

item # 10D

**City of Carson City
Agenda Report**

Date Submitted: July 10, 2007

Agenda Date Requested: July 19, 2007

Time Requested: 10 minutes

To: Board of Supervisors

From: Linda Ritter, City Manager

Subject Title: Action to approve the Internal Auditor position as a full time position utilizing savings that are the result of a re-organization of the City Manager's office.

Staff Summary: Staff has attempted to recruit a part time internal auditor with no success. The new Finance Director has advised that there is a need to move this position to full time. The City Manager re-organized her office beginning the first week of June by moving the Community Relations Officer to Human Resources 3 days per week to provide support for the employee health and wellness program. This activity is funded through the Health Insurance Fund, thus creating a savings to the general fund of approximately \$62,000. Thus, there are appropriations available in the City Manager's budget to fund the internal auditor on a full time basis.

Type of Action Requested: (check one)
☐ Resolution ☐ Ordinance
☒ Formal Action/Motion ☐ Other (Specify)

Does This Action Require A Business Impact Statement: ☐ Yes ☒ No

Recommended Board Action: I move to approve the Internal Auditor position as a full time position utilizing savings that are the result of a re-organization of the City Manager's office.

Explanation for Recommended Board Action: The Carson City Charter requires that Carson City employee an Internal Auditor. This action will allow us to recruit a full time auditor.

Applicable Statue, Code, Policy, Rule or Regulation: Carson City Charter

Fiscal Impact:	Current salary / benefit budgeted:	\$45,969
	Salary/ benefit required for full time:	\$98,410
	Amount to be transferred from the City Managers budget:	\$52,441

Explanation of Impact: Move position from part time to full time

Funding Source: General Fund

Alternatives: Do not approve and continue recruiting for part time internal auditor

Supporting Material: Restructure plan / City Managers Office, Job Description for Internal Auditor

Prepared By: Linda Ritter

Reviewed By: _____

(Department Head)

(City Manager)

(District Attorney)

(Finance Director)

Date: _____

Date: _____

Date: _____

Date: _____

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded By)

Re-Engineering

An Example

Ground rules for restructuring

- Take the individual out of the discussion
 - Don't use personalities
 - May be necessary to discuss specific skills, job duties and abilities.
- Nothing is sacred
 - All functions should be critically evaluated for their current value to the organization.
 - It's OK to stop doing things that have a historical acceptance.

Re-allocation of Resources

- Identify urgent need for resources
- Look for resources to address the need
 - Search must reach across department lines
- Any alternative use of an existing resource must create:
 - Savings in expense
 - Savings must exceed the cost of the resource
 - Revenue generation
 - Revenue generated must exceed the cost of resource

