

City Auditor



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Description

The Office of the City Auditor is an independent office that reports, and is accountable to, the Audit Committee and City Council. The City Auditor conducts performance audits of City departments, offices, and agencies in accordance with government auditing standards.

The audits may assess internal controls over financial reporting and evaluate how well the City complies with applicable laws, rules, and regulations; achieves stated goals and objectives; reports financial and performance information (reliability); efficiently and effectively uses resources; and safeguards and protects assets.

The Office of the City Auditor also administers the City's Fraud Hotline program and performs investigations for all material complaints received related to fraud, waste, and abuse.

The vision is:

Building public trust in government through GREATness in our work: GROWTH by owning our own personal and professional development; RESPECT by representing the office with integrity and treating all colleagues with consideration; EFFECTIVENESS by providing timely, objective, and accurate reviews of City programs and achieving solutions wherever problems are found; ACCOUNTABILITY by adhering to government auditing standards and committing to every project; TRUST by working on behalf of the San Diego community and conducting ourselves with high ethics, independence, and objectivity.

The mission is:

To advance open and accountable government through accurate, independent, and objective audits and investigations that seek to improve the economy, efficiency, and effectiveness of City government.

Goals and Objectives

Goal 1: *Increase the economy, efficiency, and effectiveness of City government through audits and their recommendations. To fulfill its mission, the Office reports its independent and impartial reviews, conclusions, and recommendations based on performance audits and attestation engagements conducted. Some audit reports recommend ways to reduce costs or increase revenues. Other audit reports identify opportunities to increase effectiveness, use resources more efficiently, and improve internal controls. An annual audit workplan is prepared and presented to the Audit Committee each fiscal year. The audit workplan targets business processes and programs identified in the annual citywide risk assessment model.*

- The Office will move towards accomplishing this goal by focusing on the following objectives: Improve performance of government programs and operations
- Utilize audits to identify opportunities for improved efficiency and the effective use of City resources
- Regularly report the status and encourage implementation of open recommendations

Goal 2: *Provide independent, reliable, accurate, and timely information to the Mayor, Audit Committee, City Council, and other stakeholders. The City Auditor intends to provide results of all non-confidential audits to its stakeholders. To this end, the Office intends to provide regular updates to the Audit Committee, as well as copies of all issued audit reports to the Mayor and appropriate City management, members of the City Council and their staff, Audit Committee members, and the residents of San Diego via the City Auditor website.*

- The Office will move towards accomplishing this goal by focusing on the following objective: Provide audit results, including findings and recommendations, to relevant stakeholders

Goal 3: *Provide independent, confidential, and reliable investigations of all material allegations of fraud, waste, or abuse that are reported via the City's Fraud Hotline. The Office of the City Auditor will investigate all material complaints received related to fraud, waste, and abuse. The City Auditor will provide a means for City of San Diego employees, vendors, and residents to confidentially report any activity or conduct in which they suspect any instances of fraud, waste, abuse, or violations of laws and regulations that should be investigated.*

- The Office will move towards accomplishing this goal by focusing on the following objective: Provide investigation results, including recommendations for necessary actions to be taken, for all allegations of fraud, waste, abuse, or violations of law and regulations that are found to be substantiated

Key Performance Indicators

Performance Indicator	FY2019 Target	FY2019 Actual	FY2020 Target	FY2020 Actual	FY2021 Target
Percentage of audit recommendations management agrees to implement	100%	100%	95%	96%	95%
Percentage of audit workplan completed during the fiscal year ¹	90%	92%	90%	83%	90%
Percentage of hotline investigation recommendations management agrees to implement	100%	100%	90%	90%	90%

1. OCA anticipated completing 90% of its workplan for FY2020, however due to auditor vacancies, complex issues discovered during the audit, the COVID-19 pandemic, and staff volunteering at the convention center helping

Key Performance Indicators

Performance Indicator	FY2019 Target	FY2019 Actual	FY2020 Target	FY2020 Actual	FY2021 Target
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the homeless during the pandemic, OCA was only able to complete 83% of its workplan. At the end of Fiscal Year 2020, four audits had not started.



