



# CITY OF ORLANDO

## Office of Audit Services & Management Support

### MEMORANDUM

To: Larry T. Simmons, CFM, Facilities Management Division Manager  
Leland W. Brown, Human Resources Division Manager

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

Re: Follow-Up of Audit of Work Assignment Practices of the Facilities  
Management Division (Report No. 07-18)

Date: September 14, 2007

Attached is a summary of the status of recommendations as determined from our follow-up review of the Audit of Work Assignment Practices of the Facilities Management Division (*Report No. 07-04*), issued January 29, 2007. Our review procedures consisted of staff inquiries, examination of certain documents and a review of the status of the recommendations provided by Division management.

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.

**Four of the six recommendations in the original report were implemented and the other two recommendations were partially implemented.**

One of the recommendations partially implemented relates to the equitable distribution of overtime and one relates to changes to timekeeping records. Facilities plans to fully implement these recommendations using the assistance of the Human Resources Division to ensure internal procedures are in compliance with City Policies.

We would like to thank the officials and personnel of the Facilities Management Division and the Human Resources Division for their cooperation and prompt response to the follow-up request.

We conduct a quarterly follow-up of all the citywide recommendations that have not been fully implemented, to determine their implementation status, and we encourage the Facilities Division management to fully implement the remaining recommendations.

Emily Rouse, Auditor II, performed this follow-up review under the supervision of Mona Mellon, Audit Program Manager.

BHD/er  
Attachment

c: Honorable Buddy Dyer, Mayor  
Byron W. Brooks, Chief Administrative Officer  
Joseph M. Robinson, Chief of Staff  
Rebecca W. Sutton, Chief Financial Officer  
Jody M. Litchford, Deputy City Attorney  
Kevin J Edmonds, General Administration Department Director

**REPLY AND IMPLEMENTATION SUMMARY**  
**FOLLOW-UP OF AUDIT OF THE FACILITIES MANAGEMENT DIVISION WORK ASSIGNMENT PRACTICES**

<b>RECOMMENDATION</b>	<b>RESPONSE</b>	<b>CURRENT STATUS</b>	<b>IMPLEMENTATION DATE</b>	<b>AUDITEE COMMENTS</b>
1. The Facilities Management Division Manager should adopt a method to ensure that overtime work is “distributed equitably” among employees and documented on an ongoing basis as outlined in the City’s LIU Agreement.	Concur	Partially Implemented	October 2007	A draft of Overtime Policy/Procedure is in process. The final will be completed with input from the Human Resources Division.
2. The Facilities Management Division Manager should end the practice of Facilities employees who are relatives of other employees to work in any prohibited capacities, such as assigning overtime/call back, having a supervisor/employee relationship, or advocating for a relative.	Concur and Implemented	Implemented	December 2006	All supervisors and administrative staff have been directed to review City Policy #808.34 and to immediately comply. Under the internal Overtime Policy/Procedure, overtime/callback will be assigned on a well-defined rotation basis. Although related individuals occasionally work together, one does not supervise the other.
3. The Facilities Management Division Manager should consult with the Human Resources Division Manager to determine whether transfer or termination of a related employee is necessary under current circumstances.	Concur	Implemented	January 2007	Division Manager requested the HR Division Manager to consider the matter and advise if further steps are necessary.  HR Division Manager stated that no transfer or termination was required in this situation.

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<b>RECOMMENDATION</b>	<b>RESPONSE</b>	<b>CURRENT STATUS</b>	<b>IMPLEMENTATION DATE</b>	<b>AUDITEE COMMENTS</b>
4. The Human Resources Division Manager should ensure all required Statements of Relationship are prepared, circulated appropriately, and returned to the Human Resources Division before hiring or transfer occurs.	Concur	Implemented	February 2007	All HR Employment Analysts have been re-trained on correct procedures for handling Statement of Relationship forms.
5. The Facilities Management Division Manager should develop an efficient method for employees and their supervisors to document the reasons for any changes to timekeeping records.	Concur with Reservation	Partially Implemented	November 2007	Facilities Management documents missed, early, and late (tardy) punches into the timekeeping program. A documented policy/procedure will be developed to justify the need for revisions to an employee's timekeeping records to ensure compliance with the requirements established by the Human Resources Division.
6. The Facilities Management Division Manager should obtain and evaluate periodic reports of changes to timekeeping records.	Concur	Implemented	September 2007	Facilities Management staff has produced some timekeeping reports for Division Manager review. This task has been difficult to accomplish with the depleted Admin Staff. The Division Manager reviews some of the edited time records.