



Las Vegas

Agenda Item No.: 5.

**AGENDA SUMMARY PAGE**  
**AUDIT OVERSIGHT COMMITTEE MEETING OF: DECEMBER 6, 2007**

DEPARTMENT: CITY AUDITOR'S OFFICE  
DIRECTOR: RADFORD SNELDING

Consent  Discussion

**SUBJECT:**  
Discussion and possible action on a request from Fire Rescue to perform an audit of overtime practices within the Fire and Rescue Information Technologies Unit

**Fiscal Impact:**

- No Impact  Augmentation Required
- Budget Funds Available

Amount:  
Funding Source:  
Dept./Division:

**PURPOSE/BACKGROUND:**

Mike Myers, Acting Fire Chief, Las Vegas Fire Rescue has requested that the City Auditor's Office perform an audit of overtime practices within the Fire and Rescue Information Technologies Unit. This cannot be done without the authorization of the Audit Oversight Committee, as this audit is not on the approved Annual Audit Plan.

**RECOMMENDATION:**

Approval

**BACKUP DOCUMENTATION:**

None

Motion made by JOSE TRONCOSO to Approve the request from Fire and Rescue to perform an audit of overtime practices within the Fire and Rescue Information Technologies Unit

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

**Minutes:**

Mr. Snelding pointed out that staff does not work on large projects without first obtaining authorization from the Committee, with the exception of cash counts, investigations, control reviews or other items that are assigned by the City Council at a City Council meeting. Acting Fire Chief Mike Meyers has requested the City Auditor's Office perform an audit of overtime practices within the Fire and Rescue Information Technologies (IT) unit. This project is not on the annual audit program or audit plan. He recommended approval of this request.

Member Workman questioned if the audit was anticipated or were there any Human Resources (HR) concerns. Mr. Snelding responded that staff nor Fire and Rescue (IT) did not anticipate the

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audit, and they did not have sufficient time to review with his staff when formulating the audit program. As a result, the request was that an audit be done to address some issues. The standard procedure is that if the request can be completed within 48 hours or less, staff does not bring to the Committee. If the request exceeds that time, then staff will inform the Committee. When an audit is requested that is not planned, there is a HR cost involved and has to be scheduled, including field work and reporting time. Although Mr. Snelding was unsure, he estimated that it will take over 40 hours to complete this audit request. Member Workman was supportive of Mr. Snelding's recommendation.

Chairman Kern commented that in previous years, the Committee has encouraged departments to seek out for audits, as the respective agency's department is improved and it helps to preserve the costs/savings that otherwise may not be implemented.

Responding to Member Wolfson's query, Mr. Snelding replied that if the audit is scheduled at a later date, the request would move the audit up further along the schedule, whether or not the request was made by the Acting Fire Chief. Mr. Snelding added that staff would bring the request to the Committee and possibly leave the recommendation up to the Committee to decide if there is sufficient reason to warrant doing the audit. Because Mr. Snelding agreed that the audit should be done, Member Mancoso supported the recommendation.

