



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Joe Rois,  
City Auditor

**SUBJECT:** Monthly Report of Activities for  
August 2025

**DATE:** September 3, 2025

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## RECOMMENDATION

Approve the Auditor's Office Monthly Report of Activities for the month of August 2025.

## 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 (FY) 2025-26 Work Plan during the month of August 2025.

### Activities During the Month of August:

1. Brought the Office's proposed FY 2025-26 work plan to the Rules & Open Government Committee for approval. The work plan can be found at: <https://www.sanjoseca.gov/your-government/appointees/city-auditor/annual-work-plans>.
2. Issued **Access and Use of Traffic Safety Services: Targeted Outreach and Other Improvements Can Enhance Equity in Services**. The report is online at: <https://www.sanjoseca.gov/home/showpublisheddocument/123668>.
3. Issued **Procurement: The City Should Review its Risk Strategy, Performance Measurement, and Guidance to Improve the Procurement Process**. The report is online at: <https://www.sanjoseca.gov/home/showpublisheddocument/123964>.

Information on the status of the City Auditor's FY 2025-26 Work Plan is attached. Overall, the Office has completed 3 of the 20 projects on the FY 2025-26 Work Plan. 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.

Joe Rois  
City Auditor

**Status of the City Auditor's FY 2025-26 Audit Work Plan  
As of August 2025**

	Objective	Status	Issuance Date
<b>Assignments Completed</b>			
1. City costs for special events	Assess City-required security or other costs to organizers for special events. <i>(Request from the Mayor)</i>	Completed	June 2025 (heard by Council in August)
2. Access to and use of critical services by traditionally marginalized communities (traffic safety)	The second project in this series will focus on Traffic Safety programs or services in the Increasing Community Safety City Council focus area. (see project 9 above)	Completed	August 2025
3. Procurement	Assess the efficiency of the City's procurement processes for goods and services, not including public works projects. <i>(Outstanding audit requests from a Councilmember and the Mayor)</i>	Completed	August 2025
<b>Assignments in Process</b>			
4. Semi-annual audit recommendation status report	The City Auditor's Office will maintain an online dashboard of audit recommendations and issue a report on the implementation status of all open audit recommendations as of June 30, 2025.	In process	September 2025 (projected)
5. Homelessness coordination	Audit to explore the City's internal department structure related to homelessness response, including assessing coordination of activities and benchmarking with other jurisdictions. <i>(Per City Council direction at the June 11, 2024 City Council meeting)</i>	In process	October 2025 (projected)
6. Fire Department inventory controls over controlled substances (NEW)	Assess inventory controls over controlled substances in the Fire Department.	In process	November 2025 (projected)
7. Annual Report on City Services	18 <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.	In process	December 2025 (projected)
8. Sewer rates (NEW)	Assess the process for setting sewer rates for residential, commercial, and industrial customers. <i>(per Councilmember request)</i> Target date: TBD.	In process	January 2026 (projected)

	Objective	Status	Issuance Date
9. Follow up on 2021 <i>Police, Staffing, Expenditures, and Workload</i> audit report (AMENDED)	This is a follow up to the 2021 <i>Police Staffing, Expenditures, and Workload</i> <sup>1</sup> audit. There are outstanding audit recommendations over different aspects of Police operations. ( <i>Outstanding audit request</i> )	In process	February 2026 (projected)
<b>Assignments Not Yet Started</b>			
10. 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 Macias Gini & O'Connell LLP (MGO) will conduct the annual audits of the Annual Comprehensive Financial Reports of the City and the Airport. MGO will also conduct audits of the financial statements of the Successor Agency to the Redevelopment Agency, Convention Center, Deferred Compensation, Tier 3 Defined Contribution Plan, Voluntary Employee Beneficiary Association (VEBA), Metropolitan Transportation Commission (MTC) grant compliance, South Bay Water Recycling, San José Clean Energy (SJCE), and the Single Audit (including Airport passenger facility charges and customer facility charges).	Not Started	September 2025 through February 2026 (projected)
11. Semi-annual compliance reviews of the City's investment program (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 June 30 <sup>th</sup> and December 31 <sup>st</sup> .	Not Started	September 2025 and March 2026 (projected)
12. 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 Library Parcel Tax Fund, and the Public Safety and Infrastructure ("Measure T") Bond Fund satisfying the City's obligation for guaranteed annual audits.	Not Started	October 2025 (projected)
13. Compliance review of San José Clean Energy's risk management practices (contracted audit service)	MGO will conduct tests of SJCE investment and risk management practices to ensure compliance with the City's Energy Risk Management Policy and Energy Risk Management Regulations as of FY Ended June 30, 2025.	Not Started	November 2025 (projected)
14. Annual Performance Review of Team San Jose and the Convention and Visitors Bureau	Annual review to determine whether Team San Jose met their performance metrics as of June 30, 2025.	Not Started	November 2025 (projected)
15. Biennial peer review for FYs 2023-24 and 2024-25	The City Charter requires a performance audit of the Office of the City Auditor be conducted at least once every two years. To fulfill this requirement, the Office	Not Started	November 2025 (projected)

<sup>1</sup> See <https://www.sanjoseca.gov/home/showpublisheddocument?id=70064>

	Objective	Status	Issuance Date
(contracted audit service)	participates in the Association of Local Government Auditors' peer review program. The last peer review was conducted in 2023.		
16. Semi-annual audit recommendation status report	The City Auditor's Office will maintain an online dashboard of audit recommendations and issue a report on the implementation status of all open audit recommendations as of December 31, 2025.	Not Started	March 2026 (projected)
17. Housing loan portfolio	Assess the Housing Department's processes for managing the affordable housing loan portfolio, including loan servicing and compliance monitoring. <i>(outstanding audit request)</i>	Not Started	TBD
18. Employee turnover	Review turnover across departments and identify potential causes and strategies to mitigate negative impacts on services, including succession planning. <i>(per Councilmember request)</i>	Not Started	TBD
19. Office of Economic Development and Cultural Affairs performance measures	Assess the reliability, validity, and usefulness of the Office's reported or tracked performance measures. <i>(Councilmembers have made multiple requests for audits about the City's performance management in prior years. This is the second of what is expected to be an ongoing series of audits related to the City's performance measurement and management systems)</i>	Not Started	TBD
20. Vehicle Abatement	A follow up to the 2018 audit of vehicle abatement. Scope still to be determined but could review customer service and effectiveness of the vehicle abatement program for different types of vehicles or requests.	Not Started	TBD
21. Fire technology needs	Assess the Fire Department's technology strategic planning and resources.	Not Started	TBD

Note: The approved work plan includes 20 projects. The two semi-annual recommendation status reports are listed as one project but separated here to show progress.

The City Auditor's Fiscal Year 2025-26 Work Plan is online at:

<https://www.sanjoseca.gov/your-government/appointees/city-auditor/annual-work-plans>