

Audit Recommendation Follow-Up Report

Ethics Questions for Employee Survey

June 2008

Status:

Recommendation: The Director of Administrative Services should incorporate questions about the ethical environment in the employee survey.

Implemented

Follow up 1: The 2008 Employee Survey contained ten questions related to Ethics in Government. The City received the citywide results of the survey and in the upcoming weeks will be receiving department results as well. Management will be reviewing the ethics question responses on a citywide and department basis as part of the overall review and will address the results as appropriate.

Follow up 2:

Follow up 3:

Financial Indicators 2008

August 2008

Status:

Recommendation: The City Manager should document the method for allocating general overhead to the enterprise operations and the basis for interfund transfers related to that overhead.

Implemented

Follow up 1: As indicated in the August 10, 2008 response to the City Auditor's report, staff supports the documentation and analysis of these transfers and allocations and indicated that a policy in this area would be appropriate. Transfers are made predominantly to assist with administrative overhead and for specific services provided by the general fund to other funds, including use of city right-of-way. These transfers have typically increased by 5% annually. These payments are also provided in lieu of franchise fees or payments in lieu of taxes charged to private utilities for similar services. Transfers to the general fund in 2009 are budgeted to total \$3.3 million and represent approximately 5% of the overall general fund budget.

Staff has been reviewing practices in other Kansas communities to determine best practices in development of a recommended policy to bring before the City Commission. We believe the best policy is to document significant alterations in future enterprise interfund transfers. This documentation would include the rationale for proposed alterations (e.g. increased general overhead expenditures, significant use of City maintained right-of-way, etc.). Transfers are part of the annual budget decision-making process, and documentation of any significant alterations for these transfers will accompany any staff recommendations to make such alterations.

Follow up 2:

Follow up 3:

Financial Indicators 2008

August 2008

Status:

Recommendation: The City Manager should provide the City Commission with regular reports showing where the city stands in relation to the measures in the debt issuance guidelines.

Implemented

Follow up 1: In the response to the audit, staff provided financial indicators which compared updated measures reflecting 2008 debt issuance against indicators from the City's debt issuance guidelines. Staff continues to monitor these indicators and has committed to providing annual updates of the indicators to the City Commission in conjunction with the issuance of City debt.

Follow up 2:

Follow up 3:

Pavement Condition Measures

October 2008

Status:

Recommendation: The City Manager should develop a method to enforce the ordinance requirement for an excavation permit or consider revising the city's processes for managing the right-of-way.

Inprogress

Follow up 1: As of 2/3/09 ROW management is on track as scheduled - please see the inserted schedule [schedule shows commission update on 2/17/09, several more benchmarks, and finally beginning enforcement 4/12/2010]

Follow up 2:

Follow up 3:

Pavement Condition Measures

October 2008

Status:

Recommendation: The Director of Information Systems should develop a policy on backing up data.

Inprogress

Follow up 1: As of 2/3/09, the backup policy is approximately 60% completed. If the backup policy was just for the server storing the pavement management database it would have been completed long ago, but the backup policy will be for all of our servers and data. Information Systems has completed a review of 60+ servers to evaluate the data being backed up, the process and methods being used and evaluating changes that are being considered.

There are the basic 'data' backups (traditionally to a tape drive), 'instant' backups (VMWare servers replicating data), and the consideration of implementing bare-metal restores for critical servers that aren't going to be used with VMWare. The City has multiple backup sites involved which also complicate the situation and we are also looking at backup policies from other organizations. Estimate the backup policy to be completed in March.

Follow up 2:

Follow up 3:

Pavement Condition Measures

October 2008

Status:

Recommendation: The Director of Public Works should compile documentation of the database to help maintain and use the information in the future.

Inprogress

Follow up 1: As of 2/3/09, have completed 10 of a potential of 21 of the pavement documentation sections, or 48%. April 19th is the goal for completing the content of the document. At this point, cannot promise a finalized version of the document by that time due to the number of GIS requests being handled.

Will ask the PW GIS intern to test drive the documentation and give feedback as the documentation proceeds.

Follow up 2:

Follow up 3:

Pavement Condition Measures

October 2008

Status:

Recommendation: The Director of Public Works should identify the resources needed to maintain the pavement management information and should request those resources in future budget submittals.

Undetermined

Follow up 1: As of 2/23/09, Public Works have 121.5 centerline miles of streets rated as Cycle 2. Currently there are a total of approx. 317.5 centerline miles of ratable streets identified which would equate to a full cycle (other new streets will increase this total). Public Works have completed a little over 38% of the total current city street centerline miles and thus have completed over 1/3 of Cycle 2 so far.

Follow up 2:

Follow up 3: