



CITY AUDITOR'S OFFICE

FY 2025/26 Follow-ups on Status of Audit Recommendations

June 15, 2026

AUDIT NO. 2609

CITY COUNCIL

Mayor Lisa Borowsky
Barry Graham
Jan Dubauskas
Adam Kwasman
Kathy Littlefield
Vice Mayor Maryann McAllen
Solange Whitehead



June 15, 2026

Honorable Mayor and Members of the City Council:

Enclosed is the FY 2025/26 *Follow Up on Status of Audit Recommendations* report, which was included on the Council-approved FY 2025/26 Audit Plan. This report presents the auditor-determined status of 130 audit recommendations from audits we conducted follow-ups of during FY 2025/26.

This annual report provides the status of all audit recommendations for audits we conducted follow-ups on during this fiscal year. Auditors conducted follow-ups on about 70 recommendations for 15 audits issued between 2021 and 2025. The report also provides a 3-year history of implementation status. Overall, 65% of audit recommendations during this nearly 4-year period have been implemented or substantially implemented, with another 33% progressing towards implementation.

The report attachments provide summarized recommendation statuses by department or division and by audit report. Detailed status reports for all audit follow-ups completed this fiscal year are also attached. If you need additional information or have any questions, please contact me at (480) 312-7851.

Sincerely,


Lai Cluff, CIA
Acting City Auditor

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RESULTS

This annual report of Follow Up on Status of Audit Recommendations encompasses a 3-year history plus about 11 months of the current fiscal year (FY), with approximately 135 audit recommendations issued between FY 2022/23 and FY 2025/26.

Implemented, In Progress or Partly Implemented

As shown in the graphic, for the recommendations issued this year and the last three fiscal years, about 55% of audit recommendations have been implemented, 10% are partly implemented, and another 34% are in progress.

Compared to prior fiscal years, the percentage of recommendations *In Progress* stayed relatively consistent, though higher than three years ago (as shown in Figure 1). Turnover in the responsible positions continues to be a primary factor in the implementation timeliness, as new staff in these positions require additional time to familiarize themselves with the audit recommendations and the related processes.

Figure 1. Implementation Status, with 3-year History.

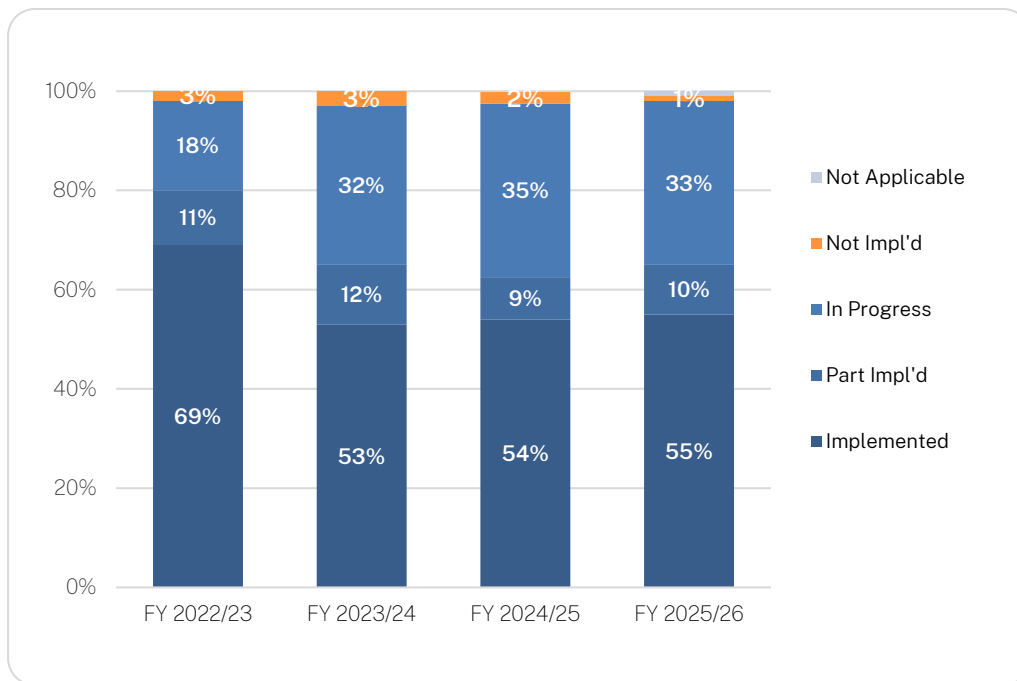
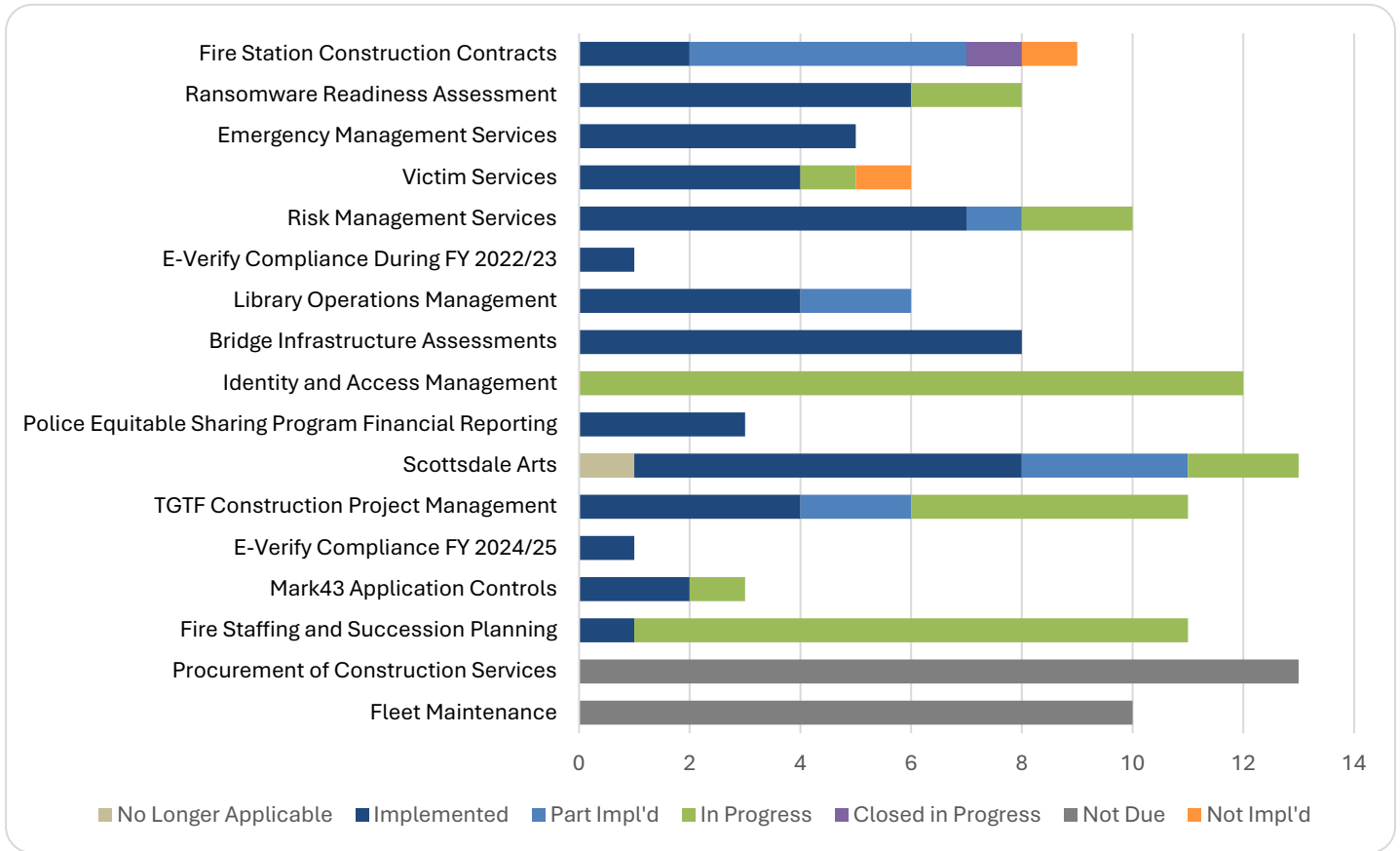


Figure Note: Each year's implementation rate includes recommendations issued in the prior two fiscal years. For example, FY 2025/26 includes recommendations issued between July 2022 through May 2026.

Figure 2 on page 3, provides an overview of recommendation statuses by audit, for audits completed in the current fiscal year and the three prior fiscal years.

(continued on next page)

Figure 2. Recommendation Status by Audit, FY 2025/26 Follow-ups.



FY 2025/26 Follow-ups

During this fiscal year, auditors performed follow-ups of audit recommendations from 15 audits issued between 2021 and 2025, which included about 70 individual recommendations.

