



CITY OF EL PASO

Code Compliance Audit – Audit Scope & Objectives

Planning Process

To arrive at our scope and objectives, the Internal Audit Department:

- Obtained input from:
 - FOAC Members,
 - City Manager,
 - Code Enforcement Director.
- Researched City Code Enforcement violations and applicable City Ordinances.
- Received and analyzed sample data extracted from Accela.
- Searched for similar audits performed by other municipalities.
- Performed a Risk Assessment to identify high-risk areas.

Scope

The scope for Fiscal Years 2024 and 2025 will include:

- Reviewing City Policies, Procedures, and Ordinances.
- Obtaining an understanding of Code Enforcement processes.
- Conducting interviews with Code Enforcement personnel.
- Analyzing the top 5 types of violations and associated data.
- Reviewing education and outreach efforts.
- Analyzing department budget and staffing levels.

Audit Objectives

To perform an assessment of enforcement efforts for nuisance cases managed by the Code Enforcement Department. To achieve the audit objectives, the Internal Audit Department will:

- Identify and review the top 5 types of violations and associated data.
- Review and determine if established enforcement processes are in accordance with City Ordinances.
- Evaluate whether imposed penalties and costs are in accordance with established fee schedules and ordinances.
- Identify and document education and outreach efforts for violation categories.
- Evaluate budget and staffing levels of the Code Enforcement Department.

Requested Action

Accept the Audit Scope and Objectives for the Code Compliance Audit.