

Risk Assessment Tool  
Use to identify, assess and take action to reduce risk

Department/Unit Name:	Tally Sheet
Area Under Review:	
Completed By:	
Date Completed:	
Date of Next Risk Assessment:	

Department	Describe the risk	Impact	Likelihood	Impact	Likelihood	Risk Score
Capital Projects, Engineering, Streets, Traffic and Drainage	Project Delivery	High	Virtually Certain	4	4	4
City-Wide	Contract Administration	Very High	Probable	5	3	4
City-Wide	Management of Bond Funds	Very High	Probable	5	3	4
DME	Energy Management Office	Very High	Probable	5	3	4
IT	Information Security	Very High	Probable	5	3	4

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Capital Projects, Engineering, Streets, Traffic and Drainage	Aging Infrastructure	High	Probable	4	3	3.5
Capital Projects, Engineering, Streets, Traffic and Drainage	Hiring Risk - High T/O Rate	High	Probable	4	3	3.5
Capital Projects, Engineering, Streets, Traffic and Drainage	Increasing Costs in DFW Area	High	Probable	4	3	3.5
Capital Projects, Engineering, Streets, Traffic and Drainage	New Development	High	Probable	4	3	3.5
Capital Projects, Engineering, Streets, Traffic and Drainage	Policies & Procedures	Medium	Virtually Certain	3	4	3.5
Capital Projects, Engineering, Streets, Traffic and Drainage	Too Long on Project	High	Probable	4	3	3.5
IT	Business Continuity	Very High	Possible	5	2	3.5
IT	Cybersecurity	Very High	Possible	5	2	3.5
IT	Disaster Recovery	Very High	Possible	5	2	3.5
Parks	Cash Handling	High	Probable	4	3	3.5

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Parks	Migration from Class to Rec1 software	High	Probable	4	3	3.5
Parks	Park Contracts	High	Probable	4	3	3.5
W/W	Cyber vulnerability Assessment	Very High	Possible	5	2	3.5
W/W	Properly Treated Water	Very High	Possible	5	2	3.5
W/W	Transfer From/To Utility Accounts	High	Probable	4	3	3.5
Animal Shelter	Drug Storage	High	Possible	4	2	3
Capital Projects, Engineering, Streets, Traffic and Drainage	Accounting for Capital Projects	Medium	Probable	3	3	3
Capital Projects, Engineering, Streets, Traffic and Drainage	Contracting Methods	Medium	Probable	3	3	3
City-Wide	Asset Management	High	Possible	4	2	3
City-Wide	Hotel Tax - Are hotels paying the correct amount of hotel taxes?	Medium	Probable	3	3	3

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City-Wide	Internal Control Framework	High	Possible	4	2	3
City-Wide	Regulatory Responsibilities	High	Possible	4	2	3
City-Wide	SB1004 - Caps the amount of permit fees and annual fees:Strict timeframes	Medium	Probable	3	3	3
Developmental Services	Accounting over the Tree Mitigation Fund	Medium	Probable	3	3	3
Developmental Services	Collection of Alcoholic Beverage Permit Fees	Medium	Probable	3	3	3
DME	Policies & Procedures	High	Possible	4	2	3
DME Energy Center	Proper Accounting and Within Budget	High	Possible	4	2	3
Fire	Commercial Inspections	Medium	Probable	3	3	3
Fire	Safety of Personnel	High	Possible	4	2	3
HR	Succession Planning	High	Possible	4	2	3

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Parks	Safety of Patrons	High	Possible	4	2	3
Police	911 Call Center	High	Possible	4	2	3
Police	Cash Handling	Medium	Probable	3	3	3
Purchasing	Bid Process	High	Possible	4	2	3
Purchasing	Vendor Master File	High	Possible	4	2	3
Solid Waste	Landfill Disposal Operation	High	Possible	4	2	3
Solid Waste	Making sure all garbage is picked up	High	Possible	4	2	3
Transportation/Facilities	Vertical Construction Notification	High	Probable	3	3	3
W/W	Aging Infrastructure	Medium	Probable	3	3	3
W/W	Government Reports Submitted Timely	High	Possible	4	2	3

