

ASHLAND PARKS AND RECREATION COMMISSION

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PARKS COMMISSION STAFF REPORT

TO: Ashland Parks and Recreation Commissioners
FROM: Michael Black
DATE: September 21, 2016
SUBJECT: Final Performance Audit Adoption

BACKGROUND

On June 15, 2015, the Commission reviewed the proposed Audit Advisory Committee creation and make-up. The purpose of the committee is to assist the Commission in fulfilling its oversight responsibility for the upcoming performance audit of APRC. The committee assists the Commission in reviewing the RFP and the subsequent proposals before making a recommendation to the Commission on the selection of a consultant.

The contractor for the performance audit has been Matrix Consulting Group. The primary auditor has been Ginny Jaquith. Ginny has been working with me and my senior staff to review the draft audit and recently, the process has produced a final draft audit.

The progression of work from the Auditors was as follows:

- *Feb. 17-19* Consultants On-site
- *March 17* APRC Profile Document
- *March 30* Diagnostic Assessment
- *April 27* Steering Committee Meeting
- *June 13* Draft Report Received
- *June 21* Draft Final Report Received
- *June 26* Report Presented to Parks Commissioners
- *July-Aug.* Revisions made to Final Report
- *Sept.7* Audit Committee Approved Report

After the process of auditing had begun, the committee acted as a review body for the audit and worked with Matrix to establish clear goals and expectations for the process. The committee also reviewed the work of the auditor as it flowed in and provided feedback to staff and Matrix on the progression of the report.

On June 21 a draft final report was received and staff and the committee reviewed the document and provided feedback to Matrix. On September 7, 2016 the committee made a provisional recommendation to the Commissioners for approval of the document upon the successful clarification throughout the document on the use of the terms “Commission” vs. “Commissioners.” As it was pointed out by the committee, the document confused the term to the extent that it was not clear in some cases whether the report referred the organization/administration of the APRC or the Commissioners of the APRC.

I will make a full presentation regarding the recommendations for action and the findings of the 2016 Performance Audit; however, here are some of the major findings that the auditors made in the report:

- *“Agency goals and objectives focus on future direction of organization.”*
- *“Basic organizational infrastructure for success is in place.”*
- *“Management leadership ready to move to next level.”*
- *“Positive working relationships between APRC and the City.”*
- *“Parks, programs and services are important to the community.”*
- *“Streamlining internal operations, focusing on preventive maintenance and increasing services will significantly increase the APRC’s effectiveness.”*
- *“Concentrating on maintenance of existing facilities should be considered.”*

2016 ASHLAND PARKS AND RECREATION COMMISSION PERFORMANCE AUDIT – DRAFT COMMITTEE RECOMENDATIONS

For the purpose of implementation, I have prepared a table of the audit recommendations and a plan for implementation. I will review this plan in detail with the Commissioners at our meeting; however, a few points to consider when reviewing the attached document are:

1. Priorities were established through recommendation of the auditor, effect on the organization, staff availability, consistency with APRC adopted goals, and fiscal concerns.
2. A single person is usually assigned – generally a senior staff member – to ensure that the action is supported by accountability.
3. Time lines are general and describe a time period, represented as a season and year, when the action on the recommendation will start.
4. Impacts are being measured in either “staff time” – as in the recommendation can be accomplished with existing staff and within the existing budget, or “fiscal” meaning that the recommendation most likely cannot be completed without fiscal considerations.

RECOMMENDATION

Staff is recommending that the Commissioners approve the final audit report and the accompanying draft committee recommendations with its accompanying priority.

As a note, the report will show proposed changes that I have made to the document to clear up the responsibilities between the “Commission” – as in the administration of the organization and the “Commissioners” referring to the elected policy body of the organization. I have sent the

changes to the auditor for their approval; however, I do not have their response prior to the writing of this memo.

Attachments:

- Performance Audit Final Report
- Draft Committee Recommendations

