



# CITY OF SAN ANTONIO

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

September 20, 2016

Members of the Audit Committee:

Enclosed is the proposed Fiscal Year 2017 Audit Plan of the Office of the City Auditor. The plan includes 26 performance and IT audits, 5 contract compliance audits, 8 follow-up audits, and 1 attestation project. As in years past, the plan includes time allocated for potential City Council and Management requested projects.

In developing the plan, my Office sought input from the Mayor, 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 FY2017 Audit Plan.

I believe this plan provides adequate audit coverage across City departments and recognizes concerns of City Council and Management.

This proposed plan will be discussed at the September 20 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 29 Council date.

I welcome discussion on the proposed plan and request approval.

Respectfully,

A handwritten signature in black ink, appearing to read "Kevin W. Barthold".

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

# FY2017 Audit Plan

## Office of the City Auditor

Project #	Department	Program/Process	Audit Objective	Hours
AU17-001	ACS	Spay/Neuter Surgery Clinic @Brooks City Base	Determine if oversight of operations at the facility and accounting of allocated funds are effective and that the related contract is monitored to ensure compliance with key terms.	700
AU17-002	Aviation/TCI	Rental Car Facility (ConRac) Construction	Determine if oversight of the project is adequate to include monitoring of contractors and funding.	600
AU17-003	City Attorney	Outside Legal Counsel	Determine if outside legal expenditures are properly authorized and properly supported.	800
AU17-004	City Clerk	Passport Office	Determine if the program is effectively managed in accordance with Federal regulations and City policies, and performance metrics are appropriate and accurate.	700
AU17-005	City Clerk	Record Retention and Archives	Determine if the City's record retention and archives processes are adequate and in accordance with regulations and internal policies (to include physical security).	700
AU17-006	Office of the City Manager	Office of the City Manager Expenses	Determine if expenditures are appropriate and in compliance with City directives.	500
AU17-007	Finance	Donations & Miscellaneous Gifts - Citywide	Determine if monitoring and accounting for donated funds is appropriate and in accordance with City policy.	500
AU17-008	Finance	Purchasing	Determine if the Catalog Management System is effective in support of the City's procurement process and functioning in accordance with City Council and City Administrative policies.	750
AU17-009	Government and Public Affairs	311 Application and Call Center	Determine if staffing is adequate and appropriately scheduled, workflow is effectively designed and functioning, and IT system controls are effective.	1,000
AU17-010	Health Services	Food Inspections	Determine if the Food Inspection Program is efficient and effectively managed inclusive of restaurants, food trucks, and temporary establishments. Determine if metrics that were set for inspecting high, medium, and low risk food establishments are reported accurately.	800
AU17-011	Human Resources	Light Duty Program	Determine if management of the civilian Light Duty Program is efficient and effective.	500
AU17-012	ITSD	Unauthorized Software	Determine if software on the network is inventoried, tracked, and managed such that only authorized software is installed and executed.	500
AU17-013	ITSD	IT Help Desk	Determine if the Help Desk is properly, effectively, and promptly responding to service requests.	600
AU17-014	ITSD	Virtual Server Security	Determine if controls are in place to adequately secure the virtual server environment supporting the City.	750
AU17-015	ITSD	Windows Server Vulnerability Management	Determine if controls are in place to effectively identify, isolate, and remediate vulnerabilities found in the City's server environment.	750
AU17-016	Office of Sustainability	Energy Retrofit Project	Determine if oversight of the Project is adequate to include allocation of funds and monitoring of performance metrics.	500
AU17-017	Parks & Recreation	Tree Canopy Preservation & Mitigation Fund	Determine if oversight of the Fund is adequate to include allocation of funds and monitoring of performance metrics.	500
AU17-018	Pre K 4 SA	Competitive Grants	Determine if awarded City grants are monitored to ensure appropriate use of grant dollars. (Summer 2017 timeframe)	400

