were looking for someone with talent and capabilities to move the department forward. He then stated that it was an exciting job for the first person to step into, because they could mold the department. He stated that people from all over the country had applied, but emphasized that Mrs. Major's experience and understanding of the process of an internal audit office had been detrimental to the Committee's decision. He then congratulated Mrs. Major.

Councilman Barrera explained that the screening process was extensive, but that it was the first time that the committee had to select an Auditor for the City. He also congratulated Mrs. Major and wished her well.

Councilman Castro congratulated Mrs. Major and complimented her for taking on this task. He stated that her role was highly anticipated both by the City Council and the City Staff who all wanted to know how the city government was spending their money, and that she would be the one to play that role.

Councilman Perez thanked Councilman Schubert for his guidance and leadership with the committee. He stated that it was a lengthy process, but noted that they found the best candidate in Pat Major. He stated that he was looking forward to what she will bring to the office, and wished her the best of luck in the challenge that she would be taking on. He then stated that this job was one that would not be without controversy, but he expressed his complete confidence in Mrs. Major, and noted that she would represent the City well.

Mayor Garza indicated that the Governance Committee involved the City Manager in the process, who paid a visit to Mrs. Major.

City Manager Terry Brechtel thanked the members of the Governance Committee for allowing her the opportunity to meet with Mrs. Major. She stated that they would work together in partnership. She noted that Mrs. Major had extensive experience and a great grasp of how to deal with conflict issues. She then took an opportunity to thank Ms. Carrie Bond for her leadership during these past 12 months while she served as Interim Director of the Internal Audit Department.

Mayor Garza also thanked Ms. Bond for filling as an Interim.

After consideration, the motion, carrying with it the passage of the Ordinance, prevailed by the following vote: **AYES:** Perez, Sanders, Moorhouse, Martin, Barrera, Castro, Conner, Schubert, Carpenter, Garza. **NAYS:** None. **ABSENT:** None.