



**OFFICE OF THE
CITY AUDITOR**

**REPORT OF ACTIVITIES FOR THE PERIOD
MAY 16 THROUGH JUNE 15, 2007**

A REPORT TO THE SAN JOSE CITY COUNCIL



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

June 29, 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 May 16 through June 15, 2007 and schedule of audit costs for May 2007.

The monthly report contains the following sections:

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

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 June 15, 2007

	Preliminary Survey	Risk Assessment	Audit Field Work	Report Writing	Projected Issuance Date*
Assignments Completed					
Allied Waste Expenditures	N/A	N/A	Completed	Completed	June 2007
Bridge Replacement and Rehabilitation Funds (formerly referred to as <i>Contract Cycle Times</i>)	Completed	Completed	Completed	Completed	May 2007
Traffic Calming	Completed	Completed	Completed	Completed	May 2007
Consolidated Water Utility Fund Transfers	Completed	Completed	Completed	Completed	April 2007
Mexican Heritage Plaza	N/A	N/A	Completed	Completed	March 2007
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 (2004-05)	Completed	Completed	Completed	Completed	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
Northside RFP	N/A	N/A	Completed	N/A	N/A
Assignments In Progress					
Arena Management	Completed	Completed	Completed	In Progress	
Los Lagos Golf Course Operations and Finances	Completed	Completed	Completed	In Progress	
City Debt & Investment Program	Completed	Completed	In Progress		
Redevelopment DDAs	Completed	N/A	In Progress		
Santa Clara County Cities Association	Completed	N/A	In Progress		
TEAM San Jose (2005-06)	N/A	N/A	In Progress		
Franchise Fees	In Progress				
Workers' Compensation	In Progress				
Assignments Not Yet Started					
Housing Rehabilitation					
Public Works Cost Estimation Process					
Vehicle Maintenance Procedures					
Risk Management					
Police Overtime					
Information Technology**					
CBO Financial Reporting and Accountability					
Decentralized Cash Handling Processes					
Convention and Visitors Bureau					
On-going Assignments					
Review of significant RFPs					
Cardroom Audit Overview					
Redevelopment DDAs					
Audit Recommendation Follow-up Report					
Procurement Card Transactions					
Annual Assignments					
Annual Financial Audit & Single Audit Overview					
Allied Waste Contract Expenditures					
TEAM San Jose					
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

OTHER ACTIVITIES

During May 16, 2007 through June 15, 2007, the City Auditor and/or City Auditor Staff:

1. Issued *Review of Allied Waste Expenditures for the Period of April 1, 2006 Through March 31, 2007*.
2. Participated in a Finance Department hiring interview panel for purpose of filling four Investigator/Collector positions.
3. Met with external auditors, Kafoury, Armstrong, & Co., as part of our on-going assistance to the San Jose Police Department regarding Bay 101.
4. Attended the Association of Local Government Auditors (ALGA), where the City Auditor's Office was awarded the 2006 Gold Knighton award for our audit, *An Audit of Citywide Grant Oversight*.
5. Made a presentation of our audit, *An Audit of Citywide Grant Oversight*, at the Association of Local Government Auditors (ALGA) conference.
6. Participated in the Chinese National Audit Office Executive Audit Training graduation ceremony.

**OFFICE OF THE CITY AUDITOR
SCHEDULE OF AUDIT COSTS
FOR THE MONTH OF MAY 2007**

Audit Assignment	Audit Hours	Audit Costs	Percentage ¹
Vacation, Sick, and Other Leaves	616	\$45,187	29.8%
City Debt and Investment Administration	386	28,315	18.7
General Office Administration	265	19,439	12.8
Training	236	17,312	11.4
RDA DDA – Park Townsend	122	8,949	5.9
Allied Waste Expenditures	115	8,436	5.6
Traffic Calming	75	5,502	3.6
TEAM San Jose	59	4,328	2.8
Mexican Heritage Plaza	49	3,594	2.4
On-Going Purchase Card Audits	38	2,788	1.8
Santa Clara County Cities Association	37	2,714	1.8
Arena Fees	29	2,127	1.4
Recommendations Follow-Up	17	1,247	0.8
Significant RFPs/Procurement Manual	10	734	0.5
Performance-Based Budgeting	6	440	0.3
Internal Quality Control	6	440	0.3
Assistance to SJPD on Bay 101	2	147	0.1
Totals	2,068	\$151,699	100.0%
Total Cost Per FMS	\$151,699		

¹ These may be slightly off because of rounding.