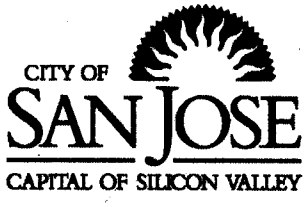
RULES COMMITTEE: 8-31-05
ITEM: G(2)



Office of the City Auditor

Gerald A. Silva, City Auditor

August 26, 2005

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

I recommend the Rules Committee include the following assignments on the City Auditor's 2005-06 Audit Workplan. These proposed assignments incorporate recommendations from the Mayor and City Council members.

Assignments In Progress:

1. Public Works Transportation Contract Cycle Times
2. Environmental Services Department Laboratory
3. Traffic Calming
4. San Jose Municipal Water System
5. Citywide Grant Oversight
6. Police Patrol Vehicle Contingency
7. Follow-up of Transport & Metered Equipment Audit Recommendations
8. Review of Significant RFPs—Airport Integrated Systems RFP
9. The Filipino-American Senior Opportunities Development Council, Inc.'s Cash Flow Analysis for the Operation of the Northside Community Center

Assignments Not Yet Started

10. Call Center Information and Referral Services
11. Los Lagos Golf Course Operations and Finances
12. Public Works Cost Estimation Process
13. Workers' Compensation
14. Vehicle Maintenance Procedures
15. Specialized Vehicle Use
16. Annual performance Review of Team San Jose, Inc.
17. A Comparison of the Real Estate Division & Redevelopment Agency Real Property Acquisition Processes

200 E. Santa Clara Street, San José, CA 95113
Telephone: (408) 535-1250 ***Fax:*** (408) 292-6071 ***Website:*** www.sanjoseca.gov/auditor/

On-going Assignments

18. Quarterly Sales Tax Audits
19. Cardroom Audit Overview
20. Audit Recommendation Follow-Up
21. Annual Financial Audit and Single Audit Overview
22. Other Revenue Audits
23. Petty Cash And Change Fund Audits
24. Information Systems Audits/Data Mining
25. Fraud and Audit Hotline

Deferred Assignments

26. Police Department Radio Channel Staffing
27. Information Technology Department
28. Police & Fire Retirement Plan

New Audit Requests

29. Purchase Card Utilization
30. Risk Management
31. Housing Rehabilitation
32. Police Overtime

In addition, the City Auditor's Risk Assessment Model identified additional potential 2005-06 audit subjects. We will submit these additional audits for the Rules Committee to consider when we complete the above assignments.

I will present my proposed 2005-06 Audit Workplan to the Rules Committee at its August 31, 2005 meeting.

Respectfully submitted,

Gerald A. Silva
City Auditor

GS:bh
0281I