



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 5

Agenda Date: November 15, 2022

In Control: Audit and Accountability Committee Meeting

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor report AU22-039 Audit of the Public Works Sidewalks Program

SUMMARY:

Determine if the sidewalks program is implemented per existing guidelines and if sidewalk expenses are supported and accounted for properly.

BACKGROUND INFORMATION:

Background

The City's Sidewalks Program is a five-year rolling program developed as part of the Infrastructure Management Program (IMP). It is developed by the Public Works Department and is approved each year by City Council as part of the annual budget process. For fiscal year (FY) 2021, the Sidewalk Program had a budget of \$5 million. Funds are distributed to City Council Districts based

on the percentage of sidewalk gaps and an equity matrix developed from census data.

The goal of the Sidewalks Program is to increase the connectivity of the City's sidewalk network through sidewalk construction where gaps exist. The Sidewalks Program is also focused on compliance with the Americans with Disabilities Act (ADA). The program is managed by the Streets Division (Sidewalks & Special Projects Section).

In FY 2018, Public Works developed Project Selection and Prioritization Criteria. This established a rating system from 1-100 with 100 being the highest priority. Different categories (pedestrian safety, schools, transit access, healthcare facilities, etc.) have a set allotment of points that can be assigned. Based on that final rating, potential sidewalk projects are assigned a priority of 1-5 with 1 being the highest priority.

Sidewalks are also constructed through the Pedestrian Mobility Bond Program. It is part of the overall 2017 – 2022 bond program which includes the construction of over 200 miles of sidewalks over the 5-year period. For FY 2021, the Pedestrian Mobility Bond Program had a budget of \$13 million.

Public Works uses the Project Reporting Integrated Management Enterprise Link (PRIMELink) system to manage capital projects which include the IMP Sidewalks Program and the Pedestrian Mobility Bond Program.

Scope & Methodology

The audit scope was FY 2021 IMP Sidewalk Program and Pedestrian Mobility Bond Program.

We reviewed contracts associated with the IMP and Pedestrian Mobility sidewalk programs to determine if they were entered correctly into PrimeLink and SAP. We judgmentally selected 26 payment requests to determine if they were properly approved, supported, and if the payment had been correctly recorded in SAP. Additionally, we reviewed invoices associated with payment requests to determine if they had been calculated correctly and agreed to the contract schedule of values. We also reviewed the methodology Public Works uses to allocate budgeted funding to City Council Districts for the IMP to determine if it was reasonable.

Conclusion

Public Works has implemented the sidewalks program according to existing guidelines and is properly supporting and accounting for sidewalk expenses. There were no findings and consequently we made no recommendations to Public Works.

ISSUE:

This item is presented for acceptance by the Audit and Accountability Committee.

FISCAL IMPACT:

None

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends acceptance of this audit report.