

Item # 19

**City of Carson City  
Agenda Report**

**Date Submitted:** 5/26/09

**Agenda Date Requested:** 6/4/09

**Time Requested:** 10 minutes

**To:** Carson City Board of Supervisors

**From:** Audit Review Committee

**Subject Title:** Discussion and possible action to direct staff to begin the process of filling a public at-large committee position on the Carson City Audit Committee.

**Staff Summary:** The Audit Committee is composed of five members; 2 members from the Board of Supervisors, 2 members from the public at-large, and the City's Finance Director. Due to the resignation of one of the members at-large, there is a vacancy that will occur in June. The Audit Committee voted at their May 12<sup>th</sup> meeting to recommend to the Board of Supervisors that they direct staff to begin the process to fill the position.

**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 direct staff to begin the process of filling a public at-large committee position on the Carson City Audit Committee.

**Explanation for Recommended Board Action:** The Audit Committee is composed of five members; 2 members from the Board of Supervisors, 2 members from the public at-large, and the City's Finance Director. One of the members at-large has stated that he will be tendering his resignation in June. CCMC 2.14.030(3) requires that a vacancy be filled within one month of its occurrence. The Audit Committee voted at their May 12<sup>th</sup> meeting to recommend to the Board of Supervisors that they direct staff to begin the process to fill the position.

A member at-large must be from the private sector with no less than 5 years experience in financial services, public accounting, and/or governmental auditing, and current knowledge of public laws and regulations governing an audit committee.

A member at-large shall not accept any consulting, advisory, or other compensatory fees from the city and may not be an affiliated person with the city or any subsidiary thereof.

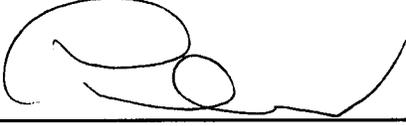
**Applicable Statute, Code, Policy, Rule or Regulation:** CCMC Chapter 2.14

**Fiscal Impact:** N/A

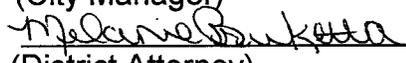
**Funding Source:** N/A

**Supporting Material:** CCMC 2.14.030

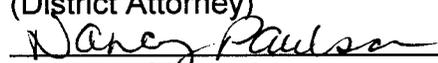
**Prepared By:** Supervisor Pete Livermore

**Reviewed By:** 

Date: 5/26/09

(City Manager)  


Date: 5-26-09

(District Attorney)  
  
(Finance Director)

Date: 5/26/09

**Board Action Taken:**

Motion: \_\_\_\_\_ 1) \_\_\_\_\_ Aye/Nay  
2) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Vote Recorded By)

**2.14.030 Composition of the Carson City audit committee.**

1. The Carson City audit committee will be independent and objective in its collective mindset individually and as a group. The committee will reflect the following attributes:
  - a. Excellent communication skills with each other and with others;
  - b. A willingness to fully participate in complex and sensitive matters that require resolution;
  - c. Public accounting, governmental accounting and auditing experience.
2. The Carson City audit committee shall be comprised of 5 members; 2 members from the board of supervisors, 2 members from the public at-large and the city's director of finance.
  - a. 2 members of the Carson City audit committee will be selected from the board of supervisors. The board members shall be selected each January when the board of supervisors addresses board and commission assignments; these 2 positions will have staggered 2 year terms.
  - b. The 2 members at-large of the Carson City audit committee will be interviewed and selected by the board of supervisors. These members must be from the private sector with no less than 5 years of experience in financial services, public accounting, and/or governmental auditing, and current knowledge of public laws and regulations governing an audit committee. The terms shall be for staggered 2 years; expiring on each alternate year.
  - c. The members at-large shall not accept any consulting, advisory, or other compensatory fees from the city and may not be an affiliated person with the city or any subsidiary thereof.
3. Should a vacancy occur in any position on the Carson City audit committee, the board of supervisors must follow the procedure set forth above to select a new member for the committee. The selection must occur within one month of the vacancy occurring.
4. When deemed necessary, the Carson City audit committee may request that the city manager and other management employees attend a Carson City audit committee meeting in an advisory capacity. This individual may be requested to provide necessary information relative to internal controls, data, and analysis related to the specific objectives of the Carson City audit committee.

(Ord. 2008-10 § 5, 2008)