



# REPORT TO AUDIT COMMITTEE

## City of Sacramento

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**STAFF REPORT**  
March 9, 2010

Honorable Members of the  
Audit Committee

**Title: Revised Community Development Department (CDD) Program Audit  
Selection Process**

**Location/Council District:** Citywide

**Recommendation:** Rescind previous Committee direction regarding the CDD Program Audit Selection Process and direct the City Auditor to review submittals and provide a recommendation to the City Council.

**Contact:** Mark Prestwich, Special Projects Manager, (916) 808-5380

**Presenter:** Mark Prestwich, Special Projects Manager

**Department:** City Manager's Office

**Organization No:** 09200

### **Description/Analysis**

**Issue:** Staff recommends the Committee rescind its previous direction regarding the CDD Program Audit Selection Process and direct the new City Auditor to review submittals and provide a recommendation to the City Council.

**Policy Considerations:** Revising the CDD Program Audit Selection Process will facilitate the confidential and timely review of RFP submittals.

**Environmental Considerations:** None.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.

Approved by: M. Prestwich  
Mark Prestwich  
Special Projects Manager

Recommendation Approved:

*for* M. Prestwich  
GUS VINA  
Acting City Manager

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## **BACKGROUND**

On January 26, 2010, the Sacramento City Council directed staff to release a Request for Proposals (RFP) to review and evaluate building permit processes and practices in the Community Development Department's (CDD) Building Services Division and other related areas of the Department.

At its meeting on February 9, 2010, the Audit Committee of the City Council approved a motion authorizing the creation of a "Selection Panel" to interview the responding firms and then recommend a firm. In addition to two other members, the Selection Panel was to include one or two members of the Audit Committee (if the City Attorney's Office determined a second member was acceptable).

The City Attorney's Office subsequently determined that any committee or other body the Audit Committee itself appoints by formal action -- including a temporary single-purpose Selection Panel -- is also a legislative body. As a result, all meetings of the Selection Panel would be subject to the Ralph M. Brown Act whether an Audit Committee member participated on the Selection Panel or not.

During the February Audit Committee meeting, it was not anticipated the new City Auditor would be present for the initial review of submittals. However, given the arrival of the new City Auditor, staff recommends the Committee rescind their previous direction regarding the CDD Program Audit Selection Process and direct the City Auditor to review submittals and provide a recommendation to the City Council. This action will ensure the CDD Program Audit Selection Process will be conducted in a confidential manner as noted in the RFP.