

MEMORANDUM OF TRANSMITTAL



To: Tanya J. Wilder, Director of Transportation

From: George J. McGowan, CPA
Director, Office of Audit Services and Management Support

Date: January 10, 2022

Subject: Follow-up Review of Traffic Sign Shop Operations Audit (Report No. 22-03)



Attached is a summary of the status of recommendations as determined from our follow-up review of the Traffic Sign Shop Operations Audit Report (Report No. 21-01), issued October 8, 2020.

This review consisted of inquiries of City personnel and examinations of supporting documentation. It is substantially less in scope than an audit. The evidence obtained provided a reasonable basis for our conclusions; however, had an audit been performed, other matters may have come to our attention that would have been reported to you and our conclusions may have needed to be modified.

We are pleased to report that the three recommendations contained in the original report are implemented.

We would like to thank the management of the Sign Shop for their cooperation during this follow-up review.

GJM

Attachment

C: The Honorable Buddy Dyer, Mayor
Jody Litchford, Deputy City Attorney
Kevin Edmonds, Chief Administrative Officer
Francis J. Flynn, Deputy Chief Administrative Officer

Traffic Sign And Pavement Marking Services Audit Follow-up

#	Recommendations	Concur	Partially Concur	Do Not Concur	Original Management Action Plan	Original Target Date	Implementation Status		
							Current Status	Target/ Implementation Date	Comments
1	Create a policy for validating completed traffic sign work orders. This approval process should document the flow of work orders from their genesis to completion and final document storage.	✓			All work orders issued by the Traffic Studies Group will be date stamped, scanned and logged received by the Production Coordinator, then issued to the Sign designers for sign fabrication, Traffic Control supervisors for locate marks, Traffic Technicians for installation, Traffic Control Supervisors for final inspection then back to the Production Coordinator for reporting and final document storage.	1/1/2021	Implemented		
2	Maintain a validated copy of completed work orders at the Sign Shop Office in addition to Traffic Studies.		✓		In keeping with the Mayors Green Initiative, the city is transitioning from a heavy dependence on paper to one of electronic filing. A copy of the validated work orders will be maintained on TE N/Drive Sign Shop folder. Our goal is to be paperless with the addition of digital technology equipment.	1/1/2021	Implemented		
3	Continue the process of pursuing digital technology for the sign shop technicians to increase efficiency and effectiveness. □	✓			The Traffic Control Supervisor and Production Coordinator will continuously follow up and remind the Traffic Ops Engineer, Division Manager and IT of this requirement.	3/1/2021	Implemented		