Recommendation Status

FY 2012-13 Reports

Portland’s Fiscal Sustainability and Financial Condition: Long-term financial position needs attention (Report 443) - 6/19/13

1. To improve the City’s long-term financial health, we recommend that the Mayor require the Office of Management and Finance to provide Council with an annual analysis of how the City’s long-term financial position could be strengthened. 

In Process

Portland Development Commission: Records management systems in place, but support and direction needed (Report 442) - 4/30/2013

We recommend that PDC:

1. Update records management policy. Implemented
2. Update retention schedule as necessary. Implemented
3. Institute formal, organization-wide records management training. Implemented
4. Consider utilizing a repository or location where each record type can be found. This may be an electronic system, but at the minimum should include enough information to direct people to where a final, executed record is located. Implemented
5. Upgrade physical records storage facility to meet standards, or pursue other storage options. In Process

Public Safety Systems Revitalization Program: Management problems impact cost and schedule goals (Report 422) - 4/4/2013

We recommend that the Commissioner in Charge direct the Office of Management and Finance and the PSSRP leadership team:

1. Stabilize the PSSRP governance structure. Implemented
2. Address Quality Assurance (QA) recommendations more timely; this would help ensure more effective use of QA. Implemented
3 Develop an effective change management program for the three remaining projects: Radio, Police (RegJIN), and Fire (FIS)  Implemented
4 Ensure appropriate testing occurs prior to systems going live.  Implemented
5 For future projects, obtain sufficient information before developing cost and timeline estimates.  Implemented

Urban Services Policy and Resolution A: Core City services not articulated; 30-year-old commitments obsolete (Report 433) - 3/26/2013

We recommend the Mayor’s Office:

1 Work with City Commissioners and their respective bureaus to develop and document a clear listing of City government’s basic responsibilities.  Not yet available
2 Work with the County and other local jurisdictions to develop, update, and implement broader versions of what is contained in Resolution A and the Urban Services Policy and the IGA.  Not yet available

Street Pavement: Condition shows need for better stewardship (Report 432) - 2/19/2013

We recommend that the Commissioner in Charge of Transportation:

1 Develop, for City Council adoption, a transportation strategy that clearly states the City’s overall transportation policy goals and objectives.  In Process
2 Follow City policy for managing street pavement assets for life-cycle cost effectiveness.  In Process
3 Require PBOT to develop and report specific performance measures that track progress toward overall transportation strategy.  In Process

We recommend that the City Council:

4 Require PBOT management to provide to Council and the public annual estimates of expected future costs associated with the street maintenance proposals in its budget  In Process
5 Consider rescinding Resolution No. 36672, adopted in 2009, that directed PBOT to follow funding priorities that focus on major maintenance of the arterial network until new revenue sources are available.  Implemented

Transportation Funding: Revenues up, spending on maintenance down (Report 436) - 1/30/2013

We recommend that the Commissioner in Charge of Transportation:

1 Develop, for City Council adoption, a transportation strategy that clearly states the City’s overall transportation policy goals and objectives.  In Process
2 Require PBOT to develop and report performance measures that support Council’s transportation strategy.  In Process
We recommend City management:

1. Complete its review of the questionable items identified in the audit results and take appropriate action.  
   - Implemented

2. Develop a formal policy to govern vendor records management, as planned. This should include assigning responsibility for verifying compliance with applicable business registries for all entities doing business with the City.  
   - In Process

3. Enhance its current procedures for examining vendor compliance to ensure vendors are current with applicable registration requirements prior to and while doing business with the City.  
   - In Process

4. Review the vendor master records for duplicate, incomplete, and erroneous information and clean the data as needed.  
   - In Process

5. Develop formal policy on required information in the vendor master records and ensure data entry procedures maintain a complete record.  
   - In Process

6. Develop regular verification procedures to assure records are current and accurately reflect City activity with its vendors.  
   - Implemented

7. Complete its review of the questionable transactions identified in the audit results and take appropriate action.  
   - Implemented

8. Establish a process to periodically monitor transactions for potential related party relationships. This process should include ensuring that any confirmed relationships are within the guidelines of Oregon Ethics Law and the City’s own policies.  
   - Implemented

9. Periodically obtain death data from the Oregon Health Authority for comparison to employee and vendor records, as a means to enhance the City’s procedures for verifying vendor and employee data. This comparison may also help to ensure that City funds are disbursed only to legitimate recipients.  
   - Not Implemented

10. Strengthen existing controls for managing user IDs to ensure elevated access provided to users for a particular reason is reduced when that reason no longer exists.  
    - Implemented

11. Add a mechanism to ensure transactions occurring outside of standard business hours are appropriate and authorized. This would strengthen the City’s existing controls over its SAP system.  
    - Not Implemented

12. Evaluate existing SAP documentation and update or develop new as needed. This should include guidance for those responsible for updating and maintaining the system, for providing training on how to use the system, and for using the system to complete their job responsibilities.  
    - Implemented

13. Perform additional review of the potential duplicate payments by comparing two or more data fields and take appropriate action, as needed.  
    - Implemented

14. Strengthen its existing policies and procedures to govern payments and records management.  
    - In Process
Debt Reserves: Legal reserves meet requirements, but internal reserves need more accountability (Report 425) - 8/28/12

We recommend the Bureau of Financial Services:

1. Work with Council to ensure current and future funds have ordinances that meet City policy requirements, including the purpose of any reserves and transfer activity. **In Process**

2. Work with stakeholders from appropriate debt issuing bureaus to obtain any Council action needed to adequately protect internal reserves, and ensure sufficient guidance exists to manage these reserves and permitted use of any excess. **In Process**

3. Better document how internal reserve use has complied with any restrictions, there reserve's purpose, and the rationale for and implications of the City's decisions when it chooses not to follow the reserve's stated purpose. **In Process**

4. Improve communication about planned internal reserves use to the public, property owners and other stakeholders responsible for debt repayment. **In Process**