



CITY OF ORLANDO

Office of Audit Services and Management Support

MEMORANDUM

To: Rebecca W. Sutton, Chief Financial Officer
Kevin J. Edmonds, General Administration Director
Alan Oyler, Public Works Director

From: Beryl H. Davis, Director
Office of Audit Services and Management Support

Re: Follow-Up Review of Vehicle Damage and Private Property Repair Expenditures
(Report No. 06-14)

Date: July 7, 2006

Attached is a summary of the status of recommendations as determined from our follow-up review of Vehicle Damage and Private Property Repair Expenditures (*Report No. 05-25*), issued September 28, 2005. Our review procedures consisted of staff inquiries and a review of the status of the recommendations provided by management of the responsible departments. Our follow-up was made in accordance with generally accepted government auditing standards, except that we did not perform substantial tests of evidence supporting the replies from the officials responsible for resolving audit findings and recommendations.

Two of the four recommendations in the original report were implemented and two others are partially implemented. The recommendations that are partially implemented concern enhancements to City Policies and Procedures of the Risk Management Administration Program. It is expected that a draft policy will be approved by City Council in the next ninety days.

George McGowan, Manager, Office of Audit Services and Management Support, performed this follow-up review.

We wish to thank the officials and personnel of the Fleet Management, Risk Management and Solid Waste Management Divisions for their cooperation and prompt response to the follow-up request.

BHD/gjm

Attachment

c: Honorable Buddy Dyer, Mayor
Cheryl J. Henry, Chief of Staff
Byron W. Brooks, Chief Administrative Officer
Michael W. Carroll, Solid Waste Division Manager
Jay R. Goldrick, Risk Manager
Vernon L. "Lee" Whitehurst, Fleet Management Division Manager

REPLY AND IMPLEMENTATION SUMMARY
FOLLOW-UP REVIEW OF LIMITED SCOPE AUDIT OF VEHICLE DAMAGE AND PRIVATE PROPERTY REPAIR EXPENDITURES

#	RECOMMENDATION	RESPONSE	CURRENT STATUS	IMPLEMENTATION DATE	AUDITEE COMMENTS
1.	The Solid Waste Division Manager should institute practices that will ensure all incidents/accidents are properly reported to Risk Management through its electronic reporting system.	Concur with Reservations	Implemented	September 2005	A training session was held with drivers to reiterate importance of reporting accidents. This training is included in annual course called "Driver Responsibility."
2.	The Risk Manager should establish standards and develop City Policies and Procedures for making payments related to damages to personal property caused by City employees.	Concur	Partially Implemented	February 2006	A draft policy was written and is being used internally. A final version is expected to be sent to City Council for approval within the next ninety days.
3.	The Risk Manager should gather ideas for possible innovative solutions to pay private property owners for small repairs and consider including these in City Policies and Procedures.	Partially Concur	Partially Implemented	February 2006	The Risk Manager considered such solutions and has included options for managers in the draft policy noted above.
4.	The Fleet Management Division Manager should establish standards and develop City Policies and Procedures to require that the Division: a) perform vehicle maintenance in-house or b) approve any vehicle maintenance performed by an outside vendor.	Concur	Implemented	January 2006	City Policy 900.2 was approved by City Council and includes recommended standards.