

Memorandum

*Serious drought.
Help Save Water!*

To: LAURINE BOHAMERA
External Audit - Contracts
Audits and Investigations

Date: April 8, 2016

File: P2535-0023

From: RIHUI ZHANG
Division Chief
Local Assistance

ORIGINAL SIGNED BY:

Subject: **DIVISION ACTION PLAN FOR PROPOSITION 1B AUDIT—OF THE CITY SANTA MARIA PUBLIC WORKS DEPARTMENT**

This memorandum serves as the Division of Local Assistance (DLA) response for findings described in the State Controller's Offices (SCO) Proposition 1B audit of the City of Santa Maria (City) Public Works Department dated December 17, 2015.

Audit Finding—Final Delivery Report Not Submitted to Commission within Required Time Frame

The City failed to submit the completed Final Delivery Report to the Commission within six months of the project becoming operable as required by Government Code Section 8879.50(f)(2).

Corrective Action

The final billings for the closeout on this project was received several months after the construction was completed, due to a misunderstanding between the multiple agencies involved with the funding, delivery, and closeout of this project. In a letter dated July 20, 2015, the City assured DLA they will complete and submit future Project Delivery Reports as soon as the construction contract is complete and accepted. In the event the closeout billings result in changes to the final project delivery costs, the City will provide a Supplemental Project Delivery Report with the final invoice and project closeout submittal.

It is our decision that the finding is resolved.

If you have any questions, please contact Lai Huynh in the Division of Local Assistance at Lai.Huynh@dot.ca.gov.

- c: Stephen Maller, Deputy Director, California Transportation Commission
- Teresa Favila, Assistant Deputy Director, California Transportation Commission
- Bruce De Terra, Division Chief, Transportation Programming, Caltrans
- Doris M. Alkebulan, Proposition 1B Specialist, Transportation Programming, Caltrans
- Mark Samuelson, Chief, Office of Policy Development and Quality Assurance, Division of Local Assistance, Caltrans

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Steve Novotny, District Local Assistance Engineer, District 7, Caltrans
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