

**RULES COMMITTEE MINUTES
Tuesday, April 16, 2019 4:00 P.M.**

Present: Committee Members: Chairperson, Aaron Banks; Vice Chair, Ashby Foote; Melvin Priester, Jr., Council President; Virgi Lindsay, Council Vice President and Charles H. Tillman. Guest: De'Keither Stamps. Dr. Safiya Omari, Chief of Staff; Michelle Battee-Day, Assistant City Clerk; Angela Harris, Deputy City Clerk; and Timothy Howard, City Attorney.

Absent: None.

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The meeting was called to order by **Chairperson Aaron Banks**.

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DISCUSSION: COUNCIL DECORUM: Chairperson Banks stated that the Council handbook need to be updated.

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DISCUSSION: TRAVEL PROCESS AND PROCEDURE: Chairperson Banks stated that the Council needed to come up policies and procedures for Council travel due to current policies are adhered to under a 1999 Executive Order. **Timothy Howard**, City Attorney, stated that the Council could draft a policy to send to the Department of Finance and Administration for use. **Attorney Howard** also stated that the Council could draft an ordinance outlining travel policies for the City.

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ORDINANCE OF THE CITY COUNCIL OF JACKSON, MISSISSIPPI TO AMEND THE CODE OF ORDINANCES OF THE INTERNAL AUDIT COMMITTEE.

President Priester moved adoption; **Council Member Banks** seconded.

Chairperson Banks provided an overview of the proposed amendments to the Ordinance. **Chairperson Banks** stated the following amendments as follows:

Section 2-502. Composition.

The Internal audit committee shall consist of five (5) members: Two members shall be the President and Vice President of the Finance committee, one member appointed by the President of the City Council who shall serve as chair, one member shall be the Chief Financial Officer or other such designee, one member shall be a Certified Public Accountant from the accounting firm retained by the City of Jackson to conduct its annual audit.

RULES COMMITTEE MINUTES
Tuesday, April 16, 2019 4:00 P.M.

Section 2-503. Duties and Responsibilities.

The internal audit committee shall, in conjunction with the Internal Auditor, prepare an annual work plan prior to September 30th of each year. The plan shall set the work schedule for the Division of Internal Audit for the period of time from October 1st through September 30th of the following fiscal year.

Section 2-504. Special Projects

The annual work plan shall allow sufficient time for special projects as conditions warrant and the Internal Audit Committee shall adjust the annual work plan on a quarterly basis to incorporate such special projects. Adjustments to the work plan may be brought before the Internal Audit Committee only by a member of the Committee.

Section 2-505. Submission of findings.

Upon completion of any internal audit or project, the Office of the Internal Auditor shall submit in writing all findings to the Mayor, Chief Administrative Officer, the applicable department director, and to the Internal Audit Committee.

Section 2-506. Compensation.

REPEALED

After a thorough discussion, **President Priester** and **Council Member Banks** withdrew their motion and second and said item would remain in Rules Committee for further vetting.

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There came on for consideration Agenda Item No. 4:

ORDINANCE OF THE CITY COUNCIL OF JACKSON, MISSISSIPPI TO AMEND THE JACKSON CODE OF ORDINANCES TO ESTABLISH THE OFFICE AND FUNCTION OF THE INTERNAL AUDITOR AS A SEPARATE AND INDEPENDENT OFFICE. **Chairperson Banks** requested that said item be removed from the agenda.

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ORDINANCE AMENDING ARTICLE 1, SECTION 110-2(a)(1) OF THE JACKSON CODE OF ORDINANCES – PROCEDURES FOR RENAMING STREETS AND PUBLIC FACILITIES.

Council Member Banks moved adoption; **Council Member Tillman** seconded.

RULES COMMITTEE MINUTES
Tuesday, April 16, 2019 4:00 P.M.

Chairperson Banks recognized **Jordan Hillman**, Deputy Director of City Planning, who stated that the Planning Department would like to re-do the entire street renaming policy for the City for better functionality. **Ms. Hillman** stated the Council should take into consideration the effects the address changes would have on the property and business owners, as well as the financial impact on the City.

Chairperson Banks recommended that the Council consider placing a limit of the amount of renaming a Council member may submit per year.

Chairperson Banks recognized **Timothy Howard**, City Attorney, who stated that a cost analysis should be implemented as well.

After a thorough discussion, **Council Members Banks** and **Tillman** withdrew their motion and second. **Chairperson Banks** stated that said item would remain the committee to allow for further vetting.

There being no further business, the meeting was adjourned at 5:05 p.m.