



OFFICE OF THE
CITY AUDITOR

**REPORT OF ACTIVITIES AND FINDINGS
FOR THE PERIOD
MARCH 16 THROUGH APRIL 15, 2005**

A REPORT TO THE SAN JOSE CITY COUNCIL



CITY OF SAN JOSÉ, CALIFORNIA

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GERALD A. SILVA
City Auditor

May 5, 2005

Honorable Members of the City Council
801 North First Street, Room 600
San Jose, CA 95110

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 March 16 through April 15, 2005 and schedule of audit costs for March 2005.

The monthly report contains the following sections:

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

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 April 15, 2005**

	Preliminary Survey	Risk Assessment	Audit Field Work	Report Writing	Projected Issuance Date*
On-going Assignments					
Quarterly Sales Tax Audit	N/A	N/A	On-going		
Cardroom Audit Overview	N/A	N/A	On-going		
Audit Recommendation Follow-up Report	N/A	N/A	On-going		
Annual Financial Audit & Single Audit Overview	N/A	N/A	N/A	N/A	N/A
Pre-emptive Auditor involvement in bond measures O & P and the Strong Neighborhoods Initiative	Completed	Completed	On-going		
Other Revenue Audits	Completed	Completed	On-going		
Petty Cash and Change Funds	Completed	Completed	On-going		
Information Systems Audits	On-going	On-going	On-going		
Fraud and Audit Hotline	On-going	On-going	On-going		
Assignments In Progress					
Public Art Project Allocation Process	Completed	Completed	Completed	In Progress	May 2005
City Fleet Special Purpose Vehicles	Completed	Completed	Completed	Completed	May 2005
Northside Community Center	Completed	Completed	Completed	In Progress	June 2005
Public Works Transportation Contract Cycle Times	Completed	Completed	Completed	In Progress	June 2005
San Jose Municipal Water System – Phase Two	Completed	Completed	In Progress		August 2005
Environmental Services Department Laboratory	Completed	Completed	In Progress		
Traffic Calming	Completed	In Progress			
Grant Oversight	In Progress				
Assignments Not Yet Started					
Call Center Information and Referral Services					
Los Lagos Golf Course Operations and Finances					
Public Works Cost Estimation Process					
Regional Parks Staffing and Maintenance Levels					
TEAM San Jose					
Workers' Compensation					
Vehicle Maintenance Procedures					
City and RDA Property Acquisitions					
Allied Waste Expenditures					
Police Department Radio Channel Staffing **					
Information Technology**					
Assignments Completed					
Annual Financial Audit RFP	N/A	N/A	N/A	N/A	April 2005
Police Depart. Marked Patrol Vehicle Fleet Size	Completed	Completed	Completed	Completed	February 2005
Audit of City Manager's Reforms	Completed	Completed	Completed	Completed	December 2004
Audit Recommendation Follow-up Reports as of June 30, 2004, December 31, 2004	Completed	Completed	Completed	Completed	December 2004 April 2004
Quarterly Sales and Business Tax Results as of June 30, 2004 and September 30, 2004	N/A	N/A	On-going	N/A	December 2004 August 2004
An Audit of Family Camp	Completed	Completed	Completed	Completed	November 2004
Information Technology Department – Cell Phones	Completed	Completed	Completed	Completed	November 2004
San Jose Family Camp	Completed	Completed	Completed	Completed	November 2004
SJMWS Compliance with Council Ordinance 26903	Completed	Completed	Completed	Completed	October 2004
Converged Network RFP	Completed	Completed	Completed	Completed	August 2004

* 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

OTHER ACTIVITIES

During March 16, 2005 through April 15, 2005, the City Auditor:

1. Issued a preliminary draft report on our audit of the Public Art Program.
2. Met with the Public Safety Oversight Committee.
3. Met with Police Department and City Attorney staff regarding our audit of the Northside Community Center.
4. Issued *Semi-Annual Follow-Up Report On All Outstanding Audit Recommendations For The Six Months Ended December 31, 2004.*
5. Completed the RFP selection process for the annual financial audit.
6. Met with City Council Members regarding various audit assignments.
7. Met with Fil-am SODC representatives regarding our audit of the Northside Community Center.

**OFFICE OF THE CITY AUDITOR
SCHEDULE OF AUDIT COSTS
FOR THE MONTH OF MARCH 2005**

Audit Assignment	Audit Hours	Audit Costs	% ¹
Northside Community Center	440	\$33,827	21.7%
Public Art Project Allocation Process	203	15,607	10.0
Contract Cycle Times	176	13,531	8.7
CUSP RFP Process	143	10,994	7.1
Annual Audit RFP	140	10,763	6.9
Sales and Business License Taxes ²	198	10,273	6.6
Vacation, Sick, and Other Leaves	131	10,071	6.5
San Jose Municipal Water System	117	8,995	5.8
Traffic Calming	96	7,381	4.7
Holiday	88	6,766	4.3
Family Camp	70	5,382	3.5
Recommendations Follow-Up	63	4,844	3.1
Administrative ³	74	4,749	3.0
Grant Oversight	42	3,229	2.1
VOIP RFP	27	2,076	1.3
Training	21	1,615	1.0
Performance-Based Budgeting	17	1,307	0.8
Internal Quality Control	15	1,153	0.7
City Manager Reforms	13	999	0.6
Fraud Hotline	13	999	0.6
Assistance to SJPD on Bay 101	9	692	0.5
Revenue Audits	4	308	0.2
General Services Vehicles	4	308	0.2
MRC Compliance Review	2	154	0.1
Totals	2,106	\$156,023	100.0%
Total Cost Per FMS		\$156,023	

¹ These may be slightly off because of rounding.

² Includes 79 intern hours.

³ Includes 15 intern hours.