# FY2017 Audit Plan

## Office of the City Auditor

Project #	Department	Program/Process	Audit Objective	Hours
AU17-019	Risk Management	Risk Management - Safety Program	Determine if the safety program is effectively managed to ensure that the City's exposure to loss resulting from occupational injuries/illnesses, vehicle accidents, and third-party liability claims and property loss is mitigated or contained.	800
AU17-020	SA Municipal Court/SAPD	Detention Center	Determine if operations are effective and efficient and in compliance with existing procedures, contracts/interlocal agreements, and regulations.	1,000
AU17-021	SAFD	Safety Inspection Program	Determine if state mandated fire and safety inspections are performed effectively and efficiently.	750
AU17-022	SAPD	Park Police Operations	Determine if operations are managed effectively and efficiently to meet core mission objectives including deployment plans, equipment tracking, and compliance with training requirements.	1,000
AU17-023	SAPD	Child Safety Restricted Fund	Determine if the Fund is sufficiently monitored and expenditures are compliant with funding terms.	600
AU17-024	SAPD / ITSD	Surveillance Cameras	Determine if the surveillance camera system is monitored, maintained, and appropriately secured.	800
AU17-025	Solid Waste Management	SWMD Truck Service Centers	Determine if the Heavy Duty Equipment Service Centers are operating and managed effectively and efficiently and that performance measures are supported and appropriate.	750
AU17-026	Solid Waste Management	SWMD Variable Rate Pricing	Determine if the SWMD variable rate pricing structure is operating effectively and revenues are accurately reported.	400

Performance Audit sub-total 17,650

### Follow-up Audits

AU17-F01	Aviation	Concessions Contracts	Determine if the recommendations made in the prior audit of the Aviation Concessions Contracts have been effectively implemented.	400
AU17-F02	Aviation	Parking Revenues	Determine if the recommendations made in the prior audit of the Aviation Parking Revenues have been effectively implemented.	400
AU17-F03	HR	Hiring Practices	Determine if the recommendations made in the prior audit of the HR COSA Hiring Practices have been effectively implemented.	400
AU17-F04	ITSD	Network Security	Determine if the recommendations made in the prior audit of the ITSD Network Security Access Controls have been effectively implemented.	400
AU17-F05	SAFD	Hazardous Material Inspections	Determine if the recommendations made in the prior audit of the SAFD Hazardous Material Inspections have been effectively implemented.	600
AU17-F06	HR	Third Party Benefit Monitoring	Determine if the recommendations made in the prior audit of the HR Third Party Benefit Vendor Monitoring have been effectively implemented.	400
AU17-F07	CCDO	Parking Enforcement	Determine if the recommendations made in the prior audit of the CCDO Parking Enforcement have been effectively implemented.	800
AU17-F08	Health	Immunization Clinic	Determine if the recommendations made in the prior audit of the Health Department Immunization Clinic have been effectively implemented.	600

Follow-up Audit sub-total 4,000

# FY2017 Audit Plan

## Office of the City Auditor

Project #	Department	Program/Process	Audit Objective	Hours
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### Contract Reviews

AU17-C01	Building and Equipments Services	Maintenance and Custodial Contracts	Determine if contract administration is effective to ensure compliance with key terms of contracts for maintenance and custodial services for City facilities.	800
AU17-C02	Finance	Sales Tax Recovery Contract	Determine if contract administration is effective to ensure compliance with key terms to include the commission structure.	500
AU17-C03	Human Services	Haven for Hope	Determine if contract administration is effective to ensure compliance with key terms of the contract and accuracy of performance measures.	750
AU17-C04	Human Services	After School Challenge Program	Determine if contract administration is effective to ensure compliance with key terms of the contract and accuracy of performance measures.	800
AU17-C05	SAPD	United Road Vehicle Growdon Storage Facility	Determine if contract administration is effective to monitor compliance with key terms.	600

Contract Review sub-total 3,450

### Attestations

AU17-A01	SAPD	Confiscated Property Fund	Determine if monitoring and accounting for the Fund is appropriate.	400
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Attestation sub-total 400

Special Projects	Allocated hours reserved for Continuous Monitoring and Management or Council requests.			1,000
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Special Projects sub-total 1,000

**Total Audit Plan Allocated Hours 26,500**