

Banks _____
Foote _____
Lindsay _____
Priester _____
Tillman _____



RULES COMMITTEE MEETING
Tuesday, February 11, 2020
3:00 P.M.
AGENDA

1. **Ordinance of the City Council of Jackson, Mississippi to amend the Code of Ordinances of the Internal Audit Committee. (Banks)**
2. **Ordinance amending Article I, Section 110-2(a)(1) of the Jackson Code of Ordinances – Procedure for Renaming Streets and Public Facilities. (Stokes)**
3. **Discussion: Procedure for contractual orders on the agenda (Banks)**

REPORTS FROM MEMBERS, MAYOR, DEPARTMENT DIRECTORS

ANNOUNCEMENTS

ADJOURNMENT

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

WHEREAS, the City Council of Jackson, Mississippi is dedicated to increasing the accountability and transparency within the City of Jackson; and

WHEREAS, the City Council recognizes the need to ensure that the internal audit Committee maintains a keen sense of neutrality and objectivity with respect to auditing and preventing the assumption and perception of waste, fraud and abuse; and

WHEREAS, the governing authorities of the City of Jackson are in agreement that the Internal Audit Committee would serve the citizens of Jackson with the City Council having oversight over the Office of the Internal Auditor.

THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF JACKSON, MISSISSIPPI that an ordinance to codify the principal function of the Internal Audit Committee be amended to read as follows:

Sec. 2-501.- Created.

There is hereby created an internal audit committee whose purpose shall be to have oversight and review the performance evaluation reports as prepared by the office of the internal auditor and any other reports as requested by the City Council of Jackson, Mississippi.

Sec. 2-502.- Composition.

The internal audit committee shall consist of five members. Three members shall be members of the city council, a chair and two council members shall be appointed by the president of the city council, one member shall be the mayor or his designee, and one member shall be a citizen of Jackson, Mississippi who is not an employee of the City of Jackson, nominated by the mayor and confirmed by the Council, who has educational or professional experience in accounting. Meetings shall be closed to only committee members.

Sec. 2-503. – Duties and responsibilities; annual work plan.

The internal audit committee shall review the performance evaluation reports as prepared by the office of the internal auditor and any other reports which may be requested.

Sec. 2-504. – Special projects.

Special projects may be directed to the internal audit committee by the Jackson City Council or by the mayor or chief administrative officer as conditions warrant. The special projects should require no more than 25 percent of the responsibilities and time of the office of the internal auditor.

Sec. 2-505. – Submission of findings.

Upon completion of any special internal audit or project, the office of the internal auditor shall submit all findings in writing to the mayor, chief administrative officer, the applicable department director, and to the internal audit committee.

ORDINANCE TO AMEND CHAPTER 2, ARTICLE V DIVISION 6, OF THE MUNICIPAL CODE OF ORDINANCES – INTERNAL AUDIT COMMITTEE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSON, MISSISSIPPI THAT THE MUNICIPAL CODE OF ORDINANCES CHAPTER 2, ARTICLE V, DIVISION 6 – INTERNAL AUDIT COMMITTEE IS AMENDED TO READ AS FOLLOWS:

Section 2-501. Created.

There is hereby created an internal audit committee whose purpose shall be to ~~review the performance evaluation reports as prepared by the Office of the Internal Auditor and any other reports as requested by the mayor or the Chief Administrative Officer.~~ Shall be to establish an annual work plan; to monitor progress on a quarterly basis; to report findings and make recommendations to the Mayor and City Council on a quarterly basis; and to present an annual report to the Mayor and City Council on the financial condition and efficiency of city government.

Section 2-502. Composition.

The Internal audit committee shall consist of ~~three members. One member shall be a member of the city council who shall be appointed by the president of the city council, one member shall be the Mayor, or the Mayor may designate the Chief Administrative Officer or such other designee as he so elects, and one member shall be the City's Chief Financial Officer or other such designee.~~ five members. Two members shall be the President and the 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.

Section 2 – 503. Duties and Responsibilities.

The internal audit committee shall, ~~review the Performance Evaluation Reports as prepared by the Office of the Internal Auditor and any other reports which may be required by the Mayor or the Chief Administrative Officer.~~ In conjunction with the Internal Auditor, prepare an annual work plan prior to September 30 of each year. The plan shall set the work schedule for the Division of Internal Audit for the period of time from October 1 through September 30 of the following fiscal year. The annual work plan shall consist of a prioritized list of projects with associated deadlines. Up to 25% of the work plan shall be allocated for and/or City Council special or undesignated projects which may arise and as designated by the Mayor. Each committee member shall obtain appropriate information by July of each year in order to begin deliberations on the establishment of a work plan for the following fiscal year.

Section 2- 504. Special Projects

~~Special projects may be requested by the Mayor or Chief Administrative Officer as conditions warrant. The special projects should require no more than 25% of the responsibilities and time of the Office of the Internal Auditor.~~ 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 ~~special~~ 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

THIS ORDINANCE SHALL BE EFFECTIVE IMMEDIATELY UPON ITS PASSAGE.

