



# **Discussion: Approve the Scope of Work to issue an RFP for Internal Auditing Services**

September 15, 2025  
Agenda Item 3.1

# Brief History of the City Auditor Position



# The City Auditor's Duties



## Audit

- Review financial audits
- Risk assessment
- Internal controls
- Organizational efficiency reviews
- Other specialized studies/projects as assigned



## Investigate

- Fraud, waste, and abuse
- Council-directed reviews
- Maintain the Ethics Hotline



## Access

Authority to examine City records, policies, financial statements, and audits



## Report

Monthly reports to Audit Committee & Quarterly reports and recommendations to Council

# Process to Identify & Select New City Auditor

- 1 Present scope of work to Council Audit Committee
- 2 Release RFP - staff administers the process (creating the RFP, advertising, evaluation)
- 3 Council Audit Committee reviews the proposals and receives a recommendation from staff
- 4 Council Audit Committee presents their final recommendation to Council for approval

# Scope of Work

## 1 Annual Audit Planning

Develop and present an annual internal audit plan for approval by the Council Audit Committee and City Council, based on risk assessment, emerging issues, and Council Priorities

## 2 Performance Audits

Reviews performance of City programs, departments, or functions to evaluate efficiency, effectiveness, and compliance with Council-adopted policies

## 3 Financial & Compliance Audits

Review transactions, reporting, and compliance with applicable laws, regulations, and City policies as directed

## 4 Ethics Hotline & Fraud, Waste, and Abuse Claims

Administer and monitor the City's hotline, investigate complaints, and report findings to the Council Audit Committee

# Scope of Work (Cont.)

## 5 Internal Control Reviews

Assess internal controls across City operations and recommend policy improvements to safeguard assets, reduce risk, and strengthen accountability

## 6 Monthly & Quarterly Reporting

Provide regular updates and written reports to the Council Audit Committee (Monthly) and City Council (Quarterly) summarizing audit activities, findings, and recommendations

## 7 Special Projects

Conduct special audits or investigations as may be directed by the City Council or Council Audit Committee in coordination with City staff

## 8 Consultation

Provide advice on audit-related matters, emerging risks, and best practices in municipal auditing, as requested

## Recommendation



It is recommended that the Council Audit Committee approve the scope of work to issue an RFP for Internal Auditing Services