The following audit follow-ups were closed out this fiscal year:

- Fire Stations Construction Contracts, Audit 2107
- Library Operations Management, Audit 2406
- Bridge Infrastructure Assessments, Audit 2407
- E-Verify Compliance, FY 2024/25
- Emergency Management Services, Audit 2307
- Police Equitable Sharing Program Financial Reporting, Audit 2415

Audits making progress towards full implementation:

- **Scottsdale Arts, Audit 2410** – The majority of the audit recommendations were implemented during the recent contract renewal with Scottsdale Arts. Remaining recommendations relate to deliverables that continue to be required under the new agreement.

- **Risk Management Services, Audit 2306** – Two pending recommendations relate to updates to the city Administrative Regulations and the development of emergency action plans for city facilities.
- **Victim Services, Audit 2305** – Following the implementation of the new prosecution system, the department is working on testing new system reports.

The attachments below include:

- A summary of the statuses by audit report and by fiscal year for audits issued in the last three fiscal years and the current year.
- Detailed status descriptions for each audit reviewed this fiscal year.

Additionally, recommendation status are available through an interactive dashboard available on our website: [City Auditor | City of Scottsdale \(scottsdaleaz.gov\)](#) → [Follow Ups Dashboard](#)

Attachments:

[A – Status by Audit Report and Fiscal Year](#)

[B – Detailed Status Report](#)

City Auditor's Office

Lai Cluff, Acting City Auditor
Elizabeth Brandt, Senior Auditor
Mel Merrill, Senior Auditor
Shelby Trimaloff, Exec Asst to City Auditor

Audit Committee

Councilman Barry Graham
Councilwoman Maryann McAllen, Chair
Councilwoman Solange Whitehead

Our Mission

The City Auditor's Office conducts audits to promote operational efficiency, effectiveness, accountability and integrity in City Operations.

Scottsdale City Auditor

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Attachment A: Status by Audit Report and Fiscal Year

FY Publishe	Audit#	Audit Name	Impl'd	In Progress	Part Impl'd	Not Impl'd	Not Applicabl	Not Due	Total
2023									
	2205	Purchasing Card Controls	6		1				7
	2209	WestWorld Operations	2	3	2				7
	2302	E-Verify Compliance During FY 2021/22	1						1
	2303	Ransomware Readiness Assessment	6	2					8
	2307	Emergency Management Services	5						5
	FY Totals		20	5	3				28
2024									
	2305	Victim Services	4	1		1			6
	2306	Risk Management Services	7	2	1				10
	2402	E-Verify Compliance During FY 2022/23	1						1
	2403	Identity and Access Management		12					12
	2406	Library Operations Management	4		2				6
	2407	Bridge Infrastructure Assessments	8						8
	FY Totals		24	15	3	1			43
2025									
	2204	TGTF Construction Project Management	4	5	2				11
	2410	Scottsdale Arts	7	2	3		1		13
	2415	Police Equitable Sharing Program Financial Reporting	3						3
	2503	Mark43 Application Controls	2	1					3
	2505	E-Verify Compliance FY 2024/25	1						1
	FY Totals		17	8	5		1		31

Attachment A: Status by Audit Report and Fiscal Year

FY Publishe	Audit#	Audit Name	Impl'd	In Progress	Part Impl'd	Not Impl'd	Not Applicabl	Not Due	Total
2026									
	2408	Procurement of Construction Services						13	13
	2409	Fire Staffing and Succession Planning	1	10					11
	2603	Fleet Maintenance						10	10
	FY Totals		1	10				23	34
	Grand Total		62	38	11	1	1	23	136

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
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2107 Fire Station Construction Contracts

Issued: **3/24/2021**

1A The Public Works Director should require CPM to review construction phase services acquired through the Design Consultant to evaluate which services are necessary to be contracted rather than performed internally and the level of the services required. Also, establish guidelines to ensure required services are consistently covered from project to project.

Sept 2021: The City Engineer reported that he is working on developing a list of services that can be used as a template when acquiring design services. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer reported that she will prepare a template to serve as a guide when acquiring construction phase services. Jan 2023: The City Engineer reported this is still in process. May 2023: No changes were reported. Aug 2023: Management did not provide an update. Dec 2023: The City Engineer reported that the department is working on a guide for construction design services for project management. April 2024: The department is working on a guide for architectural/engineering service during construction. Sept 2024: A draft is under review. Completion anticipated end of Oct 2024. Jan 2025: The department developed as guidance, a list of services that should be included in Construction Phase Services.

