



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 5

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 AU22-003 Audit of Aviation Parking Operations.

SUMMARY:

Determine if Aviation parking operations are managed in accordance with ordinances and policies, and parking operation collections and revenue recognition are adequate.

BACKGROUND INFORMATION:

Background

The San Antonio International Airport is owned by the City of San Antonio and is operated by the Aviation Department. Airport visitors have the option of both short-term and long-term parking options ranging from \$8-27 a day with approximately 9,000 parking spaces available at either parking garages or surface lots. In addition to paid parking, users can also park in one of the parking

garages/lots by using a parking card or validation ticket.

The Aviation Department recorded 1,049,191 parking transactions totaling \$28.4 million in parking revenue for fiscal year 2022. Additionally, 108,786 parking validation tickets were used totaling \$8.9 million for FY 2022.

The Parking Division within the Aviation Department manages parking operations at the airport while Aviation Fiscal manages the financial aspect of parking operations. Additionally, ITSD assists the Parking Division in granting/monitoring access to parking systems and is responsible for performing backups of servers for parking systems.

Scope & Methodology

The audit scope included Aviation Parking management and operations, financial management of parking revenue, system application controls, and physical access controls for FY 2022.

Conclusions

Parking operations are managed in accordance with ordinances and policies. Additionally, Aviation is recording revenue correctly in SAP and adequate controls are in place over validation tickets. Lastly, parking systems are appropriately updated, users have appropriate access, and correct parking rates are programmed into the systems.

ISSUE:

This item is presented for acceptance by the Audit Committee.

FISCAL IMPACT:

NA

ALTERNATIVES:

NA

RECOMMENDATION:

Staff recommends acceptance of this audit report.