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May 19, 2021

Anthony Nicks
County Auditor
Office of the County Auditor
141 Pryor Street
Atlanta, GA 30303

**Re: Fulton County Library System
Library Capital Improvement Program, Phase II
Group 1 Projects – Audit**

Dear Mr. Nicks:

We have received and reviewed the draft report of your departments audit of the Group 1 Libraries dated April 21, 2021. We offer the following response:

Subsequent to the County's audit of our Group 4 projects, the Program Management Team (PMT) instituted a procedure of conducting peer reviews of each pay application received, reviewed and approved for payment by a project manager. Peer reviews of pay applications was instituted to ensure accuracy of the approved pay request prior to submitting it to Finance for payment. We intend to maintain this practice. Also, going forward, all PMT managers will ensure that a memo is included in pay applications submitted that involves payout of retainage. The memo will serve to alert all reviewing parties of the retainage release and the recommended amount of the release. Let me know if you have any questions.

Sincerely,

Al Collins
Administrator, Bond Construction
Department of Real estate and Asset Management (DREAM)

CC: Joe Davis, Director, DREAM
Tim Dimond, Deputy Director, DREAM
Evan Jahn, Program Manager, Heery/Russell a joint venture
Forrest White, Project Manager, Heery/Russell a joint venture
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