



OFFICE OF THE  
CITY AUDITOR

**REPORT OF ACTIVITIES FOR THE PERIOD  
DECEMBER 16, 2006 THROUGH JANUARY 15, 2007**

**A REPORT TO THE SAN JOSE CITY COUNCIL**



*Office of the City Auditor*  
*Gerald A. Silva, City Auditor*

January 31, 2007

Honorable Members of the City Council  
200 East Santa Clara Street  
San Jose, CA 95113

In accordance with Charter Section 805(e), I am submitting a written report of the Office of the City Auditor's activities for the period of December 16, 2006 through January 15, 2007 and schedule of audit costs for December 2006.

The monthly report contains the following sections:

- Status of Assignments in Progress
- Other Activities
- Schedule of Audit Costs for December

If you need any additional information, please let me know.

Respectfully submitted,

Gerald A. Silva  
City Auditor

GS:bh  
Attachment

**Office of the City Auditor**  
**Status of Assignments in Progress as of January 15, 2007**

	Preliminary Survey	Risk Assessment	Audit Field Work	Report Writing	Projected Issuance Date*
<b>Assignments Completed</b>					
City Auditor Review of the Consolidated Storage & File Server Solution for City Hall	N/A	N/A	Completed	Completed	December 2006
American Musical Theatre of San Jose	N/A	N/A	Completed	Completed	October 2006
San Jose Repertory Theatre	N/A	N/A	Completed	Completed	October 2006
TEAM San Jose	Completed	Completed	Completed	In Progress	October 2006
Purchase Card Utilization	Completed	Completed	Completed	Completed	September 2006
City Auditor Review of Recycle Plus RFP Protest	N/A	N/A	Completed	Completed	August 2006
Review of Significant RFPs—Recycle Plus RFP	N/A	N/A	Completed	Completed	August 2006
Quarterly Sales Tax Audit for Quarter Ended 3/31/06	N/A	N/A	On-going	Completed	July 2006
<b>Assignments In Progress</b>					
Public Works Transportation Contract Cycle Times	Completed	Completed	Completed	Completed	March 2007
Traffic Calming	Completed	Completed	Completed	In Progress	March 2007
Arena Management	Completed	Completed	In Progress	In Progress	March 2007
Los Lajos Golf Course Operations and Finances	Completed	Completed	In Progress		
Consolidated Water Utility Fund	Completed	Completed	In Progress		
Northside RFP ***	N/A	N/A	In Progress		
Mexican Heritage Plaza	N/A	N/A	In Progress		
Redevelopment DDAs	Completed	N/A	In Progress		
Santa Clara County Cities Association	Completed	N/A	In Progress		
City Debt & Investment Program	Completed	In Progress			
Workers' Compensation ***	In Progress				
<b>Assignments Not Yet Started</b>					
Housing Rehabilitation ***					
Public Works Cost Estimation Process					
Vehicle Maintenance Procedures					
Specialized Vehicle Use					
Risk Management					
Police Overtime					
Information Technology**					
Housing Rehabilitation					
CBO Financial Reporting and Accountability					
Decentralized Cash Handling Processes					
Convention and Visitors Bureau					
<b>On-going Assignments</b>					
Quarterly Sales Tax Audit					
Review of significant RFPs					
Cardroom Audit Overview					
Redevelopment DDAs					
Audit Recommendation Follow-up Report					
Other Revenue Audits					
Procurement Card Transactions					
<b>Annual Assignments</b>					
Annual Financial Audit & Single Audit Overview t					
Allied Waste Contract Expenditures					
TEAM San Jose (2005-06)					
Workers' Compensation Program Claims Liability					

\* Projected Issuance Dates are usually six weeks after Report Writing is completed to accommodate exit conferences, draft report revisions and a three week allowance for the administration to prepare a written response. For the Assignments Completed, the date shown is the actual month of report issuance.

\*\* Deferred

\*\*\* On Hold due to staff reassignment to other City Council-requested audits

## **OTHER ACTIVITIES**

During December 16, 2006 through January 15, 2007, the City Auditor:

1. Issued *City Auditor Review of the Consolidated Storage and File Server Solution for City Hall*.
2. Met with Finance Department staff to discuss our on-going audit of City procurement (credit) cards.
3. Met with City Attorney staff to discuss our audit of the Mexican Heritage Plaza.
4. Attended the Mayor's inauguration.
5. Procured TeamMate, an automated electronic workpaper system.
6. Provided training in conjunction with Finance Department staff to City employees on the City's procurement card (credit card) policy.
7. Staff participated in a networking event for U.C. Berkeley and Carnegie-Mellon Public Policy students.
8. Met with City Council Members regarding various audit assignments.

**OFFICE OF THE CITY AUDITOR  
SCHEDULE OF AUDIT COSTS  
FOR THE MONTH OF DECEMBER 2006**

Audit Assignment	Audit Hours	Audit Costs	% <sup>1</sup>
Vacation, Sick, and Other Leaves	225	\$21,079	10.0%
City Debt and Investment Administration	223	20,891	9.9
Holiday	220	20,610	9.7
Mexican Heritage Plaza	198	18,549	8.8
RDA DDA – Park Townsend	192	17,987	8.5
Contract Cycle Times	181	16,957	8.0
Traffic Calming	141	13,209	6.3
Training	124	11,617	5.5
Santa Clara County Cities Association	119	11,148	5.3
Los Lagos Golf Course	112	10,492	5.0
Sales and Business License Taxes <sup>2</sup>	196	10,334	4.9
Administrative <sup>3</sup>	115	9,523	4.5
Workers' Compensation	91	8,525	4.0
TEAM San Jose	66	6,183	2.9
Server Area Network RFP	45	4,216	2.0
Camera Cinemas	32	2,998	1.4
Recycle Plus RFP	15	1,405	0.7
Internal Quality Control	15	1,405	0.7
Recommendations Follow-Up	14	1,312	0.6
On-Going Purchase Card Audits	9	843	0.4
Revenue Audits	8	749	0.4
Arena Fees	8	749	0.4
Consolidated Water Utility Fund	3	281	0.1
<b>Totals</b>	<b>\$2,352</b>	<b>\$211,062</b>	<b>100.0%</b>
<b>Total Cost Per FMS</b>	<b>\$211,062</b>		

<sup>1</sup> These may be slightly off because of rounding.

<sup>2</sup> Includes 102 intern hours

<sup>3</sup> Includes 16 intern hours