



CITY OF
PORTLAND, OREGON

OFFICE OF THE CITY AUDITOR
Audit Services Division

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July 9, 1996

TO: Mayor Vera Katz
Commissioner Charlie Hales
Commissioner Gretchen Kafoury
Commissioner Mike Lindberg

FROM: Barbara Clark, CPA, City Auditor

SUBJECT: Proposed Fiscal Year 1996-97 Audit Schedule

The following is the proposed Audit Schedule for the Audit Services Division in Fiscal Year 1996-97. I welcome any comments or suggestions on the proposed schedule. Please call me at 823-4808.

Audits in Progress

Estimated Completion

■ Housing Programs

August 1996

Scope: Joint City/County audit of impact of community housing programs and the efficiency of service delivery.

Rationale: Council interest, potential for improvements.

■ Solid Waste Franchises

August 1996

Scope: Comprehensive assessment of Portland's garbage franchising system, including rate setting, costs, customer service, and program effectiveness.

Rationale: Potential for service improvement and savings, public and Council interest.

■ Oversight of Water Main Construction Project

September 1996

Scope: On-going oversight of Water Bureau competitive contracting pilot project. Independent review of construction quality and cost compilation.

Rationale: Council and public interest, potential for savings.

Audits in Progress

Estimated Completion

■ Development Review Process

November 1996

Scope: Comprehensive evaluation of the City's process for reviewing and approving building and development requests. The audit will evaluate program compliance, efficiency of operating methods, timeliness and customer service, and effectiveness meeting goals and objectives.

Rationale: Public and Council interest, potential for service improvement, audit coverage.

■ Annual Financial Audit

December 1996

Scope: Annual audit of the City's financial statements in accordance with state law and City Charter. Performed under contract with an independent public accounting firm.

Rationale: Public and Council interest, supports management goals and needs.

■ Service Efforts and Accomplishments - 1996

December 1996

Scope: Annual performance report on the City's six largest service areas. Includes summarized information on program spending, workload, and most importantly, service results. Compares Portland's performance to six other cities and provides results of fifth annual citizen satisfaction survey.

Rationale: Council and public interest, potential for service improvements, supports management goals and needs.

■ Information Technology

On hold

Scope: Information report on the current status and inventory of City information technology. Report will support the Information Technology Initiative and provide base information for the steering committee in developing the Information Technology Strategic Plan.

Rationale: Council interest, supports management needs/goals, potential for service improvements

New Audits

Estimated Completion

■ Report to Citizens - 1996 (Popular Report)

December 1996

Scope: Concise report to citizens containing user-friendly financial statements, indicators of financial condition, and the most significant measures of service performance.

Rationale: Citizen and Council interest in government accountability.

New Audits	Estimated Completion
■ BOEC - 911 Response Time Analysis	April 1997
<i>Scope:</i> Evaluate total response times for fire, EMS, and police, from citizen call to service delivery. Assess opportunities to improve call-taking and dispatch procedures and management information.	
<i>Rationale:</i> Council and public interest.	
■ Fleet Management	June 1997
<i>Scope:</i> Analysis of central fleet service costs and service quality. Evaluate opportunities for improved services at lower costs.	
<i>Rationale:</i> Council and bureau interest. Potential for improvement	
■ Combined Sewer Overflow (CSO)	July 1997
<i>Scope:</i> Develop objective information on project status, impact on CSO problem, and operational efficiency. Review and refine project performance measures.	
<i>Rationale:</i> Council and public interest. Improved accountability to rate payers.	
■ Parks Capital Improvement Program	September 1997
<i>Scope:</i> Mid-point assessment of the Bureau's General Obligation Bond capital improvement program: accomplishments versus initial plan, economical use of funding, impact on program quality.	
<i>Rationale:</i> Council and Public interest, potential for improvements and savings.	
■ Automated Purchasing and Decentralized Accounts Payable	September 1997
<i>Scope:</i> Evaluate adequacy of new internal control systems.	
<i>Rationale:</i> High risk area, management letter recommendation.	

BC:RCT:rwc
c: Bureau Managers

