

INTRODUCED: February 8, 2016

AN ORDINANCE No. 2016-032

To amend ch. 2, art. III, div. 6 of the City Code by adding therein a new section 2-188, concerning the City Auditor’s role in information technology projects, for the purpose of requiring that a representative of the Office of the City Auditor be included in the implementation of any projects involving information technology systems with an estimated cost of at least \$1,000,000.

Patron – Mr. Samuels

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAR 14 2016 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Chapter 2, Article III, Division 6 of the Code of the City of Richmond (2015) be and is hereby amended and reordained by **adding therein a new** section 2-188 as follows:

Sec. 2-188. Role in information technology projects.

(a) *Purpose.* The purpose of this section is to ensure that the City Auditor is represented without decision-making authority in the implementation of new information technology or upgrades to existing information technology used by one or more City agencies for the purpose of enabling the City Auditor to make recommendations during the implementation

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: MAR 14 2016 REJECTED: _____ STRICKEN: _____

process concerning internal controls and other matters relating to the efficiency and effectiveness of the information technology that is the subject of the implementation.

(b) *Definitions.* For purposes of this section, the terms defined in this subsection shall have the meanings ascribed to them in this subsection.

(1) *Agency.* “Agency” means an organizational unit of the City identified as a department or other type of organizational unit in an annual budget of the City.

(2) *Implementation team.* “Implementation team” means a group of City employees and employees of a City contractor, either or both, responsible for day-to-day work on a project.

(3) *Leadership committee.* “Leadership committee” means a group of senior administrative or executive employees established to oversee a project.

(4) *Project.* “Project” means a planned undertaking by the Chief Administrative Officer or the subordinates thereof, or both, to implement a system or one or more upgrades to a system for use by one or more City agencies with an estimated cost of at least \$1,000,000.

(5) *System.* “System” means any combination of computer hardware and software, either or both, that involves manipulation of data by a computer.

(c) *Duties.*

(1) *Chief Administrative Officer.* The Chief Administrative Officer shall cause the Director of Information Technology and any other officers or employees that report to the Chief Administrative Officer to include (i) the City Auditor or a subordinate thereof assigned by the City Auditor on each leadership committee and (ii) the City Auditor, a subordinate thereof, or the employee of a contractor for which the City Auditor is the sole using agency assigned by the City Auditor on each implementation team. The person included on each leadership committee and implementation team pursuant to the preceding sentence shall not possess a decision-making role on the leadership committee or implementation team but shall receive all written communications and records the content

of which is received by a majority of the members of the leadership committee or implementation team and shall be invited to participate in all meetings of the leadership committee or implementation team.

(2) *City Auditor.* The City Auditor shall attend or shall assign a subordinate to attend all meetings of each leadership committee. The City Auditor shall attend or shall assign a subordinate or an employee of a contractor for which the City Auditor is the sole using agency to attend all meetings of each implementation team. The City Auditor and the subordinates and contractor's employees thereof shall maintain the confidentiality of all meetings attended, communications and records received or examined, and discussions engaged in as a result of membership on the leadership committee or implementation team to the extent required or permitted by law. The City Auditor or the subordinates or contractor's employees thereof shall make recommendations concerning the internal controls affected by the project and any other matters relating to the project that may be helpful in the successful implementation of the project.

§ 2. This ordinance shall be in force and effect upon adoption.



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Allen Jackson, Richmond City Attorney
Richmond Office of the City Attorney

THROUGH Lou Brown All *LB*
Council Chief of Staff

FROM Meghan Brown, Council Budget Analyst *MB*

COPY Mr. Charles Samuels, 2nd District Council Member
Haskell Brown, Deputy City Attorney
Vincent Jones, Deputy Council Chief of Staff *V. Jones*
Craig Bieber, 2nd District Council Liaison

DATE January 29, 2016

PAGE/s 1 of 2

TITLE Require Inclusion of City Auditor for any City Implementation over \$1 million.

RECEIVED

FEB 02 2016

OFFICE OF CITY ATTORNEY

This is a request for the drafting of an Ordinance Resolution

REQUESTING COUNCILMEMBER/PATRON

Councilman Samuels

SUGGESTED STANDING COMMITTEE

Government Operations

ORDINANCE/RESOLUTION SUMMARY

The Patron requests an ordinance to require the inclusion of the City Auditor in any City system implementation, to include any projects for new systems and system upgrades or replacements of existing systems, which are budgeted for over \$1 million. A representative of the City Auditor's Office is to be included and embedded as a participant of any implementation team and executive review committees as it relates to system implementation when the cost of implementation is in excess of \$1 million.

BACKGROUND

The City's Auditor's Office is responsible for ensuring the City's full financial accountability, efficiency and effectiveness of operations and programs and compliance with relevant laws and regulations. As the City continues to make system upgrades or implementation of new systems it is the intent that the City Auditor's Office has the ability to perform its responsibilities, oversight and due diligence. The City Auditor's Office shall have the ability to take part in the planning, execution and completion of such implementations. The City Auditor's Office will use the expertise of audit staff or a consultant, as needed. The City Auditor's Office shall have the capacity to review, question, advise and make recommendations through the duration of implementation. The City Auditor will report on the status of the implementation to City Council when such reports are requested. The Institute of Internal Auditors defines internal auditing as "an independent, objective assurance and consulting activity designed to add value and improve an organization's operations. It helps an organization accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management,

control and governance processes." The International Standards for the Professional Practice of Internal Auditing (Standards) states as part of its governance standards that "The internal audit activity must assess whether the information technology governance of the organization supports the organization's strategies and objectives." The Standards also indicate that the internal audit activity must evaluate other risk exposures such as the reliability and integrity of financial and operational information, and the effectiveness and efficiency of operations and programs.

FISCAL IMPACT STATEMENT

Fiscal Impact	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Budget Amendment Required	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Estimated Cost or Revenue Impact	\$	
Fiscal Summary		

Attachment/s Yes No