



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 3

Agenda Date: June 11, 2024

In Control: Audit Committee

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptances of the Office of the City Auditor Report AU24-036 Audit of Public Works Advance Transportation District.

SUMMARY:

Determine if funding for the Advanced Transportation District (ATD) is accurately tracked and expenditures are allowable.

BACKGROUND INFORMATION:

Background

The ATD provides the City with the opportunity to implement projects and improve areas such as increased mobility, reduced traffic congestion, and improved neighborhood connectivity. ATD funds are generated at ¼ of a cent from the 8.125% sales tax collected within the City of San Antonio. ATD generates over \$25M per year for transportation related capital improvements. ATD

capital projects include bike lanes, intelligent traffic system, sidewalk & street improvements, accessible pedestrian signals/improvements, and traffic signal communications. The ATD total adopted budget was \$30.8M for FY 2024.

The Public Works Department (PWD) is responsible for monitoring the ATD funds, which are based on the yearly budget. PWD, along with Budget and Finance, meet on a regular basis to review and monitor funds. In addition, projects are documented through PrimeLink, which interfaces with SAP. Expenses must be approved by a project manager and inspector before payment is submitted.

Scope and Methodology

The audit scope included contracted and in-house ATD projects from FY 2022 through 2024. We tested a sample of projects for appropriate approvals and document support. We also reviewed a sample of projects to determine if projects were inspected prior to payment. Finally, we reviewed for appropriate user access to PrimeLink.

Conclusions

The funding for ATD is accurately tracked and expenditures are allowable. Public Works Department has effective controls in place to ensure that expenditures were properly approved for ATD projects and payments made to projects are accurate and supported. Additionally, ATD projects were properly inspected after completion and had appropriate supporting documentation prior to payment. Finally, the Public Works Department has adequate procedures in place to verify appropriate user access for PrimeLink.

We make no recommendations to the Public Works Department.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends acceptance of this audit report.