



Audit Project Completion Form

Project Title: Capital Projects Administration: Property Acquisition

Project Number: 010

Table 1: Project Timeline

Deliverable	Responsible Staff	Audit Plan FY	Date Issued	Months to Complete	Hours to Complete
Audit Report	Neeraj Sama Umesh Dalal	FY2018-19	05/12/2020	12.00	NA
Follow-Up Report	Madison Rorschach Neeraj Sama	FY2021-22	04/05/2022	2.25	NA
Informal Follow-Up Report	Madison Rorschach Jenesa Halter	FY2022-23	07/21/2023	NA	6.25
Total:				14.25	6.25

Concurrent Rate: 100% Implementation Rate: 100%

Table 2: Project Recommendation Summary

Recommendation	Mgmt. Response	Status
1. Require Real Estate Staff to execute and maintain all required documents properly for acquisition of real estate properties in line with implemented real estate acquisition process.	Concur	Implemented
2. Adopt a formalize negotiation process incorporating the following key requirements: a. Criteria and steps of negotiation with the property owner including a requirement to perform in-depth interviews with property owners to discuss issues such as the impact of the project, property usage by the owner, and estimated value of the property; b. Real Estate staff get approval of the Deputy Director on a formal document recording the agreement on settlement price along with the justification for accepting the price over and above the appraisal value; and c. Limitation on the power of Real Estate Specialists to independently negotiate up to a certain percentage of appraised value and involvement of senior officials beyond that limit.	Concur	Implemented
3. Jointly develop a process with the Accounting Division for timely reporting of donated real estate assets to improve recordkeeping.	Concur	Implemented



4. Define qualification criteria in policies and procedures for hiring and engaging appraisers.	Concur	Implemented
5. Codify Real Estate Specialist training requirements to provide greater assurance that staff is constantly abreast of updated laws and procedures relating to acquisitions.	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: *Martin P. White* Date: 07/31/2023