



CITY OF SAN ANTONIO

P.O. Box 839966
SAN ANTONIO TEXAS 78283-3966

August 8, 2023

Members of the Audit Committee:

Enclosed is the proposed Fiscal Year 2024 Annual Audit Plan for the Office of the City Auditor. The 2024 plan includes 37 performance and IT audits and 1 consulting project. As in years past, the plan includes time allocated for potential City Council and Management requested projects. Also within the plan, time is allotted for follow-up of all audit recommendations and management action plans, audit participation in the upcoming SAP upgrade project, and data analytics to include development of continuous monitoring efforts in high-risk areas.

In developing the plan, my Office sought input from City Council Members, the City Manager, Executive Leadership Team and select Department Directors. We added additional input based on local government audit industry trends. This effort resulted in an extensive list of potential areas for audit within the City. We then prioritized these potential areas based on a high-level risk assessment considering factors such as financial impact, compliance, and prior issues, and developed the enclosed proposed FY2024 Audit Plan.

I believe this plan provides adequate audit coverage across City departments and recognizes concerns of City Council and Management. The plan may be adjusted during the year with concurrence of the Audit Committee.

This proposed plan will be discussed at the August 8 Audit Committee meeting. After discussion and any changes, the proposed plan must be approved by the Audit Committee and then forwarded to the full Council for approval. I anticipate a September 14 Council date.

I welcome discussion on the proposed plan and request approval.

Respectfully,

Kevin W. Barthold, CPA, CIA, CISA, CRMA
City Auditor

Office of the City Auditor
Proposed FY2024 Annual Audit Plan

| | Department | Program or Project | Estimated Hours | Objective |
|----|--|--------------------------------------|------------------------|--|
| 1 | Aviation | Landing Fees | 500 | Determine if landing fees charged to airlines at San Antonio airports are accurate, complete, and in compliance with contracts and regulations. |
| 2 | Aviation | Valet Services Contract | 500 | Determine if the Aviation contract for valet services is adequately managed and associated parties are in compliance with terms. |
| 3 | Aviation | Aviation Construction Projects | 1,500 | Hours allocated for audits of Aviation construction contracts. Specific contracts to be determined. |
| 4 | Building and Equipment Services | Fueling Facilities | 750 | Determine if controls over receiving, storing, and dispensing fuel are adequate at fueling facilities. |
| 5 | Center City Development and Operations | Go Rio San Antonio Contract | 400 | Determine if the Go Rio contract is adequately monitored and key terms are complied with. |
| 6 | Convention and Sports Facilities | Alamodome Concessions Contract | 750 | Determine if concessions and catering contracts at the Alamodome are monitored and parties are in compliance with contract terms. |
| 7 | Convention and Sports Facilities | Visit SA Contract | 500 | Determine if the Visit San Antonio contract is adequately monitored and key terms are complied with. |
| 8 | Economic Development | Construction Recovery Grants Program | 500 | Determine if the construction recovery grants program was administered in compliance with Council direction and adopted policies and procedures. |
| 9 | Economic Development | SAGE Storefront Grant Program | 350 | Determine if parties are in compliance with the economic development agreement between the City and SAGE (San Antonio for Growth on the Eastside). |
| 10 | Finance | P-Card | 500 | Determine if the P-Card program is managed in compliance with policies and procedures. |
| 11 | Finance | Public Utilities | 750 | Determine if required reporting and payments from City owned utilities are received, monitored, and accurate. |

