

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2113	Coronado Golf Course Lease	Issued:	1/11/2022	
1	The Parks and Recreation Director should ensure that the contract administrator works with the City Attorney's Office to identify appropriate contract remedies to obtain compliance from the golf course operator for the past-due rent payments, any required reporting and disclosures, and any future safety and maintenance issues.	June 2022: The department reported that they are working with the City Attorney's office, the operator, and the operator's legal counsel on a new draft agreement. They have also billed for the overdue lease payment, which has not yet been paid. They plan to pursue appropriate contract remedies to obtain contractual compliance. Aug 2022: This month, the operator paid \$32,560 to the City, indicating this represents amounts due for 2021 and the first 6 months of 2022. However, the department continues to request the operator file the required revenue reports that are supposed to accompany the contractual payments. Jan 2023: The operator has filed revenue reports listing the number of rounds and sales, and paid the City for the second half of 2022.	Implemented	<input checked="" type="checkbox"/>
2A	The Parks and Recreation Director should ensure that the contract administrator documents decisions and actions related to contract performance and operations and retains these in the contract file.	June 2022: The department reported working closely with the Real Estate office and Code Enforcement to develop a more organized and effective method for shared documentation and contract file management related to interdepartmental communications with the operator. Aug 2022: The department reported its organization project continues - for this contract and for department contracts in general. The contract filing and organization method will include file-naming conventions for consistency. Jan 2023: The department reported it has gathered documents that were not in the file and has discussed with the Code Enforcement department to notify them in the event of future violations.	Implemented	<input checked="" type="checkbox"/>

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2B	The Parks and Recreation Director should ensure that the contract administrator creates a checklist to better ensure that all necessary documents are maintained in the contract file.	June 2022: The department reported that the contract administrator is working on a checklist to better ensure necessary documents are maintained in the contract file, including insurance certificates, contracts, and other documents. Aug 2022: The department reported its organization project continues - for this contract and for department contracts in general. Jan 2023: The department reported the checklist is still being developed. May 2023: The department has created a SharePoint page to organize contract files and established folders and sub-folders to help identify the type of documentation needed to be retained. In place of a checklist, the department has created specific folders for this contract that address the areas of concern identified in the audit.	Implemented	<input checked="" type="checkbox"/>
2C	The Parks and Recreation Director should ensure that the contract administrator develops an effective organization system, including a file-naming convention, for the contract file.	June 2022: The department reported the contract administrator is using auditor-provided examples to develop a more effective, organized system for the contract file. As well, the contract administrator is working with Real Estate and Code Enforcement to improve tracking of interdepartmental communication with the operator. Aug 2022: The department reported its organization project continues - for this contract and for department contracts in general. Jan 2023: The department is considering using Sharepoint to store the contract and associated documents for ease of reference. For now, the documents are being scanned into a network folder. May 2023: The department has created a SharePoint page to organize contract files and established folders and sub-folders to help identify the type of documentation needed to be retained.	Implemented	<input checked="" type="checkbox"/>