



City of San Antonio

Agenda Memorandum

File Number:
{{item.tracking_number}}

Agenda Item Number: 2

Agenda Date: May 9, 2023

In Control: Audit and Accountability 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-F01 Audit of Aviation Facilities Maintenance Follow-up.

SUMMARY:

Determine if prior audit recommendations made for Aviation Facilities Maintenance are successfully implemented and working as intended.

BACKGROUND INFORMATION:

Background

On May 27, 2021, the Office of the City Auditor completed an audit of the Aviation Facilities Maintenance. The objective of the audit was to determine if Aviation facilities maintenance is operating effectively, and managed efficiently including work orders, inventory, and purchases.

Overall, Aviation facilities maintenance operations required improvements. Aviation lacked comprehensive policies and procedures for facilities maintenance activities to include parts inventory management. Additionally, NetFacilities had not been fully implemented across divisions. As a result, we could not determine if preventative maintenance was being completed. There was a lack of controls to ensure the accuracy of inventory in the system and the review for obsolete inventory. Also, there were insufficient procedures to ensure documentation of quotes were retained and a lack of review to ensure staff licenses were current. Finally, there was a lack of controls to ensure appropriate user access of the NetFacilities system.

Scope and Methodology

The audit scope was limited to the recommendations and corrective action plans made in the original report for the time frame from October 2021 through September 2022.

Conclusions

We determined that Aviation has successfully implemented three of the five prior audit recommendations. Aviation has established policies and procedures over the inventory process and has implemented periodic inventory counts, including obsolete and excess inventory items. Aviation implemented controls that ensure documentation of quotes are retained and accurate. In addition, they have also established procedures that ensure employees have the required licenses.

Aviation has partially implemented one of the audit recommendations. Aviation has developed policies and procedures over documentation of maintenance and has fully transitioned to the NetFacilities system. However, there is lack of documentation to ensure completed maintenance. Finally, user access reviews to NetFacilities have not been implemented.

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 and Accountability Committee.

FISCAL IMPACT:

N/A

ALTERNATIVES:

None

RECOMMENDATION:

Staff recommends acceptance of this audit report.

