



OFFICE OF THE
City Auditor

Office of the City Auditor Recommendation Follow-up Dashboard Report

As at March 31, 2016

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Office of the City Auditor Recommendation Follow-up Dashboard Report

As at March 31, 2016

As at March 31, 2016 the administration has 28 recommendations from the Office of the City Auditor that are outstanding. Based on the implementation dates provided by the administration, 24 of these recommendations are not yet due and 4 are overdue.

Typically, Administration brings forward a report providing a status update on any recommendations that are more than six months overdue. As there are no recommendations more than six months overdue for this reporting period, they deemed this report not required.

In the period since our last report (February 4, 2016 to March 31, 2016) the administration has closed the following 10 recommendations.

Project # and Name	Department	Recommendation
11325 - Capital Construction Audit (RD&C Branch)	Integrated Infrastructure Services	Rec 6 -Project quality control
11337 - Development Permit Fee Collection Review	Sustainable Development	Rec 3 - Circulation Service Levels
12344 - Drainage Services Branch Audit	City Operations	Staff Training
13363 - Building Permit and Inspection Services	Sustainable Development	Staff Supervision
13363 - Building Permit and Inspection Services	Sustainable Development	BPIS Service Delivery Model
15392 - Metro Line LRT Signal System	Integrated Infrastructure Services	Rec 2 - Project Management Improvement
14371 - Corporate Procurement Card Controls	Financial & Corporate Services	Rec 1 – Supervisory Review
14371 - Corporate Procurement Card Controls	Financial & Corporate Services	Rec 3 – Corporate Guidelines for Gift Cards
14371 - Corporate Procurement Card Controls	Financial & Corporate Services	Rec 4 – Update Procedures
14371 - Corporate Procurement Card Controls	Financial & Corporate Services	Rec 5 – Active and inactive employee testing

The following tables contain the outstanding recommendations listed in the following categories:

Colour	Category	# of Recommendations
Red	More than one year overdue	0
Yellow	Less than one year overdue	4
Green	Not yet due	24

Recommendations less than one year overdue

#	Project # and Name	Department	Recommendation	Months Overdue	Revised Due Date
1.	14369 - City Streets Audit	City Operations	Document operating procedures	3	6/30/2016
2.	14369 - City Streets Audit	City Operations	Document Strategies	3	6/30/2016
3.	14369 - City Streets Audit	City Operations	Document reasons for selecting neighbourhood projects	3	6/30/2016
4.	14373 - Transportation Contributed Assets	Sustainable Development	Clearly define the City's role to "Monitor" vs "Inspect"	3	5/31/2016

Recommendations not due

#	Project # and Name	Department	Recommendation	Months Until Due	Due Date
1.	14373 - Transportation Contributed Assets	Sustainable Development	Jointly develop and establish a service level agreement	0	3/31/2016
2.	14373 - Transportation Contributed Assets	Sustainable Development	Standards and Specifications Document	0	3/31/2016
3.	15384 - Fleet Services Branch Audit	City Operations	Rec 4 - Procurement Process Controls	0	3/31/2016
4.	15392 - Metro Line LRT Signal System	Integrated Infrastructure Services	Recommendation 1 - Contract Management Principles	0	3/31/2016
5.	15397 - Coin Processing Audit	Financial & Corporate Services	Rec 1 - Additional Review of Risks	1	4/30/2016

Recommendations not due

#	Project # and Name	Department	Recommendation	Months Until Due	Due Date
6.	15397 - Coin Processing Audit	Financial & Corporate Services	Rec 2 - Assessing Performance Measures	1	4/30/2016
7.	15389 - Performance Measures Validation	City Manager's Office	Rec 1 - Procedure Manual for Performance Measure Owners	2	5/30/2016
8.	14371 - Corporate Procurement Card Controls	Financial & Corporate Services	Rec 2 – Improve Restricted Purchases Guidelines	2	5/31/2016
9.	14373 - Transportation Contributed Assets	Sustainable Development	Develop and communicate to all inspector an Operations Manual	3	6/30/2016
10.	15384 - Fleet Services Branch Audit	City Operations	Rec 2 - Training Process	3	6/30/2016
11.	15387 - Traffic Shortcutting	Sustainable Development	Traffic Management Policy	3	6/30/2016
12.	15392 - Metro Line LRT Signal System	Integrated Infrastructure Services	Recommendation 3 - Project Reporting	3	6/30/2016
13.	15387 - Traffic Shortcutting	Sustainable Development	Centralize Risk Ownership	6	9/30/2016
14.	11336 - 2013 Municipal Election	Office of the City Clerk	Voting Station Logistics - Rec 4	9	12/31/2016
15.	15392 - ETS, Bus and Light Rail Transit Review	City Operations	Recommendation 2 - Performance Measures	9	12/31/2016
16.	15396 - Neighbourhood Renewal Program Audit	Integrated Infrastructure Services	Recommendation 1 - Consistent Reporting Methodology	9	12/31/2016
17.	15396 - Neighbourhood Renewal Program Audit	Integrated Infrastructure Services	Recommendation 2 - Bonus Oversight and Change Order Compliance	9	12/31/2016
18.	15391 - ETS, Bus and Light Rail Transit Review	City Operations	Recommendation 1 - Transit Strategic Plan	15	6/30/2017
19.	11336 - 2013 Municipal Election	Office of the City Clerk	Ballot Design - Rec 5	16	7/31/2017
20.	11336 - 2013 Municipal Election	Office of the City Clerk	Logic and Accuracy Testing - Rec 2	16	7/31/2017

Recommendations not due

#	Project # and Name	Department	Recommendation	Months Until Due	Due Date
21.	11336 - 2013 Municipal Election	Office of the City Clerk	Worker Comprehension - Rec 3	16	7/31/2017
22.	15393 - ETS, Bus and Light Rail Transit Review	City Operations	Recommendation 3 - Transit Funding and Fares	21	12/31/2017
23.	15396 - Neighbourhood Renewal Program Audit	Integrated Infrastructure Services	Recommendation 3 - Public Communication Improvements	34	12/31/2018
24.	15396 - Neighbourhood Renewal Program Audit	Integrated Infrastructure Services	Recommendation 4 - Inquiry Management System	34	12/31/2018