

**MOTION**

The main role of the Audits & Governmental Efficiency Committee is to consider audits by the City Controller. Before audits are able to be scheduled, however, time is given for departments that are subject to these reviews to respond. The Controller usually releases a letter in return, creating a minimum of three communications before an item is heard.

With so many documents associated with an audit it is easy to lose track of them all. The fact that the Clerk does not post responses to the Council File Management System that they do not receive directly further complicates matters. It is not uncommon for more information to be available on the Controller's website than on the official Council record.

Part of the problem is that City departments do not understand the protocol for submitting reports in response to audits or for even general subject matters. The Controller requests that departments submit their responses to her office but does not explain that the Clerk and Chair of the Audits Committee need to also be included in any final communications.


While the Controller's staff has taken steps to ensure that the Clerk receives copies of new reports and department responses, many items still fall through the cracks, particularly pertaining to past audits where departments respond to one party but leave out another. Correcting these oversights takes up considerable staff time and delays scheduling items.

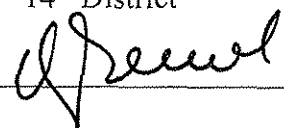
A simple solution is for the City Clerk to monitor the Controller's website and add any reports that are posted there to the official record. The current practice of requiring that a hard copy be delivered to their office is archaic and unnecessary. The Controller's office could also make clear in future audits that the City Clerk and Council need to be included.

More generally, many departments routinely leave off the City Clerk in their letters and reports. Often they send documents to individual Council members or Citywide elected officials, who may assume that the document is public and part of the official record. A reminder should be sent out to make sure that everyone is aware of correct procedures.

I THEREFORE MOVE that each City department be notified of the correct method in which to refer official reports and documents, ensuring that the City Clerk is included.

I FURTHER MOVE that the City Clerk be instructed to regularly check the City Controller's website for newly posted documents related to pending audits for possible inclusion in its Council File Management System should they not already be included.

PRESENTED BY:   
JOSE HUIZAR  
Councilmember  
14<sup>th</sup> District

SECONDED BY: 

SEP 10 2008

08-2401

SEP 02 2008