

**REPLY AND IMPLEMENTATION SUMMARY  
FOLLOW-UP REVIEW OF AIRPORT POLICE BILLING PROCESSES**

#	RECOMMENDATION	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	COMMENTS
<b>Police Department Management should:</b>					
1.	Provide the benefit schedules and calculation rates to GOAA during the budget process and encourage GOAA to make inquiries and/or request additional documentation at that time.	Concur	Implemented	April 2004	Budgeted payroll and benefits, by category ( salaries, overtime, medical, workers comp, etc.) were provided to GOAA with the budget. Because the benefits are on a calendar year basis, the rate schedules are not available until near the calendar year end. It therefore seems more appropriate to include the schedules with the True-Up invoice. The 2004 rates schedule will be included with the FY04 True-Up invoice with subsequent years handled similarly.
2.	Track overtime on a monthly basis, perhaps through the use of a numbering system (e.g., 01-xx for GOAA, 02-xx for FAA, 03-xx for U.S. Treasury) provided to the officers when assigned and reported by the officers on their timesheets.	Concur	Implemented	October 2003	Overtime will be tracked through the use of a numbering system as recommended. To date, no overtime has occurred requiring use of the numbering system.
3.	Determine the propriety of compensation time earned and used within the same day and, if determined acceptable, adopt a procedure specifying the circumstances under which it is appropriate.	Concur	Implemented	October 2003	A determination was made that this is contractual and therefore no change in procedure occurred. However, with the change to twelve-hour work shifts, this has not been an issue as officers have substantial additional time off to work TSA/other duty as "off-duty" time without using compensation time.
4.	Generate an actual versus budget report for GOAA management, including explanations for actual as well as projected variances, on a quarterly basis.	Concur	Planned for Implementation	October 2004	Internal monthly reports are being generated. Plans are to begin providing GOAA a copy of the report, along with variance explanations, on a quarterly basis.
5.	Establish quality assurance methods and techniques to help ensure the accuracy of the true-up invoice as well as the information used to generate the invoice data.	Concur	Implemented	August 2004	The existing methods and techniques to help ensure accuracy have been reemphasized to staff
6.	Request Legal Affairs to prepare a memorandum of Understanding regarding personal leave buy downs and provide assistance in reviewing the impacts of all future union agreement of policy changes on the GOAA agreement.	Concur	Planned for Implementation	Pending	This area, as well as others, is being discussed as part of the ongoing City/GOAA contract negotiations.