

CC 9-6-2022

#7

Department Update
Parks & Recreation

Presentation

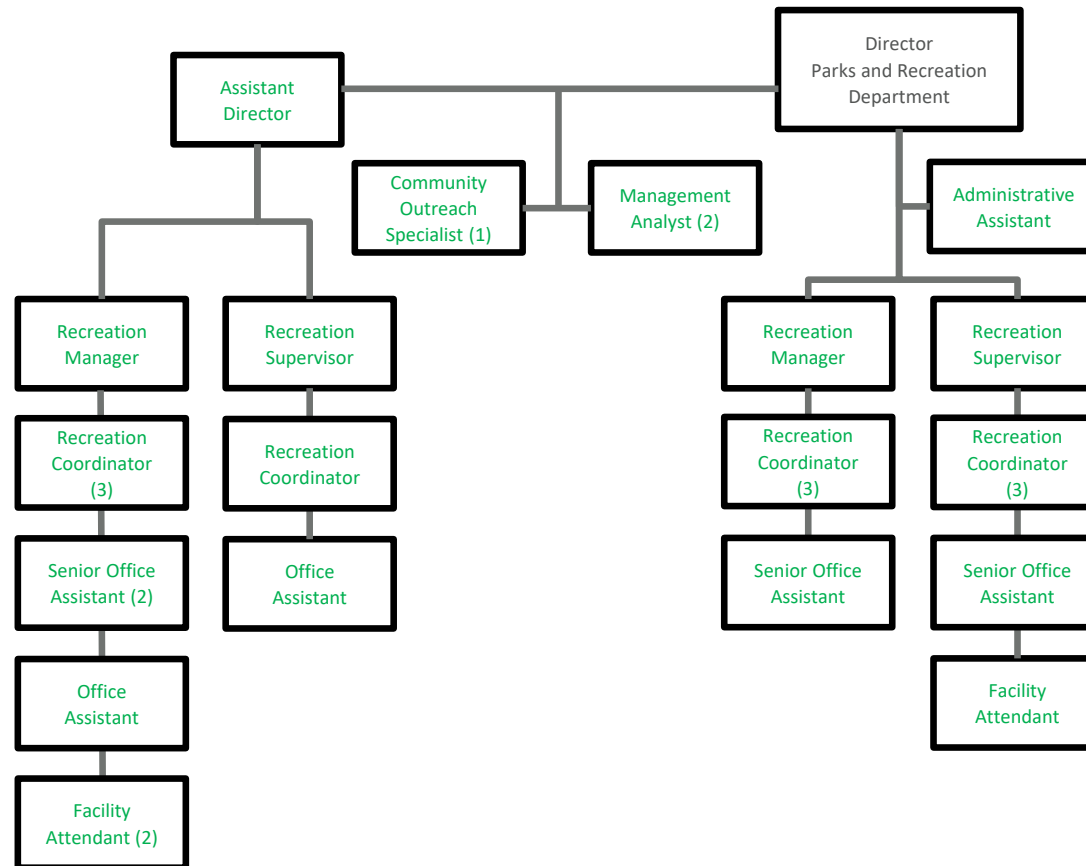
Parks and Recreation Department

City Council update 9/6



**CITY OF
CUPERTINO**

Organizational Chart



Responsibilities: Commissions and Boards

September

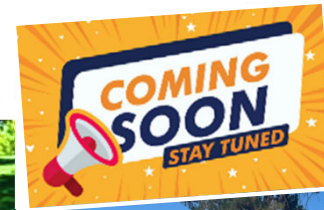
2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1 Parks and Recreation Commission Meeting (Canceled due to Joint Meeting)	2	3	4
5	6 City Council Meeting	7 Library Commission Meeting Youth Activity Board Meeting	8 Joint Commission Meeting on BBF Golf Course	9	10	11
12	13	14 Teen Commission Meeting	15	16	17	18
19	20 City Council Meeting	21 Youth Activity Board Meeting	22 Senior Advisory Board Meeting	23	24	25
26 Arts and Culture Commission	27	28	29	30		

