

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE COUNCIL OF THE CITY OF GLENDALE,  
CALIFORNIA AMENDING TITLE 2 OF THE GLENDALE MUNICIPAL CODE,  
1995, BY AMENDING SECTIONS 2.08.070, 2.08.130, 2.31.010, 2.31.020, AND  
2.82.120 PERTAINING TO THE DEPARTMENT OF ADMINISTRATIVE SERVICES -  
FINANCE AND THE INFORMATION TECHNOLOGY DEPARTMENT

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF GLENDALE:

**SECTION 1.** Section 2.08.070 of the Glendale Municipal Code, 1995, is amended to read as follows:

**2.08.070 Information ~~services-technology~~ department—Director of information ~~services-technology~~ generally.**

A. The information ~~services-technology~~ department is created and shall provide advice and assistance regarding information technology, information systems, technical support, applications integration and support, wireless communications support, and upgrading and maintenance of the city's technology infrastructure.

B. The director of information ~~services-technology~~ shall be the head of the information services department and shall be an officer of the city. The city manager shall have the authority to appoint, subject to council approval, a director of finance & information technology to be the head for the department of administrative services—finance and the information technology department.

**SECTION 2.** Section 2.08.130 of the Glendale Municipal Code, 1995, is amended to read as follows:

**2.08.130 Internal audit division.**

A. Created. The internal audit division is created and shall be a part of the department of administrative services – finance or the management services department, as designated by the city manager. The head of the internal audit division shall report directly to the director of finance, unless the city manager designates the internal audit division to be placed under the direction of the management services department, with a secondary and independent duty to report to the audit committee as set forth herein. The internal audit division shall prepare an annual work plan based on an assessment of relative risk. The audit committee shall, under the direction of the city council, review and recommend to the city manager the annual work plan and priorities of the internal audit division and may from time to time direct inquiry to the internal audit division within the scope of its duties, and receive any responses as the audit committee may require. All full time employees of the internal audit division shall be hired through the appropriate city recruitment process and shall be classified positions.

B. Duties—Generally.—The internal audit division shall have authority to conduct financial and performance audits of all departments, offices, boards, commissions,

activities, and programs of the city in order to determine both independently and objectively whether:

1. Activities and programs being implemented have been appropriately authorized and are being conducted and funds expended in compliance with applicable laws;

2. The department and/or staff are acquiring, managing, protecting and using its resources, including public funds, personnel, property, equipment, and space economically, efficiently, equitably, and effectively and in a manner consistent with the objectives intended by the City Charter or code, state law or applicable federal law or regulation;

3. The city, programs, activities, functions, or policies are effective, including the identification of any causes of inefficiencies or uneconomical practices;

4. The desired result or benefits are being achieved;

5. Financial and other reports are being provided that disclose fairly, accurately, and fully all information required by law, to ascertain the nature and scope of programs and activities, and to establish a proper basis for evaluating the programs and activities including the collection of, accounting for, and depositing of, revenues and other resources;

6. Management has established adequate operating and administrative procedures and practices, systems or accounting internal control systems and internal management controls; and

7. Indications of fraud, abuse or illegal acts are valid and need further investigation.

C. Internal Audit Qualifications. Internal audit staff shall possess adequate professional proficiency, demonstrated by relevant certification, such as certified internal auditor (CIA), certified public accountant (CPA), or certified government auditing professional (CGAP) and maintain professional competency. Internal auditors shall have no authority or responsibility for the activities audited. Audits shall be conducted in accordance with recognized government auditing standards.

D. Reporting Requirement. The head of the internal audit division shall render and deliver final reports of his or her audits or investigations to the ~~director of finance~~city manager, with simultaneous delivery of copies of such reports to the city council, ~~city manager~~director of administrative services-finance, the audit committee, and the department director responsible for the area audited, except the audit committee may, with the approval of the city council, direct that any final report not be distributed to the director of finance and/or the city manager. Internal audit division staff shall meet regularly with the audit committee to review the audit priorities, annual work plan and audit project results. The internal audit division shall not publicly disclose any information received during an audit or any completed audit that is deemed confidential in nature by any local, state or federal law or regulation.

E. Access to Information.

1. The city employees and officers shall allow inspection of all property, equipment and facilities within their custody, and furnish to the internal audit division

with unrestricted access to employees, information and records (including electronic/computerized data) within their custody regarding powers, duties, activities, organization, property, financial transactions, contracts and methods of business required to conduct an audit or otherwise perform audit duties authorized under this section.

2. All contractors, subcontractors, vendors or entities doing business with the city, for consideration received, shall provide the internal audit division staff access to the contractually related financial and performance-related records; property, equipment and services purchased in whole, or in part, with governmental funds.

**SECTION 3.** Chapter 2.31 (Sections 2.31.010 and 2.31.020) of the Glendale Municipal Code, 1995, is amended to read as follows:

**Chapter 2.31 ~~ADMINISTRATIVE SERVICES~~ DEPARTMENT OF ADMINISTRATIVE SERVICES-FINANCE**

**2.31.010 ~~Administrative services d~~Department of Administrative Services - Finance created.**

~~An administrative services~~ department of administrative services-finance is established in the department of general government. The department ~~shall~~ may be composed of the following divisions or sections: budget and revenue, purchasing, payroll, accounting, billing and collections, grant management, financial applications, internal audit, and accounts payable.finance, purchasing, graphics and elements of risk management.

**2.31.020 Director of administrative services-finance—Duties generally.**

A. The office of director of administrative services-finance is created. The director shall be head of the ~~administrative services~~ department of administrative services—finance. The director shall have charge over the following functions to the extent that such oversight is not inconsistent with other provisions of the Glendale Charter: budget and revenue, purchasing, payroll, accounting, billing and collections, grant management, financial applications, internal audit, and accounts payable.finance, purchasing, graphics, fingerprinting and passport services, and the liability claims and insurance review and procurement components of risk management. The director shall ~~also~~ serve the function and be the ~~director of finance and~~ administrative services under the Glendale Charter.

B. ~~The director shall also have charge over insurance procurement, insurance review and liability claims components of risk management.~~ The city manager shall have the authority to appoint, subject to council approval, a director of finance & information technology to be the head of the department of administrative services—finance and the head of information technology department. When so appointed, the director of finance & information technology shall have all authority and duties granted the director of administrative services under the Charter and this Code.

