



Audit Project Completion Form

Project Title: Roadway Quality Management Project Number: 006

Table 1: Project Timeline

Deliverable	Responsible Staff	Audit Plan FY	Date Issued	Months to Complete	Hours to Complete
Audit Report	Madison Rorschach Umesh Dalal	FY2018-19	10/08/2019	8.50	NA
Follow-Up Report	Madison Rorschach Amber Jackson	FY2019-20	10/12/2021	1.00	NA
Informal Follow-Up Report	Madison Rorschach Amber Jackson	FY2022-23	07/21/2023	NA	6.50
Total:				9.5	6.50

Concurrent Rate: 100% Implementation Rate: 100%

Table 2: Project Recommendation Summary

Recommendation	Mgmt. Response	Status
1. Develop a standardized process for recording and approving design adjustments to in-house street rehabilitation projects.	Concur	Implemented
2. Develop a record retention system to store inspection reports and geotechnical reports for each street rehabilitation project according to the Texas State Library and Archives Commission's regulations.	Concur	Implemented
3. Require Streets Field Services Supervisors to submit periodic inspection reports as part of the quality acceptance decision-making process for street rehabilitation projects.	Concur	Implemented
4. Consider including street connectors in bond program proposals in the future to better estimate costs and provide greater transparency to residents.	Concur	Implemented
5. Develop a process to consistently document the street segments included in each project.	Concur	Implemented
6. Finance should consider accounting for each general obligation bond series in a separate fund.	Partially Concur	Implemented
7. Include up-to-date installed date information in the Cartegraph system.	Partially Concur	Implemented
8. Consider adjusting the amount of OCI points added to a street segment for overlays.	Partially Concur	Implemented
9. Provide training for crew leaders entering work order information	Concur	Implemented



10. Check the Texas State Comptroller's website for related historically underutilized businesses when obtaining quotes for purchases between \$3,000 and \$50,000.	Concur	Implemented
11. Contract for the rental of signs and barricades to mark road construction sites.	Concur	Implemented
12. Revise the Streets Operations Manager and Streets & Traffic Superintendent job descriptions to more accurately reflect current job responsibilities.	Concur	Implemented

Based on the project timeline and recommendation summary listed previously, the City Auditor recommends this project be closed and considered formally complete:

City Auditor: Madie Riche Date: 07/31/2023