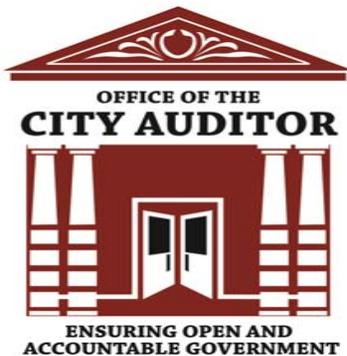




**City Hall**  
1221 SW 4<sup>th</sup> Avenue  
Portland, OR 97204

**Hearings Office**  
1900 SW 4<sup>th</sup> Avenue, Suite 3100  
Portland, OR 97201

**Portland Archives & Records  
Center (PARC)**  
1800 SW 6<sup>th</sup> Avenue, Suite 550  
Portland, OR 97201



### Useful City Telephone Numbers

Information & Referral: 503-823-4000

TDD-City of Portland: 503-823-6868

Mayor Hales: 503-823-4120

Commissioner Fish: 503-823-3589

Commissioner Fritz: 503-823-3008

Commissioner Novick: 503-823-4682

Commissioner Saltzman: 503-823-4151

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The City of Portland  
Oregon

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## A Public Guide to the Auditor's Office

LaVonne Griffin-Valade  
City Auditor



1221 SW 4<sup>th</sup> Avenue, Room 140  
Portland, OR 97204  
Tel: 503-823-4078  
Fax: 503-823-4571

[www.portlandonline.com/auditor](http://www.portlandonline.com/auditor)

**The City Auditor**, elected to a 4-year term, must be a Certified Internal Auditor, Management Accountant, or Public Accountant. LaVonne Griffin-Valade was re-elected in the May 2010 primary election. Her current term ends 12/31/14.

The City Auditor answers directly to the public, impartially conducts the work of the office, recommends ways to improve the quality and efficiency of services, and ensures access to City information.

The City Auditor has responsibility for a number of functions that must be carried out independently of City Council.

Telephone: 503-823-4078  
[www.portlandonline.com/auditor](http://www.portlandonline.com/auditor)

#### **Archives & Records Management**

maintains archived records and serves as official repository for the City's historical records collection. This office provides records reference assistance to the public, administers the City's records retention policies, and oversees the City's electronic records management system.

Telephone: 503-865-4100  
[www.portlandonline.com/auditor/archives](http://www.portlandonline.com/auditor/archives)  
[www.portlandonline.com/auditor/records](http://www.portlandonline.com/auditor/records)

**Assessments, Finance, & Foreclosure** records City assessments on property for various services and for violation of City Code and assists in providing loans to property owners for local improvements, development fees, and sidewalk repairs. This office can foreclose on properties if owners fail to pay their assessments.

Telephone: 503-823-3569  
[www.portlandonline.com/auditor/liens](http://www.portlandonline.com/auditor/liens)

**Audit Services** conducts performance audits of bureaus to assess how well City officials manage programs and services, to find cost savings and efficiencies, and to identify potential areas of improvement. This division annually surveys the community to determine resident satisfaction with City services. Audit Services also oversees the annual external audit of the City's financial statements. All audits and special reports are available to the public online or by request.

Telephone: 503-823-4005  
[www.portlandonline.com/auditor/auditservices](http://www.portlandonline.com/auditor/auditservices)

**City Elections** assists the public and officials with election issues, such as running for City office or filing a petition to place an initiative on the ballot. This office makes available election rules and forms, as well as past election results. City Elections also administers the City's lobbying registration and reporting system.

Telephone: 503-823-3546  
[www.portlandonline.com/auditor/elections](http://www.portlandonline.com/auditor/elections)

**Council Clerk/Contracts** prepares and publishes the Council agenda, schedules members of the public to speak to Council, and documents the discussion and decisions made during Council sessions.

This office updates the City Code and Charter; processes ordinances, resolutions, and other Council documents; and gives final approval for all City contracts and checks.

Telephone numbers:  
503-823-4085 (Council Clerk)  
503-823-4082 (Code & Ordinances)  
[www.portlandonline.com/auditor/councilclerk](http://www.portlandonline.com/auditor/councilclerk)  
[www.portlandonline.com/auditor/code](http://www.portlandonline.com/auditor/code)

**The Hearings Office** holds hearings as authorized by City Code and intergovernmental agreements. Examples include hearings regarding land use applications, as well as appeals of some code enforcement decisions and exclusions from TriMet.

The Auditor oversees the Hearings Office in order to ensure the objective, fair, and impartial review of decisions made by City bureaus.

Telephone: 503-823-7307  
[www.portlandonline.com/auditor/hearings](http://www.portlandonline.com/auditor/hearings)

**Independent Police Review (IPR)** takes complaints about the Portland Police Bureau and ensures these complaints are handled promptly, thoroughly, and fairly. IPR participates in administrative investigations of officers and has voting membership on Police Review Boards that recommend discipline. IPR also offers mediation to resolve some matters and can assist complainants who wish to appeal the results of an investigation to the Citizen Review Committee.

Telephone: 503-823-0146  
[www.portlandonline.com/auditor/ipr](http://www.portlandonline.com/auditor/ipr)

**Office of the Ombudsman** receives and investigates complaints about City actions that may not be correct, fair, or ethical. The Ombudsman explains options to resolve issues and makes recommendations on how to improve public services. The Ombudsman administers the Auditor's OpenCity Tipline and investigates concerns reported via that service, online or by calling 1-866-342-4148 toll-free (available 24/7).

Telephone: 503-823-0144  
[www.portlandonline.com/auditor/ombudsman](http://www.portlandonline.com/auditor/ombudsman)