



General Services Department

Administration, Airport, Building Services, Fleet Services, Publishing Services¹

FY2018 Performance Assessment and Financial Expenditures Scope of Work

Performance Assessment

1. Organizational structure and potential for consolidation of administrative functions; effectiveness of staffing levels; succession planning; opportunities to outsource certain functions/activities/services; and, a specific assessment of:
 - a. Airport – relevance; land development
 - b. Fleet – commercial services expansion
 - c. Publishing – needs of end users/internal customers
2. Management systems – effectiveness of current resources; enhancements;
3. Asset management – city buildings, city fleet, airport, publishing services; preventive maintenance and preservation strategies;
4. Interdepartmental communication and collaboration; and
5. Benchmarks and other performance indicators of program and service effectiveness.

Financial Expenditures Audit

1. Review of overtime expenditures over the three year period of Fiscal Years ending June 30, 2017, 2016 and 2015. Assess compliance with relevant City overtime policies and internal controls.
2. Review specific non-personnel expenditure transactions over the three year period of Fiscal Years ending June 30, 2017, 2016 and 2015. Assess compliance with relevant City procurement policies for:
 - a. Professional Services Contracts
 - b. Maintenance and Service Contracts

¹ Excludes Capital Projects and Property Services