



CITY OF ORLANDO

MEMORANDUM

To: Jose I. Fernandez, Jr., Chief of Staff
Byron W. Brooks, Interim Chief Administrative Officer

From: Beryl H. Davis, CPA, CGFM, Audit and Evaluation Director

Date: May 5, 2005

Subject: Recommendations Not Fully Implemented

In accordance with our Audit Plan, the Office of Audit and Evaluation has prepared a report of the status of open recommendations for the period ending December 31, 2004. In this annual process, we transmit to each Department Director a list of the notable recommendations that we reported as not being fully implemented at the time of our follow-up reviews. We request the Department Directors to have their staff report the current status of these recommendations. The attached matrix lists the recommendations that remain open after receiving these updated responses.

The following paragraphs summarize the results of our review and the remaining open recommendations. We encourage the affected Department Directors to continue efforts to fully implement these recommendations as we believe they will result in significant improvements to current processes.

Economic Development Department – ten open recommendations

The Permitting Division Manager is actively pursuing fully implementing the outstanding recommendations. The open recommendations concern enhancements to the street cuts inspection program and the operations of the field inspections unit of the Permitting Division. Proposed enhancements include scheduling a reasonable number of inspections per day, monitoring customer service, following up on expired permits, and conducting inspections to ensure businesses premises are suitable for the intended uses.

Families, Parks and Recreation Department – five open recommendations

The remaining recommendations concern improvements that could be made to the management of Aquatics facilities. The department has indicated that actions should be taken in the next few months to implement these recommendations.

Finance Department – one open recommendation

The remaining recommendation concerns the pursuit of incentives to have managers focus on loss avoidance. We encourage further action to completely implement efforts to increase proactive risk avoidance and risk management strategies.

General Administration Department – one open recommendation

The open recommendation concerns the need for a revision to City policy regarding Procard use limits which currently conflict with actual practices. The policy is administered by the Management, Budget and Accounting (MBA) Department. We were informed that a need for a revision was reported to the previous MBA Director. We believe this need should be reported to the present MBA Director and she should be encouraged to revise policy or address the noncompliance issue.

Management, Budget and Accounting Department – five open recommendations

MBA has taken some action on the open recommendations and has indicated that it will continue efforts to completely implement these recommendations. The open recommendations concern improvements in several aspects of the budget process, including enhanced controls over project budgeting, avoiding group-level overspending, and the tasks and timing required to develop the budget.

Police Department – one open recommendation

The remaining recommendation concerns including on a website or brochure information regarding the 18A Permit process. This recommendation is planned for implementation once a new union contract has been finalized so that the most up-to-date information regarding hourly rates for police assistance can be included.

Please note that the other departments not identified (Executive Offices, Housing, Fire, and Public Works) did not have any outstanding recommendations to review during this process. We would like to thank the management and staff of the affected departments for their cooperation in completing this review.

Attachment

BHD/gjm

c: The Honorable Buddy Dyer, Mayor
Joe Robinson, Deputy Chief of Staff
Department Directors
Audit Board