

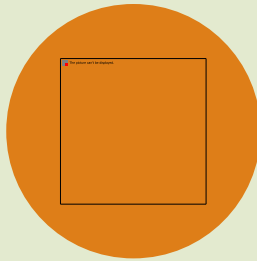
Internal Audit of Engineering Department

Presented by: Benjamin
Meadow, CFE, Forensic
Auditor & Grant
Conaway, Forensic
Auditor

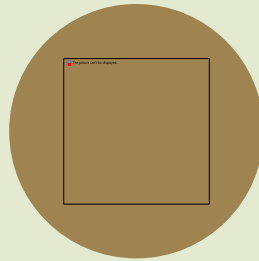
Audit Authorization

- The audit was authorized by City Council on the 13th of January 2026.

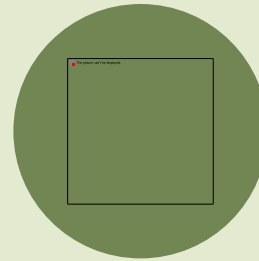
Audit Process



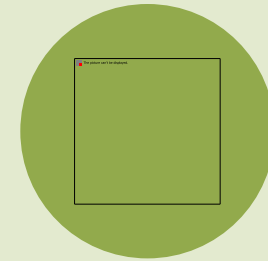
AUTHORIZATION
OF AUDIT



DEVELOPMENT OF
AUDIT PROGRAM



ENTRANCE
CONFERENCE
WITH AUDITEE



CONDUCT OF
FIELDWORK

Audit Process (Continued)



Preparation of Draft Audit Report



Exit Conference with Auditee



Auditee Response

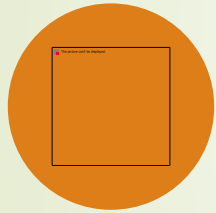


Preparation of Final Audit Report

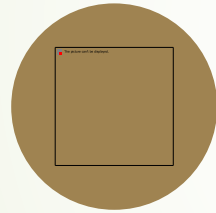


Presentation

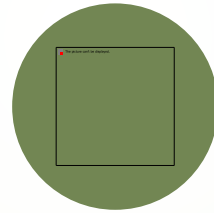
Audit Scope



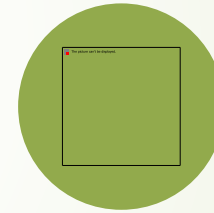
ORGANIZATIONAL
STRUCTURE OF
THE ENGINEERING
DEPARTMENT



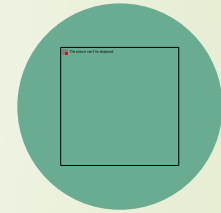
OPERATIONS



INVENTORY AND
ASSESSMENT OF
VEHICLES, CAPITAL
EQUIPMENT, &
FACILITIES



EMPLOYEE
VERIFICATION
& PAYROLL



ADMINISTRATIVE
& FINANCIAL
OPERATIONS

Audit Activity and Observations



Tour of
Facilities



Payroll



Vehicle
Inspection



Interviews



Time Sheets



Traffic
Engineering



Support
Services



General
Engineering

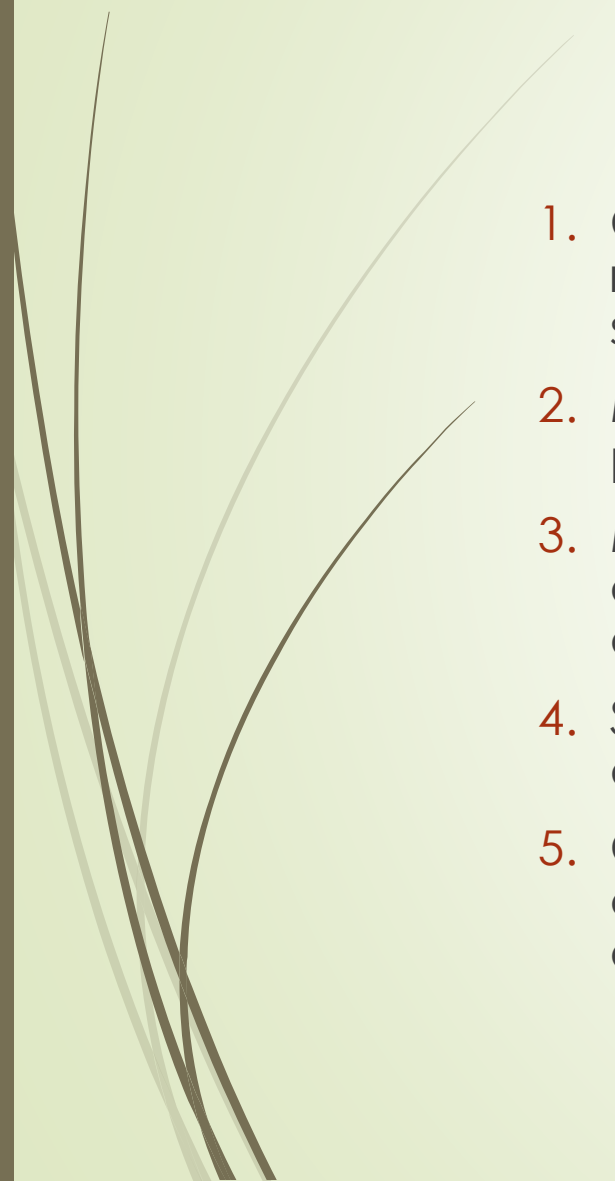


Audit Findings

- The new office is well suited for the department, and employees have responded positively to the new location
- Employee parking is publicly accessible, and elevators lack security measures to restrict floor access
- City vehicles are well maintained and contain the required documents and equipment
- Improved communication between departments can increase efficiency and productivity
- The Administrative Support Specialist II role faces ongoing staffing challenges



Audit Recommendations

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1. Continue evaluating the Administrative Support Specialist II position to align responsibilities with operational needs and support efficient administrative services
 2. Maintain staffing levels in Traffic Operations through ongoing workforce planning, recruitment, and employee retention efforts
 3. Maintain an efficient purchasing process that ensures timely procurement of PPE, equipment, and operational supplies while preserving fiscal accountability
 4. Support efforts to enhance facility security through continued evaluation of access controls, visitor management, and employee safety measures.
 5. Continue investing in workforce planning, professional development, and cross-training to strengthen operational continuity and long-term effectiveness.



Auditee Response

1. Interviews are Friday for the position (it doesn't need to be reinstated) Going digital moving forward should lessen the load on the position especially with interaction with the public
2. Traffic Operations positions were re-classified during budget, and we are fully staffed except for one experienced signal technician.
3. We prefer one purchasing card for conformity. We do not delay the procurement of needed items.
4. This is a Sheriff's department and city issue not Engineering.
- 5.



Questions

- Any questions from City Council or the Executive Management regarding this report?