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

WHEREAS, Article I, Section 110-2 of the Jackson Code of Ordinances establishes the procedure for street/facility renaming in the City of Jackson, Mississippi; and

WHEREAS, Article I, Section 110-2 (a)(1) was amended by Council Order on August 24, 2010 to include additional requirement(s) upon a Council member seeking to rename a street; and,

WHEREAS, Article I, Section 110-2 (a)(1) regarding street renamings initiated by any member of the Jackson City Council, currently reads as follows:

“(a) Naming/Renamings initiated by any member of the Jackson City Council:

(1) Any Jackson City Council person may name or change the name of a street or public facility within the city by placing an ordinance on the regular council agenda. The party initiating the action shall complete an application and provide the following supporting documentation:

a. Name of the council person initiating said change. In cases of street or facility or renamings, the council person initiating the change shall notify, in writing at least one week prior to the item being placed on the agenda, all council persons whose ward may be affected by said change. A copy of such letter shall be attached as support documentation.

b. Current and proposed name of the street or facility

c. Reason(s) for the naming or renaming, including a biographical sketch of the person for whom the street or facility will be named.

d. In the case of street renaming, a petition with 50 percent plus one, of property owners located on the street affected by the naming or renaming, indicating their support of such action. A sworn affidavit or legal opinion attesting to the genuineness and validity of the signatures shall be attached to the petition, as well as a copy of the Hinds County Land Roll Tax Map.

e. Letters from affected utility agencies, stating their approval or disapproval, of the proposed naming or renaming.”

WHEREAS, Article I, Section 110-2 (a)(4) regarding street renamings initiated by any member of the Jackson City Council, currently reads as follows:

“(4) The director of planning and development, or his/her designee shall cause a sign providing notice of the requested name change and the date

and location a public hearing on the petition to be posted at the main entrance of the public facility sought to be named or renamed or at each right-of-way intersections of the street (or section thereof) to be named or renamed. The director or his/her designee shall also provide:

a. Public notice in a newspaper of general circulation within the City of Jackson, Mississippi, indicating the time and date of the hearing and a detailed description of the street or public facility to be named or renamed, the existing name, if applicable and the proposed name. The notice shall be published at least 15 days in advance of the public hearing.

b. Notice to all property owners and tenants within 160 feet and all neighborhood organizations registered with the department of planning and development with geographic boundaries within 1,000 feet in all directions from the street or public facility for which the application is being submitted. In the case of a bridge, notice shall be given to all property owners and residents and/or tenants, on both sides of the street between the closest two intersecting streets on opposite ends of the bridge.”

WHEREAS, the provision, 110-2(a)(4), placed upon an initiating Council member have proven to be onerous and unnecessary. Thus, it is in the best interest of the City of Jackson that Section 110-2(4) be stricken

WHEREAS, the petition provision, 110-2(a)(1) d., placed upon an initiating Council member have proven to be onerous and unnecessary. Thus, it is in the best interest of the City of Jackson to strike Section 110-2(a)(4) and to amend the provisions of Section 110-2(a)(1) as described below:

“(a) Naming/Renamings initiated by any member of the Jackson City Council:

(1) Any Jackson City Council person may name or change the name of a street or public facility within the city by placing an ordinance on the regular council agenda. The party initiating the action shall complete an application and provide the following supporting documentation:

a. Name of the council person initiating said change. In cases of street or facility or renamings, the council person initiating the change shall notify, in writing at least one week prior to the item being placed on the agenda, all council persons whose ward may be affected by said change. A copy of such letter shall be attached as support documentation.

b. Current and proposed name of the street or facility

c. Reason(s) for the naming or renaming, including a biographical sketch of the person for whom the street or facility will be named.

~~*d. In the case of street renaming, a petition with 50 percent plus one, of property owners located on the street affected by the naming or renaming, indicating their support of such action. A sworn affidavit or legal opinion attesting to the genuineness and validity of the signatures shall be attached to the petition, as well as a copy of the Hinds County Land Roll Tax Map.*~~

ed. Letters from affected utility agencies, stating their approval or disapproval, of the purposed naming or renaming.”

IT IS HEREBY ORDERED that Article I, Section 110-2(a)(4) be deleted and that Section 110-2(a)(1) of the Jackson Code of Ordinances shall be amended to read as follows:

“(a) Naming/Renamings initiated by any member of the Jackson City Council:

(1) Any Jackson City Council person may name or change the name of a street or public facility within the city by placing an ordinance on the regular council agenda. The party initiating the action shall complete an application and provide the following supporting documentation:

a. Name of the council person initiating said change. In cases of street or facility or renamings, the council person initiating the change shall notify, in writing at least one week prior to the item being placed on the agenda, all council persons whose ward may be affected by said change. A copy of such letter shall be attached as support documentation.

b. Current and proposed name of the street or facility.

c. Reason(s) for the naming or renaming, including a biographical sketch of the person for whom the street or facility will be named.

d. Letters from affected utility agencies, stating their approval or disapproval, of the purposed naming or renaming.”

IT IS FURTHER ORDERED This order and this amendment shall be effective and enforceable thirty (30) days after adoption and publication.

Agenda Item # _____
Date: October 23, 2018
By: Councilman Stokes