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Department Summary

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
FTE Positions (Budgeted)	22.00	22.00	22.00	0.00
Personnel Expenditures	\$ 3,064,302	\$ 3,384,756	\$ 3,313,272	\$ (71,484)
Non-Personnel Expenditures	534,656	631,661	660,217	28,556
Total Department Expenditures	\$ 3,598,959	\$ 4,016,417	\$ 3,973,489	\$ (42,928)
Total Department Revenue	\$ 603	\$ -	\$ -	\$ -

General Fund

Department Expenditures

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
City Auditor	\$ 3,598,959	\$ 4,016,417	\$ 3,973,489	\$ (42,928)
Total	\$ 3,598,959	\$ 4,016,417	\$ 3,973,489	\$ (42,928)

Department Personnel

	FY2019 Budget	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
City Auditor	22.00	22.00	22.00	0.00
Total	22.00	22.00	22.00	0.00

Significant Budget Adjustments

	FTE	Expenditures	Revenue
Restoration of Expenditures Restoration of expenditures to support department operations and in accordance with City Charter Section 39.1.	0.00	\$ 253,908	\$ -
Non-Discretionary Adjustment Adjustment to expenditure allocations that are determined outside of the department's direct control. These allocations are generally based on prior year expenditure trends and examples of these include utilities, insurance, and rent.	0.00	125,352	-
Pay-in-Lieu of Annual Leave Adjustments Adjustment to expenditures associated with projected compensation in-lieu of the use of annual leave.	0.00	2,543	-
Support for Information Technology Adjustment to expenditure allocations according to a zero-based annual review of information technology funding requirements.	0.00	(98,796)	-
Reduction for Independent Departments Reduction of personnel expenditures implemented based on a four percent reduction from the Department's Fiscal Year 2020 Adopted Budget.	0.00	(160,657)	-

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Significant Budget Adjustments

	FTE	Expenditures	Revenue
Salary and Benefit Adjustments	0.00	(165,278)	-
Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.			
Total	0.00 \$	(42,928) \$	-

Expenditures by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
PERSONNEL				
Personnel Cost	\$ 1,993,698	\$ 2,251,165	\$ 2,259,084	7,919
Fringe Benefits	1,070,604	1,133,591	1,054,188	(79,403)
PERSONNEL SUBTOTAL	3,064,302	3,384,756	3,313,272	(71,484)
NON-PERSONNEL				
Supplies	\$ 16,052	\$ 16,898	\$ 16,915	17
Contracts	388,349	489,298	488,949	(349)
Information Technology	123,876	118,932	147,820	28,888
Energy and Utilities	-	333	333	-
Other	6,379	6,200	6,200	-
NON-PERSONNEL SUBTOTAL	534,656	631,661	660,217	28,556
Total	\$ 3,598,959	\$ 4,016,417	\$ 3,973,489	(42,928)

Revenues by Category

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Other Revenue	\$ 603	\$ -	\$ -	-
Total	\$ 603	\$ -	\$ -	-

Personnel Expenditures

Job Number	Job Title / Wages	FY2019 Budget	FY2020 Budget	FY2021 Adopted	Salary Range	Total
FTE, Salaries, and Wages						
21000000	Assistant City Auditor	1.00	1.00	1.00	\$ 37,021 - 221,117	\$ 129,074
20001233	Assistant to the Director	2.00	2.00	2.00	50,128 - 184,332	135,055
20001252	City Auditor	1.00	1.00	1.00	63,127 - 239,144	192,067
21000001	Performance Audit Manager	1.00	1.00	1.00	50,128 - 184,332	131,000
20001135	Performance Auditor	17.00	17.00	17.00	28,080 - 162,032	1,666,696
	Adjust Budget To Approved Levels					91,251
	Budgeted Vacancy Factor					(91,333)
	Vacation Pay In Lieu					5,274
FTE, Salaries, and Wages Subtotal		22.00	22.00	22.00		\$ 2,259,084

	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Fringe Benefits				
Employee Offset Savings	\$ 14,391	\$ 13,533	\$ 10,771	(2,762)

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	FY2019 Actual	FY2020 Budget	FY2021 Adopted	FY2020-2021 Change
Flexible Benefits	272,454	306,084	286,134	(19,950)
Insurance	311	-	-	-
Long-Term Disability	-	-	7,505	7,505
Medicare	30,369	32,600	31,356	(1,244)
Other Post-Employment Benefits	128,731	134,750	132,153	(2,597)
Retiree Medical Trust	3,014	3,814	3,825	11
Retirement 401 Plan	5,035	5,389	3,308	(2,081)
Retirement ADC	477,289	461,393	396,127	(65,266)
Retirement DROP	5,511	5,858	5,858	-
Risk Management Administration	21,808	26,510	22,239	(4,271)
Supplemental Pension Savings Plan	106,521	131,577	145,547	13,970
Unemployment Insurance	3,363	3,464	3,331	(133)
Workers' Compensation	1,807	8,619	6,034	(2,585)
Fringe Benefits Subtotal	\$ 1,070,604	\$ 1,133,591	\$ 1,054,188	\$ (79,403)
Total Personnel Expenditures			\$ 3,313,272	



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