



TO: LaVonne Griffin-Valade, City Auditor

FROM: Mayor Charlie Hales
Commissioner Nick Fish

DATE: April 25, 2014

RE: City Procurement Audit

We understand that your department is currently undertaking an audit of the City's procurement process.

We request that you expand the scope of that work, or begin as a separate effort, an audit of the recently completed Bureau of Environmental Services project to design and build a new employee building at the Columbia Wastewater Treatment Plant. Recent information about that project has prompted our concern about appropriate levels of oversight from project inception to the closing activities for the project.

We would like you to consider presenting the results of your study to Council. It is important that Council hears your assessment of best practices and procedures already in place as well as recommendations for future improvements. Our goal is to strengthen Council oversight of City construction projects.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Charlie Hales'.

Mayor Charlie Hales

A handwritten signature in black ink, appearing to read 'Nick Fish'.

Commissioner Nick Fish
