



## Memorandum

**TO:** Public Safety, Finance and Strategic Support Committee  
**FROM:** Sharon W. Erickson, City Auditor  
**SUBJECT:** *Monthly Report of Activities for September 2011*  
**DATE:** October 12, 2011

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### RECOMMENDATION

Approve the Auditor's Office Monthly Report of Activities for September 2011.

### SUMMARY OF RESULTS

Charter Section 8.05(e) requires the City Auditor to submit a monthly report to the City Council of our activities, findings, and recommendations. This report summarizes reports issued, other activities, assignments in process, and the status of the City Auditor's Fiscal Year 2011-12 Work Plan during the month of September 2011.

### Other Activities During the Month of September:

- The City Auditor participated in a panel at the local meeting of the Institute of Internal Auditors regarding measuring audit effectiveness, and participated in a panel at the Washington, D.C. Governing Summit on the cost of government.

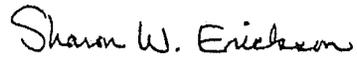
### Assignments in Process:

1. **Airport Level of Service Performance Measures** – Accuracy and reporting of current level of service indicators for police and fire services at the airport.  
**Project Status:** Report writing in process.  
**Anticipated Release Date:** Scheduled for the October 20, 2011 meeting of the Public Safety, Finance and Strategic Support Committee.
2. **Form 700 Filers** – About 1,400 city employees and others are required to file Statements of Economic Interests. The purpose of our review is to verify compliance with report submission requirements.  
**Project Status:** Report writing in process.  
**Anticipated Release Date:** November 2011.

- 3. Citywide Open Purchase Order For Office Supplies** – This is one in a series of audits of large contracts designed to confirm that the City is getting the service that it is paying for and/or the revenues to which it is entitled.  
**Project Status:** Report writing in process.  
**Anticipated Release Date:** November/December 2011.
- 4. Police Department Secondary Employment** – To assess the cost and effectiveness of the program.  
**Project Status:** Fieldwork in process.  
**Anticipated Release Date:** TBD.
- 5. Team San Jose Convention Center Performance and Convention Visitors Bureau (CVB) Activities** – The purpose of our annual convention center review is to determine whether Team San Jose met its performance metrics and other key requirements in the management agreement between the City and Team San Jose for the fiscal year ended June 30, 2011. We are also reviewing the cost and services provided through the CVB agreement between the City and Team San Jose.  
**Project Status:** Fieldwork in process.  
**Anticipated Release Date:** TBD.
- 6. Information Technology General Controls** – The City's reliance on computer systems for its key business systems and resource reductions in the Information Technology Department require additional audit emphasis in this area.  
**Project Status:** Fieldwork in process.  
**Anticipated Release Date:** TBD.
- 7. Fire Department Performance Measures** – The City Auditor reports on City government performance through the annual *Service Efforts and Accomplishments Report*. In September 2009, the office issued *Performance Management and Reporting in San Jose: A Proposal for Improvement* including recommendations to improve data quality. This project will assess the accuracy and reporting of selected performance measures in the Fire Department.  
**Project Status:** Preliminary Survey in process.  
**Anticipated Release Date:** TBD.
- 8. Environmental Services Department Funding and Staffing** – Staffing and management audit of ESD, with special focus on how ratepayer funds are used.  
**Project Status:** Preliminary Survey in process.  
**Anticipated Release Date:** TBD.
- 9. Water Pollution Control Plant Rehabilitation** – Review of opportunities to reduce the cost of the project, expedite the project, and create savings for ratepayers.  
**Project Status:** Preliminary Survey in process.  
**Anticipated Release Date:** TBD.

Information on the status of the City Auditor's FY 2011-12 Work Plan is attached. On behalf of the Auditor's Office, I would like to express my appreciation to City staff for their cooperation and assistance during our reviews.

Respectfully submitted,



Sharon W. Erickson  
City Auditor

SE:bh

Attachment: Status of the City Auditor's FY 2011-12 Work Plan

**Status of the City Auditor's FY 2011-12 Work Plan<sup>1</sup>  
as of September, 2011**

	Preliminary Survey	Risk Assessment	Audit Field Work	Report Writing	Projected Issuance Date <sup>2</sup>
<b>Assignments Completed</b>					
Traffic Citation Revenue	Completed	Completed	Completed	Completed	August 2011
Recovery Act Funding	Completed	Completed	Completed	Completed	August 2011
<b>Assignments In Process</b>					
Airport Service Level Performance Measures	Completed	Completed	Completed	In Process	October 2011
Recommendation Follow-up Report (June 30, 2011)	—	—	Completed	In Process	October 2011
Form 700 Filers	Completed	Completed	Completed	In Process	November 2011
City Open Purchase Orders for Office Supplies	Completed	Completed	Completed	In Process	Nov/Dec 2011
Police Department Secondary Employment	Completed	Completed	In Process		
Information Technology General Controls	Completed	Completed	In Process		
Team San Jose Convention and CVB Activities	—	—	In Process		
External Audit and Single Audit	—	—	In Process		
Annual Audits of Bond and Parcel Tax Measure	—	—	In Process		
Semi-annual Compliance Reviews of City's Investment Program	—	—	In Process		
Fire Department Performance Measures	In Process				
Environmental Services Department Funding and Staffing	In Process				
Water Pollution Control Plan Rehabilitation	In Process				
<b>Assignments Not Yet Started</b>					
Annual Service Efforts and Accomplishments					
Annual Financial Scan of CBOs					
Fire Department Disability Rates					
Consulting Agreements					
Overhead Reimbursements					
Cardroom Oversight					
Fire Prevention					
Coordination of External Audit Work					
Impact of Staffing Reductions					
Deferred Compensation					
Santa Clara County Cities Association					
Housing Programs					
Recommendation Follow-up Report (December 31, 2011)					

<sup>1</sup> The approved work plan is on the web at [www.sanjoseca.gov/auditor/workplan.asp](http://www.sanjoseca.gov/auditor/workplan.asp)

<sup>2</sup> 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.