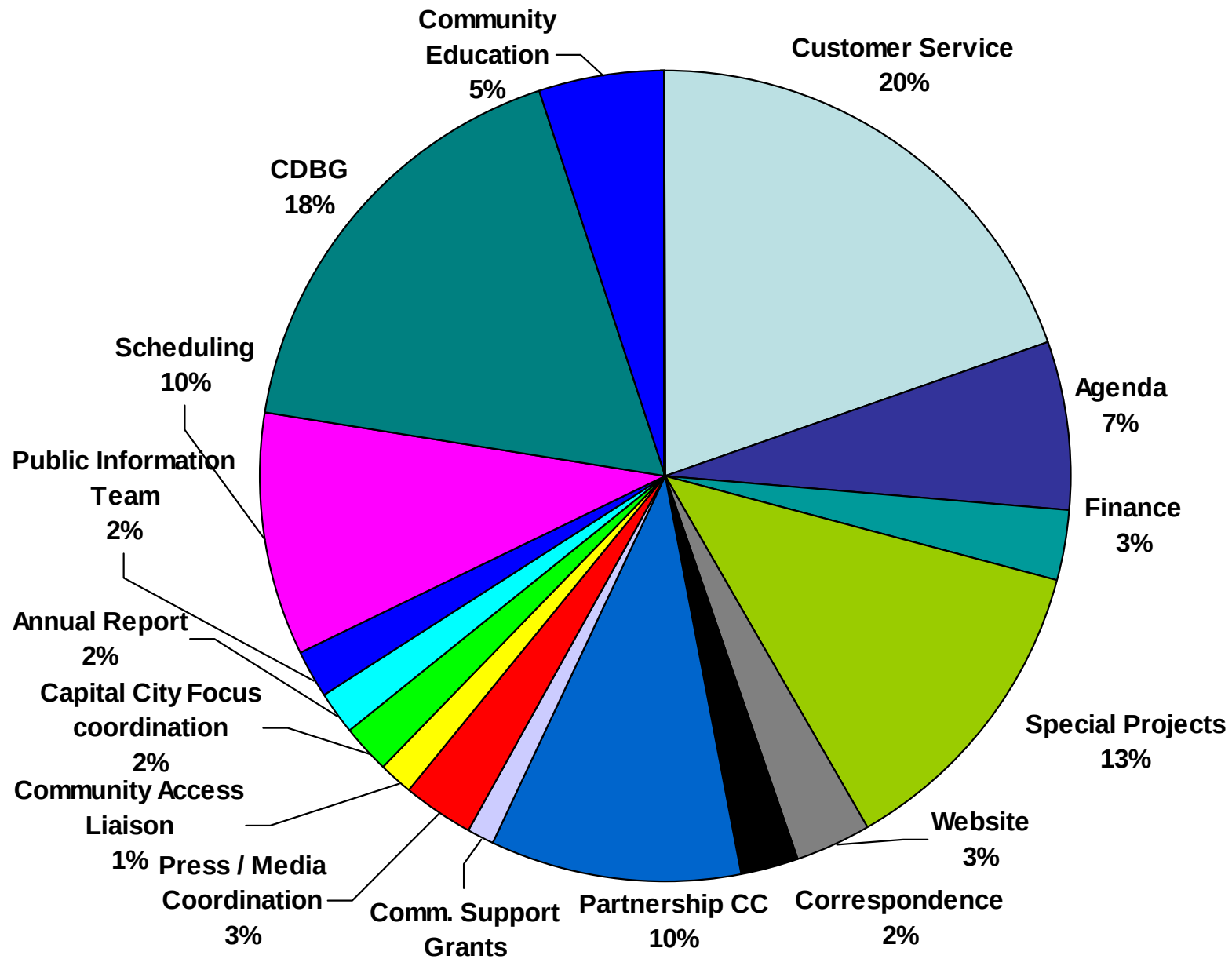
Urgent Need

- Health insurance continues to have a high potential for large increases in costs.
- We have committed to control those costs through an intensive wellness program.
- The biggest component of a wellness program is effective and innovative communications.
- This resource is not currently available in the HR Department.
- There is a resource within the City Manager's Office to provide needed activities / skills to support the health and wellness initiative.

How can we restructure and meet the new need?

- Evaluate all functions of the Department.
- Look at how resources are deployed currently to perform those functions.
- Identify functions that are not currently a priority.
- Identify functions that may be performed using different processes.

