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Subject: DPD Code Enforcement Audit

This is to inform you that the Office of City Auditor will conduct a review of Zoning Code enforcement by doing a case study of enforcement against selected properties. We plan on analyzing Department of Planning and Development and Law Department responsiveness, efficiency and effectiveness in responding to violations at these sites. Mary Denzel will serve as the auditor-in-charge.

Attached is our office protocol that presents the basic steps my staff members follow when conducting an audit. One of the initial steps is the "introductory meeting". During this meeting, we discuss the audit's broad objectives with department officials as well as any concerns or suggestions they may have regarding the audit. We will be scheduling an entrance conference with officials from DPD and the Law Department in the near future. Please tell us who should attend this meeting from your department.

The first stage of our audit is the "job design" phase. Typically during this phase that audit staff work to:

- a) Gain a broad understanding of the program, its functions, mission and objectives, key performance indicators, and areas of risk;
- b) Explore areas that appear to offer significant potential for impact; and

c) Define the audit objectives and determine what specific audit steps and tests the auditors will need to perform.

However, in this case we have decided to use a case study approach in which we will carefully document and analyze the code enforcement efforts on a selected group of properties over a multi-year period.

I would like to point out one other item regarding our protocol. During the "draft document" phase we provide you with the opportunity to review and discuss with us a draft audit report before it becomes a public document. Our goal, while working with you during this phase, is to ensure that the report provides a full, unbiased, and factual description of the code enforcement process. Please note that our audit protocol can be found on our website at [www.seattle.gov/audit/audit\\_protocol](http://www.seattle.gov/audit/audit_protocol).

To help us get started, we would appreciate it if you would inform our office about any ongoing or completed audits, studies, evaluations, or reviews of the code enforcement process and provide us with copies of, or access to, any reports generated by such work.

Please call (3-1093) or e-mail me or Mary Denzel (684-8158) if you have any questions.