



**Port of Seattle Internal Audit Department  
Proposed 2011 Audits  
with  
Prior Audit Coverage History**

Note: Proposed 2011 audits include suggestions by management (superscripted) and Internal Audit (non superscripted).

	Project Description	2008	2009	2010	Suggested Wish List 2011 Work Plan	Proposed 2011 Work Plan	Division	Contact	Responsible Mgmt.
Central Processing (i.e., systems) Reviews	Payroll		✓				Corporate	Duane Hill	Rudy Caluza
	Accounts Payable		✓				Corporate	Duane Hill	Rudy Caluza
	Procurement	✓					Capital Development	Time Jayne	Nora Huey
	Accounts Receivables/Billings			✓			Corporate	Sherry Pittman	Rudy Caluza
	Asset Management				✓	✓	Corporate	Debbi Browning	Rudy Caluza
	General Ledger				✓		Corporate	Debbi Browning	Rudy Caluza
Organizational Operations/Internal Controls, Compliance, and Accountability	Aviation Maintenance	✓					Aviation	John Christianson	Mark Reis
	Police Department		✓				Corporate	Rodney Covey	Colleen Wilson
	Aviation Lease Management		✓				Aviation	Jim Shone	Mark Reis
	IT Administration		✓				Corporate	Kim Albert	Peter Garlock
	IT Service Delivery		✓				Corporate	Tony Butler	Peter Garlock
	Airfield Security		✓				Aviation	Patrick O'Brien	Wendy Reiter
	Human Resources & Development		✓				Corporate	Gary Buchanan	Dan Thomas
	Airport Public Parking Garage			✓	✓	✓	Aviation	Diane Santiago	Paul Grace
	PCS Asbestos Services	✓					Capital Development	Dwight Rives	Ralph Graves
	Port Construction Services	✓					Capital Development	Dwight Rives	Ralph Graves
	Seaport Security		✓				Seaport	Arif Ghouse	Linda Styrk
	Pier 66 Marina	✓					Real Estate	Sharon Briggs	Darlene Robertson
	Recreational Boating Mgmt	✓					Real Estate	Sharon Briggs	Darlene Robertson
	Shilshole Bay Marina Operations	✓					Real Estate	Sharon Briggs	Darlene Robertson
	Terminal 102 Marina	✓					Real Estate	Sharon Briggs	Darlene Robertson
	Seatac Utility			✓			Aviation	Various	Soike
	Fire Department			✓			Aviation	Randy Krause	Wendy Reiter
	Fishermen's Terminal			✓			Real Estate	Kenny Lyles	Darlene Robertson
	Aviation Marketing			✓			Aviation	Kazue Ishiwata	Dave Soike
	Airport Office Building				✓	✓	Aviation	Michele Fidelel	Antonio Baca
	Container Management				✓	✓	Seaport	Michael Burke	Linda Styrk
	Noise Program				✓		Aviation	Stanley Shepherd	Diane Summerhays
	Cruise Service				✓		Seaport	Michael McLaughlin	Linda Styrk
	Airfield Operations				✓	✓	Aviation	Mark Coates	Mike Ehl
	Combined Comm. and Control Center				✓		Aviation	David Crouner	Mark Coates
	Marketing and other Services that Promote Port Services and Facilities			✓			Seaport	Bari Bookout	Linda Styrk
3rd Party Management Activity	Bell Harbor International Conference Center (BHIC)	✓					Real Estate	Melinda Miller	Joe McWilliams
	World Trade Center (WTC) -W Seattle		✓				Real Estate	Melinda Miller	Joe McWilliams
	Pier69 Port Cafeteria			✓			Real Estate	Nick Milos	Joe McWilliams
	VIP Lounge				✓ <sup>0</sup>	✓ <sup>0</sup>	Aviation	Jeffrey Wolf	Jim Schone
	Aviation Lost and Found				✓ <sup>0</sup>	✓ <sup>0</sup>	Aviation	Susan Hansen Smith	Nicholas Harrison
	World Trade Center (WTC) Seattle	✓					Real Estate	Melinda Miller	Joe McWilliams
	AVIS (owns Budget)		✓				Aviation	Jolene Culler/James Jennings	Jim Schone
	BUDGET RENT A CAR		✓				Aviation	Jolene Culler/James Jennings	Jim Schone
	ENTERPRISE (owns Alamo and National)	✓			✓	✓	Aviation	Jolene Culler/James Jennings	Jim Schone
	HERTZ Corp (owns Advantage)		✓				Aviation	Jolene Culler/James Jennings	Jim Schone
	ADVANTAGE RENT-A-CAR (recently bought out by HERTZ)	✓					Aviation	Jolene Culler/James Jennings	Jim Schone
	Fox Rent-A-Car			✓			Aviation	Jolene Culler/James Jennings	Jim Schone
	DTAG (dbaThrifty)			✓			Aviation	Jolene Culler/James Jennings	Jim Schone



