

**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	FY2020 Target	FY2020 Actual	FY2021 Target	FY2021 Actual	FY2022 Target
Percentage of audit recommendations management agrees to implement	95%	96%	95%	98%	95%
Percentage of audit workplan completed during the fiscal year	90%	86%	90%	95%	90%
Percentage of hotline investigation recommendations management agrees to implement	90%	90%	90%	95%	90%

## Department Summary

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
FTE Positions (Budgeted)	22.00	22.00	22.00	0.00
Personnel Expenditures	\$ 2,967,988	\$ 3,313,272	\$ 3,494,011	\$ 180,739
Non-Personnel Expenditures	551,024	660,217	650,229	(9,988)
<b>Total Department Expenditures</b>	<b>\$ 3,519,012</b>	<b>\$ 3,973,489</b>	<b>\$ 4,144,240</b>	<b>\$ 170,751</b>
<b>Total Department Revenue</b>	<b>\$ 743</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## General Fund

### Department Expenditures

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
City Auditor	\$ 3,519,012	\$ 3,973,489	\$ 4,144,240	\$ 170,751
<b>Total</b>	<b>\$ 3,519,012</b>	<b>\$ 3,973,489</b>	<b>\$ 4,144,240</b>	<b>\$ 170,751</b>

### Department Personnel

	FY2020 Budget	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
City Auditor	22.00	22.00	22.00	0.00
<b>Total</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>0.00</b>

### Significant Budget Adjustments

	FTE	Expenditures	Revenue
<b>Salary and Benefit Adjustments</b> Adjustments to reflect savings resulting from vacant positions for any period of the fiscal year, retirement contributions, retiree health contributions, and labor negotiations.	0.00	\$ 271,990	\$ -
<b>Non-Discretionary Adjustment</b> 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	421	-
<b>Support for Information Technology</b> Adjustment to expenditure allocations according to a zero-based annual review of information technology requirements.	0.00	8,916	-
<b>Citywide Contracts Reduction of 2.6%</b> Reduction of non-personnel expenditures associated with a 2.6% reduction in contracts citywide.	0.00	(19,325)	-
<b>One-Time Additions and Annualizations</b> Adjustment to reflect one-time revenues and expenditures, and the annualization of revenues and expenditures, implemented in Fiscal Year 2021.	0.00	(91,251)	-
<b>Total</b>	<b>0.00</b>	<b>\$ 170,751</b>	<b>\$ -</b>

# City Auditor

## Expenditures by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>PERSONNEL</b>				
Personnel Cost	\$ 1,963,521	\$ 2,259,084	\$ 2,227,089	\$ (31,995)
Fringe Benefits	1,004,467	1,054,188	1,266,922	212,734
<b>PERSONNEL SUBTOTAL</b>	<b>2,967,988</b>	<b>3,313,272</b>	<b>3,494,011</b>	<b>180,739</b>
<b>NON-PERSONNEL</b>				
Supplies	\$ 4,748	\$ 16,915	\$ 17,450	\$ 535
Contracts	424,518	488,949	469,510	(19,439)
Information Technology	115,973	147,820	156,736	8,916
Energy and Utilities	-	333	333	-
Other	5,785	6,200	6,200	-
<b>NON-PERSONNEL SUBTOTAL</b>	<b>551,024</b>	<b>660,217</b>	<b>650,229</b>	<b>(9,988)</b>
<b>Total</b>	<b>\$ 3,519,012</b>	<b>\$ 3,973,489</b>	<b>\$ 4,144,240</b>	<b>\$ 170,751</b>

## Revenues by Category

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Other Revenue	\$ 743	\$ -	\$ -	-
<b>Total</b>	<b>\$ 743</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>

## Personnel Expenditures

Job Number	Job Title / Wages	FY2020 Budget	FY2021 Budget	FY2022 Proposed	Salary Range	Total
<b>FTE, Salaries, and Wages</b>						
21000000	Assistant City Auditor	1.00	1.00	1.00	\$ 37,024 - 221,125	\$ 192,067
20001233	Assistant to the Director	2.00	2.00	2.00	50,128 - 184,330	184,184
20001252	City Auditor	1.00	1.00	1.00	63,128 - 239,138	215,000
21000001	Performance Audit Manager	1.00	1.00	1.00	50,128 - 184,330	131,000
20001135	Performance Auditor	17.00	17.00	17.00	30,160 - 162,032	1,590,897
	Budgeted Personnel Expenditure Savings					(91,333)
	Vacation Pay In Lieu					5,274
<b>FTE, Salaries, and Wages Subtotal</b>		<b>22.00</b>	<b>22.00</b>	<b>22.00</b>		<b>\$ 2,227,089</b>

	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
<b>Fringe Benefits</b>				
Employee Offset Savings	\$ 11,821	\$ 10,771	\$ 11,713	\$ 942
Flexible Benefits	258,397	286,134	298,239	12,105
Insurance	860	-	-	-
Long-Term Disability	-	7,505	9,310	1,805
Medicare	29,990	31,356	32,216	860
Other Post-Employment Benefits	122,825	132,153	130,578	(1,575)
Retiree Medical Trust	3,079	3,825	3,739	(86)
Retirement 401 Plan	3,451	3,308	3,308	-
Retirement ADC	420,693	396,127	583,932	187,805
Retirement DROP	5,896	5,858	5,858	-
Risk Management Administration	23,721	22,239	22,617	378

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	FY2020 Actual	FY2021 Budget	FY2022 Proposed	FY2021-2022 Change
Supplemental Pension Savings Plan	118,517	145,547	148,635	3,088
Unemployment Insurance	3,096	3,331	3,378	47
Workers' Compensation	2,122	6,034	13,399	7,365
<b>Fringe Benefits Subtotal</b>	<b>\$ 1,004,467</b>	<b>\$ 1,054,188</b>	<b>\$ 1,266,922</b>	<b>\$ 212,734</b>
<b>Total Personnel Expenditures</b>			<b>\$ 3,494,011</b>	



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