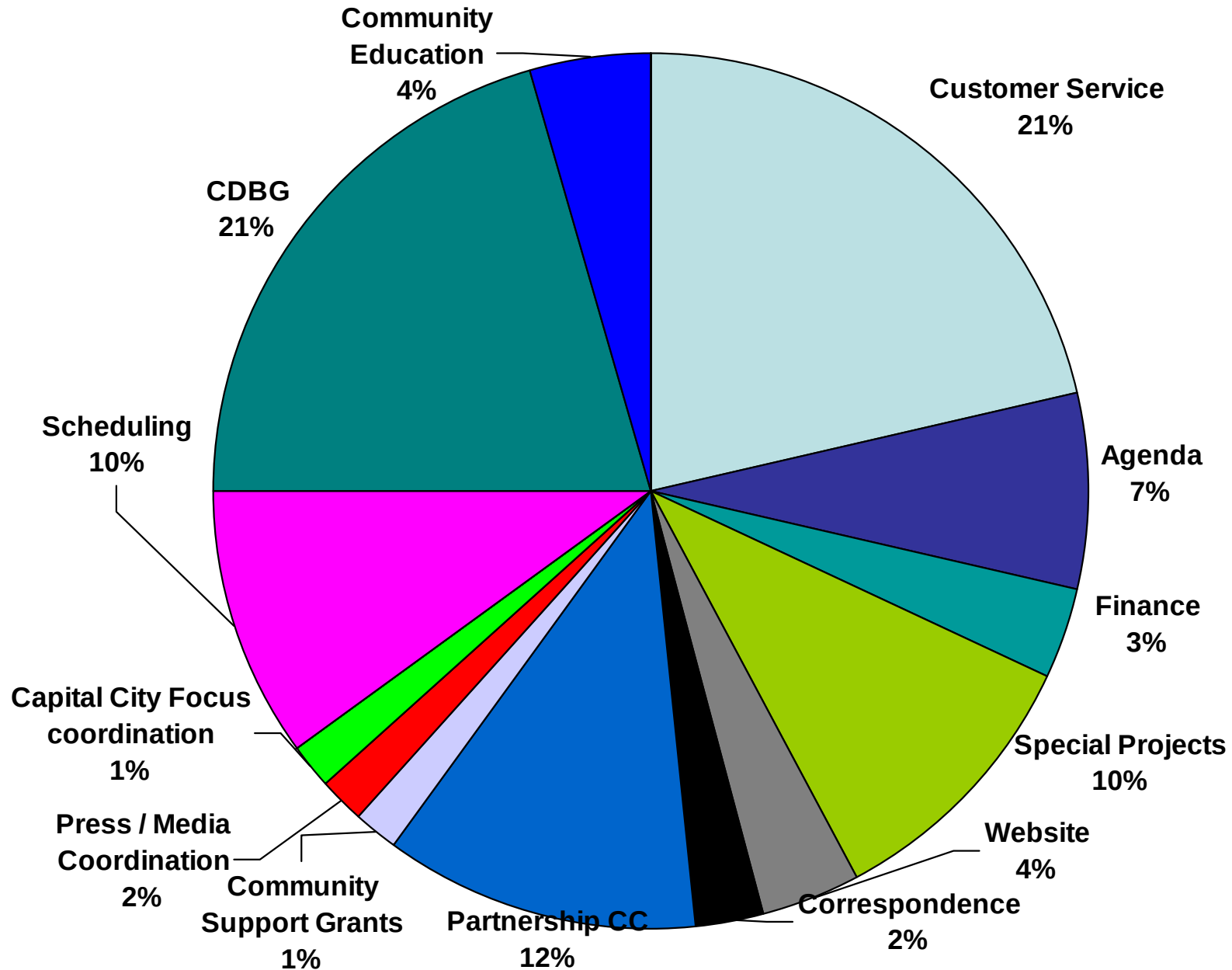
Current Functions – City Managers Office



