



Inspector General Committee Memorandum

City of Arts & Innovation

TO: COMMITTEE MEMBERS

DATE: AUGUST 12, 2025

FROM: CHAIR STEVEN ROBILLARD

WARDS: ALL

**SUBJECT: CITY CHARTER SECTION 420 - OFFICE OF INSPECTOR GENERAL
UPDATE**

ISSUE:

Receive an update on the creation of the Office of Inspector General, including Office structure, new classifications/salaries and next steps.

RECOMMENDATIONS:

That the City Council:

1. Receive an update on the creation of the Office of Inspector General, including Office structure, new classifications/salaries and next steps;
2. Direct the Human Resources Department to prepare a City Council report establishing new classifications and corresponding salaries for City Council consideration.

BACKGROUND:

- Charter Review Committee: Met on February 16, 2022, to propose amendment to establish an elected Office of Inspector General.
- City Council Decision: On April 12, 2022, City Council formed a working group led by Council Member Steven Hemenway to draft a new Charter Amendment.
- Resolution: Adopted October 2023, to place Charter Amendment November 2024 Presidential Election.
- Election Results: March 5, 2024, voters in favor of establishing the Office of Inspector General.
- Sub-committee: Created by City Council in April 2025 and led by Council Member Steven Robillard. Subcommittee met in closed session on 7/22/25. Next Meeting 8/12/25, open session. Next Meeting 10/21/25, council vote to establish classifications/salaries.

DISCUSSION:

The update on the creation of the new Office of Inspector General includes the Subcommittee's recommendation to eliminate the existing Internal Audit Division, currently housed within the City Manager's Office, and replace it with the newly established Office of Inspector General. This transition reflects the City's commitment to building a truly independent oversight function, one that reports directly to the City Council and serves the public interest.

While the new office will continue to perform core audit responsibilities, its mandate will expand to include the review and management of ethics complaints and the identification of opportunities to improve efficiency and effectiveness within City departments. By broadening its scope beyond traditional auditing, the Office of Inspector General will provide a more comprehensive approach to transparency, accountability, and good governance.

The Human Resources Department has conducted a detailed internal and external review of comparable Inspector General roles to inform the classification and salary placement. The Subcommittee will bring forward final recommendations for new classifications and corresponding salaries to the City Council in October 2025.

A list of duties/responsibilities for the Inspector General is included in this report. While City Council approval is not required for official job descriptions, the Human Resources Department will finalize the job description to reflect the main list of duties/responsibilities, minimum experience and education qualifications, and other expectations.

Following the City Council's approval of the classification and salary, the Human Resources Department will support the City Council and Mayor in conducting a recruitment process to appoint the City's first Inspector General.

FISCAL IMPACT:

There is no fiscal impact associated with receiving this report.

Prepared by: Councilmember Steven Robillard
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Authored by:

A handwritten signature in black ink, appearing to read 'S. Robillard', is written over a horizontal line.

Steven Robillard, Chair