

# OFFICE OF AUDITS & ADVISORY SERVICES

## PLANNING AND DEVELOPMENT SERVICES OFFICERS' TRANSITION AUDIT

*FINAL REPORT*



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AUDITOR AND CONTROLLER

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JUAN R. PEREZ  
CHIEF OF AUDITS

July 18, 2024

TO: Dahvia Lynch, Director  
Planning and Development Services

FROM: Juan R. Perez  
Chief of Audits

**FINAL REPORT: PLANNING AND DEVELOPMENT SERVICES OFFICERS' TRANSITION  
AUDIT**

Enclosed is our report on the Planning and Development Services Officers' Transition Audit. As there are no findings and recommendations in the report, no audit response is required.

Thank you for the courtesousness and cooperation extended to the Office of Audits & Advisory Services during the course of the audit.

If you have any questions, please contact me at (858) 495-5661.

JUAN R. PEREZ  
Chief of Audits

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Enclosure

c: Amy Harbert, Acting Deputy Chief Administrative Officer, Land Use and Environment Group  
Tracy Drager, Auditor and Controller  
Jennifer Lawson, Chief Operations Officer, Land Use and Environment Group  
Aimee Leighton, Group Finance Director, Land Use and Environment Group

## About the Office of Audits & Advisory Services

The mission of the Auditor and Controller's Office of Audits & Advisory Services (OAAS) is to provide independent, objective assurance and consulting services designed to add value and improve the County of San Diego's operations. OAAS helps the County accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

### Audit Authority

OAAS derives its authority to conduct audits of County departments and programs primarily from the County Charter, County Administrative Code, Board of Supervisors Policy Manual, and California Government Code.

### Statement of Auditing Standards

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing prescribed by the Institute of Internal Auditors as required by California Government Code, Section 1236.



# AUDIT OBJECTIVE & SCOPE

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The Office of Audits & Advisory Services (OAAS) has completed an officers' transition audit for Planning and Development Services. A total of two officer transitions were included in the scope of this audit as outlined below by transition date:

1. March 8, 2024 – Dahvia Lynch to Vince Nicoletti, and
2. May 31, 2024 – Vince Nicoletti to Dahvia Lynch.

The objective of the audit was to determine if there is reasonable assurance that the outgoing officers and incoming officers took appropriate actions and filed required reports in compliance with California Codes, County regulatory requirements, and County policies and procedures. These requirements were explained in the instruction letter provided to each officer.

The reports are the responsibility of the officer who signs them. OAAS' responsibility is to provide an opinion on the reports based upon the audit.

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing prescribed by the Institute of Internal Auditors as required by California Government Code, Section 1236.

# AUDIT RESULTS

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In our opinion, there is reasonable assurance that the outgoing and incoming officers took appropriate actions and filed required reports without exception, and in compliance with California Codes, County regulatory requirements, and County policies and procedures in connection with an officer's transition.

# BACKGROUND

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The County Charter, Section 801.1(a), requires that OAAS conduct such an audit when County officers leave or assume office to determine if certain affidavits, authorizations, disclosures, and reports are properly completed and processed. These actions provide for an orderly transition of officers, establish proper accountability for public assets, and promote the County's General Management System (GMS); including its key disciplines of accountability, transparency and ethical conduct, fiscal stability, and continuous improvement and innovation.

# METHODOLOGY

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OAAS reviewed all the reports filed by the outgoing and incoming officers, obtained supporting documentation, and performed limited internal control testing.