

Item # 18A

**City of Carson City
Agenda Report**

Date Submitted: 09/22//09

Agenda Date Requested: 10/01/09

Time Requested: 5 mins

To: Carson City Board of Supervisors

From: City Manager

Subject Title: Action to adopt Bill No. 125, on second reading, an ordinance amending Carson City Municipal Code Title 2 ADMINISTRATION AND PERSONNEL, Chapter 2.14 CARSON CITY AUDIT COMMITTEE, Section 2.14.030 COMPOSITION by removing one of the Board of Supervisors from the committee, removing the Finance Director from the committee, increasing the number of Public-At-Large Members from two to four and removing the requirement that members must possess certain qualifications, Section 2.14.040 MEETINGS OF THE CARSON CITY AUDIT COMMITTEE by removing the language regarding monthly meetings and other matters properly related thereto. *(Larry Werner, City Manager)*

Staff Summary: At the August 20, 2009 Board of Supervisors meeting there was discussion regarding the composition of the Audit Committee. The Board directed staff to bring back an ordinance that would change the number of Board members from two to one, remove the Finance Director from the committee and create four public-at-large positions. This ordinance accomplishes the direction requested by the Board and also removes the requirement that an applicant must possess certain qualifications, but encourages applicants to possess them and allows the Board to select members who meet the recommended qualifications. In addition, old language was deleted from municipal code regarding monthly meetings.

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

Does This Action Require A Business Impact Statement: ☐ Yes (X) No

Recommended Board Action: I move to adopt Bill No. 125, on second reading, Ordinance No. _____, an ordinance amending Carson City Municipal Code Title 2 ADMINISTRATION AND PERSONNEL, Chapter 2.14 CARSON CITY AUDIT COMMITTEE, Section 2.14.030 COMPOSITION by removing one of the Board of Supervisors from the committee, removing the Finance Director from the committee, increasing the number of Public-At-Large Members from two to four and removing the requirement that members must possess certain qualifications, Section 2.14.040 MEETINGS OF THE CARSON CITY AUDIT COMMITTEE by removing the language regarding monthly meetings and other matters properly related thereto.

Explanation for Recommended Board Action: At the August 20, 2009 Board of Supervisors meeting there was discussion regarding the composition of the Audit Committee. The Board directed staff to bring back an ordinance that would change the number of Board members from two to one, remove the Finance Director from the committee and create four public-at-large positions. This ordinance accomplishes the direction requested by the Board and also removes the requirement that an applicant must possess certain qualifications, but encourages applicants to possess them and allows the Board to select members who meet the recommended qualifications. In addition, old language was deleted from municipal code regarding monthly meetings.

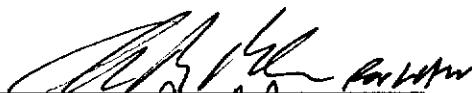
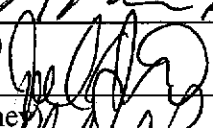
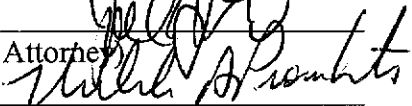
Applicable Statute, Code, Policy, Rule or Regulation: Carson City Municipal Code Chapter 2.14

Fiscal Impact: N/A

Supporting Material: Proposed Ordinance

Prepared By: Melanie Bruketta, Chief Deputy D.A.

Reviewed By:


(City Manager)

(District Attorney)

(Finance Director)

Date: 9-22-09

Date: 9-22-09

Date: 9-22-09

Board Action Taken:

Motion: _____

1) _____
2) _____

Aye/Nay

(Vote Recorded By)

ORDINANCE NO. _____

BILL NO. 125

AN ORDINANCE AMENDING CARSON CITY MUNICIPAL CODE TITLE 2 ADMINISTRATION AND PERSONNEL, CHAPTER 2.14 CARSON CITY AUDIT COMMITTEE, SECTION 2.14.030 COMPOSITION BY REMOVING ONE OF THE BOARD OF SUPERVISORS FROM THE COMMITTEE, REMOVING THE FINANCE DIRECTOR FROM THE COMMITTEE, INCREASING THE NUMBER OF PUBLIC-AT-LARGE MEMBERS FROM TWO TO FOUR AND REMOVING THE REQUIREMENT THAT MEMBERS MUST POSSESS CERTAIN QUALIFICATIONS, SECTION 2.14.040 MEETINGS OF THE CARSON CITY AUDIT COMMITTEE BY REMOVING THE LANGUAGE REGARDING MONTHLY MEETINGS AND OTHER MATTERS PROPERLY RELATED THERETO.

THE BOARD OF SUPERVISORS OF CARSON CITY DO ORDAIN:

SECTION I:

That Carson City Municipal Code Section 2.14.030 is hereby amended as follows:

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; 1 member from the board of supervisors and 4 members from the public at-large.

- a. 1 member of the Carson City audit committee will be selected from the board of supervisors. The board member shall be selected each January when the board of supervisors addresses board and commission assignments.
- b. The 4 members at-large of the Carson City audit committee will be interviewed and selected by the board of supervisors. These members should have 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.

SECTION II:

2.14.050 Meetings of the Carson City audit committee.

1. The Carson City audit committee will meet quarterly. All members are expected to attend on a regular basis.
2. The Carson City audit committee may ask members of management or others to attend meetings and to provide pertinent information when necessary.
3. Meetings are scheduled in accordance with the state's open meeting laws. The city auditor shall establish the agenda for meetings and will provide to members in advance, all appropriate briefing material.

SECTION III:

That no other provisions of Chapter 2.14 are affected by this ordinance.

PROPOSED on ____ (month) ____ (day), 2009

PROPOSED by Supervisor _____.

PASSED _____ (month) ____ (day), 2009.

VOTE:

AYES:

NAYES:

ABSENT:

ATTEST:

ALAN GLOVER, Clerk/Recorder

ROBERT L. CROWELL, Mayor

This ordinance shall be in force and effect from and after the ____ day of the month of _____ of the year 2009.