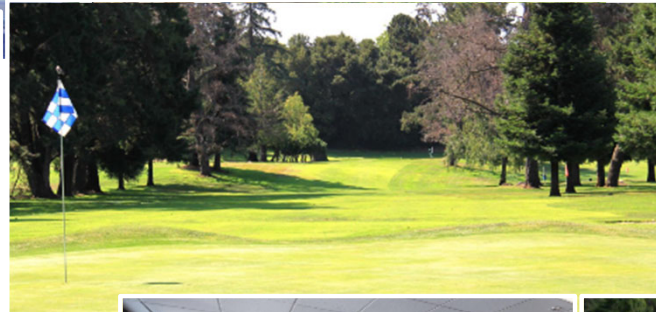
Responsibilities: Classes, Camps, Activities, for all ages



Responsibilities: Park space for programming



Responsibilities: Facilities



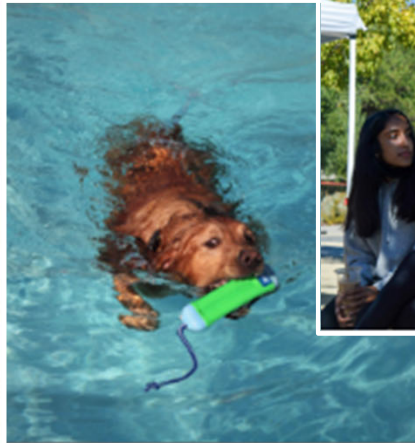
Responsibilities: Picnic Areas, Community Gardens, and Athletic Fields



Responsibilities: Community Events and Festival Support



Upcoming events



- 9/10: *Pooch Plunge* – 9 a.m. to 12:45 a.m. at *Blackberry Farm Pools*
- 9/17: *Bobateeno* – noon to 3 p.m. at *Civic Center Plaza*
- 10/1: *Volunteer Fair* – 10 a.m. to 2 p.m. at *Civic Center Plaza*
- 10/21: *Pizza and Politics* – 7 p.m. to 9 p.m. at *Community Hall*
- 10/22: *Harvest Day* – 10 a.m. to 2 p.m. at *Blackberry Farm*

Upcoming events



- 10/27: Hidden Treasures – 9 a.m. to 2 p.m. at Senior Center
- 10/28: Monster Mash – 7 p.m. to 9 p.m. at Quinlan Center
- 12/2: Tree Lighting – 6 p.m. at Quinlan Center
- 12/3: Breakfast with Santa – 8:30 a.m. to 11:30 a.m. Quinlan Center
- 12/10: Signing Santa – 2 p.m. to 4 p.m. at Quinlan Center
- 12/10 to 12/17: Santa Visits evening timeslots available at your home

Parks and Recreation Department

For more information:

- Websites
 - cupertino.org/recreation
 - reg4rec.org (registration site)
- Brochures
 - Recreation Schedule
 - The 50+ Scene



CC 9-6-2022

#18

FY 2022-23 Internal Audit Program

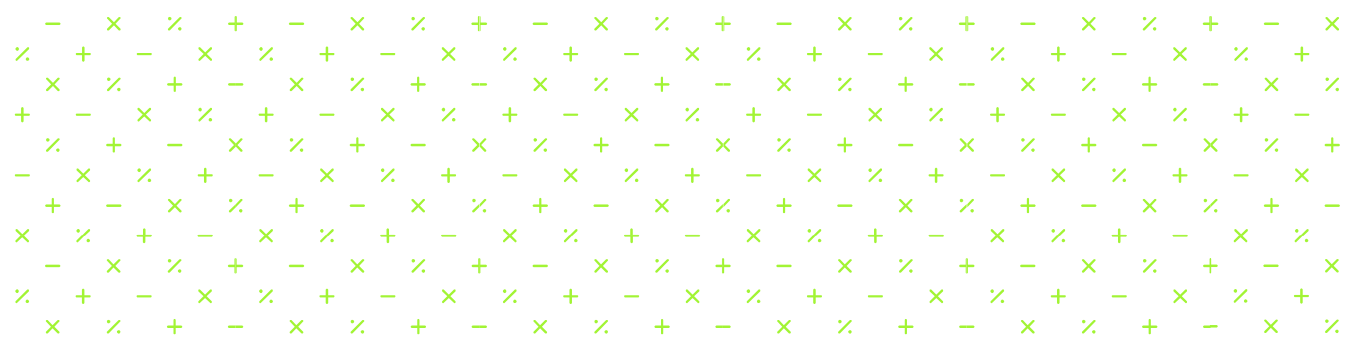
(This is the same Attachment A that is
in the Council Agenda and
Searchable Packet)