Implemented

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1B	The Public Works Director should require CPM to ensure the scope of work described in change orders is consistent with the supporting details.	<p>Sept 2021: The City Engineer reported his staff has been reminded to ensure the change order description is consistent with the scope of work. Also, he reported he is reviewing change orders for completeness and accuracy, and staff procedures are being updated. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer will instruct staff to procure construction phase services with a change order to the existing design contract and to accurately describe the scope of work being added. Jan 2023: The City Engineer reported this is still in process. May 2023: The City Engineer provided direction to project management staff that change orders should accurately describe the scope of work being added.</p>	Implemented	<input checked="" type="checkbox"/>
1C	The Public Works Director should require CPM to revise department policies and procedures to align with Procurement Code requirements for the authorization of large change orders and clarify policies to ensure contracts are not split to avoid requirements.	<p>Sept 2021: The City Engineer reported that procurement policies have been reviewed and are expected to be updated by the Purchasing department. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer will follow up with the Purchasing Director on the Procurement Code requirements. Jan 2023: The City Engineer reported they are working with Purchasing and the City Attorney's office on this Procurement Code requirement. Feb 2023: The City Engineer provided an executed memorandum from the City Manager delegating signature authority for large design and construction change orders requiring his approval by Procurement Code. This authority was delegated to the Public Works Director.</p>	Part Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1D	The Public Works Director should require CPM to evaluate the design contracting process to include construction phase services in the contract's scope of work, rather than adding it later as a change order.	Sept 2021: The City Engineer reported that CPM prefers to add the construction phase services when the design is nearly complete to ensure the design consultant has performed satisfactorily prior to awarding more work.	Not Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2A	<p>The Public Works Director should require CPM to establish approval and communication procedures for change orders funded by force account or contingency funds. Also, work with Purchasing and the City Attorney's Office to clarify contract language to define the term "force account" along with its allowable uses and to limit allowable change order add-ons.</p>	<p>Sept 2021: The City Engineer reported the department is working with the City Attorney's office and Purchasing to update contract templates to include a definition of a City contingency or Force Account. He also noted procedures have not yet been updated to cover changes funded by the Force Account or contingency funds. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer will develop a procedure for applying force account funds. Jan 2023: The City Engineer reported this is still in process. May 2023: No changes were reported. Aug 2023: Management did not provide an update. Dec 2023: The City Engineer reported that CPM is working on creating a Contingency Use Authorization Form. Auditors will verify the implementation at the next follow-up. Updates to contract definitions and allowable uses, as well as department procedures are still needed. April 2024: The department is in the process of creating a contingency use authorization form. Sept 2024: The department is working with legal and Purchasing to update contract definitions. Completion anticipated at the end of Dec 2024. Jan 2025: This work is in progress. June 2025: The Department reported that this is expected to be completed in the next status update. Sept 2025: The City Engineer reported that updated contract language has been discussed with Purchasing and Legal and expects that it will be completed by the next status update. Feb 2026: The department has updated its procedural guide with a request and review process for contingency uses that follow the same process as formal change orders. However, the department no longer plans to use a Contingency Use Authorization form; approval will be documented in meeting minutes. It expects that documentation review will be managed in the new project management software once implemented. It continues to work with Purchasing to update the contract terms regarding</p>	Part Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2A		the definition and allowable uses of Force Account funds.	Part Impl'd	
2B	The Public Works Director should require CPM to establish department policies and procedures to ensure substantial completion contractual requirements are consistently applied and evaluate whether adjustments to contractual requirements may be needed.	<p>Sept 2021: The City Engineer reported the department is working to update its procedures. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer will instruct staff to complete the substantial completion certificates at the appropriate time during construction. Jan 2023: The City Engineer reported this is still in process. May 2023: The City Engineer directed staff via email communications that Substantial Completion forms must be completed by Construction Administration and submitted to project management staff for issuance to the contractor. Policies and procedures relating to substantial completion continue to be under review and have not yet been updated. Aug 2023: Management did not provide an update. Dec 2023: The department is now using a template form for issuing substantial completion certificates. Development of internal procedures for evaluating substantial completion and ensuring that they align with standard contract requirements continue to be in progress. April 2024: The department reported that substantial completion-related procedures will be included in a future revision of the Project Management and Construction Administration manuals. Sept 2024: In progress; completion anticipated by end of Oct 2024. Jan 2025: The City Engineer provided further direction to staff to ensure contract requirements are applied consistently. Policies and procedures will be updated when the rest of the PM manual is updated.</p>	Part Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2C	The Public Works Director should require CPM to establish policies and procedures for project managers to document causes for delays as they occur, including communications with the contractor regarding the causes and length of delays.	Sept 2021: The City Engineer reported the department is working to update its procedures. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer will instruct staff to properly document contract time extensions. Jan 2023: The City Engineer reported this is still in process. May 2023: The City Engineer directed project management staff to notify the contractor in writing as projects approach the end of the contract time, and require any time extension requests to be submitted in writing and formally approved or rejected by Construction Administration staff. Policies and procedures have not yet been updated.	Part Impl'd	<input checked="" type="checkbox"/>
2D	The Public Works Director should require CPM to clarify and/or enforce policies and procedures related to the design process, including monitoring deadlines and tracking review comments.	Sept 2021: The City Engineer reported the department is working to update its procedures. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer will review this finding further for clarification and action. Jan 2023: The City Engineer reported this is still in process. May 2023: No changes were reported. Aug 2023: Management did not provide an update. Dec 2023: This recommendation is in progress. April 2024: The City Engineer reported that a procedure will be issued to ensure that the design tracking sheet is being used. Sept 2024: The City Engineer provided direction to staff on monitoring design schedules and plans to update related processes in the Project Management Manual. Updates to the Manual are expected to be completed in June 2025.	Part Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2E	<p>The Public Works Director should require CPM to update department policies and procedures clarifying records retention requirements and establishing quality control steps to ensure project files are complete at project closeout.</p>	<p>Sept 2021: The City Engineer reported the department is working to update its procedures. Mar 2022: The new City Engineer reported that she is reviewing the audit's recommendations to determine the next steps. June 2022: The department reported the status remains the same as in March. Oct 2022: The City Engineer will review this finding further for clarification and action. Jan 2023: The City Engineer reported this is still in process. May 2023: No changes were reported. Aug 2023: Management did not provide an update. Dec 2023: The City Engineer reported that a comprehensive update of department policies and procedures is needed. We will review progress at the next follow-up, with development of the construction administration manual being high priority due to anticipated retirements of key personnel. April 2024: The City Engineer is working to update procedures to clarify record retention and project close out. Sept 2024: The City Engineer plans to submit a budget request for Project Management software to aid with record retention and documentation. Updates to project management manual is anticipated to be completed end of June 2025. Jan 2025: A FY 2026/27 budget request for Project Management software to aid with record retention and documentation has been submitted. Updates to procedural manuals are on hold pending potential technology changes.</p>	In Progress	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2204	TGTF Construction Project Management		Issued:	4/1/2025
1.1	The City Engineer should establish requirements for comprehensive review of cost proposals, by obtaining independent estimates for comparison or an independent review by a qualified cost estimator. Additionally, require detailed support for the approved construction costs, including breakdown of cost estimates, labor costs, allowances, and general conditions/requirements. Ensure that cost estimates support and agree to the approved GMP.	Feb 2026: The department updated its PM Digital guide with general guidelines for reviewing cost proposals and provided internal training to staff in January.	Implemented	<input checked="" type="checkbox"/>
1.2	The City Engineer should establish requirements for monitoring of subcontractor selection and verification of final subcontracts. Require the contractor to track subcontractor buyout and make adjustments to the construction costs as appropriate.	Feb 2026: The department updated its PM Digital guide with general guidelines for monitoring subcontractor selections and provided internal training to staff in January.	Implemented	<input checked="" type="checkbox"/>
2.1	The City Engineer should provide guidelines for project management to evaluate the best-fit payment terms for each project and ensure agreed upon terms are followed.	Feb 2026: The digital PM guide and training slides provide descriptions of the various payment terms and states that the Project Manager will verify the best-fit terms. Specific guidance for evaluating the best-fit terms are not described. Jun 2026: T&I reported that the policies and procedures guide provides specific guidance. Auditors will request and review the specific procedures for the next status update.	In Progress	<input type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2.2	<p>The City Engineer should work with the City Attorney's Office to ensure standard construction contract terms adequately address expectations for payment of construction work. Develop multiple templates, or template options, to ensure specific terms are tailored to the chosen payment method, such as indicating how each cost or group of costs will be billed. For cost-plus fee payment terms, ensure that contract language specifies the allowable and unallowable costs, as well as documentation requirements and reporting of final project cost.</p>	<p>Feb 2026: The department reported that it is requesting the City Attorney's office provide template language. Jun 2026: No progress reported. T&I stated that the City Attorney's office is responsible for contract language.</p>	In Progress	<input type="checkbox"/>
3.1	<p>The City Engineer should require review and reconciliation of the Schedule of Values to ensure it aligns with the GMP cost proposal. Subsequent changes to the Schedule of Values should be documented and approved.</p>	<p>Feb 2026: The department updated its PM Digital guide with guidelines for reconciling the SOV to the approved GMP and requiring review and approval of changes. Internal training was provided to staff in January.</p>	Implemented	<input checked="" type="checkbox"/>
3.2	<p>The City Engineer should establish expectations for timely review and approval of change orders, ensuring that cost proposals are consistently reviewed for errors and adequately supported. Change requests, including those funded by Project Contingency, should be formally authorized prior to the initiation of work unless an emergency need is documented.</p>	<p>Feb 2026: Updated procedures state that change orders, including those funded by Project Contingency, should be reviewed by the project manager, along with an independent cost estimate, and an opinion from the project engineer on the cost and need. Approvals will be documented through meeting minutes. However, updated procedures do not cover timeliness or the requirement for authorization prior to initiating work, only that "change orders should be handled expeditiously".</p>	Part Impl'd	<input checked="" type="checkbox"/>
3.3	<p>The City Engineer should require project management team to actively monitor the status of all change requests and their estimated cost, not solely relying on the contractor's tracking. Where applicable, verify final costs against cost estimates.</p>	<p>Feb 2026: Updated procedures state that change orders should be tracked during construction meetings, listed on the agenda, and expenses itemized on pay applications. The department should further specify the project management team's responsibility for monitoring the status of requests or verifying final costs. Jun 2026: Additional information regarding project management's monitoring responsibilities is still needed.</p>	In Progress	<input type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
3.4	The City Engineer should develop and implement stronger internal controls over the payment process that ensure billings are reviewed for accuracy and completeness of supporting documentation, including establishing formal procedures, adding validation checks over data entry, and requiring cancelation of lost payments before re-issuance. If review of billings and supporting documentation is assigned to a consultant, ensure expectations are clearly communicated.	Feb 2026: Procedures for pay application processing have been updated but still need to address duplication or cancellation of payments, and department expectations for pay application review performed by consultants. Jun 2026: T&I has not made procedural changes and reported that duplication of payment is not possible in the new ERP system. However, because payment support and invoices are generated by the department, system controls may not identify duplication when invoice numbers have been modified as noted in the audit. According to T&I, the new project management software to be implemented in October 2026 will manage pay applications. To mitigate this risk the City Auditor's Office communicated past duplicate invoice issues to Accounting for monitoring. A/P staff will manually review for this risk on construction invoices.	Part Impl'd	<input checked="" type="checkbox"/>
3.5	The City Engineer should evaluate options for construction management software solutions that strengthen cost management processes and improve project management efficiency.	Feb 2026: The department reported that it has acquired project management software and is in the early stages of implementation.	Implemented	<input checked="" type="checkbox"/>
4.1	The City Engineer should ensure that extensions to construction project completion dates are documented as they occur, including the cause of the delay, through a formal change order.	Feb 2026: This recommendation is in progress. Procedures for documenting change orders need to address required documentation for changes to contract time due to delays. Jun 2026: T&I reported that written procedures were completed. Auditors will request and review for the next update. Additionally, the department stated that change orders for time will be part of the new PM software. Implementation of the application is expected October 2026.	In Progress	<input type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
4.2	The City Engineer should establish processes that ensure complete project files meet department standards, as well as Administrative Regulation 215, for documentation of contract administration activities.	Feb 2026: The department has provided general training to staff regarding documentation; specific processes will be impacted by the capabilities of the new project management software and will be reviewed by auditors when they are further established. Jun 2026: T&I reported that the PM software implementation is underway, with completion expected October 2026.	In Progress	<input type="checkbox"/>

