



FY 2016/17 INDEPENDENT PERFORMANCE AND FINANCIAL EXPENDITURE AUDITS – SCOPES OF WORK

Internal Audit Division

City Council

October 18, 2016

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BACKGROUND

1. On July 25, 2015 the City Council endorsed the City Manager's annual Performance and Financial Audit Program.
2. The first three department audits in the program (Public Utilities, Finance & Human Resources) were completed and presented to the City Council on July 26, 2016.



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BACKGROUND

3. For FY2016/17 the departments approved for review are the:

- a) Mayor's Office
- b) City Manager's Office
- c) Museum and Cultural Affairs
- d) Police Department



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DEVELOPING THE SCOPES OF WORK

The Internal Audit Division is responsible for managing the FY2016/17 Department Performance Assessment and Financial Expenditures Review.

With input from various key stakeholders, Internal Audit developed a comprehensive Scope of Work for each entity to be audited.



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DEVELOPING THE SCOPES OF WORK

City Council approved Scopes of Work will be included in the Request for Proposals (RFPs) for the selection of independent consulting firms.



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Scope of Work – Mayor's Office

Performance Assessment

- A. Staffing adequate to provide high level of service to the community
- B. Sister Cities program (best practices)

Financial Expenditures

- A. Review non-personnel expenditures over the three year period ending June 30, 2016



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Scope of Work – City Manager's Office

Performance Assessment

- A. Staffing adequate to provide high level of admin and legislative service to the executive management, departments, elected officials and community
- B. Day-to-day administrative operations efficient and effective
- C. Strategic focus effective in driving innovation, organizational performance and change
- D. Communications & Marketing effective



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Scope of Work – City Manager's Office

Financial Expenditures

- A. Review non-personnel expenditures over the three year period ending June 30, 2016



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Scope of Work – Museum & Cultural Affairs

Performance Assessment

- A. Facility utilization and operations
- B. Facility condition
- C. Marketing & Communications
- D. Partnerships
- E. Fundraising
- F. Special events
- G. BOX and Showcase

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Scope of Work – Museum & Cultural Affairs

Financial Expenditures

- A. Review non-personnel expenditures over the three year period ending June 30, 2016
- B. Review grant compliance for the three year period ending June 30, 2016

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Scope of Work – Police Department

Performance Assessment

- A. Staffing adequate to provide high level of public safety service
- B. Deployment practices
- C. Community Oriented Policing
- D. Employee Discipline & Internal Affairs
- E. Forensics Unit
- F. Use of data – predictive policing, crime stats, crime analysis
- G. Technology and Communication systems
- H. Case Review & Case Management



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Scope of Work – Police Department

Financial Expenditures

- A. Review non-personnel expenditures over the three year period ending June 30, 2016



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RECOMMENDATIONS

That the City Council:

1. Receive, review, provide input on, and approve the Scopes of Work for the independent Performance and Financial Expenditure Audits of the:

Mayor's Office
City Manager's Office
Museum & Cultural Affairs
Police Department



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RECOMMENDATIONS – continued

2. Direct staff to immediately proceed with solicitation of consultants through a Request for Proposals.



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