



THE CITY OF SAN DIEGO

DATE: December 17, 2018
TO: Honorable Members of the Audit Committee
FROM: Kyle Elser, Interim City Auditor
SUBJECT: City Auditor Activity Report – November 2018

This report provides information on the Office of the City Auditor's activities as of November 30, 2018. This includes any audit reports issued during the month of November, the status of current audit projects, and a list of planned audits that have not yet started.

The "Target Completion Date" provided for each audit project indicates our estimate of when the audit report will be issued. However, future circumstances may delay report issuance, such as delays in receiving data for review, numerous and extensive findings that require further evaluation, and additional discussions with management to prove and demonstrate that our audit findings are valid and recommendations for improvement are necessary.

Reports Issued November 2018:

November 16, 2018 – Issued our Performance Audit of Development Services' Accela Permitting System Implementation. The report can be found on our website at:

https://www.sandiego.gov/sites/default/files/19-011_accela.pdf

November 16, 2018 – Issued our Performance Audit of the City's Annual Employee Compensation Reports. The report can be found on our website at:

https://www.sandiego.gov/sites/default/files/19-010_compensation_reports.pdf

November 16, 2018 – Issued our November 2018 – Recommendation Follow-Up Report.

The report can be found on our website at:

https://www.sandiego.gov/sites/default/files/recommendation_follow_up_report_ending_june_30_2018.pdf



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Audits in Progress – Report Writing Stage

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours ¹
Security Audit of Cityhub and Supporting Infrastructure	The objective is to determine whether Cityhub data is adequately secured through the application and supporting infrastructure as a data repository for department sensitive information.	Issued December 10, 2018	858	582
Community Planning Group Audit	The objectives for this audit are to determine if Community Planning Groups have an effective control environment, are they in compliance with key elements of Council Policy 600-24 and Administrative Guidelines, and if they are a contributing factor to permit approval delays.	Issued December 13, 2018	1,899	1,498
Transportation Storm Water – Transportation Engineering Ops Division and Streets Division – Curb Painting Process/Program	The objective for this audit is to evaluate the efficiency and effectiveness of the City’s Curb Painting process/program.	January 2019	731	790

¹ For audits carried over from Fiscal Year (FY) 2018, “Budgeted Hours” reflects the actual hours used in FY 2018 plus the Budgeted hours for FY 2019.

Audits in Progress – Fieldwork Stage

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours ¹
Parks and Recreation - Joint Use Agreements	The objective for this audit is to determine whether the operations and oversight of Joint Use Agreement between the City of San Diego and San Diego Unified School District are administered efficiently.	January 2019	474	800
Transportation Storm Water - Tree Trimming Process	The objective for this audit is to assess whether the program is ensuring that the tree maintenance contractor is adequately meeting contracted obligations and City standards; assess whether efficiency improvements can be made to the service notification and work order processes to shorten completion times; and assess whether the program has the staffing and equipment capacity to complete their current backlog and maintain a reasonable level of open work orders.	February 2019	424	1,000
Department of Finance - External Financial Reporting	This is the second audit report that will be issued as part of the Employee Compensation Reporting topic on OCA's FY 2019 Work Plan. The objective for this audit is to determine whether the City uses, or could use, compensation-related data to monitor pay equity across different employee groups, such as by gender.	March 2019	First Report Published November 16, 2018 On-going hours: 477	800

Audits in Progress – Planning Stage

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours ¹
Public Utilities - Water Operations - Construction & Maintenance – AMI Implementation Project	The tentative objective for this audit is to determine the efficiency and effectiveness of the Advanced Metering Infrastructure (AMI) Implementation Project.	TBD	424	2,000
Neighborhood Services - Homelessness	The tentative objective for this audit is to determine if actions taken by the City are effective in reducing homelessness in a cost-efficient manner.	TBD	568	2,000
Public Utilities - Customer Support Service Division	The tentative objective for this audit is to determine the efficiency and effectiveness of the Customer Support Division call center – call wait times and customer service.	TBD	498	1,200

Other Audit Activity

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours
Follow-up on Audit Report Recommendations	We report the implementation status on a semi-annual follow-up report, and we periodically issue other recommendation follow-up reports. November 16, 2018–Issued our Recommendation Follow-Up Report for the period ending June 30, 2018.	On-going	368	800
Fraud, Waste and Abuse Hotline	City Auditor investigative staff reviews Fraud Hotline calls received and performs investigations for allegations of material fraud, waste or abuse. Reports are issued for substantiated fraud-related allegations, and we issue a Quarterly Fraud Hotline Report with the status of activities.	On-going	977	3,100

FY 2019 Planned Audits Not Yet Started

Planned Audits	Estimated Audit Hours
IT Audit of Citywide Sensitive Data Encryption Standards and Data Classification	640
IT Audit of Disaster Recovery Preparedness	800
IT Audit of Network Perimeter Controls	820
Public Works - Engineering & Capital Projects - Department Charges	1,800
Development Services – Charges for Deposit Accounts	2,000
Risk Management / City Attorney - Liability Payouts	2,200
Strategic Human Capital Management	2,200
Annual Mission Bay Fund Audit FY 18	420
Annual Central Stores Inventory Audit FY 19	20

Respectfully submitted,



Kyle Elser
Interim City Auditor

cc: Honorable Mayor Kevin Faulconer
Honorable Members of the City Council
Kris Michell, Chief Operating Officer
Ron Villa, Acting Assistant Chief Operating Officer
Jessica Lawrence, Policy Advisor, Office of the Mayor
Andrea Tevlin, Independent Budget Analyst
Mara Elliott, City Attorney