



CITY AUDITOR

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SUNSET REVIEW PROCESS

**** Approved by Audit Committee May 20, 2024 ****

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.

**SUNSET REVIEW SCHEDULE
FY 2024/25 – FY 2026/27**

Originated in Scottsdale Revised Code

FY 2024/25		
01	Building Advisory Board of Appeals	Aug 2024
02	Board of Adjustment	Aug 2024
03	Environmental Advisory Commission	Oct 2024
04	Historic Preservation Commission	Jan 2025
05	Human Relations Commission	Apr 2025
FY 2025/26		
01	Human Services Commission	Aug 2025
02	Judicial Appointments Advisory Board	Aug 2025
03	Transportation Commission	Oct 2025
04	Paths & Trails Subcommittee (Transp. Comm.)	Oct 2025
05	Airport Advisory Commission	Jan 2026
06	Veterans Advisory Commission	Apr 2026
07	Tourism Development Commission	Apr 2026
FY 2026/27		
01	Parks and Recreation Commission	Aug 2026
02	McDowell Sonoran Preserve Commission	Oct 2026
03	Development Review Board	Jan 2027
04	Planning Commission	Jan 2027
05	Neighborhood Advisory Commission	Apr 2027
06	Library Board	Jun 2027
OTHER		
<i>Review as Considered Applicable:</i>		
Loss Trust Fund Board (in ARS)		
Public Safety Personnel Retirement Board – Police (in ARS)		
Public Safety Personnel Retirement Board – Fire (in ARS)		
Personnel Board (in Scottsdale charter)		