



STAFF REPORT ON PROPOSED LEGISLATION

To: Mayor Gavin Buckley
From: David Jarrell, City Manager
Date: October 22, 2020
Subject: O-45-20: Audit Committee

This Ordinance will restructure and redirect the Audit Committee. Following are proposed changes:

1. The qualifying experience for citizen members is changed to “municipal finance; city operations; or financial reporting, accounting, and auditing.”
2. The City Manager and Finance Director, or their designees, although not formal members of the Audit Committee, will be required to attend Audit Committee meetings and present a report on the state of the City’s finances.
3. The Audit Committee is required to annually (instead of quarterly) report to the City Council, with supplemental reports from time to time as needed.
4. Both internal and external audit reports are to be submitted directly to only the Audit Committee

A significant change is the added responsibility for review and oversight of the departmental performance management system, including performance metrics, measurements and evaluation. The Audit Committee’s duties involving the performance management system include advising the Council’s Finance Committee on departments’ conformance with their performance standards. This includes sharing the results of audits performed by the Audit Committee with the Finance Committee and other appropriate Council Committees or City Board or Commission.

This new emphasis on the review and oversight of the departments’ performance measurement systems is an important function that heretofore has not been taken up by any Council Committees. It will allow for the appropriate oversight of departmental performance.

Prepared by David Jarrell, City Manager