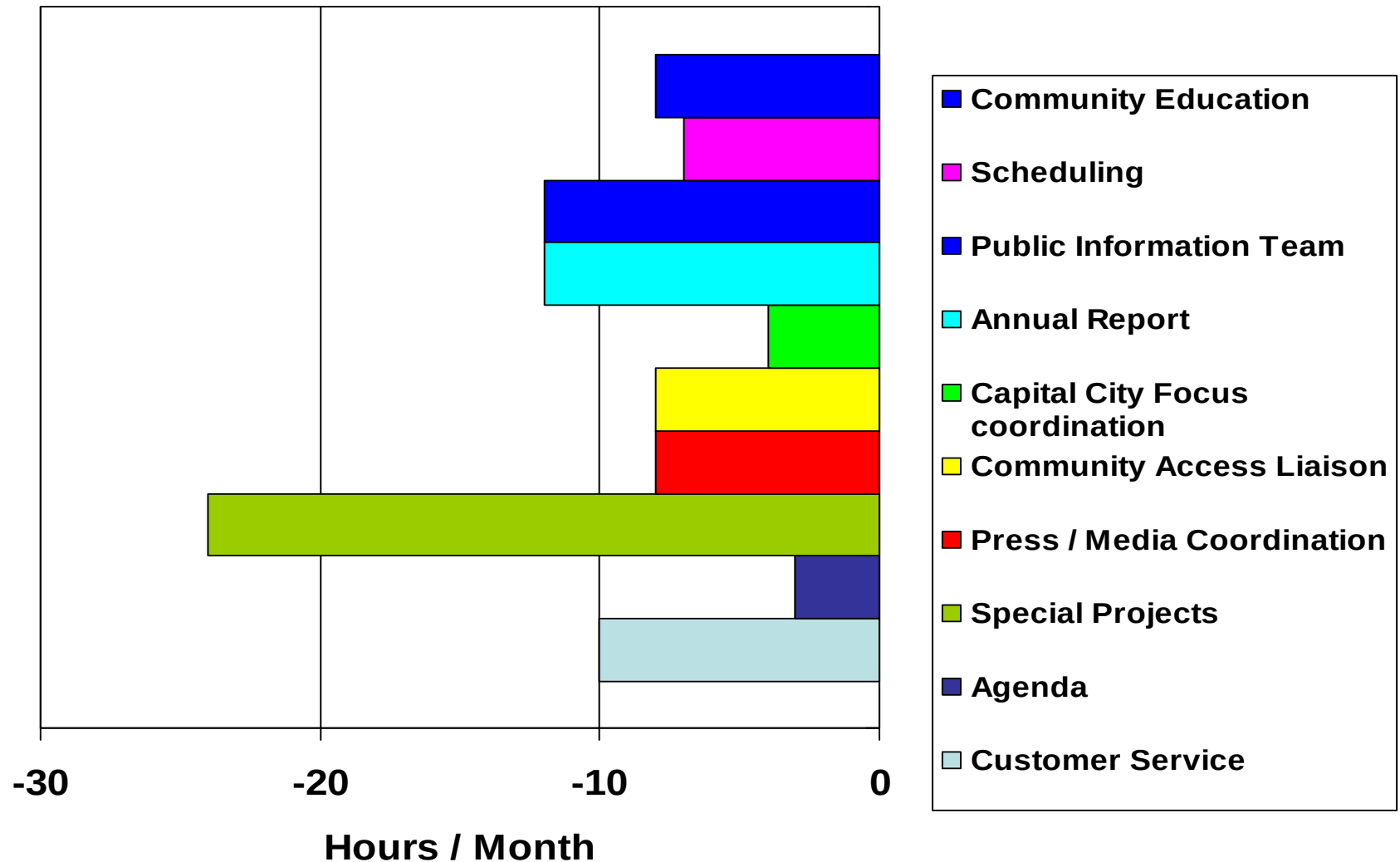
How can we restructure and meet the new need?

- Evaluate all functions of the Department.
 - Placed actual % of available work time on each function.
- Look at how resources are deployed currently to perform those functions.
 - Look for like functions that can be consolidated to create efficiency.
 - Combine Community Support Grants with CDBG Program
- Identify functions that are not currently a priority.
 - Based upon today's business needs, what functions can be eliminated with the least impact to operations.
 - Annual Report can be eliminated.
 - Push responsibility for press releases to department level. Only coordination and distribution would occur at City Managers level.
 - Eliminate the Public Information Team. Many of these resources will also be required to be used differently within their own departments.
 - Question whether the Capital City Focus achieves the results we want.
- Identify functions that may be performed using different processes.
 - With new contract, oversight of the Cable and Cable Access contract can be minimized.
 - Require all departments to use Group Wise to streamline scheduling.
 - Revise and simplify the Agenda Manual. Result, less oversight and management of agenda.
 - Special projects will be evaluated and prioritized. May take additional time to get to some special requests.

