



CITY OF
PORTLAND, OREGON

OFFICE OF THE CITY AUDITOR
Audit Services Division

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July 9, 2001

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 FY 2001-2002

The following is the FY 2001-2002 Audit Schedule for the Audit Services Division. If you have any comments or questions about this schedule, please feel free to call me (503-823-4808) or Audit Director Dick Tracy (503-823-3536).

Audits in Progress

Estimated Completion

- *PTE contracting processes* July 2001

Scope: Review current city procedures for selecting and awarding contracts for professional, technical, and expert services.

Rationale: Council interest. Risk area.

- *City Employee Health Care Programs* August 2001

Scope: Analysis of City health cost trends, funding requirements, and proposals for change.

Rationale: High cost area. Council and employee interest.

- *Housing: Accomplishment of City Housing Activities* September 2001

Scope: Evaluation of housing funding accomplishments and results.

Rationale: Council interest. Regional goals and significant City investment.

Audits in Progress (continued)**Estimated Completion**

- *BOEC Performance Audit*

October 2001

Scope: Preliminary assessment will identify areas warranting detailed analysis.

Rationale: Council and user agency interest. High level of overtime use.

Proposed New Audits**Estimated Start**

- *Procurement Card Controls*

July 2001

Scope: Review and test controls over the use of procurement cards.

Rationale: Risk of misuse.

- *Managing for Results: City Systems for Strategic Planning, Budgeting, and Performance Measurement*

November 2001

Scope: Assess the City's systems and procedures for managing for results.

Rationale: Council and public interest.

- *Office of Planning & Development Review*

December 2001

Scope: Two-stage audit to assess 1) progress/impact of Development Review reorganization, and 2) efficiency/effectiveness of building permit inspections status report.

Rationale: Council and user interest.

- *Decentralized accounts payable procedures and controls*

January 2002

Scope: Review adequacy of decentralized accounts payable controls at selected locations.

Rationale: Risk of improper and untimely payments.

- *Police Records Division*

March 2002

Scope: Evaluation of police reporting and record keeping activities.

Rationale: High workload area. Potential for improvements.

On-Going Projects

Estimated Completion

- | | |
|--|---------------|
| ■ Service Efforts and Accomplishments 2001 | December 2001 |
| ■ Financial Trends – FY1990 – 2001 | December 2001 |
| ■ Comprehensive Annual Financial Report - Audit Contract | December 2001 |
| ■ Performance Management Consulting | On-going |

cc: Tim Grewe, Chief Administrative Officer
Sue Klobertanz, Director, Bureau of Purchases and Stores
Yvonne Deckard, Director, Bureau of Human Resources
Steve Rudman, Director, Bureau of Housing and Community Development
Don Mazziotti, Executive Director, Portland Development Commission
Paul Stein, Acting Director, Bureau of Emergency Communications
Lena Ellis, Accounting Manager
Ken Rust, Director, Bureau of Financial Management
Mark Murray, Director, Bureau of Financial Planning
Margaret Mahoney, Director, Office of Planning and Development Review
Mark Kroeker, Chief of Police

