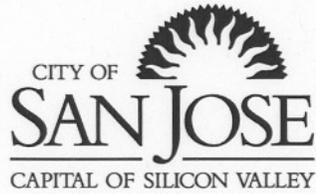


COUNCIL AGENDA: 10/12/04

ITEM NO.: 2.4(a)



OFFICE OF THE
CITY AUDITOR

**REPORT OF ACTIVITIES AND FINDINGS
FOR THE PERIOD
AUGUST 16 THROUGH SEPTEMBER 15, 2004**

A REPORT TO THE SAN JOSE CITY COUNCIL



GERALD A. SILVA
City Auditor

CITY OF SAN JOSÉ, CALIFORNIA

800 N. First Street, San Jose, California 95110 • Tel: (408) 277-4601

September 28, 2004

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 August 16, 2004 through September 15, 2004 and schedule of audit costs for August 2004.

The monthly report contains the following sections:

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

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 September 15, 2004

	Preliminary Survey	Risk Assessment	Audit Field Work	Report Writing	Projected Issuance Date*
On-going Assignments					
Quarterly Sales and Business 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		
Property Tax Allocation	On-going	On-going	On-going		
Information Systems Audits	On-going	On-going	On-going		
Assignments In Progress					
Public Works Transportation Contract Cycle Times	Completed	Completed	Completed	In Progress	
Management Audit of City Manager Reforms	Completed	Completed	In Progress		
Information Technology Department	Completed	Completed	In Progress		
Environmental Services Department Laboratory	Completed	Completed	In Progress		
Public Art Project Allocation Process	Completed	In Progress			
Traffic Calming	Completed	In Progress			
San Jose Family Camp	In Progress				
San Jose Municipal Water System	In Progress				
RDA Disposition and Development Agreements	In Progress				
Regional Parks Staffing and Maintenance Levels	In Progress				
Assignments Not Yet Started					
Call Center Information and Referral Services					
Los Lagos Golf Course Operations and Finances					
Police Department Radio Channel Staffing **					
Public Works Cost Estimation Process					
Assignments Completed					
Converged Network RFP	Completed	Completed	Completed	In Progress	August 2004
Review of the CUSP RFP Process	Completed	Completed	Completed	In Progress	June 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 August 16, 2004 through September 15, 2004, the City Auditor:

1. Began a management audit related to the City Manager's reforms.
2. Made a presentation for the Association of Government Accountants/Institute of Internal Auditors.
3. Met with General Services Staff regarding our Vehicle audits.
4. Met with City Council Members regarding various audit assignments.

**OFFICE OF THE CITY AUDITOR
SCHEDULE OF AUDIT COSTS
FOR THE MONTH OF AUGUST 2004**

Audit Assignment	Audit Hours	Audit Costs	% ¹
VOIP RFP	661	\$47,777	29.5%
Vacation, Sick, and Other Leaves	377	27,249	16.8
Contract Cycle Times	238	17,203	10.6
Sales and Business License Taxes ²	470	15,395	9.5
Northside Community Center	175	12,649	7.8
General Services Vehicles	141	10,191	6.3
Administrative ³	101	7,068	4.4
Revenue Audits	92	6,650	4.1
Information Technology Department	80	5,782	3.6
CUSP RFP Process	43	3,108	1.9
Internal Quality Control	42	3,036	1.9
Training	40	2,891	1.8
Traffic Calming	17	1,229	0.7
San Jose Municipal Water System	12	867	0.5
Assistance to SJPd on Bay 101	8	578	0.4
Crossing Guard Program	4	289	0.2
Totals	2,501	\$161,962	100.0%
Total Cost Per FMS		\$161,962	

¹ These may be slightly off because of rounding.

² Includes 320 intern hours.

³ Includes 4 intern hours.