



Memorandum

TO: Joint Audit Committee ('JAC') of the
for Police And Fire Department
Retirement Plan And the FCERS

FROM: John Flynn

SUBJECT: Update on the City Auditor
Findings

DATE: October 30, 2025

Approved

Date

Quarterly Update of City Auditor's Findings for ORS

Audit #24-03 Retirement Services

Finding #02 To clarify responsibilities around the contracting process, the Office of Retirement Services should train its staff on internal and City procurement and contracting procedures. This should include instructions on when procurements or contracts should be coordinated with the Information Technology Department, Finance Purchasing, Finance Risk Management, and the City Clerk.

Current Status –Implemented

October 2025 Update

In July 2025, ORS conducted a training session with staff to review the Boards procurement policy.

May 2025 Update

In March 2025, ORS staff involved in contracting attended a City training session on the City's contract process change and, in April 2025, the City's contract training. As part of the ORS training, staff involved in procurement and contracting reviewed the Boards' procurement policy, and ORS plans to conduct a training session to review the policy in July.

Finding #03 To ensure all invoice payments can be made through Finance Accounts Payable and avoid the use of wire transfers, the Office of Retirement Services should work with the City's Finance Department to create purchase orders or establish contracts to be filed with the City Clerk. This should be done for all current service providers and subscription services.

Current Status – Implemented

October 2025 Update

This finding was reported as implemented in May 2025 as all the requisitions had been submitted to the Finance department and the purchase orders established. However, there was an issue with executing one of the Purchase Orders. The City Auditor reported the

recommendation as partially implemented until the Purchase orders were all executed. The issue has been resolved and all the Purchase Orders are now finalized.

May 2025 Update

ORS worked with the City's Finance Purchasing division to process all invoice payments through Finance accounts payable; wire transfers are not used to make payments to providers. Staff worked with Finance to establish purchase orders with the vendors. All the purchase orders have been established.



John Flynn
Chief Executive Officer