6 - Budget Summary Info:

Expenditures	Current Revised FY 2008-09 Budget	Requested FY 2009-10 Budget	Proposed
Operating	8,207,602	8,954,335	8,670,343
Capital	0	0	0
TOTAL	8,207,602	8,954,335	8,670,343
Authorized Positions	48	50	48.5

7 - Labor/Management/Administration:

1. Percent spent on administration: 2.6%
2. Total FTE: 48
3. Average management span of control: 1 Manager for every 24 employees, since most managers also directly handle workload
4. Bargaining Units:
   - DCTU – 5.5

8 - High Level Performance Measures:

We have no Bureau-wide high level performance measures because of our varied duties. The mission that ties the divisions together is very qualitative: holding Portland government accountable.

10 - Major Projects CURRENT:

Policy/Operational Projects (top 5)

1. Efiles installations city-wide as resources permit
2. Preparation for move into new Archives Center

Capital/Infrastructure Projects (top 5)

1. Resolve Archives construction issues as they arise - Downtown

Major Maintenance Projects (top 5)

1. n/a

11 – Major Projects – Out Years

YEAR 2:

Policy/Operational Projects (top 3)

1. Install Council agenda software to improve workflow and reduce reliance on paper
2. Efiles installations city-wide as resources permit
3. Explore and expand partnerships with PSU around Archive Center

Capital/Infrastructure Projects (top 3)

1. n/a

Major Maintenance Projects (top 3)

1. n/a

YEAR 3:

Policy/Operational Projects (top 2)

1. Efiles installations city-wide as resources permit
2. Explore and expand partnerships with PSU around Archive Center

Capital/Infrastructure Projects (top 2)

1. n/a

Major Maintenance Projects (top 2)

1. n/a

YEAR 4:

Policy/Operational Projects (top 1)

unknown

Capital/Infrastructure Projects (top 1)

n/a

Major Maintenance Projects (top 1)

n/a

12 - Sustainability Goals – SOCIAL

1. The Ombudsman Office handles complaints fairly and equitably and is accessible to all citizens.
2. The Independent Police Review program investigates complaints fairly and equitably and is accessible to all citizens.
3. The new Archives Center will resolve social and access inequalities by moving to a central, accessible location that provides free reference services.
4. The investment in the new Archives Center responds to and benefits the community – it will strengthen the community fabric.

13 - Sustainability Goals – ECONOMIC

1. The Archives Center move to the PSU campus will create new jobs for students and citizens in the community. It will also provide interns and volunteers hands on experience.
2. The new Archives Center in conjunction with PSU will provide classes for students in Archives and Records Management.

14 - Sustainability Goals – ENVIRONMENTAL

Sustainability Plan: The Efiles system will reduce dependence upon paper for managing City records in work processes as well as long-term retention. Last year over 60,000 documents were viewed electronically in our web-based Efiles application.
In addition, the new Archives Center will be LEED certified. The Archives Center has strict temperature controls – energy will be used more efficiently and effectively at the new Center. The new location will also dramatically reduce the carbon footprint. Traffic to and from city bureaus will be substantially reduced by the move to this central downtown location.

9 - Awards/Recognitions:

1. Knighton Award for Best Audit from the Association of Local Government Auditors 2008
2. Certificate of Achievement in SEA Reporting from the Association of Government Accountants 2007

Top of Class Jurisdiction:
There is no ranking of Auditor's Offices in the country, or internationally.

15 - Key Policy & Planning Documents:

Strategic Plan: The 1999 strategic plan is done. It's best that the next auditor develop a new plan.
Portland Policy Documents (Top 3):

1. Council Clerk
2. Public Records
3. Audit Services
4. Elections
5. Ombudsman
6. Independent Police Review

Auditor's Office Baseline Template

Last revised 05/18/09

1

Overview: Auditor's Office

Commissioner-in-Charge: Griffin-Valade
Commissioner's Liaison: Diane Betcher
Bureau Director: LaVonne Griffin-Valade
Finance Manager: Diane Betcher
FPD Analyst: Yung Ouyang
Organizational Chart: PortlandOnline
Budget Advisory Committee Roster: Kristine Adams-Wannberg, Kristen Erbes, Larry Hopkins, Nikki Johnston, Colleen Phillips, Marilyn Shepherd

2

Guiding Statements: ***[As adopted by Council]***

Mission: PortlandOnline link

About Us: The Auditor provides checks and balances in the Commission form of government, accountability for the use of public resources, and access to information for all Council members and the public.

Services/Programs (See #16) →

More: PortlandOnline bureau home page

3 – External Trends:

3 Positive/Strengths

- Police shooting incidents are down from 9-10 per year to only 2 per year.
- Audit Services met its target of 85% implementation of its recommendations
- Archives Center sustained its 99% success in 24 hour turnaround for records requests.

3 Negative/Weaknesses

- Complainants rated Ombudsman timeliness lower

Internal Trends:

3 Positive/Strengths

- The Hearings Office handled a larger volume of appeal hearings with the same staffing

3 Negative/Weaknesses

Cost per record retrieval increased slightly

4 – Titles of Three Most Recent Audits & % of Recommendations Implemented:

This section does not pertain to the Auditor's Office which is the organization that conducts audits of other City agencies.

5 – Trends:

Historical Trends:

Comparisons to other cities:
No other office in the country has the responsibilities of the Portland Auditor's Office

Major Org/Budget Changes (last 2 years)**:**
City Council approved funding to construct the Archives Center on the PSU campus

16 – Services/Programs:

1. City Recorder - Council / Contracts
2. Archives & Records Management
3. Audit Services
4. Administration & Support (Elections/Lobbying)
5. Hearings Office
6. Ombudsman
7. Assessment, Finance, Foreclosure
8. Independent Police Review