

MEMORANDUM OF TRANSMITTAL



To: David L. Dunn, Facilities Management Division Manager

From: George J. McGowan, CPA
Director, Office of Audit Services and Management Support

Date: August 23, 2022

Subject: Follow-up Review of Facilities Management Purchase Controls (Report No. 22-07)

Attached is a summary of the status of recommendations as determined from our follow-up review of the Facilities Management Purchase Controls (Report No. 21-09), issued August 17, 2021.

This review consisted of inquiries of City personnel and examinations of supporting documentation. It is substantially less in scope than an audit. The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters may have come to our attention that would have been reported to you and our conclusions may have needed to be modified.

We are pleased to report that the two recommendations contained in the original report are implemented.

We would like to thank the management of the Facilities Management Division for their cooperation during this follow-up review.

GJM

Attachment

C: The Honorable Buddy Dyer, Mayor
Jody Litchford, Deputy City Attorney
Christopher McCullion, Chief Financial Officer
Michelle McCrimmon, Deputy Chief Financial Officer

Facilities Management Purchasing Controls

#	Recommendations	Concur	Partially Concur	Do Not Concur	Original Management Action Plan	Original Target Date	Implementation Status	
							Current Status	Comments
1	We recommend a comprehensive review and update of City policies governing Facilities Management. We were informed that such a review is currently underway.	✘			A complete review and update of all division policies was performed and the updates submitted to OBFS for committee review and subsequent City Council approval.	1/1/2022	Implemented	Current policies are updated.
2	RS Means Cost Estimate Breakdown. We recommend that the procedure of having the client approval prior to performing an RS Means Cost Estimate Breakdown be reiterated to the employees and evidence retained of the proper approvals in advance.	✘			Team members trained in the process and due diligence of managing this process in accordance with the audit recommendations.	9/1/2021	Implemented	