



## CITY AUDITOR

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## SUNSET REVIEW PROCESS

\*\* Approved April 19, 2021 \*\*

### 1. Background information

- a. For each board or commission, its purpose as stated in City Code.
- b. For each board or commission, its Annual Report. Boards and commissions typically approve their annual reports in January; staff representatives submit the approved reports to Mayor's office in February; the compiled annual reports are generally submitted to City Council in March or April.
- c. Other information – as requested by Audit Committee or City Council or deemed relevant by City Auditor or other charter officer.

### 2. Process

- a. Audit Committee is to approve the Sunset Review schedule. The Audit Committee may approve schedule changes as necessary and appropriate. The City Auditor may adjust the review schedule as necessary to balance Audit Committee meeting agendas. Initially, the objective is to systematically review each board and commission once every three years.
- b. City Auditor is to notify the board or commission of the scheduled Audit Committee meeting date, time and location so that the board or commission representative (Chair and/or other designated members) may be present if desired.
- c. City Auditor is to obtain, review and provide to the Audit Committee the background information as noted in 1 above.
- d. Board or commission representative may attend and address the Audit Committee. Staff representative attends to be available for any questions and may address the Audit Committee regarding the purpose and work of the board or commission.
- e. Public comment may be provided to the Audit Committee through various means, including at the scheduled meeting, by written comments, etc.
- f. Audit Committee is to consider whether the board or commission is meeting its purpose, whether the purpose should be maintained or modified, and whether the purpose has been served and is no longer required.
- g. Audit Committee will vote on recommendation to City Council: whether to continue or terminate the board or commission. Any recommendation related to modifying the board or commission purpose would require staff consultation with the City Attorney's office to draft an ordinance for Council review.
- h. City Auditor will write the Council Report for the Audit Committee's recommendation and put it on the City Council agenda for action.

## FY 2021 /22 – FY 2023/24 SUNSET REVIEW SCHEDULE

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Originated in: Scottsdale Revised Code	Other
FY 2021/22	Review as Considered Applicable
Building Advisory Board of Appeals - <i>August 2021</i> Board of Adjustment - <i>August 2021</i> Environmental Advisory Commission - <i>October 2021</i> Historic Preservation Commission - <i>January 2022</i> Human Relations Commission - <i>April 2022</i>	Loss Trust Fund Board (in Arizona Revised Statutes) Public Safety Personnel Retirement Board – Police (in ARS) Public Safety Personnel Retirement Board – Fire (in ARS) Personnel Board (in Scottsdale charter)
FY 2022/23	
Human Services Commission – <i>August 2022</i> Judicial Appointments Advisory Board – <i>August 2022</i> Transportation Commission – <i>October 2022</i> Transp Com’n – Paths & Trails Subcommittee – <i>October 2022</i> Airport Advisory Commission – <i>January 2023</i> Veterans Advisory Commission – <i>April 2023</i> Tourism Development Commission – <i>April 2023</i>	
FY 2023/24	
Parks and Recreation Commission – <i>August 2023</i> McDowell Sonoran Preserve Commission – <i>October 2023</i> Development Review Board – <i>January 2024</i> Planning Commission – <i>January 2024</i> Neighborhood Advisory Commission- <i>April 2024</i> Library Board – <i>June 2024</i>	