Presentation



City of Cupertino FY 22-23 Internal Audit Program

City Council Committee Meeting
July 19, 2022



Overview

1. Introduction
2. Internal Audit Program Components
3. Internal Audit Program Review
4. Internal Audit Departments Covered
5. Recommended Internal Audit Plan
6. Recommended Internal Audit Plan Timing
7. Audit Committee Prioritization

1. Introduction

- The City retained Moss Adams to serve as the designated Internal Auditor and conduct projects focusing on:
 - Risks
 - Internal controls
 - Efficiency and effectiveness
 - Best practices
 - Compliance
- Work is being completed under appropriate industry standards



2. Internal Audit Program Components



3. Internal Audit Program Review

<u>Focus</u>	<u>Accomplishments</u>
• Enterprise Risk Assessments	2021
• Internal Controls Projects Completed	1
• Performance/Efficiency Projects Completed	2
• Policies Reviewed	<i>To Come</i>
• Recommendations Delivered	27
• Ethics Hotline	<i>To Come</i>
• Recommendations Validated	<i>To Come</i>



4. Internal Audit Departments Covered

Department	Projects
Administrative Services	Procurement (22), Finance P&Ps (22)
City Clerk	
City Manager's Office	FWA Program (22)
Community Development	
Communications	
Innovation & Technology	
Parks & Recreation	
Public Works	Capital Program (22)

Enterprise Projects: Risk Assessment (21)



5. Recommended Internal Audit Plan: *Chronological Order*

- Ongoing Internal Audit Services: Attend Audit Committee and Council meetings; prepare status reports, manage internal audit program, and prepare FY 23-24 internal audit plan. (52 weeks)
- Policy Review Ongoing Support: As the City updates and develops draft financial policies based on the prioritized inventory, review drafts and provide recommendations to align policies with best practice. (52 weeks)
- Library Construction Audit: Perform audit of library construction to review reporting, project accounting consistency controls, and related construction controls; identify non-compliant project charges and change orders and control improvement opportunities. (8 weeks)
- Budget Process Review: Document and review the City's budget process, compare to best practice, and provide recommendations for improvements in efficiency and effectiveness. (6 weeks)
- Enterprise Leadership Effectiveness Study: Assess the effectiveness of the City's management and governance collaboration framework and provide recommendations to strengthen and streamline procedures to align with best practices for municipal leadership. (15 weeks)



6. Recommended Internal Audit Plan Timing

Project	7-9/22	10-12/22	1-3/23	4-6/23
Fraud, Waste, & Abuse Program (FY 22-23 carryover)				
Library Construction Audit				
Budget Process Review				
Enterprise Leadership Effectiveness Study				
Policy Review Ongoing Support				
Ongoing Internal Audit Services				



7. Audit Committee Prioritization

Fiscal Year 2022-2023 Program:

- Ongoing Support:
 - Ongoing Internal Audit Services
 - Policy Review Ongoing Support
- Budget Process Review
- Enterprise Leadership Effectiveness Study
- Library Construction Audit

Potential Future Internal Audit Projects:

- Grants Management Performance Audit
- IT General Controls Review
- Cybersecurity Review





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