



## **STAFF REPORT**

DATE: May 18, 2021

**REGULAR**

**#19**

**TO:** Honorable Mayor and City Council

**AGENDA ITEM:** Consultant for Audit of Planning and Building Departments

**SUBMITTED BY:** Jake Dickson, Assistant City Administrator

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### **BACKGROUND:**

On February 16, 2021 the City Council authorized advertising a request for proposals for an operational audit of the Planning and Building departments. The request for proposals was advertised from February 17 to March 19. The city received 3 proposals which were reviewed by the City Administrator, Assistant City Administrator, and Planning Director. At the May 4 meeting the City Council invited the 3 firms to present their proposals at the May 11 Council Workshop.

### **ISSUE BEFORE COUNCIL:**

Which firm should be selected to perform the operational audit of the Planning and Building Departments?

### **FISCAL IMPACT:**

\$30,000 is budgeted for the completion of this study in 2021.

### **PROPOSAL:**

Upon selection of a firm, staff will draft a Professional Services Agreement for Council approval.

### **OPTIONS:**

- 1) Select a firm to perform the operational audit.
- 2) Re-advertise the Request for Proposals
- 3) Do not select a firm.

### **RECOMMENDATION:**

***“Motion to select X to conduct an Operational Audit of the Planning and Building Departments and direct staff to prepare a Professional Services Agreement.”***

### **ATTACHMENTS:**

- None