



City of San Antonio

Agenda Memorandum

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Agenda Item Number: 4

Agenda Date: September 12, 2023

In Control: Audit Committee

DEPARTMENT: Office of the City Auditor

DEPARTMENT HEAD: Kevin Barthold

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Acceptance of the Office of the City Auditor Report AU22-023 Audit of Innovation Department - Operations.

SUMMARY:

Determine if the Innovation operations/contracts are managed effectively to include the substantiation of performance results and the use of relevant methodologies and frameworks.

BACKGROUND INFORMATION:

Background

The mission of the Office of Innovation is to put the City at the forefront of innovation by challenging the status quo, finding creative solutions, and continuously improving City services. The primary functions of the Office of Innovation are to improve City operations, manage special projects, and lead major initiatives. There are four teams within the Office of Innovation,

Performance Excellence, Smart Cities, Research & Development and Digital Inclusion.

These teams execute their goals primarily by establishing projects, which consist of high-profile consulting engagements, and programs, which consist of recurring operational undertakings. Partnerships and relationships are established with various City departments and outside agencies. These partnerships are formalized via interlocal agreements, contracts, and/or project charters which outline responsibilities and deliverables.

Audit Scope and Methodology

The audit scope included department projects/programs, project processes and methodologies, performance measures, and revenues and expenses for FY 2021 through FY 2022. We reviewed team projects to confirm charters or agreements were developed, deliverables were received from external partners, and results were communicated to internal partners. We also reviewed revenue payments and expenses to verify revenue payments were in accordance with their agreement and expenses were allowable. Finally, we reviewed performance measures for adequate documentation support and accuracy.

Audit Conclusions

Overall, Innovation operations/contracts are managed effectively to include the substantiation of performance results and the use of relevant methodologies and frameworks. The Office of Innovation has procedures that ensure charters or agreements are developed for projects, external partners have submitted appropriate deliverables, and internal partners have received communications. In addition, the Office of Innovation has controls that ensure expenses are appropriate and external partners with revenue-generating contracts submit accurate payments. Lastly, the Office of Innovation has procedures that ensure the performance measures reported in the annual budget reports are accurate and adequately supported.

As we had no findings, we made no recommendations.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends acceptance of this report.

