

Update on Departmental Standard Operating Procedure (SOP) Submissions

Department	Department Has SOP	SOP Submitted (2024)	Updated SOP Submitted (2025)	Signed Service Level Agreement	Comment
911 Communication	Yes	Yes	Yes	N/A	Update submitted 8/19/25
Airport	Yes	Yes	No	N/A	Transportation Security Admin (TSA) and Federal Aviation Admin (FAA) SOP submitted 4/1/2024; no additional updates at this time
Animal Services	Yes	Yes	Yes	Yes	Update submitted 8/8/25
Central Services	Yes	Yes	Yes	Yes	Update submitted 9/19/25
Engineering & Environmental Services	Yes	No	Yes	No	SOP submitted 9/19/25; SLA developed but under continued discussion with department
Finance	Yes	Yes	Yes	Yes	Update submitted 9/19/25
Fire & EMA	Yes	Yes	Yes	Yes	Update submitted 7/23/25
Housing & Community Development	Yes	Yes	Yes	N/A	Update submitted 8/21/25
Human Resources	Yes	Yes	Yes	N/A	Update submitted 9/15/25
Information Technology	Yes	Yes	Yes	Yes	Update submitted 8/29/25
Planning & Development	Yes	Yes	Yes	Yes	Update submitted 8/22/25
Procurement	Yes	Yes	Yes	N/A	Update submitted 9/12/25; under review by department for futher updates
RCCI	Yes	Yes	Yes	Yes	Update submitted 8/22/25
Recreation	Yes	Yes	No	Yes	Existing SOP submitted 3/13/24; no updates submitted in 2025
Utilities	SOG*	No	No	Yes	Practices/procedures exist but are not documented consistently; AUD requests additional time to formalize
Transit	Yes	Yes	Yes	Yes	Update submitted 9/22/25

*Standard Operating Guidelines

as of 9/24/2025