

# Memorandum

**TO:** Rules & Open Government Committee

**FROM:** Sharon W. Erickson,  
City Auditor

**SUBJECT:** *Monthly Report of Activities for  
September 2018*

**DATE:** October 2, 2018

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## RECOMMENDATION

Approve the Auditor's Office Monthly Report of Activities for the month of September 2018.

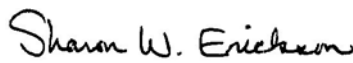
## SUMMARY OF RESULTS

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 2018-19 Work Plan during the month of September 2018.

### Activities During the Month of September:

1. Issued **Community Center Reuse: Efficient Monitoring and Better Data Can Help Determine the Next Phase of Reuse** (September 2018).  
The report is online at: <http://www.sanjoseca.gov/DocumentCenter/View/79622>.
2. Issued **Status of Open Audit Recommendations as of June 30, 2018** (September 2018).  
The report is online at: <http://www.sanjoseca.gov/DocumentCenter/View/79641>.
3. Presented the Interactive Dashboard of the Status of Open Audit Recommendations to the City Council.

Information on the status of the City Auditor's FY 2018-19 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.

  
Sharon W. Erickson  
City Auditor

Attachment

**Status of the City Auditor's FY 2018-19 Audit Work Plan  
 As of September 2018**

	Objective	Status	Projected Issuance Date
<b>Assignments Completed</b>			
1. Public Works Department Cost to Deliver Projects	Review and evaluate capital project delivery costs.	Completed	July 2018
2. Vehicle Abatement	Review the efficiency and effectiveness of vehicle abatement including the division of responsibility, response times, and costs per vehicle towed. This audit is part one of a two-part audit of vehicle abatement and towing.	Completed	August 2018
3. Cities Association of Santa Clara County	Routine expenditure review fiscal years ending June 20, 2017 & 2018.	Completed	August 2018
4. Community Center Reuse Program	Review tenant monitoring, services offered, costs and revenues.	Completed	September 2018
5. Semi-Annual Audit Recommendation Status Report as of June 30, 2018	Update on the implementation status of all open audit recommendations.	Completed	September 2018
<b>Assignments In Process</b>			
6. Semi-Annual Compliance Review of the City's Investment Program as of June 30, 2018 (contracted audit service)	The City's investment policy requires semi-annual compliances audits of the City's investment portfolio. MGO will conduct the agreed-upon procedures as of June 30 2018.	In process	October 2018
7. Homeless Assistance Programs	Performance metrics and effectiveness of city-funded homeless assistance programs.	In process	November 2018
8. Annual External Financial Audit and Single Audit (contracted audit service)	The City Charter requires an annual audit of the City's financial transactions. The independent certified public accounting firm MGO will conduct the annual audits of the Comprehensive Annual Financial Reports (CAFRs) of the city, the airport, and the pension systems. MGO will also conduct audits of the financial statements of the Successor Agency to the Redevelopment Agency, Convention Center, Hayes Mansion, the Clean Water Financing Authority, Deferred Compensation, Tier 3 Defined Contribution Plan, Voluntary Employee Beneficiary Association (VEBA), MTC compliance, and the Single Audit (including Airport passenger facility charges and customer facility charges).	In process	November 2018
9. Annual Audits of Voter-Approved Bond and Parcel Tax Measures (contracted audit service)	MGO will conduct audits of the Branch Library Bond Projects Fund, the Parks and Recreation Bond Projects Fund, the Public Safety Bond Projects Fund, and the Library Parcel Tax Fund, satisfying the City's obligation for guaranteed annual audits.	In process	November 2018
10. Towing Services	Review the City's monitoring of tow service agreements and evaluate the current towing services program structure. This audit is part two of an audit of vehicle abatement and towing.	In process	December 2018
11. 911 and 311 Calls	Workload, call answering times, and customer service.	In process	TBD
12. Development Noticing	Effectiveness of outreach for new development including radius, timing, and languages.	In process	TBD
13. Employee Benefit Funds	Administration and reconciliation of contributions and expenditures in the benefit funds. Budgeted expenditures in the health, dental, life, and unemployment insurance funds total \$92 million per year.	In process	TBD
14. BEST Program	Review the evolution of the Mayor's Gang Prevention Task Force and BEST program over time, including the allocation process, contract monitoring, and grantee performance.	In process	TBD

	Objective	Status	Projected Issuance Date
<b>Assignments Not Yet Started</b>			
15. Annual Review of Team San Jose Performance	Annual review to determine whether Team San Jose met its performance metrics as of June 30, 2018. (as required in the City's agreement with Team San Jose)		November 2018
16. Annual Services Report	11 <sup>th</sup> annual report providing data about the cost, quality, quantity, and timeliness of city services. The report incorporates existing performance measurement data, showing ten-year historical trends, a variety of comparisons to other cities, and the results of resident surveys. It also incorporates information about the financial condition of the city through graphics, standardized measures, and benchmarking to other jurisdictions.		December 2018
17. Semi-Annual Audit Recommendation Status Report as of December 31, 2018	Update on the implementation status of all open audit recommendations.		March 2019
18. Semi-Annual Compliance Review of the City's Investment Program as of December 31, 2018 (contracted audit service)	The City's investment policy requires semi-annual compliance audits of the City's investment portfolio. MGO will conduct the agreed-upon procedures as of December 31, 2018.		March 2019
19. In-lieu Fees	Collection, tracking, and use of in-lieu fees		
20. Procurement Card Expenditures	Routine audit of city credit card usage (last audit was 2014).		
21. Form 700 filings	Follow-up review of the filing status of required Statements of Economic Interest (Form 700).		
22. Employee Reimbursements	Audit of employee reimbursements not covered in our 2017 <a href="#">Audit of Employee Travel Expenses</a> .		
23. Housing Department Grant Programs	Assess the efficiency and effectiveness of the allocation process and monitoring of grantees, including whether grants are achieving the intended benefits.		

The City Auditor's Fiscal Year 2018-19 Work Plan is online at:  
<http://www.sanjoseca.gov/DocumentCenter/View/79200>