



THE CITY OF SAN DIEGO

DATE: October 19, 2021
TO: Honorable Members of the Audit Committee
FROM: Andy Hanau, City Auditor
SUBJECT: City Auditor Activity Report – September 2021

This report provides information on the Office of the City Auditor's activities as of September 30, 2021. This includes any audit reports issued during the month of September, 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 demonstrate that our audit findings are valid and recommendations for improvement are necessary.

Report issued during September 2021:

09/16/2021

[Agreed-Upon Procedures Report Related on Central Stores Physical Inventory - Fiscal Year 2021](#)



Audits in Progress – Report Writing Stage

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours¹
Department of Finance - User Fees	The objective for this audit is to review the process and frequency of user fee updates to determine if they are being evaluated and updated in accordance with CP 100-05 and industry best practices.	October 2021	1,802	1,700
Parks & Recreation – Program Equity	The objectives are to (1) Determine whether the Department effectively identifies recreation programming equity needs in each community, (2) Determine whether the Department meets identified programming needs equitably through funding and staffing allocations, and (3) Determine whether the Department provides residents with equitable access to recreation programs.	October 2021	2,177	1,900
City's Fiscal Sustainability and Financial Condition	The objective for this audit is to review the fiscal sustainability and financial condition of the City of San Diego by analyzing trends in the City's financial data over the 10-year period of FY 2011 to FY 2020.	November 2021	122	400

¹ For audits carried over from Fiscal Year (FY) 2021, "Budgeted Hours" reflects the actual hours used in FY 2021 plus the budgeted hours for FY 2022.

Audits in Progress – Fieldwork Stage

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours¹
Real Estate Assets Department – Leasing City Property	The objectives are to (1) To evaluate whether READ’s process for monitoring and transitioning expiring and holdover agreements to long term leases aligns with best practices, (2) To evaluate whether lease contracts contain best practice lease contract clauses.	December 2021	1,342	1,600

Audits in Progress – Planning Stage

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours
IT Application Audit of the Fire Department’s Emergency Response Management System	The tentative objective for this audit is to test the effectiveness of the IT general controls and IT security controls of the Fire Department’s Emergency Response Management System.	TBD	87	600
Risk Management – Workers’ Compensation	The tentative objective is to review the Workers’ Compensation and Industrial Leave claims and determine if adequate controls are in place to ensure payments are made appropriately.	TBD	470	2,000

Audit	Audit Objective	Target Completion Date	Audit Hours Used	Budgeted Hours
San Diego Police Department - Management of Body Worn Cameras	The tentative objective is to review SDPD's policies and procedures regarding body camera footage and determine if they are aligned with best practices and local, state, and federal regulations; and to determine whether internal controls are in place to ensure body camera footage is properly collected, maintained, and monitored by appropriate personnel and whether the appropriate audit trail is captured when information is accessed.	TBD	432	2,000

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.	On-going	435	1,400
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	826	2,960

FY 2022 Planned Audits Not Yet Started

Planned Audits	Estimated Audit Hours
Annual Central Stores Inventory Audit FY22	200
Annual Mission Bay Fund Audit FY 2021	300
IT Performance Audit of Fire-Safety Department's Network Security	1,000
Get It Done Application	1,800
San Diego Police Department - Vehicle Towing Process	1,800
Development Services Department - Code Enforcement	1,800
Homeless Strategies / Housing Commission	2,200
Public Works: Engineering & Capital Projects	2,400

Audit Reports Completed During FY 2022

07/22/2021

[Performance Audit of the City's Major Building Acquisition Process](#)

07/21/2021

[Performance Audit of The City's Use of Cares Act Funding](#)

Respectfully submitted,



Andy Hanau
City Auditor

cc: Honorable Mayor Todd R. Gloria
Honorable Members of the City Council
Honorable City Attorney Mara Elliott
Jay Goldstone, Chief Operating Officer
Kristina Peralta, Deputy Chief Operating Officer
Christiana Gauger, Chief Compliance Officer
Andrea Tevlin, Independent Budget Analyst