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|----|-----------------|-------------------------|-----------------|---|
| 12 | Finance | Print Shop | 600 | Determine if print shop operations are properly managed to include intradepartment billings and outsourced services. |
| 13 | Finance | Short Term Rentals | 750 | Determine if Finance is adequately monitoring compliance with Hotel Occupancy Tax (HOT) ordinances for short term rentals. |
| 14 | Fire | EMS Billing | 500 | Determine if SAFD is properly managing the EMS billing collections contract. |
| 15 | Fire | SAFD Training Programs | 750 | Determine if Fire Department training programs are in compliance with regulations and policies and training records are properly maintained. |
| 16 | Fire | Personnel Overtime | 800 | Determine if Fire department personnel overtime is managed appropriately, accurately recorded and authorized. |
| 17 | Health | SA Kids BREATHE Program | 500 | Determine if the SA Kids BREATHE program is adequately managed and in compliance with policies and grant requirements. |
| 18 | Health | Air Monitoring Program | 500 | Determine if Public Center for Environmental Health (PCEH) Air Monitoring Programs are effective and adequately managed. |
| 19 | Health/Police | Crisis Response Team | 750 | Determine if SAPD Crisis Response Team operations are in compliance with policies and procedures and are effective in meeting the needs of the community. |
| 20 | Human Resources | Payroll Deductions | 400 | Determine if personnel payroll deductions are authorized, accurate, and reconciled to the appropriate accounts. |
| 21 | Human Resources | Temporary Employees | 500 | Determine if temporary employee contracts are adequately monitored and key terms are complied with. |
| 22 | ITSD | Security Awareness | 60 | Determine if ITSD has implemented the State required Security Awareness Training Program effectively and in compliance with State guidelines. |

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|----|---|------------------------------------|------------------------|--|
| 23 | ITSD | ECHO Data Center Physical Security | 500 | Determine if physical access, environmental, and fire suppression controls are adequate and effective. |
| 24 | ITSD | Artificial Intelligence | 750 | Determine if policies and procedures over AI use have been developed and are sufficient to ensure responsible governance. |
| 25 | ITSD | Configuration Management | 500 | Determine if changes to information technology resources are authorized and systems are configured and operating securely. |
| 26 | ITSD | Ransomware Response Plans | 450 | Determine if incident response plans and procedures for detecting, containing, and recovering from a ransomware attack are sufficient. |
| 27 | Management and Budget | 24/7 Metrics | 400 | Determine if "24/7" metrics reported are accurate and properly supported. |
| 28 | Parks and Recreation/ Development Services | Tree Mitigation Program | 400 | Determine if oversight of the Tree Mitigation Program Fund is adequate to include allocation of funds and monitoring of performance metrics. |
| 29 | Parks and Recreation | Playground Maintenance | 600 | Determine if park playgrounds and exercise equipment are regularly inspected and maintained. |
| 30 | Parks and Recreation | Environmental Fund | 500 | Determine if management of the Parks and Recreation Environmental Fund is appropriate. |
| 31 | Police | Contingency Plans | 600 | Determine if adequate contingency plans are in place for SAPD facilities. |
| 32 | Police | Detention Center | 750 | Determine if operations are effective, efficient and in compliance with existing procedures, contracts/interlocal agreements, and regulations. |
| 33 | Police | Personal Protective Equipment | 750 | Determine if inventory of SAPD Personal Protective Equipment is adequately managed and properly accounted for. |
| 34 | Public Safety | Radio Contract | 750 | Determine if agency agreements for the public safety radio system are adequately monitored to ensure compliance. |

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|----------------------------|-------------------|----------------------------------|------------------------|--|
| 35 | Public Works | Communication and Outreach | 750 | Determine if residents and business communications regarding PW projects are adequate and timely and citizen feedback is addressed. |
| 36 | Public Works | Advanced Transportation District | 400 | Determine if funding for the ATD is accurately tracked and expenditures are allowable. |
| 37 | Risk Management | Workers Comp | 400 | Determine if the Workers Comp TPA contract is adequately managed and system data is accurate and reliable. |
| 38 | Citywide | Follow-up work | 1,000 | Hours allocated for follow-up activity for all Audit recommendations and management action plans. |
| 39 | Citywide | Data Analytics | 1,200 | Hours allocated for the development and implementation of continuous monitoring programs for critical areas. |
| 40 | Citywide | SAP Project | 500 | Hours allocated for audit participation in the SAP upgrade project. |
| 41 | Citywide | Special Projects | 1,000 | Hours allocated for special project requests from Council and management. |
| Consulting Projects | | | | |
| 42 | Police | Asset Seizure Fund | 450 | Provide the required affirmation to the Office of the Attorney General on SAPD's FY 2023 Chapter 59 Report for asset seizures and forfeitures. |