



# City of San Antonio

## Agenda Memorandum

**File Number:**  
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**Agenda Item Number:** 5

**Agenda Date:** March 12, 2024

**In Control:** Audit Committee

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**DEPARTMENT:** Office of the City Auditor

**DEPARTMENT HEAD:** Kevin Barthold

**COUNCIL DISTRICTS IMPACTED:** Citywide

**SUBJECT:**

Acceptance of the Office of the City Auditor Report AU23-031 Audit of SAPD Community Crime Prevention Contracts.

**SUMMARY:**

Determine if key Community Crime Prevention Program contract provisions are being monitored.

**BACKGROUND INFORMATION:**

Background

The mission of the San Antonio Police Department (SAPD) is to improve the quality of life by creating a safe environment in partnership with the people they serve. In March 2021, the Community Crime Prevention Program was established to support evidence-based violence reduction programming and wraparound services in the areas of domestic violence, anti-drug/group violence prevention, and neighborhood security.

The Community Crime Prevention Program is currently funded by \$250,000 of asset forfeiture funds included in the City's annual budget. In its second year, the program has one-year contracts with three different non-profit organizations: FREED Texas, WestCare Texas, and San Antonio Rising Stars. Each organization is to create projects or activities that support the development and implementation of programs supporting community involvement in law enforcement activities and local crime prevention awareness campaigns.

The contracts with each of these three organizations are monitored and managed by the Contract Administration Office of SAPD. The goal of this office is to accomplish all contracting and contract procurement initiatives in accordance with applicable federal, state, and local laws.

### Scope and Methodology

The audit scope included the key Community Crime Prevention Program contract provisions from FY 2022 through June 2023. We reviewed Contract Administration Plans (CAPs) to determine if a CAP was accurately created and was properly utilized to monitor each contract. Additionally, we reviewed a list of projects and activities performed by the contractors to verify the City funding was used appropriately. We also reviewed SAPD's process for tracking fund disbursements that ensure contractual amounts are not exceeded. Finally, we reviewed certificates of insurance to determine compliance to contract requirements.

### Conclusions

SAPD is monitoring key Community Crime Prevention Program contract provisions. SAPD has effective controls that ensure a CAP is used to monitor key contractual terms. In addition, SAPD has sufficient controls for approving invoices submitted by contractors to ensure projects and activities performed by the contractor meet the scope of services and are properly documented. Lastly, SAPD has adequate procedures to monitor the disbursement of funds.

However, the audit team identified areas in which controls could be improved in regard to the lack of documenting monitoring efforts, assigning performance measure goals to projects and activities, and verifying insurance type and coverage.

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

### **ISSUE:**

This item is presented for acceptance by the Audit Committee.

### **FISCAL IMPACT:**

NA

**ALTERNATIVES:**

NA

**RECOMMENDATION:**

Staff recommends acceptance of the report.