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Revenue (Lease and Concession)	CMC INVESTMENTS INC (dba Dollars)	✓		✓			Aviation	Jolene Culler/James Jennings	Jim Schone	
	HOST	✓					Aviation	Deanna Zachrisson	Jim Schone	
	AIRPORT MANAGEMENT SERVICES LLC (Hudson)			✓	✓	✓	Aviation	Deanna Zachrisson	Jim Schone	
	MAD ANTHONY'S INC.		✓				Real Estate	Melinda Miller	Joe McWilliams	
	CLEAR CHANNEL OUTDOOR		✓				Aviation	Deanna Zachrisson	Jim Schone	
	BORDERS INC		✓				Aviation	Deanna Zachrisson	Jim Schone	
	ANTON AIRFOOD		✓				Aviation	Deanna Zachrisson	Jim Schone	
	CRUISE TERMINALS OF AMERICA LLC	✓			✓	✓	Seaport	Mike McLaughlin	Linda Styrk	
	REPUBLIC PARKING NORTHWEST INC (Pier 66)			✓	✓	✓	Real Estate	Melinda Miller	Joe McWilliams	
	LOUIS DREYFUS CORP	✓	✓				Seaport	Mike McLaughlin	Linda Styrk	
	SEATTLE RESTAURANT ASSOCIATES	✓					Aviation	Deanna Zachrisson	Jim Schone	
	FIREWORKS		✓				Aviation	Deanna Zachrisson	Jim Schone	
	FLYING FOOD FARE INC			✓			Aviation	Jolene Culler/James Jennings	Jim Schone	
	GATE GOURMET INT'L			✓			Aviation	Jolene Culler/James Jennings	Jim Schone	
	SKY CHEFS INC			✓			Aviation	Jolene Culler/James Jennings	Jim Schone	
	ODYSSEY MARITIME DIS CTR	✓					Real Estate	Melinda Miller	Joe McWilliams	
	MAD ANTHONY'S INC PIER 66		✓				Real Estate	Melinda Miller	Joe McWilliams	
	CONCESSIONS INT'L INC.		✓				Aviation	Deanna Zachrisson	Jim Schone	
	Wendy's (Latrell's)					✓ <sup>0</sup>	✓ <sup>0</sup>	Aviation	Deanna Zachrisson	Jim Schone
	Qdoba (ZRC)			✓			Aviation	Deanna Zachrisson	Jim Schone	
	Pallino Pastaria			✓			Aviation	Deanna Zachrisson	Jim Schone	
	Smarte Carte			✓			Aviation	Deanna Zachrisson/Bonnie Darch	Jim Schone	
	Butter LONDON					✓ <sup>0</sup>		Aviation	Deanna Zachrisson	Jim Schone
	Landed Weight/Landing fees - all airlines			✓				Aviation	Vicky Ausbun	Mike Ehl
	IVARs					✓	✓	Aviation	Deanna Zachrisson	Jim Schone
	CLIPPER NAVIGATION INC					✓		Real Estate	Melinda Miller	Joe McWilliams
	SODEXHO AMERICA LLC			✓				Aviation	Deanna Zachrisson	Jim Schone
	Crane Rental (EAGLE MARINE, STEVEDORE SVCS, TOTAL TERMINALS)			✓	✓	✓	✓	Seaport	Mike Burke	Linda Styrk
	Afashionado Gallery Inc.					✓ <sup>0</sup>		Real Estate	Melinda Miller	Joe McWilliams
	CityIce Cold Storage Company/ Pier 91					✓ <sup>0</sup>	✓ <sup>0</sup>	Seaport	Mike McLaughlin	Linda Styrk
	Bill and Nick Inc.					✓ <sup>0</sup>	✓ <sup>0</sup>	Real Estate	Melinda Miller	Joe McWilliams
	Simply Wheelz LLC (Rent-A-Car)					✓	✓	Aviation	Jolene Culler/James Jennings	Jim Schone
	Ex Officio Loc					✓	✓	Aviation	Elaine Lincoln/Deanna Zachrisson	Jim Schone
	Food Systems Unlimited Inc					✓	✓	Aviation	Elaine Lincoln/Deanna Zachrisson	Jim Schone
Dilettante Chocolates Inc					✓		Aviation	Elaine Lincoln/Deanna Zachrisson	Jim Schone	
Travelex Currency					✓		Aviation	Elaine Lincoln/Deanna Zachrisson	Jim Schone	
STILA (limousine association)					✓ <sup>0</sup>		Aviation	Jeffrey Hoebet	Paul Grace	
Airline Audit (one or two annually)					✓ <sup>0</sup>	✓ <sup>0</sup>	Aviation	Borgan Anderson	Mark Reis	
Subtenant Review (e.g., Concourse Concession)					✓ <sup>0</sup>	✓ <sup>0</sup>	Aviation	Deanna Zachrisson	Jim Schone	
Fuel Dock at Shilshole					✓ <sup>0</sup>	✓ <sup>0</sup>	Real Estate	Darlene Robertson	Joe McWilliams	



