File No. 110063

Committee Item No. 1
Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Government Audit & Oversight Date: October 27, 2011

Board of Supervisors Meeting Date: _____

Cmte	Board	
☐	☐	Motion
☐	☐	Resolution
☐	☐	Ordinance
☐	☐	Legislative Digest
☐	☐	Budget Analyst Report
☐	☐	Legislative Analyst Report
☒	☐	Introduction Form (for hearings)
☐	☐	Department/Agency Cover Letter and/or Report
☐	☐	MOU
☐	☐	Grant Information Form
☐	☐	Grant Budget
☐	☐	Subcontract Budget
☐	☐	Contract/Agreement (Approved as to Form)
☐	☐	Award Letter
☐	☐	Application
☐	☐	Public Correspondence

OTHER (Use back side if additional space is needed)

☒	☐	City Services Auditor's letter and departmental representatives
☐	☐	
☐	☐	
☐	☐	

Completed by: Andrea S. Ausberry Date October 20, 2011
Completed by: _____ Date _____

An asterisked item represents the cover sheet to a document that exceeds 25 pages. The complete document is in the file.

CITY AND COUNTY OF SAN FRANCISCO
OFFICE OF THE CONTROLLER

Ben Rosenfield
Controller

Monique Zmuda
Deputy Controller

October 20, 2011

Government Audit and Oversight Committee
Board of Supervisors
City Hall, Room 263
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Dear Chair Campos and Members:

At your request, the Controller's Office, City Services Auditor (CSA) Division, has asked each department on the attached list to have a representative attend your committee's meeting on October 27 to present the implementation status of CSA's recommendations from the listed audit(s) concerning their departments. CSA has chosen and listed only audits where follow-up is still ongoing. Audits for which all recommendations have been reported as implemented are not included. This is being done to fulfill the request of Chair Campos that the committee consider quarterly CSA's efforts to follow up on its audit recommendations. As a result, it is anticipated that a similar agenda item will be before you each quarter.

The purpose of the Controller's audit reports is to communicate the results of audits to those charged with governance and to provide a tool that allows for following up to determine whether appropriate corrective actions have been taken. In addition to the process taking place before your committee, it is the policy of CSA to follow-up on the recommendations in its audit reports by periodically checking in with the organizations it has audited. CSA does this in two ways. For every audit CSA sends follow-up letters, to which a written response indicating the implementation status of each recommendation is required. CSA's written follow-ups are scheduled at 6, 12 and 24 months after an audit report is issued. In some cases, an additional field follow-up review is conducted, in which the auditors gather and analyze evidence showing implementation. The audits on the attached list were all subject to a written follow-up within the last two quarters. Please do not hesitate to contact me at (415) 554-5393 or tonia.lediju@sfgov,org should you have questions.

Respectfully,

Tonia Lediju
Audit Director

Audit Report or Memorandum	Issue Date	Recommendations
San Francisco Fire Department		
Fire Department Payroll Audit: Undefined Pay Practices Increased Department Expenditures	3/16/11	31
San Francisco Public Utilities Commission		
Audit of Sunol Valley Golf & Recreation Co.	5/18/10	11
Wastewater Enterprise Could Improve its Inventory Management	8/17/10	30
Hanson Aggregates, Inc., Did Not Make All Required Lease Payments and the PUC Did Not Properly Manage Its Leases	11/23/10	49
Audit of Crystal Springs Golf Partners, L.P.	12/1/10	22
BOS: Franchise Fee Audit of Pacific Gas & Electric Company	10/29/09	3
San Francisco Police Department		
The Property Control Unit Can Account for the Monetary Evidence in Its Inventory but Needs to Improve Some of Its Controls	5/20/10	19
The Department Needs to Improve Its Controls Over Overtime and Premium Pay	8/18/10	28
Office of Citizen Complaints		
Office of Citizen Complaints: Weak Case Management and Organizational Issues Degrade OCC's Performance	1/24/07	45

INTRODUCTION FORM

By a member of the Board of Supervisors or the Mayor

Time Stamp or
Meeting Date

I hereby submit the following item for introduction:

- ☐ 1. For reference to Committee:
  An ordinance, resolution, motion, or charter amendment
- ☐ 2. Request for next printed agenda without reference to Committee
- ☑ 3. Request for Committee hearing on a subject matter
- ☐ 4. Request for letter beginning "Supervisor _____ inquires..."
- ☐ 5. City Attorney request
- ☐ 6. Call file from Committee
- ☐ 7. Budget Analyst request (attach written motion).
- ☐ 8. Substitute Legislation File Nos.
- ☐ 9. Request for Closed Session
- ☐ 10. Board to Sit as A Committee of the Whole
- ☐ 11. Question(s) submitted for Mayoral Appearance before the BOS on _____.

Please check the appropriate boxes. The proposed legislation should be forwarded to the following:

- ☐ Small Business Commission
- ☐ Ethics Commission
- ☐ Building Inspection Commission
- ☐ Youth Commission
- ☐ Planning Commission

Note: For the Imperative Agenda (a resolution not on the printed agenda), use a different form.]

Sponsor(s): Campos

Subject: Hearing on City departments' progress on implementation of audit recommendations by the Controller/City Services Auditor.

The text is listed below or attached:

I kindly request that this item be referred to the Government Audit and Oversight Committee.

Signature of Sponsoring Supervisor: David Campos

For Clerk's Use Only:

110063