

## AUDIT REPORT TRACKING SYSTEM (ARTS)

SECTION I: SUMMARY INFORMATION	
<b>Audit Title:</b> City Hall Office Space Under Used, Significant Costs to Consolidate Office Space	<b>Audit Release Date:</b> 12/02/2020 <a href="#">Full Report / Highlights</a>
<b>Department:</b> General Services	<b>Last Report Date:</b> First ARTS Report
<b>Department Director:</b> Yolanda McKinzy	<b>This Report Date:</b> 03/29/2021
<b>Contact Person/Phone:</b> Cedric Rowan 513-0814	<b>Expected Presentation Date:</b> 04/08/2021
SECTION II: PRIOR ARTS REPORTS	
First ARTS Report	
SECTION III: SUMMARY OF RECOMMENDATION STATUS	
1. In Progress – target date 03/01/2022	4. In Progress – target date 10/01/2021
2. In Progress – target date 10/01/2021	6. In Progress – target date 06/01/2021
3. In Progress – target date 10/01/2021	7. In Progress – target date 06/01/2021
SECTION IV: SUMMARY OF IMPLEMENTATION EFFORTS	
<b>Recommendation 1: The director of general services should develop space use guidance or standards for new or remodeled city office buildings.</b>	
<b>Status of Recommendation: In Progress</b>	
This project is still in progress. GSD facility staff have developed some initial guidelines for office and supporting spaces for city buildings. The team will continue developing approaches and meeting with department representatives to capture their inputs to seek management approval.	
<b>Recommendation 2: The director of general services should obtain floor plans and total useable square feet (USF) for city buildings for which this information was not available.</b>	
<b>Status of Recommendation: In Progress</b>	
The facility division anticipates having solution in place and operational on or before October 2021. Currently the team is evaluating software systems to management the entire process.	
<b>Recommendation 3: The director of general services should update building floor plans and useable square feet as floor configuration and use of space changes.</b>	
<b>Status of Recommendation: In Progress</b>	
The facility division anticipates having solution in place and operational on or before October 2021. Currently the team is evaluating software systems to management the entire process.	
<b>Recommendation 4: The director of general services should maintain ongoing space utilization data on city-owned buildings.</b>	
<b>Status of Recommendation: In Progress</b>	
The facility division anticipates having solution in place and operational on or before October 2021. Currently the team is evaluating software systems to management the entire process.	
<b>Recommendation 6: The director of general services should confirm and track why the city owns each parcel of property and the department that is responsible for the property.</b>	
<b>Status of Recommendation: In Progress</b>	
We are currently collaborating with city departments filtering parcels into subsets for further research. Once completed, the division will initiate the surplus process in accordance with AR 3-07. It is anticipated that the first set of parcels will be solicited in late April 2021.	
<b>Recommendation 7: The director of general services should follow the steps outlined in Administrative Regulation 3-07 for the disposition of properties identified as possible surplus.</b>	
<b>Status of Recommendation: In Progress</b>	
All parcels identified for surplus will be sold in accordance with AR 3-07. In addition, the division has submitted changes to AR 3-07 designed to streamline the disposition process to surplus parcels.	
SECTION V: ADDITIONAL OUTCOMES	

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<b>Department:</b>	City Manager's Office	<b>Last Report Date:</b>	First ARTS Report
<b>Department Director:</b>	Brian Platt	<b>This Report Date:</b>	03/23/2021
<b>Contact Person/Phone:</b>	Brian Platt 816-513-6565 Rick Usher 816-513-6559	<b>Expected Presentation Date:</b>	04/08/2021
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5. In Progress			
SECTION IV: SUMMARY OF IMPLEMENTATION EFFORTS			
<p><b>Recommendation 5: The city manager should direct the work group developing the city's telecommuting program to address telecommuting issues and policy considerations including:</b></p> <ul style="list-style-type: none"> <li>• a general telecommuting policy outlining criteria and expectations;</li> <li>• disability-related accommodations;</li> <li>• wage implications;</li> <li>• safeguards for city property;</li> <li>• safe work environment; and</li> <li>• cybersecurity</li> </ul>			
<p><b>Status of Recommendation: In Progress</b></p>			
<p>AR 1-33 (effective 1-29-2021) section 3.4 outlines general policies for remote working. This policy provides guidance during the COVID-19 pandemic related to working from home, flexible work schedules, virtual meetings, digital resources, and ensuring seamless continuity of regular business functions. The above policy items listed in recommendation 5 are continuing to be developed.</p> <p>The Office of Environmental Management has been leading the effort to draft a telecommuting or remote work policy for citywide use once the Covid-19 emergency order is lifted. We expect the draft remote work policy and program to be implemented as an Administrative Regulation and available for use by City departments prior to the end of the emergency order on May 1, 2021.</p>			
SECTION V: ADDITIONAL OUTCOMES			