



**SERVICE
FIRST,
NOW!**

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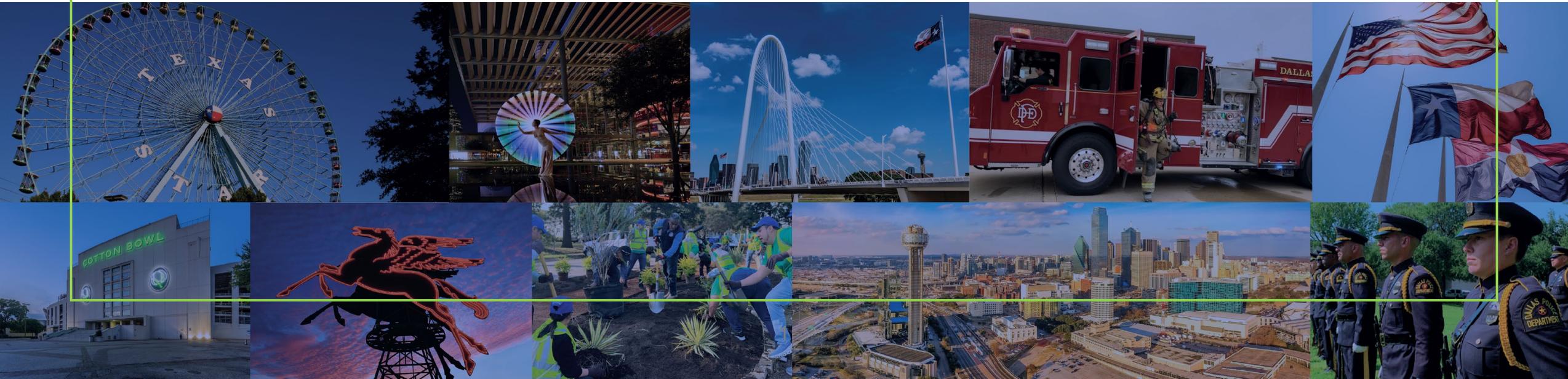
Inspector General (I)

Office of Inspector General

Ad Hoc Committee on General Investigations and Ethics

Briefing: Management Advisory Process Update

February 13, 2026





Purpose and goal

Bottom line

Process

Timeline

Next steps

Purpose and goal

Purpose: Establish a clear and familiar process for the OIG to deliver management-ready findings and recommendations, called a “Management Advisory,” supporting timely corrective action and transparency while preserving OIG independence.

Goals:

- Process familiar to departments
- Transparent follow up by the OIG
- Responsibilities of departments codified in 12A
- Avoid overlap with audit

Bottom line

A Management Advisory is a formal OIG notice to a department identifying issues discovered during investigation that may require administrative review or corrective action. The process includes a method for follow up on corrective action and deconfliction with Audit.

Process

Process:

- **Identify:** OIG identifies an issue through investigative work (e.g., waste/abuse indicators, control gaps, procedural weaknesses).
- **Document:** OIG drafts a Management Advisory with findings and recommended corrective actions modeled on Audit process.
- **Department response:** OIG issues the Advisory to the responsible department. The department must acknowledge receipt within 3 business days and submit an initial written response within 30 days of acknowledgement.
- **Publish:** OIG releases the Advisory and the department's response to Council and the public.

Process

Progress reporting:

- **Department follow-up:** Departments provide updates through the City Controller's Office (CCO), which coordinates responses and reports status to the OIG.
- **Council visibility:** The OIG reports departmental progress to Council annually and provides a one-year follow-up for specific Advisories.

Role clarity with Audit:

- When the primary need is timely notification of a credible control breakdown, waste/abuse risk, or management action item identified through OIG work, the OIG may issue an Advisory while coordinating with Audit to avoid duplicative efforts.

Timeline

Timeline for Council action:

March 2026: Briefing of Council

March 2026: Council consideration

Next step

Next step:

Direction to proceed with draft ordinance language

Calendar for Council briefing and consideration in March 2026

This creates a predictable “findings + department response + publish” lane.