



REPORT TO AUDIT COMMITTEE 4

City of Sacramento

915 I Street, Sacramento, CA 95814-2671
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STAFF REPORT
November 24, 2009

Honorable Members of the
Audit Committee

**Title: Community Development Department Performance Audit Scope of Work
and Issuance of an RFQ**

Location/Council District: Citywide

Recommendation: Staff recommends that the Audit Committee approve the proposed scope of work for conducting a performance audit in the Community Development Department and direct staff to issue a Request for Qualifications (RFQ) for consultant services.

Contact: Patti Bisharat, Director of Governmental Affairs, (916) 808-8197

Presenters: Patti Bisharat, Director of Governmental Affairs

Department: City Manager's Office

Division: Governmental Affairs

Organization No: 09200

Description/Analysis

Issue: This report provides a proposed scope of work for conducting a performance audit in the Community Development Department related to the current building permit, permit approval, and fee collection processes as well as staffing and funding levels. This report also requests direction to issue a Request for Qualifications (RFQ) for consultant services to conduct the performance audit.


Policy Considerations:

Staff is recommending using external consultant services to conduct an objective, third party review and performance audit in the Community Development Department.

Environmental Considerations: None.

Financial Considerations: The cost of the performance audit is unknown at this time. Staff will provide information on cost and funding options to the Committee when returning with a recommended consultant.

Emerging Small Business Development (ESBD): None.

Approved by: 
Patti Bisharat
Director of Governmental Affairs

Recommendation Approved:

for 
RAY KERRIDGE
City Manager

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BACKGROUND

Scope of Work

Staff is proposing a scope of work for a performance audit of the Community Development Department related to the current building permit, permit approval, and fee collection processes as well as staffing and funding levels.

The Performance Audit would include a review of the following:

- Review of current building permitting processes to assure they are in accordance with applicable rules and regulations.
- To assess the current permit approval process to identify gaps in controls and appropriate levels of review for approval.
- To evaluate the current fee collection process to identify the key controls in the fee collection process and assess whether the controls are properly designed to prevent, detect or correct irregularities on a timely basis.
- Evaluation of staffing and funding levels to determine if they are adequate to carry out the duties and responsibilities of the organization.

Request for Qualifications

Staff is requesting direction to issue a Request for Qualifications (RFQ) for consultant services to conduct the performance audit. A RFQ focuses on the experience and qualifications of a firm as well as the proposed approach to conducting the performance audit.

If the Committee approves the issuance of a RFQ, staff will assemble a Selection Panel consisting of internal staff and at least one external public agency representative (e.g. Finance Director from another city) to review the proposals. Step one of the process will consist of a review of the experience, qualifications, and approach of interested firms. Step two would include interviews with the top ranked firms. Staff would bring forward a recommended consultant and along with funding options to the Audit Committee in January 2010.