2303 Ransomware Readiness Assessment

Issued: **6/15/2023**

1A	Maintaining Information Technology Continuity of Operations and Disaster Recovery Plans. (Specific recommendations are confidential)	Dec 2023: The department is working to develop a centralized prioritization strategy of critical systems and applications across all city departments. IT is working with city departments to verify asset inventories, identify critical systems, communication lines, backup strategies, and other information to develop its cybersecurity strategies and incident response playbooks. April 2024: The department continues to work towards implementing this strategy and estimates completion in October 2025. Sept 2024: The IT department has implemented a process to obtain/identify critical systems throughout the city, including meeting with departmental personnel to conduct a business impact analysis.	Implemented	<input checked="" type="checkbox"/>
2A	Adoption and implementation of an enterprise Security Architecture Plan. (Specific recommendations are confidential)	Dec 2023: A cybersecurity strategy plan is in development. The department has created roadmap, with goals for the implementation of audit recommendations. April 2024: The department continues to work towards implementing this strategy and estimates completion in October 2025. Sept 2024: The IT Department has adopted the NIST Cybersecurity Framework as their IT standard of choice and has updated their IT security policies, including developing detailed Technical Security Controls.	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
3A	Incident Response Plan (Specific recommendations are confidential)	Dec 2023: IT Security is working on an overall IT incident management framework. April 2024: Efforts are ongoing and the department is currently evaluating applications that can be used to help manage response plans. Sept 2024: IT has developed an Incident Management Plan along with playbooks to be used as guides for responding to an event.	Implemented	<input checked="" type="checkbox"/>
4A	Alignment of responsibilities and communication between central IT and city departments. (Specific recommendations are confidential)	Dec 2023: The department reported they are working with Communications, Risk Management, and city leadership to establish communications processes that will be included in the IT Security Incident Management Plan. April 2024: This work is in progress and the department estimates completion by end of the fiscal year. Sept 2024: This recommendation is in progress. Jan 2025: Updates to the Incident Response Plan are in progress. May 2025: The Department has updated Incident Response Plan to add additional items/processes for RRA response and has developed communication templates for use during a ransomware event.	Implemented	<input checked="" type="checkbox"/>
5A	Accurate and complete asset inventories and logs. (Specific recommendations are confidential)	Dec 2023: The department reported that various IT units are working on implementing the recommendations. It is in the process of verifying asset inventories and is developing an application portfolio program to track all digital assets. Help desk ticketing and major incident processes are under review. April 2024: Efforts are ongoing. Sept 2024: The IT department has developed and updated policies/procedures to reflect the City's current IT environment.	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
6A	Access management (Specific recommendations are confidential)	Dec 2023: The department has acquired a new application for privileged access management, including third-party access and is working to develop the related policies. April 2024: This work is in progress. Sept 2024: IT has updated account management policies and procedures to help ensure consistency across the enterprise. Auditors will review additional processes and controls over third party management and periodic review of access as part of the IAM audit follow-ups.	Implemented	<input checked="" type="checkbox"/>
7A	Backup and restoration procedures. (Specific recommendations are confidential)	Dec 2023: The department reported that reviews of central backup strategies and local department backup processes are in progress. The new Enterprise Systems Engineering Manager will be performing a comprehensive review of the IT backup environment. April 2024: The department continues to work on evaluating and updating its backup policies, including extending backups timeframe for all essential city data and testing it for restoration. Sept 2024: This work is in progress. The backup policy has been updated and the department is working on developing and implementing a 90-day backup plan. It is also working with departments that perform their own backup. Jan 2025: Work with City departments to enhance backup capabilities is in progress. May 2025: The Department has added new backup infrastructure and continues to work with City Departments to develop/expand their backup capabilities. Sept 2025: The IT Department is continuing to work with Water Resources to implement new backup infrastructure. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
8A	Communications during a ransomware event. (Specific recommendations are confidential)	Dec 2023: The department reported that it is working with the Office of Communications to review and update AR102 - Social Media and Social Networking to address the recommendation. Training needs will be evaluated once the AR has been updated. April 2024: Updates to AR 102, Social Media and Social Networking, are being reviewed and expected to be finalized by 6/30/2024. Sept 2024: The AR has been updated and the revisions are pending review and approval. Jan 2025: Revision to the AR have been finalized and training options are being reviewed. May 2025: The Department continues to work on the recommendation with approval of revisions to AR 102 pending and development of a training program. Sept 2025: The updated AR102 Social Media and Social Networking policy and a related computer-based training are pending final approval. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
2305 Victim Services			Issued: 9/6/2023	
1A	The Deputy City Attorney should work with the Police Department to ensure that preconviction rights forms are being consistently completed and/or provided to Victim Services in a timely manner.	April 2024: Victim Services has asked the Police Department supervisors to ensure the preconviction rights form is properly completed. It is also developing a training video to assist with this effort. Sept 2024: The department developed a mandatory training video on the victim's rights form for all police officers, police aides, and civilian investigators. The video was rolled out in September through Scottsdale University.	Implemented	<input checked="" type="checkbox"/>
1B	The Deputy City Attorney should by default, accept unsigned requests to invoke victim rights on forms provided by Police, until otherwise directed by the victim.	April 2024: The department will not be accepting unsigned forms due to logistical challenges. Instead, it is working with the Police Department to improve form completion.	Not Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1C	<p>The Deputy City Attorney should work with Information Technology staff to implement system changes capturing advocacy activities in a manner that would allow management to routinely verify completion of required services, such as hearing notifications.</p>	<p>April 2024: The department indicated that changes cannot be implemented until the new SPARKs system is deployed, which is expected to be in the fall of 2024. Sept 2024: The department will work on this recommendation once the new system is in production. Feb 2025: The new system is live but being fine-tuned. We will verify changes in the next quarterly follow-up. June 2025: The Department reported they are working on system enhancements and are considering additional report options to better capture advocacy activities allowing for the verification of services delivered. Sept 2025: The Department is developing a new system report that will provide a more complete view of the notification lifecycle and help verify required services are completed. Feb 2026: The Department is developing system reports to better capture and monitor advocacy activity to verify completion of services. Jun 2026: The department is testing the new system reports and is planning to complete this work by the end of the fiscal year.</p>	In Progress	<input type="checkbox"/>
1D	<p>The Deputy City Attorney should offer web-based options for victims to provide or update contact information and complete other victim services forms.</p>	<p>April 2024: The department has requested City IT add this capability to the website. Sept 2024: The department's technology staff is following-up with the web IT team on the requested changes to web-based functions. Feb 2025: This work is in progress. A form has been developed and is being tested. June 2025: Online forms have been implemented that allow victims to involve their rights and update their contact information.</p>	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2A	<p>The Deputy City Attorney should work with technology staff to establish validation procedures to ensure data transfers are complete and data entry errors are minimized. As well, evaluate ways to streamline the notification process through automation.</p>	<p>April 2024: The department indicated that changes cannot be implemented until the new SPARKs system is deployed, which is expected to be in the fall of 2024. Sept 2024: The department will work on this recommendation once the new system is in production. June 2025: The new system appears to contain more data entry controls than the prior system. Procedures to ensure data transfers are accurate and complete are in progress. Sept 2025: The Department is working to refine and improve the accuracy and flow of data within the system. Feb 2026: The department has implemented a monitoring system to check the health of data transfers and receives notifications when a problem is detected.</p>	Implemented	<input checked="" type="checkbox"/>
2B	<p>The Deputy City Attorney should identify all data fields containing privileged information, evaluate appropriate access to such data for compliance with statutory requirements, and make changes to user roles and access rights accordingly.</p>	<p>April 2024: The department reported that they will turn off access to users in the developer/programmer role when it is no longer needed. In future status updates auditors will review whether data fields containing privileged data have been identified and role-based access policies align with statutory requirements. Sept 2024: The department reported changes to access policies are being implemented in their new system. June 2025: Enhancements to the system have been made to better identify privileged/private victim information. The department also reported that a plan is in place to further limit access to victim data by IT Staff after system enhancements are completed.</p>	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
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2306 Risk Management Services	Issued: 11/3/2023
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1A The Risk Management Director should adopt a risk-based safety inspection plan that considers resource availability, risk exposures, third-party inspections, and historical trends. Make necessary updates to Administrative Regulations and the City Safety Plan to ensure consistent policies regarding ownership of periodic inspection responsibilities. Also, adopt documentation standards for reporting inspection results and post-inspection activities to address recommended remediation.

May 2024: The department reported it is adopting a risk-based approach to inspections that will consider facility size, occupancy, housed chemicals or substances, type of work, and risk profile. It continues to work on updating the building inspections AR and the City Safety Plan. Sept 2024: This recommendation is in progress. The department is in the process of hiring a new Safety Manager. Jan 2025: The department has implemented a risk-based approach to building inspections. Responsible departments are given 30 days to correct any noted issues. Safety & Risk will continue to work towards updating the AR and City Safety Plan. June 2025: No updates were reported. Oct 2025: The department is working on updating Administrative Regulation to reflect changes in responsibilities relating to safety inspections. Mar 2026: AR updates are under review. June 2026: AR updates awaiting approval.