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Follow-Up of Significant Prior Audit Findings	Aviation/Marine Maintenance -- inventory			✓			Aviation/Real Estate	Real Estate-Lindsay Pulsifer/ Airport-John Christianson	Real Estate-Lindsay Pulsifer/ Airport-John Christianson
	Ground Transportation - revenue completeness			✓			Aviation	Stacy Mattson	Paul Grace
	ID Badging - receipting/system weaknesses			✓			Aviation	Christian Samlaska	Wendy Reiter
	Police Department				✓	✓	Corporate	Rodney Covey	Colleen Wilson
Continuous Monitoring (CM)	Design CM procedures related to Vendor vs. Employee Database			✓			Corporate	Jack Hutchinson	Joyce Kirangi
	Design CM procedures related to Request for Payment			✓			Corporate	Jack Hutchinson	Joyce Kirangi
	Execute and Test CM Procedures				✓	✓	Corporate	Jack Hutchinson	Joyce Kirangi
Performance	Port Contracting Practices at Capital Development Division (CDD) - Post SAO Audit/Effectiveness			✓			Capital Development	Ralph Graves	Ralph Graves
	Fleet Maintenance (cross functional Program) - efficiency				✓ <sup>0</sup>	✓ <sup>0</sup>	Aviation/Real Estate	Milos/Luisa Bangs	John Christianson/Joe McWilliams
	Travel and Entertainment (T&E) - economy/accountability			✓			Corporate	Duane Hill	Rudy Caluza
	Mobile Communication Device Procurement Practices and Administration			✓	✓	✓	Corporate	Kim Albert	Peter Garlock
	Office of Social Responsibility - effectiveness/is the dept. achieving the objective?			✓			Corporate	Luis Navarro	Luis Navarro
	Revenue Diversion of Airport Revenues				✓ <sup>0</sup>		Aviation	Borgan	Mark Reis
	ABM contract (Aviation Main Terminal janitorial services) - effective monitoring?			✓	✓	✓	Aviation	Andy Frank	Mike Ehl
Overtime - Port staff - all aviation depts.			✓			Aviation	Various/Borgan Anderson	Mark Reis	
Enterprise Risk Management (ERM)	ERM/Strategic Planning			✓	✓	✓	Corporate	Jeff Hollingsworth	Dan Thomas
Contingency	SAO Performance Audit Follow-Up (PSAs, MCs, SWs)	✓	✓				Corporate	Various	Various
	Payment Card Industry (PCI) Compliance			✓ <sup>0</sup>	✓ <sup>0</sup>	✓ <sup>0</sup>	Corporate	Various	Various
	Internal Special. Investigations -	✓	✓				Various	Various	Various
	Aviation Acquisition and Relocation		✓				Aviation	Jim Shone	Jim Schone
	Office of Social Responsibility (OSR)		✓				Aviation	Luis Navarro	Luis Navarro
Special Projects as Requested, Unexpected Events, etc...			✓	✓	✓	Various	Various	Various	