



CITY OF
PORTLAND, OREGON

OFFICE OF THE CITY AUDITOR
Audit Services Division

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July 31, 2002

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

FROM: Gary Blackmer, City Auditor

SUBJECT: Final Audit Schedule for FY 2002-2003

The following is the Final FY 2002-2003 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

- *Procurement Card Controls* August 2002
 - Scope: Review and test controls over the use of City procurement cards.
 - Rationale: Risk of misuse.

- *Managing for Results: City Systems for Strategic Planning, Budgeting, and Performance Management and Reporting* September 2002
 - Scope: Assess the City's systems and procedures for managing for results.
 - Rationale: Council and public interest.

- *Office of Planning & Development Review (Part I)* November 2002
 - Scope: Assess the progress/impact of the Development Review reorganization, and other topics warranting detailed analysis and evaluation.
 - Rationale: Council, citizen and business interest.

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

- *Decentralized accounts payable procedures and controls* December 2002

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

Rationale: Risk of improper and untimely payments.

New Audits**Estimated Completion**

- *Business Survey* October 2002

Scope: Survey of business satisfaction with City services.

Rationale: Council interest.

- *City Insurance Costs* February 2003

Scope: Evaluation of certain City insurance costs -- fleet, general liability, workers' compensation, life, and disability.

Rationale: Compare costs and claim rates to goals and benchmarks. Assess opportunities for cost savings.

- *Office of Planning & Development Review (Part II)* March 2003

Scope: Review topics that offer opportunities for improved efficiency and effectiveness.

Rationale: Council interest, business community concerns, citizen complaints.

- *Water Bureau* April 2003

Scope: General review of management and operations.

Rationale: Council and public interest. Internal control weaknesses.

On-Going Projects

Estimated Completion

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| ■ Service Efforts and Accomplishments 2002 | December 2002 |
| ■ Comprehensive Annual Financial Report - Audit Contract | December 2002 |
| ■ Performance Management Consulting | On-going |

cc: Tim Grewe, Chief Administrative Officer
Sue Klobertanz, Director, Bureau of Purchases and Stores
Don Mazziotti, Executive Director, Portland Development Commission
Lena Ellis, Accounting Manager
Mark Murray, Director, Bureau of Financial Planning
Margaret Mahoney, Director, Office of Planning and Development Review
Mort Anoushiravani, Administrator, Bureau of Water Works
Gil Kelley, Director, Bureau of Planning
Ron Bergman, Director, Bureau of General Services
Yvonne Deckard, Director, Bureau of Human Resources