In Progress

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1B	<p>The Risk Management Director should provide additional guidance to departments on monthly inspection requirements, including feedback on the quality of inspection tools/ checklists being used. Identify facilities with gaps in inspection coverage and work with departments to ensure routine inspections are completed. Establish monitoring procedures to routinely verify that inspections are being completed.</p>	<p>May 2024: The department is developing a consolidated checklist for monthly inspections, will be providing it electronically through a new software application. Also, the department continues to work on updating Administrative Regulation for facility safety inspections. Sept 2024: This recommendation is in progress. The department is in the process of hiring a new Safety Manager. Jan 2025: Safety inspections are being performed by the Safety and Training Manager along with the safety manager for each area. As processes are finalized, the department will update the AR requirements and City Safety Plan. June 2025: No updates were reported. Oct 2025: The department is performing annual inspections using a consolidated checklist and no longer requires other departments to perform monthly inspections. Updates to Administrative Regulations are needed to reflect this change in responsibility. Auditors will follow-up on the corresponding changes along with other AR updates through recommendation 1A.</p>	Implemented	<input checked="" type="checkbox"/>
1C	<p>The Risk Management Director should establish quality review procedures for Job Safety Analysis to ensure that 1) similar job hazards are consistently and adequately addressed across different city departments, 2) JSAs are aligned with the identified OSHA requirements for that position, 3) high-risk jobs have been identified, safety analyses have been completed and are regularly reviewed and updated.</p>	<p>May 2024: The department reported updating the Job Safety/Hazard Analysis form that requires Safety Manager or Safety coordinator review. This new form is being rolled out to departments. We will review the form and quality review process when they are available at a future status update. Sept 2024: This recommendation is in progress. The department is in the process of hiring a new Safety Manager. Jan 2025: This work is in progress. June 2025: No updates were reported. Oct 2025: The Safety Manager is working with city departments to update JSAs to align with OSHA regulations. This work is in progress. Mar 2026: The Safety Manager reported that departments have submitted JSA's and they have been reviewed and approved by Risk & Safety.</p>	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2A	The Risk Management Director should adopt a structured approach for reviewing workers' compensation injuries, including ensuring that requested root-cause analysis are completed.	May 2024: A city-wide Injury Review Board comprised of representatives from various departments reviews workers' compensation injuries has been established. The board determines which claims need a root cause analysis completed.	Implemented	<input checked="" type="checkbox"/>
2B	The Risk Management Director should establish procedures to ensure complete ICA claim number data.	May 2024: An automated reports identifies claims without an ICA claim number. When a number is missing, the department forwards an ICA form to the applicable employee to notify them of their rights.	Implemented	<input checked="" type="checkbox"/>
2C	The Risk Management Director should formalize policies and procedures for workers' compensation claims processing. Also, establish processes for routine quality reviews of claims and document the review.	May 2024: The department has updated policies for workers' compensation claims processing.	Implemented	<input checked="" type="checkbox"/>
2D	The Risk Management Director should establish a citywide emergency action plan based on OSHA standards and include guidance to department on evacuation procedures training and drills. Also, increase engagement of the City Safety Committee by coordinating more frequent meetings to facilitate collaboration.	May 2024: This work is in progress. Risk has established a committee to begin drafting an emergency action plan. Sept 2024: The department is working to establish a comprehensive EAP for the One Civic building and City Hall. Jan 2025: This work is in progress. June 2025: No updates were reported. Oct 2025: Work to develop an Emergency Action Plan template for all city buildings is in progress. Once completed, Safety Coordinators will work to create site specific Emergency Action Plans. Jan 2026: The Safety Manager reported that an EAP template is in development and with the assistance of building and safety specialists, it will be used to create EAP's for each building. June 2026: The drafted EAP template is pending final approval; expected by the end of the fiscal year.	In Progress	<input type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
3A	The Risk Management Director should ensure accurate annual reporting of OSHA work-related injuries and evaluate the effectiveness of programs using OSHA incident rates by department.	June 2024: The department's FY 2023/24 annual report calculated the OSHA incident rate for the city and Risk reports that it will work to ensure all OSHA related data is accurately reported. We will follow-up the availability of department-level incident rates in the next status update. Sept 2024: The department has implemented procedures to review OSHA reportable injuries on a monthly basis to improve the accuracy of year-end reporting to OSHA.	Implemented	<input checked="" type="checkbox"/>
3B	The Risk Management Director should capture workers' compensation claim denial data to monitor compliance with ICA requirements.	May 2024: The department has developed a monthly report to track denial of claims. Prior to a claim denial, workers' compensation team reviews the claim during weekly meeting to ensure that the correct determination is being made.	Implemented	<input checked="" type="checkbox"/>
3C	The Risk Management Director should work with the Police Department to evaluate options for assigning a dedicated safety officer. Also, establish standardized training and guidance for departmental safety officers.	June 2024: The department is continuing to discuss options for assigning a dedicated Police safety officer. Standardized training and guidance for departmental safety officers has not yet been developed. Sept 2024: No updates were reported. Jan 2025: This work is in progress. June 2025: No updates were reported. Oct 2025: In place of developing standardized training or guidance, Risk reported it is now holding monthly safety committee meetings to review safety topics and the Safety Manager is also meeting monthly with individual safety officers. Risk reported that discussions have been held but Police has not yet committed to assigning a dedicated safety officer.	Part Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2307 Emergency Management Services			Issued: 6/16/2023	
1A	<p>The Emergency Manager should provide the Emergency Operations Plan for City Council review and approval at least every five years, as specified in City Code. Additionally, the EOP should be reviewed annually by the Emergency Manager and the City Manager to ensure the plan, including EOC roster and other details, are up to date.</p>	<p>Dec 2023: Emergency Management has completed an initial review of the EOP, updating all specific names to position titles. The review process continues and the department plans have an updated EOP to the City Manager in Feb 2024. April 2024: The department is making progress towards updating the EOP, including establishing a review team that will meet biweekly. Sept 2024: Feedback from the EOP review team has been received. The department is finalizing the Plan for Council review and approval. Jan 2025: Emergency Management expects the EOP will be completed and presented to Council for approval in May 2025. May 2025: The EOP was approved by City Council in May 2025.</p>	Implemented	<input checked="" type="checkbox"/>
1B	<p>The Emergency Manager should conduct an annual review of all departmental COOPs to ensure that they have been completed and/or updated and to provide direction and feedback to assist with process improvements. As well, Emergency Management should ensure departments are training staff on their COOP and testing and exercising the plan.</p>	<p>Dec 2023: Auditors verified that the department has updated the master contact lists for COOPs. They now receive a termination report from HR to promptly update the COOP contacts. The department reported that they still need to create a plan to periodically review and exercise the COOPs. April 2024: Emergency Management is in the initial stages of creating an Administrative Regulation to guide COOP process and has reached out to Emergency Managers to identify best practices for managing the COOP process. Sept 2024: The COOP AR has been drafted and reviewed, and pending final approval. The EM Coordinator is reviewing the COOPs and developing a training program. Jan 2025: AR 318 has been approved and contains guidance for testing and exercising plans. The EM is meeting with city departments to discuss COOP and NIMS training requirements.</p>	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2A	The Emergency Manager should establish procedures to more effectively monitor that training program requirements are being met.	<p>Dec 2023: For newer employees assigned basic NIMS training through Scottsdale University, the department is sending quarterly email reminders to complete assigned training. For existing employees and emergency response personnel, the department continues to look for an effective method of monitoring compliance with training requirements. April 2024: The department continues to send out reminder emails to employees and supervisors regarding training requirements. A newly hired EM Coordinator will be working on developing a process for tracking advanced NIMS training requirements not handled through Scottsdale University. Sept 2024: NIMS/ICS training requirements are being revised to focus on training employees that will be directly involved in incident response. The department is continuing to refine monitoring processes for these requirements. Jan 2025: Emergency Management is meeting with city departments to discuss training requirements and working to finalize the NIMS/ICS training AR. May 2025: The Department is drafting an Emergency Management Training AR and has added advanced NIMS training classes to Scottsdale U to help track training. Sept 2025: Updates the AR on NIMS/ICS Training are under review by Management. Jan 2026: AR 139 NIMS/ICS training has been finalized and approved. Training will be managed through Scottsdale University and monitored by the EM Coordinator.</p>	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2B	<p>The Emergency Manager should further develop plans for implementing other phases of its training plan. Additionally, the department should create a training plan for educating residents and businesses on emergency preparedness.</p>	<p>Dec 2023: Auditors confirmed that the department has conducted several Emergency Preparedness briefings to residential groups and worked with the SPD Public Private Partnership Committee in Sept of 2023. Informational briefings are conducted upon request and availability of staff. The training plan has not yet been updated or expanded. April 2024: In order to expand training efforts, the department is working towards certifying staff to teach advanced NIMS/ICS courses. Additionally, staff have assisted SUSD in providing training to District administrators. Sept 2024: The Emergency Manager is working towards training certification and collaborating with City and county PIO's on using social media to educate the public. Jan 2025: In addition to participating in community engagement events, Emergency Management is now working the Communications department to create monthly social media posts on emergency preparedness topics for the community.</p>	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
3	The Emergency Manager should evaluate and further define its role in the special event planning process, including basing level of involvement on the event's risk exposures. Additionally, the department should develop standardized guidance and/or forms for special event contingency planning to help guide the event teams.	Dec 2023: Emergency Management is working to develop special event policies and guidance, including meeting with Public Safety to discuss city-wide special events planning processes. April 2024: Emergency Management continues to participate in large special event planning meetings and will be working towards developing policy/procedural guidance for event producers. Sept 2024: This work is in progress and the department plans to have a draft NIMS/ICS Special Event policy by the end of 2024. Jan 2025: Emergency Management continues to be involved in the planning process for all major special events and is working with Tourism and Events staff to update the special event handbook for emergency preparedness plan requirements. May 2025: The Department is meeting with other city departments and gathering information that will be used to develop standardized special event planning procedures. Sept 2025: Emergency Management is developing special event planning procedures, including threat assessment tools and safety checklists. Jan 2026: The department has developed an Event Planning Assessment Matrix and Event Operations Plan for use in planning city events. Emergency Management will continue to work with Tourism and Events to incorporate these into the city's event permitting process.	Implemented	<input checked="" type="checkbox"/>

