



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 |



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|---|--------|-------------|
| 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