

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: APRIL 19, 2007**

**DEPARTMENT: CITY AUDITOR'S OFFICE**  
**DIRECTOR: RADFORD SNELDING**

Consent  Discussion

**SUBJECT:**

Discussion and possible action on Review of Building and Safety Department Express Inspections (752-0607-07)

**Fiscal Impact**

- No Impact
- Budget Funds Available
- Augmentation Required

**Amount:**  
**Funding Source:**  
**Dept./Division:**

**PURPOSE/BACKGROUND:**

To review the audit report Review of Building and Safety Department Express Inspections.

This audit was part of the authorized Audit Plan FY 2006-2007.

**RECOMMENDATION:**

Approval:

**BACKUP DOCUMENTATION:**

1. Review of Building and Safety Department Express Inspections (752-0607-07)
2. Submitted after meeting Five PowerPoint Presentation Slides

Motion made by PAUL WORKMAN to Approve the report on the Review of Building and Safety Department Express Inspections (752-0607-07)

Passed For: 4; Against: 0; Abstain: 0; Did Not vote: 0; Excused: 1  
JOSE TRONCOSO, LARRY BROWN, MICHAEL W. KERN, PAUL WORKMAN; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-STEVE WOLFSON)

**Minutes:**

Mr. Snelding introduced City Auditor Nancy Beatty to present the review. Ms. Beatty briefed the committee while referring to a PowerPoint slide show, a copy of which was added to the final minutes. Several of the findings related to the department's check handling policies and procedures. There were also findings of non-compliance with the State of Nevada retention policies and overpayments being accepted by department Inspectors.

Mr. Snelding explained that on this particular review, the Building and Safety Department was extremely cooperative and there is only one remaining recommendation open and that relates to system development. It was a good experience and the department was very responsive.



**AUDIT OVERSIGHT COMMITTEE MEETING OF: APRIL 19, 2007**

Member Workman questioned the size and frequency of the contractor overpayments. Ms. Beatty explained that it is a common policy for contractors to keep pre-signed checks, usually in the amount of \$100 dollars, in their trucks for unexpected expenses. It is not uncommon for the contractors to pay a \$150 dollar inspection fee with two \$100 dollar checks. Once the Building and Safety Department realized this was considered unclaimed property, they discontinued the policy of accepting payment in this fashion.

Paul Wilkins, Director, Building and Safety Department, stated they requested the audit as part of the accreditation process which allowed them to be the first accredited Building department in the United States. The department wants to comply with State and City requirements while remaining customer service oriented. Vice-Chairman Brown commended Mr. Wilkins for his pro-active approach to the audit function. This is an example that the audit function is working successfully when the departments take a proactive approach.