2403 Identity and Access Management

Issued: **6/14/2024**

01	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: The department is in the process of reviewing user and service accounts and following up with city departments. June 2025: The department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
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Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
02	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: IT Security is working on MFA requirements throughout the City, updating policy for MFA requirements and creating formal procedures to request exclusions from a policy. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
03	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: The department is working with city departments to review critical systems and configuration to develop updated policy requirements. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
04	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: The department reported it is working on publishing an account management policy. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
05	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: The department is in the process of updating its policies and configuring tools to strengthen password management. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
06	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: The Department is in the process of updating policy requirements and reviewing user/service accounts, including reviewing requirements with applicable City Departments. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
07	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: IT is evaluating the functionality of its work order ticketing system for managing access changes and expanding system use for departments. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
08	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: Not yet started, the department plans to meet with Audit, PD, and Legal to discuss log retention requirements. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
09	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: IT is evaluating the functionality of its work order ticketing system for managing access changes and expanding system use for departments. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
10	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: The Department is in the process of updating policy requirements including meeting with applicable City Departments to discuss user access review procedures. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
11	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: IT Security is in the process of updating policies pertaining to user access, acceptable use of technology, account management, asset management, system access control, and network security policy. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q. Jun 2026: No updates were reported.	In Progress	<input type="checkbox"/>
12	City IT should implement the recommendations identified in the detailed Protiviti report and work with departments to address specific areas that may impact them. Recommendation details are confidential.	Jan 2025: The Department is in the process of updating policy requirements and meeting with applicable City Departments to identify systems capable of utilizing single sign on for authentication. June 2025: The Department continues to make progress. Audit will verify progress at the next update. Sept 2025: This recommendation is in progress. Feb 2026: Update will be provided in 4Q.	In Progress	<input type="checkbox"/>
2406 Library Operations Management			Issued: 4/30/2024	
1A	The Library Director should identify key metrics for evaluating program outcomes when implementing new initiatives. Work with the library management system provider to develop reliable methods of measuring the duration of item checkouts and further analyzing hold fulfillment times.	Jan 2025: The library has identified several key metrics to regularly monitor when implementing initiatives, including a monthly and quarterly review of the length of hold fulfillment times. It is evaluating reliable methods of measuring the duration of checkouts. May 2025: Data challenges for evaluating duration of checkouts have not been addressed.	Part Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1B	The Library Director should further evaluate the impact auto-renewals, including assessing whether reducing the number of auto-renewals could make more materials available to library users and reduce the number of lost items.	Dec 2025: The library reduced the number of auto checkouts from 6 to 4, and removed the 50-volume purchasing limit for bestselling titles in order to reduce hold fulfillment times.	Implemented	<input checked="" type="checkbox"/>
2A	The Library Director should direct staff to evaluate strategies to increase library branch use, including promoting facility usage. As well, facility rental pricing should be simplified and provided on the library website.	Jan 2025: The Library has provided a link to the Council-approved reservation room reservation rates on the library website. The Library is working with City IT and Communications teams on a website redesign and will continue to improve accessibility to rental pricing information and the reservation system.	Implemented	<input checked="" type="checkbox"/>
2B	The Library Director should direct staff to establish processes to improve accountability for materials removed from the library collection, as well as performing periodic inventory verifications.	Jan 2025: The library has put in place new weeding policies that ensure that a second review is performed of all material selected to be weeded, and done by a separate person from the original "weeder". A spot check is also performed on the weeded books by the Senior Library Manager during their monthly visit. A periodic inventory verification method is still under evaluation. June 2025: A process for periodic inventory verification has not yet been developed. Audit staff will verify the status at the next update. Dec 2025: The Library reported that they do not perform a full inventory, but their weeding process will remove missing books from the inventory and look for books flagged as missing. A new inventory tool is also expected to help locate missing and incorrectly shelved items.	Part Impl'd	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
3A	The Library should further develop its staffing model, including identifying key operational functions, assessing the time spent on critical functions and other assigned responsibilities, and using this information to determine optimal staffing needs for each branch.	Jan 2025: The Library is working on analyzing its work schedules and staff workload, as well as program attendance data as it develops staffing standards. It is also evaluating the number and placement of service points and potential scheduling tools to improve efficiency and effectiveness. May 2025: Library management reported that an analysis of staff time spent on critical duties was completed and new staffing standards have been developed. It also identified and reduced underperforming programs and combined service points at two locations.	Implemented	<input checked="" type="checkbox"/>
3B	The Library should use visitor feedback and analyze visitor trends to evaluate optimal operating hours for each branch.	Jan 2025: Along with staffing assessment, the Library is analyzing visitor counts taken from its new system and will be reinstating its annual customer service survey to ensure patron feedback is incorporated into decision-making. May 2025: Library management analyzed visitor feedback, operational analysis and programming statistics to implement changes in operating hours beginning in July of 2025.	Implemented	<input checked="" type="checkbox"/>
2407 Bridge Infrastructure Assessments			Issued: 6/14/2024	
1A	The Transportation & Streets Director should establish monitoring processes to ensure all ADOT inspection reports are received and reviewed in a timely manner. Verify that the most recent inspection reports have been received for all ADOT-inspected structures.	Jan 2025: The Transportation and Streets department reported that it has requested to upgrade or reclassify a position to monitor bridge inspections and work orders. June 2025: A position has been assigned to handle the ADOT inspection reports. Some inspection reports completed in 2024 and 2025 continue to be missing and the department will be working to request these from ADOT. A process for monitoring inspection status is still needed. Sept 2025: Street Operations is finalizing their standard operating procedures to reflect updated processes. Auditors will review the SOP's at the next status update. Jan 2026: The department has finalized their standard operating procedures for bridge inspection and maintenance and completed a verification of current inspection records.	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1B	The Transportation & Streets Director should review the NBIS bridge inventory and determine if two unreported bridges meet reporting requirements; submit structure information to ADOT as determined.	Jan 2025: No updates have been provided on this recommendation. June 2025: No updates on the Pima Rd pedestrian underpass or the Dynamite Rd box culvert were provided. Auditors will follow-up at the next status update. Sept 2025: This work is in progress. Jan 2026: The department reported that it is actively reviewing the two bridges to determine whether they meet National Bridge Inspection Standards (NBIS) criteria for inclusion in the ADOT and City of Scottsdale bridge inventories. May 2026: The department reported that Pima Bridge has been submitted to ADOT for future inspections. The Dynamite Rd culvert is not an NBI structure and was added to the City's Non-NBI list to be inspected accordingly.	Implemented	<input checked="" type="checkbox"/>
1C	The Transportation & Streets Director should establish procedures for identifying new structures, submitting them to ADOT, and updating information for existing structures.	Jan 2025: The department reported that updated bridge information has been sent to ADOT. Auditors will verify at the next follow-up. June 2025: Auditors requested a copy of bridge data submission. Detailed procedures are pending. Sept 2025: Street Operations is finalizing their standard operating procedures to reflect updated processes. Auditors will review the SOP's at the next status update. Jan 2026: The new SOP's identifies responsibilities and procedures registering new structures and maintaining up-to-date inventory records.	Implemented	<input checked="" type="checkbox"/>
1D	The Transportation & Streets Director should establish stronger work order management practices to ensure that work orders are entered for all ADOT recommendations, including improving the quality of the information entered in order to better monitor work order status and completion.	Jan 2025: The department reported that the new work order system is expected to go live in Feb 2025 and data transferred to the new system will be verified in the field. June 2025: The new system is in production, but work orders have not yet been entered. Auditors will review at next follow-up. Sept 2025: Street Operations has completed its migration to the new work order system and updated system descriptions and codes to align with ADOT codes. Auditors observed that recent inspection reports had been uploaded, and new work orders had been added, prioritized, and assigned in the system.	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1E	The Transportation & Streets Director should follow-up on deferred work orders.	<p>Jan 2025: The department reported that it is requesting to reclassify a position to monitor bridge inspections and work orders. June 2025: A position has been assigned but work orders have not yet been entered into the new system. Auditors will review status of deferred work orders in the next follow-up. Sept 2025: The Department reported that deferred work orders are being reviewed and standard operating procedures are being updated to reflect this process. Auditors will review the finalized SOP's at the next status update. Jan 2026: The department reported that it has implemented a new work order management system that no longer allows work orders to be deferred. As such, all work orders must be assigned and tracked, and completion status are monitored by the T&I Director and Street Operations Manager.</p>	Implemented	☑
1F	The Transportation and Streets Director should clarify roles and responsibilities relating to the review of inspection reports to ensure work is prioritized by risk, including requiring engineering review to assess criticality of inspections with low condition ratings and evaluate the need for larger repair projects.	<p>Jan 2025: No changes reported. Current practices need to be aligned with stated procedures. June 2025: Streets reported that a position has been assigned to manage the inspection reports and procedures will be under development. Sept 2025: Street Operations is finalizing their standard operating procedures to reflect updated processes. Auditors will review the SOP's at the next status update. Jan 2026: Roles and responsibilities are clarified and formalized in the new SOP's.</p>	Implemented	☑
1G	The Transportation & Streets Director should obtain further assessment of the culvert rated in poor condition and, if needed, work with Capital Project Management to evaluate next steps.	<p>Jan 2025: The department reported that the City Engineer has assessed the Bridge and recommended regular monitoring. Auditors have requested the assessment. June 2025: After review from Engineering in Oct 2024, a CIP project was requested to replace the existing CMP pipe with a multi-barrel concrete box culvert to also address drainage backing up. The project has been rated lower priority and department will continue to monitor the bridge condition.</p>	Implemented	☑

