



Las Vegas

Agenda Item No.: 9.

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: MAY 22, 2014**

DEPARTMENT: CITY AUDITOR'S OFFICE  
DIRECTOR: RADFORD SNEEDING

Consent  Discussion

**SUBJECT:**  
Discussion for possible action on software audit - Parks, Recreation and Neighborhood Services (2803-1314-06)

**Fiscal Impact:**

- No Impact  Augmentation Required
- Budget Funds Available

Amount:  
Funding Source:  
Dept./Division:

**PURPOSE/BACKGROUND:**

City Auditor's Office staff will review the Software Audit -- Parks, Recreation and Neighborhood Services (2803-1314-06)

**RECOMMENDATION:**

Accept the report.

**BACKUP DOCUMENTATION:**

1. Software Audit - Parks, Recreation and Neighborhood Services (2803-1314-06)
2. Submitted at Meeting - PowerPoint Presentation Slides 7-12 by Staff

Motion made by BOB COFFIN to Accept the Report

Passed For: 4; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 1  
LOIS TARKANIAN, CRAIG M. ROSEVEAR, BOB COFFIN, GREG HEADLEE; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-BERNETTA STEBRITZ)

**Minutes:**

PHILIP MARMUROWSKI, Internal Auditor, presented Slides 7-12 which provided the scope and findings of the Software Audit of Parks, Recreation and Neighborhood Services.

CHAIR TARKANIAN asked if the number of non-business software programs discovered during the audit was considered high. MR. MARMUROWSKI replied based on other software audits performed, this normally runs eight to twelve percent, so these findings were not unusually high. With computers being passed from employee to employee, there was no tracking system in place to identify non-business software programs that may have been added by an employee. The City's Department of Information Technologies and the departments themselves are now aware of this issue, so procedures are being implemented to prevent this from happening in the future.

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Upon CHAIR TARKANIANs query regarding the unauthorized business software programs found, MR. MARMUROWSKI explained that in past years, employees could purchase and install their own software. The policy has since been revised restricting administrative rights so employees can no longer install software and all software requests must go through the Department of Information Technologies for purchasing and proper installation. In addition, staff is working on developing procedures to centralize and track the number of licenses.

MEMBER COFFIN asked if the audit resulted in any fees owed due to software licensing. MR. MARMUROWSKI confirmed not to his knowledge as they cooperate with software vendors to do an annual true up. MEMBER COFFIN asked if the Department of Information Technologies had the capability to identify unauthorized software on a computer. STEVE MARTIN, Information Technologies, acknowledged they are now sweeping every computer in every department routinely once a year. They are also in the midst of revamping the computer procedures after an employee transfers departments or leaves employment with the City of Las Vegas. Currently, staff does not wipe the computer clean but rather just ensure the computer has the appropriate software before it is assigned to another employee. One possibility being considered would be to reimage the computer to a baseline. RADFORD SNELDING, City Auditor, stated the four audits that were conducted concentrated on unauthorized software use, and the next step would be to ensure the correct number of licenses were in place.