

ORDINANCE NO. 20-16

ORDINANCE AMENDING THE CITY'S ADMINISTRATION ORDINANCE

WHEREAS, the City Council of the City of North Logan, Utah, adopted and passed the Code of Revised Ordinance of the City of North Logan on March 16, 1989, which Code was published and effective on March 20, 1989; and

WHEREAS, said Code includes Title 3 Chapter 400, Administration; and

WHEREAS, the City Council has deemed it necessary to make certain changes to the Administration ordinance for the city.

NOW, THEREFORE, the City Council of the City of North Logan, Utah hereby adopts, passes and publishes the following:

AN ORDINANCE AMENDING THE CITY'S ADMINISTRATION ORDINANCE

BE IT ORDAINED by the City Council of the City of North Logan, Utah as follows:

SECTION I: Title 3 Section 400 Administration, Section 3-413 shall be included to read as follows:

3-413: Internal Audit

A. Purpose

The purpose of Internal Audit is to provide an independent, objective assurance and consulting activity designed to add value and improve the North Logan City's risk management efforts. It helps the City and its governing board accomplish their objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of processes and controls designed to manage risk.

B. Independence

To help ensure independence and objectivity, Internal Audit reports to the Audit Committee. If a formal Audit Committee has not been established, the governing board is, by default, the Audit Committee. The Audit Committee appoints the Director of Internal Audit, who controls and supervises the Office of Internal Audit. Administratively, Internal Audit reports to the Chief Administrative Officer.

C. Authority

1. Internal Auditors are authorized, under the direction of the Director of Internal Audit, to:
 - a. Have full, free and unrestricted access to the records, property and personnel of all City departments, boards and commissions, in order to conduct internal audits.
 - b. Have access to all documents and records of organizations receiving funds originating or passed through by the City to ensure that adequate internal controls are in place and operating effectively, regarding the expenditure of those funds relating to the City.
 - c. Have full and free access to the Audit Committee staff.

ORDINANCE NO. 20-16

ORDINANCE AMENDING THE CITY'S ADMINISTRATION ORDINANCE

- d. Obtain the necessary assistance of personnel in departments of the City where they perform audits, as well as other specialized services from within or outside the City.
- 2. To maintain an independent status, Internal Auditors are not authorized to:
 - a. Perform any operational duties for the Entity or its boards and committees.
 - b. Initiate or approve accounting policies and procedures or transactions external to the Internal Audit department.
 - c. Direct activities of any North Logan City employees not employed by Internal Audit department, except to the extent such employees have been appropriately assigned to auditing teams or to otherwise assist the internal auditors.

D. Scope and Responsibilities

1. The Internal Auditor will:

- a. Develop an annual audit checklist using appropriate risk-based methodology and considering risks or concerns identified by management to be submitted to the Audit Committee for approval. The annual audit plan shall include at a minimum, the following information:
 - i. The scope of each proposed audit, including a summary of the nature, records, and time period covered by each audit to be conducted.
 - ii. Identification of the department, board, service, program, function, or policy to be audited.
 - iii. Each potential audit objective to be addressed.
- b. Implement the annual audit checklist as approved, including any requested special projects as approved by the Audit Committee.
- c. Conduct investigations of alleged or suspected impropriety, fraud, misappropriation, or other misuse of City funds, and seek advice from the City attorney as appropriate and provide required reports to appropriate authorities.
- d. Coordinate with external auditors and monitor the implementation of corrective actions recommended by external auditors as appropriate.
- e. Submit reports to the Audit Committee indicating audits completed, major findings, corrective actions taken by management, and significant findings which have not been fully addressed by management.
- f. Maintain a qualified, competent audit staff having the necessary knowledge, skills and disciplines to perform this function.
- g. Request adequate resources necessary to accomplish audit objectives.
- h. Ensure that there isn't duplication of efforts with the State Auditor and external auditors.
- i. Receive, track, and report hotline complaints to the audit committee.

2. The Internal Auditor may:

ORDINANCE NO. 20-16

ORDINANCE AMENDING THE CITY'S ADMINISTRATION ORDINANCE

- a. Subject to the approval of the Audit Committee, conduct special reviews and programmatic reviews at the request of the governing board, treasurer, department heads, boards and committees.
- b. Subject to the approval of the Audit Committee, provide assistance to departments, boards and committees for evaluation of financial controls and other audit related matters.
- c. Amend the annual audit plan, subject to the approval of the Audit Committee.
- d. Initiate, conduct, or expand the scope of an audit or investigation if a finding requires expansion of the scope, or if a determination has been made that fraud, abuse, or an unlawful act may have occurred.

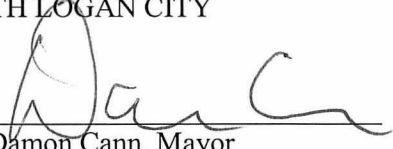
SECTION II: CONFLICT. To the extent of any conflict between this ordinance and any other North Logan City ordinance(s) or regulation(s), the provisions of this Ordinance shall be controlling.

SECTION III: SEVERABILITY. The sections, paragraphs, sentences, clauses, and phrases of this Ordinance are severable. If any such section, paragraph, sentence, clause, or phrase shall be declared invalid or unconstitutional by the valid judgment or decree of a Court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any of the remaining sections, paragraphs, sentences, clauses, or phrases of this Ordinance.

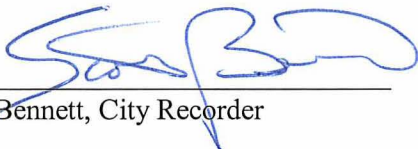
SECTION IV: EFFECTIVE DATE. In the opinion of the City Council of North Logan, it is necessary that this ordinance take effect immediately; therefore, this Ordinance shall take effect immediately upon its passage and first posting as provided by law.

ADOPTED AND PASSED by the City Council of the City of North Logan, Utah, this 4th day of November, 2020.

NORTH LOGAN CITY

By: 
Damon Cann, Mayor

ATTEST:



Scott Bennett, City Recorder

ORDINANCE NO. 20-16

ORDINANCE AMENDING THE CITY'S ADMINISTRATION ORDINANCE

CERTIFICATE OF DUE POSTING

I, Scott Bennett, City Recorder of North Logan, Utah, hereby certify that I caused to be posted the foregoing Ordinance No. 20-16 on the 5th day of November, 2020, in the City of North Logan, Cache County, State of Utah, a copy of which is hereto attached, in each of three public places in the said City of North Logan, to-wit:

1. North Logan City Offices, 2076 North 1200 East
2. North Logan City Library, 475 East 2500 North
3. North Park Police Department, 575 East 2500 North

WITNESS my hand this 5th day of November, 2020.



Scott Bennett, City Recorder