



CITY OF
PORTLAND, OREGON

OFFICE OF CITY AUDITOR
Audit Services Division

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February 3, 1999

TO: Mayor Vera Katz
Commissioner Jim Francesconi
Commissioner Charlie Hales
Commissioner Dan Saltzman
Commissioner Erik Sten

FROM: Gary Blackmer, City Auditor

SUBJECT: Final Audit Schedule for 1999

The following is the Final 1999 Audit Schedule for the Audit Services Division. We will inform you if we have changes or additions to this schedule. If you have any comments or questions during the course of the audit work please feel free to call me (823-4808) or Audit Director Dick Tracy (823-3536).

Audits in Progress

Estimated completion

- | | |
|--|---------------|
| ■ Facilities Services: Performance Measures | February 1999 |
| ■ Review of Bureau of Fire, Rescue, and Emergency Services: Relationships to Non-profit groups | February 1999 |
| ■ Fire Fleet Consolidation: Financial Analysis | March 1999 |

Proposed New Audits

Estimated Start Date

- | | |
|--|---------------|
| ■ <i>Bureau of Traffic Management</i> | February 1999 |
| Scope: Preliminary assessment will be performed to identify areas warranting more detailed analysis. | |

Rationale: Audit coverage. Council and public interest in traffic management.

Proposed New Audits

Estimated Start Date

■ *Bureau of Parks and Recreation*

March 1999

Scope: To be determined after discussions with Commissioner-in Charge and Parks Bureau management.

Rationale: Commissioner request. Budget note.

■ *Outer Southeast Service Satisfaction Study*

February 1999

Scope: An analysis of factors that contribute to relatively low service satisfaction ratings in annual City Auditor citizens survey.

Rationale: Council interest.

■ *Employee Deferred Compensation Programs*

February 1999

Scope: Review of the management and performance of the City's deferred compensation program.

Rationale: Identify opportunities to improve delivery and return.

■ *Community Development Performance Measures*

March 1999

Scope: Assess feasibility of improving the quality and reliability of the SEA community development performance measures. Evaluate potential for expanding chapter to include PDC performance measures.

Rationale: More reliable and complete information for public accountability and decision making.

■ *Bureau of General Services:
Managing Capital Construction*

June 1999

Scope: Assess effectiveness and efficiency of project management procedures.

Rationale: Significant level of on-going capital expenditures.

Proposed New Audits

Estimated Start Date

- *Employee Health Benefits:
Cost and Funding*

September 1999

Scope: An evaluation of employee health program costs and funding procedures to identify potential opportunities to improve cost controls.

Rationale: Audit coverage. Large health fund reserves. Projected cost increases.

- *Computer Hardware and Software:
Acquisition, Licensing, and Disposal
Practices*

July 1999

Scope: Review City procedures for ensuring the efficient and effective purchasing, licensing, and disposing of computer hardware and software.

Rationale: Potential high risk of abuse. High spending area.

- *Commercial Fire Inspection Program:
Implementation Status*

July 1999

Scope: Evaluate the efficiency and effective of the commercial fire inspection program after one year of implementation.

Rationale: New program. Council and public interest.

On-Going Projects

Estimated Completion

- Service Efforts and Accomplishments - 1999
- Financial Trends Report (1989 - 1999)
- Annual Financial Statement Audit

December 1999
December 1999
December 1999

Audit Follow-Up Studies

Estimated Completion

- | | |
|--|-----------|
| ■ Human Resource Management - Audit #164
November, 1993 | June 1999 |
| ■ Competitive Contracting - Audit #179
May 1995 | July 1999 |

GB:RT:rcw

cc: Vic Rhodes, Director, Office of Transportation
Mike Bauer, Interim Director, Bureau of Traffic Management
Charles Jordan, Director, Bureau of Parks & Recreation
Tim Grewe, Director, Office of Finance and Administration
Ken Rust, Director, Bureau of Financial Management
Fred Cuthbertson, Bureau of Risk Management
Steve Rudman, Director, Bureau of Housing and Community Development
Felicia Trader, Executive Director, Portland Development Commission
David Kish, Director, Bureau of General Services
Chief Robert Wall, Bureau of Fire, Rescue and Emergency Services
Janis Deardorff, Personnel Director, Human Resources