

CITY OF OAKRIDGE

RES. 06-2022 A RESOLUTION REPEALING AND REPLACING RES. 15-2013 and 2-2012 THE CITY OF OAKRIDGE AUDIT COMMITTEE

WHEREAS, the City of Oakridge Council desires to repeal and replace the previous Audit Committee resolutions; and

WHEREAS, the purpose of the Audit Committee will be to aid City staff in the selection of highly qualified City Auditors and to assure clear and complete transmittal of audit results to the City Council and the community;

NOW, THEREFORE, BE IT RESOLVED by the Oakridge City Council as follows:

SECTION 1: ESTABLISHMENT & MEMBERSHIP: The Oakridge Audit Committee is hereby established. The committee shall consist of three (3) voting members: two (2) City Councilors and one (1) Oakridge Budget Committee member. Ex officio member(s): City Finance Director. The Committee will, at its first meeting in January of each year, or at any point in the year by majority vote, elect a Chair, Vice Chair, and a Secretary from the voting members.

SECTION 2: TERM: The Citizen Budget Committee member of the Committee shall be appointed for a two (2) year term. Council Representative shall serve for their elected term.

SECTION 3: QUORUM & RULES: Two (2) voting members of the Committee shall constitute a quorum. The vote of two (2) members of the Committee shall be required to take any action. Notwithstanding the foregoing, the Chair, or in the Chair's absence the Vice Chair, may establish the date and time of the next committee meeting.

SECTION 4: RESPONSIBILITIES: The responsibilities of the Audit Committee shall be as follows:

1. Review with the Finance Department and/or staff those firms or individuals proposed for appointment as City Auditors in succeeding years.
2. Recommend to the City Council the appointment of the auditing firm that the Committee deems best suited to perform the annual City audit.
3. Discuss, as necessary, with the City auditors, any additional or particular areas of inquiry or audit focus which the auditors or the committee deem desirable or appropriate.
4. Review the Communication to the Governing Body presented by the auditors. Discuss the material weakness(es) and/or significant deficiency(ies) (if any) and Best Practices Recommendation(s) (if any) with the Finance Department and/or staff. Verify that the auditors' recommendations are implemented as appropriate, and report to the City Council.
5. Other activities assigned by the council.

6. Keep records of minutes for each meeting per ORS. 192.650
7. Annual reports will be completed in the fourth-quarter of the calendar year.
8. Reports or recommendations of the Audit Committee shall be in writing, considered advisory in nature and shall not be binding on the Mayor or City Council.

SECTION 5: CONDUCT: A member of the Committee may be removed from service on the Committee by the City Council after a hearing for misconduct or non-performance of duties at the request of the Committee members via a majority vote.

PASSED BY THE COUNCIL OF THE CITY OF OAKRIDGE THIS 5, DAY OF January
2023 (Date of Enactment).

Ayes: 6
Nays: 0

APPROVED AND SIGNED BY THE MAYOR OF THE CITY OF OAKRIDGE THIS 5,
DAY OF January, 2023.

EFFECTIVE DATE: Thirty (30) days after Date of Enactment.

Signed:  _____, Mayor

ATTEST:
Signed:  _____, City Recorder