

Topic Rubric Scoring Matrix

Two topic scope combined: Business Licensing (DSI) and Business Code Functions / Building Code Operations (DSI) **Recommendation:** 2027 because of new DSI system **Previous audit:** 2000

Description: Business Licensing - Determine the effectiveness of business licensing processes administered by the Department of Safety and Inspections, the extent invoices received comply with state law and city ordinance, and the efficiency of the tracking system for managing cases.

Building Code Operations - Examine the cost, quality, and timeliness of building inspection, construction permitting, and property code enforcement functions at the Department of Safety and Inspections, together with the efficiency and effectiveness of the tracking system used by DSI for monitoring and following-up on individual cases

Timeliness: Has the topic been studied before and is it worth re-examination? Has the city developed plans or already developed plans to address the topic?	1	2	3
	Topic has been studied within the last five years and/or City already has plans to address the topic.	Topic has not been studied within last five years, but City has plans to address the topic.	Topic has not been studied within the last five years and City does not have plans to address the topic.
Suitability: Does the performance audit of the topic fall within the mandate of the committee's mission to evaluate the financial and program performance of City departments to build public trust and ensure outstanding service delivery, transparency and accountability?	1	2	3
	Does not meet the mandate.	Somewhat meet the mandate.	Strongly meet the mandate.
Public interest: Will doing a study of the topic address a community concern or be advantageous to the community?	1	2	3
	This topic is not relevant to a community concern and/or an audit will do little to build public trust, etc.	This topic is of some community concern and/or an audit will build public trust, etc.	This topic is of great concern to the community and an audit will significantly build public trust, etc.
Outcome or Recommendation: Will the findings of the study be adopted and implemented?	1	2	3
	No chance of recommendations being implemented.	Some chance of recommendations being implemented.	Good chance of recommendations being implemented.
Likelihood and Impact: Likelihood that the audit area may not be meeting objectives, and whether the impact	1	2	3
	Minimal or low risk or no benefit.	Average risk or moderate benefit.	High level of risk and effort and or
Risks to consider:	1	2	3
operational risk financial risk compliance risk reputational risk legal risk cybersecurity risk environmental risk political risk implementation risk	Minimal or low risk.	Average risk.	High level of risk and effort.

Total Score: 18

CONSIDER SEPARATELY:

Source of topic: Where is the topic suggestion coming from? Administration, Department Directors, City Council and its meeting bodies, District Councils, Business Organization, Residents, etc.?	Como Community Council, Hamline-Midway Coalition, Highland District Council, Macalester-Groveland Community Council, North End Neighborhood Association, Saint Anthony Park Community Council, Summit Hill Association, Summit-University Planning Council, Union Park District Council, West Seventh/Fort Road Federation
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