



Report 2018/19-06

February 5, 2019

Honorable Members of the Budget and Audit Committee:

Activity highlights for October through December 2018:

- With the passing of Measure K in November, the Office of the City Auditor has been working through the administrative steps required to transition into a Charter Office. This includes modifying employee job specifications, consolidating budgets, and suggesting updated language for the Auditor's City Code.
- The Office of the City Auditor worked with Public Works staff to redesign the City Auditor's Office layout and better accommodate the absorption of the Independent Budget Analyst (IBA) staff.
- The Office of the City Auditor issued the Whistleblower Hotline Activity Report for the April 2018 to September 2018 period.
- The Office of the City Auditor issued the Semi-Annual Recommendation Follow-up Report for the January 2018 to June 2018 period.
- The Office of the City Auditor issued the Quarterly Activity Report for the July 2018 to September 2018 period.
- The Office of the City Auditor entered into a partnership agreement with Missionmark, Inc. to evaluate the potential for developing audit software that will streamline audit processes.
- The Office of the City Auditor developed policies for the Independent Budget Analyst (IBA) Division and incorporated them into existing department policies.
- The Office of the City Auditor website has been redesigned to highlight projects completed by the IBA Division and to make them available to the public.
- The Office of the City Auditor requested proposals through a competitive bidding process and selected a consultant to conduct the *Citywide Innovation and Efficiency Assessment*.
- Two employees, Nooria Kakar and Sean Arnold, accepted positions with other City Departments. The Office of the City Auditor hired two new entry-level employees: Joyce Chih

is a recent college graduate and Chevelle Jackson transferred from the City's Accounting Division.

- The Office of the City Auditor investigated a number of whistleblower allegations.

Status of the City Auditor's FY 2018/19 Audit Plan as of December 2018

| | Preliminary Survey | Risk Assessment | Audit Fieldwork | Report Writing | Audit Issuance Date |
|---|--------------------|-----------------|-----------------|----------------|---------------------|
| Assignments In Progress | | | | | |
| An Audit of On-Street Parking | Completed | Completed | Completed | In Progress | Feb 2019 |
| An Audit of the City's Retirees Benefits | Completed | Completed | In Progress | | |
| An Audit of City-Owned and Leased Property | Completed | Completed | In Progress | | |
| An Audit of the Police Department Emergency Call Center | Completed | Completed | On Hold | | |
| An Audit of the Utilities Department Fleet Management | Completed | Completed | In Progress | | |
| Assignments Not Yet Started | | | | | |
| An Audit of the Fire Department Emergency Medical Services (EMS) | Not Started | | | | |
| An Audit of Recycling and Solid Waste | Not Started | | | | |
| An Audit of the Animal Care Services Division | Not Started | | | | |
| An Audit of the Community Development Department, Code Enforcement Division | Not Started | | | | |

On behalf of the Auditor's Office, I would like to express my appreciation to the City staff for their cooperation and assistance during our reviews.

Respectfully submitted,

Jorge Oseguera