



Review of Building and Safety Department Express Inspections

CAO 752-0607-07



Background

- **The Building and Safety Department is responsible for ensuring that construction within the City of Las Vegas conforms to established building codes.**
- **The Inspection Division completes inspections at various stages of construction.**
- **The Inspection Division employs an Inspection Manager, 7 Supervisors, 70 Inspectors, and 3 full and 1 part time dispatchers.**
- **The Express Inspection process was established to allow for flexibility in scheduling set time inspections for an additional fee.**



Overview

The objective of this review was to identify and evaluate the adequacy of existing controls relative to the Express Inspection Process.



Findings

- **The acceptance of checks is not in compliance with the City's Check Acceptance Procedure.**

Receipted checks are not adequately safeguarded:

- **Checks remain unsecured until prepared for deposit at the Downtown Services Center.**
- **Checks are not restrictively endorsed until prepared for deposit at the Downtown Service Center.**
- **Checks are not always deposited within 24 hours.**
- **Inconsistent procedures are used to receipt Express Inspection checks.**
- **Scheduled Express Inspections are not reconciled to deposited checks.**

Findings



- **A Cash Summary Sheet is prepared monthly. Included on this report is the number of Express Inspections and associated revenue for the month. We were unable to reconcile the actual activity to the July 2006 report.**
- **Inspectors accept checks for amounts that exceed the required fees. The full amount received is recorded as Express Inspections. Overpayment not returned to customers within 3 years are considered to be unclaimed property subject to NRS requirements.**
- **On average only two to three months of the Request Logs (forms used to schedule inspections) and the Daily Cash Summaries are maintained. This is not in compliance with the State of Nevada and Department retention policies.26**