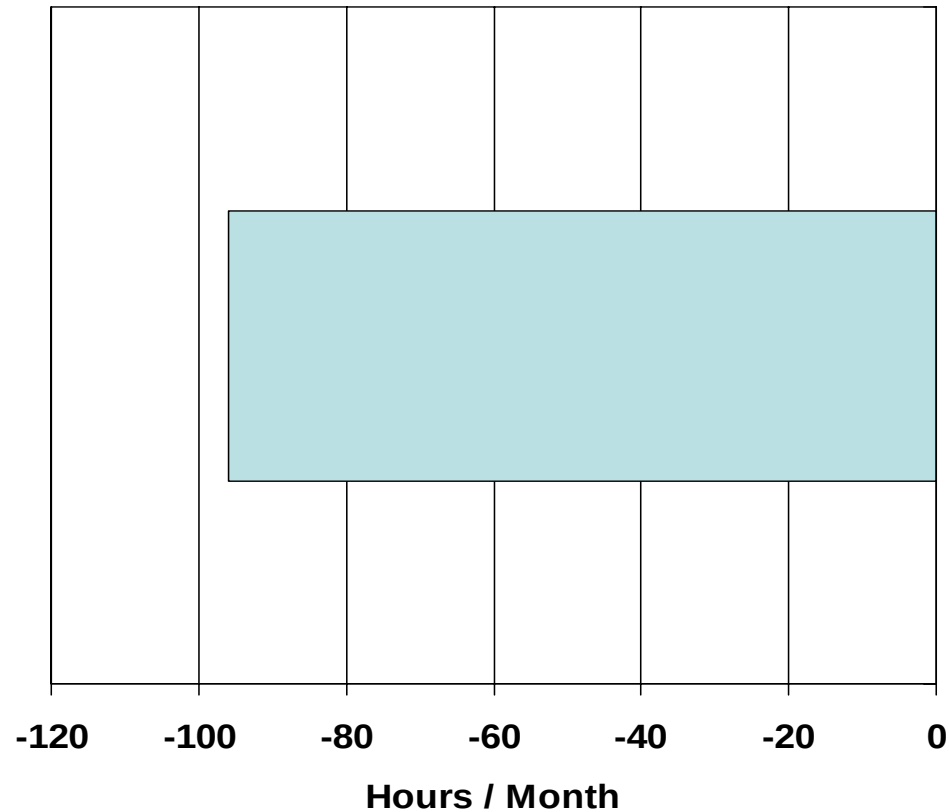
Revised Functions – City Managers Office



Change in Resource Allocation - City Managers Office



Total Reduction in Resource Allocation - City Managers Office



96 hours per month
= approximately 60%
of 1 FTE

Restructure Plan

- Share 1 FTE with Human Resources in order to provide communications work associated with the Wellness Plan
- This position would work 3 of 5 days for Human Resources, and would be compensated from the Insurance Fund.
- General Fund savings:
 - Direct salary/benefit savings - \$ 62,000
 - Potential savings from successful wellness program - \$500,000

CARSON CITY **JOB SPECIFICATION**

Position Title: Internal Auditor
Reports to: Board of Supervisors
Minimum Salary (D.O.Q.): \$57,213 /Grade 126

Department: Finance
Revised: 7/07
Opened: TBD **Closes:**

DEFINITION: This is an exempt, full-time position in which the employee performs numerous internal auditing functions including a comprehensive review of financial records, contracts, department procedures and internal controls.

EXAMPLES OF DUTIES: The following is a partial description of job duties and is not all inclusive:

- Audit department financial records regarding appropriation and allocation of funds, fund accounting, source documentation, cash and asset management, time reporting, and internal controls.
- Audit purchasing procedures, service and supply contracts for compliance with State and Federal laws.
- Determine compliance with policies and procedures as established by the Board of Supervisors.
- Recommend changes to; or additional policies and procedures to improve internal controls.
- Submit audit reports to the Board of Supervisors, Mayor, City Manager, and Director of Finance that provide an accurate description of department's financial operations and compliance with City rules, regulations, and procedures.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university with major course work in business administration, public administration, accounting, or closely related field.
- No less than four years prior audit experience, some of which include audits of governmental agencies.
- Designation as a Certified Public Accountant or Certified Internal Auditor or Certified Government Auditing Professional.
- Ability to communicate effectively orally and in writing in English.

If offered employment, the candidate must successfully complete a pre-employment background check, drug screen, and provide a current DMV report if a driver's license is required to complete job responsibilities. Failure to pass these requirements will preclude the applicant from further consideration for employment.

Carson City is an Equal Employment Opportunity employer.

Persons requesting accommodation under the Americans with Disabilities Act must advise the Human Resources Department prior to the start of employment.

For further information, please contact:
Roger Scott, Recruitment & Training Manager
Carson City Human Resources Department
201 N. Carson Street
Carson City NV 89701
(775) 887-2027