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**Audit of Professional Services
Contract No. 080173 –
DK Whirlygig, Inc.**

**CAO 3100-0910-02
August 21, 2009**

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Background

Whirlygig, Inc. manages the First Friday event in return for the City paying for services necessary for the production of the event.

- Total cost of the contract: \$84,400
- Contract term: May 7, 2008 to June 5, 2009.
- The Office of Cultural Affairs administers this contract.

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Objectives

- Determine the Basis of Contract Award
- Review the Contract Preparation
- Review Contract Compliance
- Review Payments to Contractor
- Review Modifications and Change Orders
- Review Adequacy and Effectiveness of Contract Administration Controls

Submitted At Meeting
Date 10-15-09 Item 9

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Findings

We noted the following exceptions related to Contract Compliance:

- The Contractor did not have a City business license.
- Deliverables were not prepared in the format prescribed by the contract.
- No written operational plan addressing the Report for the City of Las Vegas to evaluate the success of First Friday with recommendations for its growth was received by the City.
- No list of sponsors was delivered to the City prior each First Friday event.
- Financial records were not prepared or maintained by the Contractor for the First Friday event.

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Findings (continued)

We noted the following exception related to a comprehensive Contract Policy and Procedure:

- A comprehensive, written contract monitoring policy and procedure does not exist.

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Findings (continued)

We noted the following Management Control exceptions that in our opinion would or could limit management's ability to effectively administer this contract:

- No documented analyses of the Contractor's performance were prepared.
- A checklist was not included within the Contract File to document in a summary fashion the contents of the file.

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Questions

Auditor: Michael Mandolfo

Cultural Affairs Manager: Nancy Deaner

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**Audit of Neighborhood Services
Rapid Response Team**

CAO 1802-0910-03
September 4, 2009

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Background

- Created in February 1996
- Responsibilities include:
 - Right-of-way obstruction removal
 - Graffiti abatement
 - Illegal sign removal
 - Draining swimming pools
 - Human waste and odor removal
 - Nuisance and hazard complaint response
- Use the Hansen Customer Service Request Function to track their work

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