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2A	Public Works Director should work with City departments to define roles and responsibilities over inspection and maintenance of non-NBIS City bridges. As part of the program, inventory non-NBIS bridges and establish a plan for periodic structural assessments.	Jan 2025: The department reported that non-NBIS city bridges will be separately identified in the new Asset Management System. Public Works will work on coordinating maintenance responsibilities. June 2025: No updates were reported. Sept 2025: Street Operations is updating their standard operating procedures for this new program, but funding for additional inspections has not been resolved. Jan 2026: SOP's for inspection and maintenance of non-NBI structures has been finalized. The department plans to use an ADOT-approved consultant to perform inspections using the standard ADOT inspection format.	Implemented	<input checked="" type="checkbox"/>
2409 Fire Staffing and Succession Planning			Issued: 9/27/2025	
1.1	Develop a formal Succession Plan that includes recommended components, ranging from the identification of future needs and talents to continued monitoring and evaluation.	Jan 2026: SFD reported that a formal Succession Planning Strategy is substantially complete. The strategy will consolidate analysis and research had has been performed and provide a defined 3 to 5-year workforce sustainability roadmap. Auditors will review the finalized plan. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>
1.2	Evaluate options for reorganization or reclassification of existing positions as senior management personnel retire, in order to expand the pool of potential candidates.	Jan 2026: SFD has developed a framework for consideration of external candidates for sworn or non-sworn executive or division leadership roles. This will be incorporated into the Succession Planning Strategy.	Implemented	<input checked="" type="checkbox"/>
1.3	Develop a career or professional development guide to create transparency in the staff development process, communicate career paths, and how to prepare for future advancement. A handbook may include detailed information regarding promotional requirements, certificates and experience needed and encourage staff to follow a professional development plan that includes recommended training and education.	Jan 2026: SFD is working on developing a formal career and professional development guide. Preliminary work includes: identification of promotional pathways and prerequisites; alignment with existing behavioral job models and leadership programs; compilation of qualifications for advancements. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>

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1.4	Assess the strengths and readiness of existing talent pools and develop a comprehensive inventory of skills and qualifications to identify gaps in knowledge, skills, and abilities. Based on these insights, implement a strategic training plan to support workforce development and build longterm organizational capability.	Jan 2026: SFD reported it is using assessment tools to evaluate readiness, working on consolidating certification and qualification tracking, and performing initial comparison of current capabilities against projected needs. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>
1.5	Develop a department-wide training budget that aligns with the training plan and priorities.	Jan 2026: SFD is continuing to refine its training budget to align with succession planning and workforce development priorities. The department is working on identifying SFD-specific training costs, distinct from costs associated with the regional training program and operating the training facility. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>
1.6	Evaluate potential costs and benefits of retaining availability of specialty-certified firefighters, including encouraging annual continuing education for those that are not actively filling specialty positions.	Jan 2026: SFD reported that preliminary evaluation has begun to assess the operational and funancial implications of maintaining specialty certifications for non-assigned personnel. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>
1.7	Track and monitor the full cost of training new and existing staff to improve program efficiency.	Jan 2026: SFD has developed estimates of firefighter training costs for new recruits, incumbent firefighters, and special operations. Processes for tracking and monitoring of actual costs will be reviewed in subsequent follow-ups. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>
2.1	Evaluate whether adjustments to its constant staffing calculation may be needed to address vacancies related to rank promotions and job change, as well as increasing training needs. This evaluation should also consider the costs and benefits of increasing staffing or using overtime to fill staffing needs.	Jan 2026: SFD continues to evaluate and refine its constant staffing calculation and reported that it has expanded the analysis to include promotion-related vacancies, training pipeline delays, and transition periods between departure and full operational readiness of replacements. Auditors will review the updated methodology in the next status update. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>

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2.2	Document data and assumptions used in its staffing calculations, including subsequent changes to those inputs.	Jan 2026: The Department reported that documentation of the staffing calculation constants and variables has been formalized. Auditors will review this with the updates to the calculation methodology for the next status update. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>
2.3	Track and analyze staff hours relating to wildland firefighting and special event staffing to evaluate future staffing needs.	Jan 2026: SFD reported that staff hours are tracked through the financial reporting system. Auditors requested these reports and will review for the next status update. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>
2.4	Explore further automation to streamline the shift assignment process and ensure overtime assignment policies are consistently applied.	Jan 2026: SFD continues to evaluate enhancements to automation within the scheduling system. Jun 2026: This work is in progress.	In Progress	<input type="checkbox"/>

