



OFFICE OF
CONTROLLER

LAURA CHICK
CONTROLLER

200 N. MAIN STREET
ROOM 1200
LOS ANGELES 90012
(213) 485-5066

August 20, 2003

Mr. Jon Kirk Mukri, General Manager
Department of General Services
Room 701, City Hall South
Los Angeles, CA 90012

Dear Mr. Mukri:

Enclosed is a report on the Performance Audit of the Asset Management Division of the Department of General Services as prepared by KH Consulting Group.

A draft of this report was provided to your office on July 28, 2003. On August 4, 2003, an exit conference was held and the findings and recommendations in the report were discussed with you and your representatives.

Please review the final report and advise the Controller's Office within 30 days of the date of this report on actions taken to implement the recommendations. If you have any questions or comments, please contact Vicky Ancajas, Chief Auditor, at (213) 978-7381.

Sincerely,

LAURA N. CHICK, City Controller

By *F. Allen*, CPA
Marcus Allen
For Chief Deputy Controller

Enclosure



Mr. Jon Kirk Mukri
August 20, 2003
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cc: Honorable James K. Hahn, Mayor
Honorable Members of the City Council
Honorable Rockard J. Delgadillo, City Attorney
Timothy B. McOsker, Chief of Staff, Office of the Mayor
Brian Williams, Deputy Mayor
William T. Fujioka, City Administrative Officer
Ronald F. Deaton, Chief Legislative Analyst
Antoinette Christovale, Director of Finance
J. Michael Carey, City Clerk
Independent City Auditors