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W/W	Upgrades on Rehabilitation Projects	High	Possible	4	2	3
HR	Risk Mgt. - Safety Guidelines/Program	High	Possible	4	2	3
Animal Shelter	Cash Handling	Medium	Possible	3	2	2.5
Animal Shelter	Personnel Safety	Medium	Possible	3	2	2.5
Animal Shelter	Public Safety	Medium	Possible	3	2	2.5
Capital Projects, Engineering, Streets, Traffic and Drainage	Fixing Potholes	Medium	Possible	3	2	2.5
City-Wide	Non-Profits Process	Medium	Possible	3	2	2.5
City-Wide	P-Cards	Medium	Possible	3	2	2.5
Customer Service	Cash Handling	Medium	Possible	3	2	2.5
Customer Service	Utility Billing Past Due - Keep up with Receivables	Medium	Possible	3	2	2.5

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Developmental Services	Access Rights for the Trac-it Software	Medium	Possible	3	2	2.5
Developmental Services	Development Projects - Infrastructure - Pay in Lieu of Public Improvements	Medium	Possible	3	2	2.5
Developmental Services	Review/Compliance over Developmental Agreements	Medium	Possible	3	2	2.5
Economic Development	Compliance with Tax Abatements	Medium	Possible	3	2	2.5
Economic Development	Do Economic Development Agreements reflect the city getting a fair share and independently reviewed and audited	Medium	Possible	3	2	2.5
Finance	Transparency	Medium	Possible	3	2	2.5
Fire	Drug Storage	Medium	Possible	3	2	2.5
Fire	Fire Truck Expense and Long Time to Get	Medium	Possible	3	2	2.5
IT	Applications don't always go through IT	Low	Probable	2	3	2.5
Municipal Court	Check the reliability and integrity over the In-Code System	Medium	Possible	3	2	2.5

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Municipal Court	Conversion of monetary to non-monetary	Medium	Possible	3	2	2.5
Parks	Park Maintenance @ Service Center	Medium	Possible	3	2	2.5
Police	Police Seizure Funds	Medium	Possible	3	2	2.5
Police	Property & Evidence Room	Medium	Possible	3	2	2.5
Police	Redflex Contract	Medium	Possible	3	2	2.5
Police	Weapons Destruction	Medium	Possible	3	2	2.5
Purchasing	Inventory	Medium	Possible	3	2	2.5
Transportation/Airport	Airport Gas Royalties	Medium	Possible	3	2	2.5
Transportation/Airport	Compliance with Airport Lease Agreements	Medium	Possible	3	2	2.5
Transportation/Airport	Compliance with FBO Agreement	Medium	Possible	3	2	2.5



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Transportation/Fleet	Accounting and Management of Fuel	Medium	Possible	3	2	2.5
W/W	Unaccounted for Water	Low	Probable	2	3	2.5
Capital Projects, Engineering, Streets, Traffic and Drainage	Street Sweeping	Low	Possible	2	2	2
DCHA	Denton County Housing Authority Financial Condition	Low	Possible	2	2	2
DME	Making sure we collect CIP Reimbursements from TXDOT	Low	Possible	2	2	2
Fire	Ambulance Billing	Low	Possible	2	2	2
Fire	DFD Overtime	Low	Possible	2	2	2
Fire	Grants	Low	Possible	2	2	2
Fire	Infrequency of Service for Firefighters	Low	Possible	2	2	2
Fire	Training Records	Low	Possible	2	2	2

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HR	I-9 Intake and Storage	Low	Possible	2	2	2
HR	Leave Balance Issues	Low	Possible	2	2	2
HR	Paying Right Amount	Low	Possible	2	2	2
HR	Uniform Equipment Checklist	Low	Possible	2	2	2
Library	Employees taking cash	Low	Possible	2	2	2
Library	Pilferage of books	Low	Possible	2	2	2
Police	Grant Compliance	Low	Possible	2	2	2
Police	Impound Facilities	Low	Possible	2	2	2
Police	Inventory of Peripheral Items	Low	Possible	2	2	2
Police	Wrecker Service Contracts	Low	Possible	2	2	2

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Solid Waste	Cash Handling at Scalehouse	Low	Possible	2	2	2
Transportation/Fleet	Napa Agreement (Billing)	Low	Possible	2	2	2
Library	Fines not all paid which reduces revenue	Low	Unlikely	2	1	1.5
Police	Uniform Crime Reporting Process	Low	Unlikely	2	1	1.5
Police	Alarm Permit Applications	Very Low	Unlikely	1	1	1

Impact		Likelihood	
Very Low	= 1	Unlikely	= 1
Low	= 2	Possible	= 2
Medium	= 3	Probable	= 3
High	= 4	Virtually Certain	= 4
Very High	= 5	Absolutely Certain	= 5