

ORDINANCE NO. 20-1783

AN ORDINANCE OF THE CITY OF DENTON APPROVING THE FY 2020-21 ANNUAL INTERNAL AUDIT PLAN; ADOPTING A COUNCILMEMBER AUDIT AND ANALYSIS REQUEST POLICY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Denton Charter requires the City Auditor to perform auditing duties assigned by the City Council; and

WHEREAS, the City Auditor presented the FY 2020-21 Annual Internal Audit Plan to City Council on September 22, 2020 and received City Council’s direction; and

WHEREAS, the purpose of the FY 2020-21 Annual Internal Audit Plan is to outline the auditing duties assigned by the City Council to the City Auditor to conduct during the fiscal year; and

WHEREAS, the City Council desires to adopt procedures and parameters for City Councilmember audit and analysis requests to ensure the most effective use of the Internal Audit Department when responding to request from individual elected officials; and

WHEREAS, the City Council finds that this Ordinance is in the public interest; NOW, THEREFORE,

THE COUNCIL OF THE CITY OF DENTON HEREBY ORDAINS:

SECTION 1. The recitals and findings contained in the preamble of this Ordinance are incorporated into the body of this Ordinance.

SECTION 2. The City Council hereby approves the City Auditor’s FY 2020-21 Annual Internal Audit Plan as depicted in the memorandum attached hereto as Exhibit “A.”

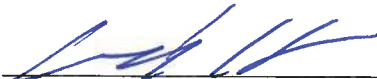
SECTION 3. The City Council hereby approves the City Councilmember Audit and Analysis Request Policy as described in the memorandum attached hereto as Exhibit “B.”

SECTION 4. This Ordinance shall become effective immediately upon its passage and approval.

The motion to approve this Ordinance was made by John Ryan and seconded by Keely Briggs, the Ordinance was passed and approved by the following vote [6 - 0]:

	Aye	Nay	Abstain	Absent
Chris Watts, Mayor:	_____	_____	_____	_____✓
Gerard Hudspeth, District 1:	_____✓	_____	_____	_____
Keely G. Briggs, District 2:	_____✓	_____	_____	_____
Jesse Davis, District 3:	_____✓	_____	_____	_____
John Ryan, District 4:	_____✓	_____	_____	_____
Deb Armintor, At Large Place 5:	_____✓	_____	_____	_____
Paul Meltzer, At Large Place 6:	_____✓	_____	_____	_____

PASSED AND APPROVED this the 6th day of October, 2020.



CHRIS WATTS, MAYOR
Gerard Hudspeth, Mayor Pro Tem

ATTEST:
ROSA RIOS, CITY SECRETARY

BY: 

APPROVED AS TO LEGAL FORM:
AARON LEAL, CITY ATTORNEY




BY: 

Exhibit "A"
City of Denton
Internal Audit Department
FY 2020-21 Annual Internal Audit Plan

Title	Details
Water Production & Distribution	Review the efficiency and effectiveness of the planning, maintenance, and construction process of water production and distribution infrastructure.
Building Permit Process	Examine the efficiency and effectiveness of the building permitting process including review, inspection, and issuance.
Municipal Court Payments Process	Review controls over the collection of municipal fines and fees.
Payroll Administration	Review controls over payroll costs including calculation accuracy, timecard approvals, and system access.
Utility Payment Assistance Program	Review the effectiveness of the City's utility assistance program including public outreach, vendor contract compliance, and distribution effectiveness.
Emergency Medical Services	Review efficiency and effectiveness of EMS operations.
Overflow Audit – Utility Meter Reading	Examine controls over electric and water utility meter reading processes including billing accuracy, data reliability, and meter maintenance.
Overflow Audit – Health Insurance Fund	Examine controls over health insurance claims and associated contract compliance.
Risk Assessment	Identify & evaluate all areas of the City based on financial, safety, and reputational risk level.
Audit Follow-Up Reviews	Provide information on what changes have been made in response to the following issued audits: <ul style="list-style-type: none"> • Police Property Room (Jun. 2019); • Utility Street Cuts (Aug. 2019); • Roadway Quality Management (Oct. 2019); • Accounts Payable (Oct. 2019); • Police Overtime (Oct. 2019); and • COVID-19: Disaster Reimbursements (Jun. 2020)
Ad-Hoc Projects	Fraud, waste, and abuse Investigations and Analysis Requests from the City Council or City Management.