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The City of Milwaukee

July 2025 F&P Meeting for DPW Fleet Procurement to Disposal

Introductions and Agenda

- CliftonLarsonAllen (CLA) Team:
 - Jim Kreiser, Principal, CRMS, CISA, CFSA – Engagement & Client Services Leader
 - Brian Boguski, Director, CISA – Engagement Leader
 - Cheyenne Phillips, Associate – Engagement Team Member
- Agenda
 - Department of Public Works (DPW) Fleet Procurement to Disposal



DPW Fleet Procurement to Disposal Audit

- Scope:
 - The objective of the DPW Fleet Procurement to Disposal Audit was to identify impacts and risks related to the lifecycle and strategic process for fleet asset procurement as well as the disposal of fleet assets as their lifecycles end. CLA also assessed the collective procedures, organization, governance, and tools regarding existing fleet procurement, disposal, asset management policies, processes, and related programs to identify potential enhancements to the effectiveness of controls and oversight for fleet procurement to disposal.



DPW Fleet Procurement to Disposal Audit Results

Based on the results of the procedures performed and observations identified within the course of our review, DPW's execution of Fleet Procurement to Disposal practices is rated overall as **Satisfactory**. The operations of internal controls tested were also rated overall as **Satisfactory**. Based on the review performed with exceptions noted and severity of the items requiring improvement, an overall rating of **Satisfactory** was determined.

The following control design strengths were noted:

- DPW maintains adequate segregation of duties for roles and responsibilities within the FMIS application for asset procurement.
- DPW maintains adequate documentation for asset procurement and invoicing.
- DPW maintains adequate documentation for asset allocation and tracking within the multiple DPW departments to include asset owners.
- Fleet asset utilization is tracked which also includes maintenance records.
- DPW maintains adequate records for fleet disposal when assets have reached end of useful life and follows the Disposal SOP.
- DPW maintains adequate records for the sale and recognition of revenue when assets are sold as part of the disposal process in accordance with the Disposal SOP.



DPW Fleet Procurement to Disposal Audit Results

Description of Observation	Risk Category	Recommendation
Milwaukee DPW does not conduct formal user access reviews for Asset Procurement/Disposal Approvers, Submitters, and Reviewers.	Medium	CLA recommends implementing a formal process for the periodic review of user access. This process should be thoroughly documented and maintained to ensure that only authorized users have access to sensitive systems and data. Regular reviews will help identify and address any unauthorized access, thereby enhancing the security and integrity of the organization's operations
Milwaukee DPW does not have formally documented internal policies and procedures for the following business processes: 1) Fleet Procurement 2) Fleet Acquisition	Low	CLA recommends that Milwaukee DPW develop and formally document comprehensive internal policies and procedures for both fleet procurement and fleet acquisition that are reviewed on an annual basis, or as updates are necessary. This will ensure consistency, transparency, and efficiency in these critical business processes.
The Milwaukee DPW Asset Disposal SOP is not reviewed on an annual basis or as updates are necessary/required.	Low	CLA recommends that Milwaukee DPW formally document and review the Disposal Standard Operating Procedure (SOP) annually. A change log should be implemented in the beginning or end of the SOP and signed off by DPW Management on an annual basis. If no changes are required, then an entry of "N/A - No changes" can be used.
Milwaukee DPW does not utilize onboarding and offboarding checklists to provide reasonable assurance that new hires and terminations to the FMIS application.	Low	CLA recommends that Milwaukee DPW should develop and implement comprehensive onboarding and offboarding checklists. These checklists will ensure that all necessary steps are completed efficiently and consistently, providing reasonable assurance that new hires and terminations are given appropriate security to the FMIS system.



Questions??



If you have additional questions, please contact:

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