



CITY OF
PORTLAND, OREGON

OFFICE OF THE CITY AUDITOR
Audit Services Division

Gary Blackmer, City Auditor
Richard Tracy, Director of Audits
1221 S.W. Fourth Ave., Room 310
Portland, OR 97204

(503) 823-4005, FAX (503) 823-4459
www.ci.portland.or.us/auditor/pdxaudit.htm

February 11, 2000

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 2000

The following is the Final 2000 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).

Proposed New Audits

Estimated start date

■ *Police patrol staffing and overtime study*

February, 2000

Scope: Assess police patrol staffing procedures and overtime use and control procedures.

Rationale: Bureau request and Council interest in police staffing and overtime costs.

■ *Community fire inspection program: implementation status*

February 2000

Scope: Evaluate the efficiency and effectiveness of the commercial fire inspection program.

Rationale: New program.

■ *PTE contracting processes*

March 2000

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

Rationale: Council interest. Risk area.

Proposed New Audits

Estimated start date

- *Construction audit* June 2000

Scope: To be determined following preliminary review of construction projects.

Rationale: Construction spending comprises large percent of annual City spending.
- *Decentralized accounts payable procedures and controls* June 2000

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

Rationale: Potential risk of improper and untimely payments
- *Housing: Impact of tax abatement and housing investment programs* August 2000

Scope: Evaluation of housing funding accomplishments and results.

Rationale: Council interest. Regional goals and significant City investment.
- *BOEC staff scheduling and overtime study* June 2000

Scope: Review staffing of 911 call-taking and dispatch operations and evaluate factors that contribute to overtime use.

Rationale: Council interest. High level of overtime use.
- *BES: Stormwater management* October 2000

Scope: Preliminary assessment of performance to identify areas warranting detailed analysis.

Rationale: Council and public interest. New and visible service area.

On-Going Projects

Estimated completion

- SEA 2000 December 2000
- Follow-up reviews: Summer 2000
Human Resource Management; Managed Competition

Audits in Progress

Estimated completion

- | | |
|------------------------------------|------------|
| ■ Financial Trends – FY1989 – 1999 | March 2000 |
| ■ SEA 1999 | March 2000 |
| ■ Employee Health Benefits | June 2000 |

cc: Mark Kroeker, Chief of Police, Bureau of Police
Robert Wall, Fire Chief, Portland Fire Bureau
Sue Klobertanz, Director, Bureau of Purchases and Stores
David Kish, Director, Bureau of General Services
Tim Grewe, Director, Office of Finance and Administration
Lena Ellis, Accounting Manager, Accounting Division, OF&A
Steve Rudman, Bureau of Housing and Community Development
Felicia Trader, Executive Director, Portland Development Commission
Sherrill Whittemore, Director, Bureau of Emergency Communications
Dean Marriott, Director, Bureau of Environmental Services
Yvonne Deckard, Director, Bureau of Human Resources