2410 Scottsdale Arts

Issued: **11/8/2024**

1.1	The Tourism and Events Director should, as a new Management Services Agreement is negotiated, recommend to City Council the inclusion of specific performance objectives for the operation of the City-owned facilities. Develop measures for those objectives, such as target facility usage or financial position.	Jun 2025: Tourism is proposing a 6-month extension of the existing contract expiring this month. Any significant revisions will be addressed in the development of the next contract. Sep 2025: Council approved a one-year extension at its June 2025 meeting. Negotiations for a new agreement are in progress. Feb 2026: A new Management Services Agreement (MSA) was approved by Council in February. Exhibit F of the MSA contains key performance indicators for various contract responsibilities.	Implemented	<input checked="" type="checkbox"/>
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Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
1.2	<p>The Tourism and Events Director should recommend for approval in the new Agreement, strategic priorities for arts and cultural events that take into consideration community interests and demand. Periodic community surveys and analysis of ticket sales could be used to evaluate the effectiveness of these efforts.</p>	<p>Jun 2025: Tourism is proposing a 6-month extension of the existing contract expiring this month. Any significant revisions will be addressed in the development of the next contract. Sep 2025: Council approved a one-year extension at its June 2025 meeting. Negotiations for a new agreement are in progress. Feb 2026: A new Management Services Agreement (MSA) was approved by Council in February. Update terms address expectations for community events and community demand may be factored when setting performance standards.</p>	Implemented	<input checked="" type="checkbox"/>
1.3	<p>The Tourism and Events Director should require Scottsdale Arts to regularly assess its rates and fees, including a market analysis of its facility rental rates, and submit them for Council approval.</p>	<p>Jun 2025: Tourism is proposing a 6-month extension of the existing contract expiring this month. Any significant revisions will be addressed in the development of the next contract. Sep 2025: Council approved a one-year extension at its June 2025 meeting. Negotiations for a new agreement are in progress. Feb 2026: The new MSA continues to require rental rates be submitted to the City and approved by Council. While a market analysis of the proposed rates is not required, KPI's relating to facility utilization and earned revenues will impact the rate setting process.</p>	Part Impl'd	<input checked="" type="checkbox"/>
1.4	<p>The Tourism and Events Director should further define requirements for evaluating Scottsdale Arts' progress towards reducing its reliance on City funding, such as clarifying whether restricted contributions should be included. A reasonable approach may be to exclude contributions restricted for long-term projects and restricted endowments.</p>	<p>Jun 2025: Tourism is proposing a 6-month extension of the existing contract expiring this month. Any significant revisions will be addressed in the development of the next contract. Sep 2025: Council approved a one-year extension at its June 2025 meeting. Negotiations for a new agreement are in progress. Feb 2026: Program objectives and KPI's were updated in the new MSA and this specific goal no longer applies. However, it was replaced by new goals to increase non-City funding "greater than or equal to the prior fiscal year" for specific programs, such as Destination Events and Community Arts Grants.</p>	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2.1	The Tourism and Events Director should develop and recommend to City Council performance measures for key contract objectives and services as part of a newly negotiated Management Services Agreement, including adding clear definitions and methodology for calculating those measures. Also, require performance reports at least on an annual basis to monitor progress towards the achievement of contract goals.	Jun 2025: Tourism is proposing a 6-month extension of the existing contract expiring this month. Any significant revisions will be addressed in the development of the next contract. Sep 2025: Council approved a one-year extension at its June 2025 meeting. Negotiations for a new agreement are in progress. Feb 2026: A new Management Services Agreement (MSA) was approved by Council in February. Exhibit F of the MSA contains key performance indicators for various contract responsibilities and includes the frequency of required reporting.	Implemented	<input checked="" type="checkbox"/>
2.2	The Tourism and Events Director should clarify the requirement for calculating revenue sharing of Scottsdale Civic Center activities. To simplify the process, consider evaluating revenue sharing based on gross revenues rather than net revenues, similar to other City revenue sharing agreements.	Jun 2025: Tourism is proposing a 6-month extension of the existing contract expiring this month. The proposed extension contains clarifications to the revenue sharing calculation. Oct 2025: Civic Center revenue sharing terms continued to be under negotiation. Feb 2026: The new MSA no longer contains revenue sharing terms related to the Civic Center facility.	Not Applicable	<input checked="" type="checkbox"/>
2.3	The Tourism and Events Director should ensure the receipt of reports on the condition of City- owned artwork. Review needed conservation work with Scottsdale Arts to determine if a plan for completing the work has been developed, including items in the Museum collection that may need restoration.	Jun 2025: Scottsdale Arts submitted a 5-year plan for maintenance and conservation of public art in May. A similar plan for the Museum collection is also needed. Sep 2025: Management reported that a new conservation plan for the SMOCA collection is currently in development. Feb 2026: The department reported that the SMOCA director hired in September has since left the organization without completing the conservation work plan. The remaining staff has identified 3 artworks that could benefit from conservation and are working on a format and cost estimate for these pieces. May 2026: The department reported that Scottsdale Arts is preparing the conservation plan for presentation to the City in June 2026.	In Progress	<input type="checkbox"/>

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2.4	The Tourism and Events Director should determine actions that should be taken when items from the Portable collection are identified as missing, including establishing responsibilities for reporting damage and relocation of portable art placed in City buildings.	Jun 2025:The Department is in process of developing a process for reporting missing art and establishing the actions that will be taken. Sept 2025: This work is in progress. Feb 2026: The department updated its collections policy with procedures for identifying missing or damaged Portable collection works and documenting relocation of items.	Implemented	<input checked="" type="checkbox"/>
2.5	The Tourism and Events Director should assess whether the Arts and Cultural Events calendar requirement should be continued or modified. If continued, require more active maintenance of the site and establish performance goals.	Jun 2025: The proposed contract extension eliminates the requirement for maintaining a cultural events calendar.	Implemented	<input checked="" type="checkbox"/>
3.1	The Tourism and Events Director should ensure that Scottsdale Arts provides a separate accounting for these earmarked funds as required in the Agreement and tracks unspent restricted funds. Also, ensure restricted uses are formalized in Financial Participation Agreements or other City contracts.	June 2025: This recommendation is in progress. The next deadline for reporting of earmarked funds will be December 31st in the proposed contract extension (this report was normally due February 1st). Sept 2025: This recommendation will be reviewed after the December deadline. May 2026: Section 5.5 of the June 2025 Financial Participation Agreement requires a separate accounting of each earmarked fund by June 30, 2026. Auditors will request this report at the next status update. The Tourism department confirmed that restricted funds continue to be explicitly identified in the 2026 FPA.	In Progress	<input type="checkbox"/>
3.2	The Tourism and Events Director should Develop a reporting format that captures financial information that will help inform performance evaluations and future funding decisions.	June 2025: Tourism is proposing a 6-month extension of the existing contract expiring this month. Discussions for the future agreement include enhancements to financial reporting. Sept 2025: Council approved a one-year extension at its June 2025 meeting. Negotiations for a new agreement are in progress. Feb 2026: The new MSA contains updated expectations for reporting of KPI's and financial information. No standard reporting format has been required, though Tourism may choose to develop one in the future.	Part Impl'd	<input checked="" type="checkbox"/>

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3.3	The Tourism and Events Director should develop a tracking tool for monitoring completion of deliverables and ensuring that required documentation has been provided in a timely manner.	June 2025: The department reported that it has drafted a Contract Management Plan. Implementation of this tool will be reviewed at the next status update. Sept 2025: No additional progress was reported on the development of a deliverables tracking tool. Feb 2026: A tracking tool has not been developed, but the department reported that deliverables and their due dates are listed in a separate MSA exhibit, which will facilitate tracking of completion.	Part Impl'd	<input checked="" type="checkbox"/>
3.4	The Tourism and Events Director should, as a new Management Services Agreement is negotiated, work with the City Attorney's Office to develop and recommend to City Council the inclusion of options for contract remedies when key requirements are not met.	June 2025: The department reported that discussions are underway for inclusion in the next MSA. Sept 2025: The department reported that negotiations were ongoing, with the goal of bringing a new contract to Council in December. Feb 2026: The new MSA evaluates contractor performance against the adopted KPI's and expands on terms for breach and termination of the agreement.	Implemented	<input checked="" type="checkbox"/>

2415 Police Equitable Sharing Program Financial Reporting

Issued: 8/1/2024

1.1	The Police Department should work with the federal forfeiture programs to correct reporting of fund revenues and expenditures as needed.	Jan 2025: The department resubmitted its FY 2022/23 ESAC using the audit report as support for the adjusted differences. The revised ESAC has been accepted.	Implemented	<input checked="" type="checkbox"/>
1.2	The Police Department should update the asset forfeiture tracking worksheets to require reconciliation to the MCAO monthly statements, source of reported amounts, and explanation of any differences. Add procedures for completing the worksheets.	Jan 2025: The department continues to develop its asset forfeiture tracking spreadsheet and related procedures. June 2025: Improvement to the tracking spreadsheet allow staff to automate summarization of the account statements. Additional steps for reconciling these amounts to city expenditures are in process. Sept 2025: Enhancements to the reconciliation worksheet are in progress. Jan 2026: The department has updated its tracking workbook to reconcile to city expenditures and support ESAC reporting. Related procedures have been documented.	Implemented	<input checked="" type="checkbox"/>

Detailed Follow Up Report - Auditor Determined Status

Rec#	Recommendation	Auditor FollowUp	City Auditor's Status	Closed
2.1	The Police Department should work with Accounting to update financial system codes to facilitate reporting of each forfeiture program's activities and comply with Equitable Sharing Program requirements.	Jan 2025: The department worked with Accounting to update financial system codes to separate each forfeiture program's activities for future reporting.	Implemented	<input checked="" type="checkbox"/>

2503 Mark43 Application Controls

Issued: **6/20/2025**

1.1	Discontinue the use of the admin shared account.	Jan 2026: The department has disabled the shared admin account.	Implemented	<input checked="" type="checkbox"/>
1.2	Ensure user roles and permissions within Mark43 are evaluated and approved in accordance with the principles of least privileges and separation of duties and document the roles assigned to users based on their job duties. Once established, roles should remain static. In addition, ensure a review of all user roles/rights is performed on a periodic basis to certify access continues to be appropriate based on each user's current job position or duties.	Jan 2026: A process to review system accounts on a quarterly basis has been established with the first review completed in early December 2025.	Implemented	<input checked="" type="checkbox"/>
1.3	Work with the City IT Department to assess risks related to SaaS systems and update existing policies and procedures (AR136 – Networking and Computer Security) to address these risks, including evaluating when a SOC 2 or comparable assessment report of vendor-managed controls should be obtained and reviewed.	Jan 2026: Work on this recommendation is in progress. May 2026: This recommendation is pending update of Administrative Regulation 136 by City IT.	In Progress	<input type="checkbox"/>

2505 E-Verify Compliance FY 2024/25

Issued: **5/22/2025**

1.1	Because employers must be enrolled in the program before they can use it, the Purchasing department should require contractors to confirm enrollment in the E-Verify program during the procurement process.	Mar 2026: Purchasing has developed a form requiring new contractors to warranty compliance with E-Verify requirements and provide program enrollment information.	Implemented	<input checked="" type="checkbox"/>
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