



THE CITY OF SAN DIEGO

Audit Committee Public Member Appointment

Seeking Candidates to Serve as: *Audit Committee Public Member*

Background: The City Charter requires an independent Audit Committee comprised of three volunteer Public Members who serve alongside two City Councilmembers (one who serves as Chair of the Committee).

The Committee reviews the work of the City Auditor, the City's annual financial statements, and other matters. With respect to the City Auditor, the Audit Committee reviews performance audits and other reports, and conducts the annual performance evaluation. The City Auditor reports directly to the Audit Committee.

The City Council is looking to appoint a Public Member to a four-year term on the Audit Committee beginning January 2024. ***The City is currently soliciting applications in order to make this important appointment.***

City Charter Specified Qualifications:

Public members of the Audit Committee must possess the independence, experience, and technical expertise necessary to carry out the duties of the Audit Committee. The minimum professional standards for public members must include at least 10 years of experience as a certified public accountant or as a certified internal auditor, or 10 years of other professional financial or legal experience in audit management. The Public Member must be independent and free of actual or significant risk of conflicts of interest.

Audit Committee Member Responsibilities:

- Oversight responsibility for the City's auditing, internal controls and any other financial or business practices required by the Charter
- Responsibility for directing and reviewing the work of the City Auditor, who reports directly to the Audit Committee
- Recommend to the City Council the annual compensation of the City Auditor and the annual budget of the Office of the City Auditor
- Conduct an annual performance review of the City Auditor
- Recommend to the City Council the retention and, if appropriate, termination of the City's outside audit firm
- Monitor the engagement with the City's outside auditor, resolve any disputes between City management and the outside auditor with regard to the presentation of the City's financial reports, and report such disputes to the City Council
- Perform additional Audit Committee responsibilities and duties specified by City Charter and/or the San Diego Municipal Code



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- Meeting Frequency:** Meetings are typically held once a month at 202 C Street in the 12th Floor Council Committee Room. In 2023, Audit Committee meetings are generally scheduled on Wednesdays at 9:00 a.m. and may last up to three hours. It is possible that the day and/or time could change when the 2024 legislative calendar is set.
- Other Considerations:**
- 4-year appointment term.
 - City Council will select one Audit Committee public member from candidates recommended by the screening committee.
 - This is an uncompensated volunteer appointment.
 - Appointment is anticipated to become effective in early 2024.
 - Audit Committee Members are subject to City's Ethics Ordinance (see link below).
 - Members are subject to conflict of interest laws and must file an annual Statement of Economic Interests, Form 700 (see link below).
 - Applicant qualifications are subject to verification.
 - Applications are public documents, although confidential information will be redacted.
 - A background check is required.
- Application Deadline:** Open until sufficient applications received.
See attached 11-page application for instructions on how to apply.
- Contact Information:** Telephone: (619) 236-6555
E-mail: sdiba@sandiego.gov
- Related Information Links:**
- City of San Diego City Charter, Audit Committee section 39.1:
<https://docs.sandiego.gov/citycharter/Article%20V.pdf>
- Audit Committee Information & Responsibilities:
<http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art06Division17.pdf>
- City of San Diego Ethics Ordinance:
<http://docs.sandiego.gov/municode/MuniCodeChapter02/Ch02Art07Division35.pdf>
- Ethics Commission FAQs:
<http://www.sandiego.gov/ethics/faqs/index.shtml>
- Statement of Economic Interests:
<http://www.sandiego.gov/city-clerk/elections/eid/economic.shtml>



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Application for Audit Committee Public Member Appointment

(This is a fill-in PDF form.)

If you need additional space to answer any of the following questions, please provide the information in an attachment.

Section A - General Information				
Title				
Mr.	Ms.	Other Title:		
Name <i>(last, first, middle)</i>				
List All Other Names You Have Used in the Past				
Email Address				
Primary Telephone				
Number:	Specify Type:	Mobile	Work	Home
Alternate Telephone (optional)				
Number:	Specify Type:	Mobile	Work	Home
Current Address <i>(number, street, city, state, ZIP code)</i>				
List All Previous Residences During the Past 5 Years <i>(number, street, city, state, ZIP code)</i>				
APPLICATION SUBMISSION				
To submit your application, please complete and transmit the following information to the office listed below.				
1. All 11 pages of the completed and signed <u>application form</u> ,				
2. A <u>copy of your resume</u> , and				
3. Any additional information you believe relevant to your application.				
Office of the Independent Budget Analyst (IBA) Attn: Amy Li, 202 C Street, MS-3A, San Diego, CA 92101 If submitted by e-mail: e-mail to sdiba@sandiego.gov (see NOTE below) If submitted by fax: fax to (619) 236-6556				
NOTE: To send your application as a PDF by email, print or save the completed and signed form using the "Print to PDF" or "Save as Adobe PDF" features (more information here). Attach the PDF application file, resume, and any other documents to an email with a subject line of "Confidential Audit Committee Application".				
Your application is deemed submitted when you receive an acknowledgement from the IBA.				



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Section B - Licenses or Certifications

Type	Issuing State/Entity	License #	Date of Issue/Expiration Date

Section C - Education (College/University or Other Educational History)

School	Degree	Major	Year Earned

Section D - Civic/Community/Volunteer Experience Over Past 5 Years

Organization Name	City/State	Activity/Type of Work	Dates: From/To

Section E - Professional/Other Relevant Organizations Over Past 5 Years

Organization Name	City/State	Activity/Type of Work	Dates: From/To

Section F - Three References Familiar With Your Qualifications for This Appointment

Reference Name	Your Association With Reference	Telephone Number



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Section G - Employment History Over Past 10 Years		
Employer Name	Type of Business	
Title/Position		
Duties		
Employer Telephone Number	Employer Website	
Employer Address (<i>number, street, city, state, ZIP code</i>)		
Start Date	End Date	Reason for Leaving
Employer Name	Type of Business	
Title/Position		
Duties		
Employer Telephone Number	Employer Website	
Employer Address (<i>number, street, city, state, ZIP code</i>)		
Start Date	End Date	Reason for Leaving
Employer Name	Type of Business	
Title/Position		
Duties		
Employer Telephone Number	Employer Website	
Employer Address (<i>number, street, city, state, ZIP code</i>)		
Start Date	End Date	Reason for Leaving



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Section G - Employment History Over Past 10 Years *(Continued)*

Employer Name	Type of Business	
Title/Position		
Duties		
Employer Telephone Number	Employer Website	
Employer Address <i>(number, street, city, state, ZIP code)</i>		
Start Date	End Date	Reason for Leaving

Section H - Charter-Required Qualifications

Please explain how you meet the Charter-required qualifications described below. Reference any relevant experience, licenses or certifications/credentials that support your candidacy to serve on the Audit Committee. You may alternatively attach a cover letter to respond to this question.

San Diego Charter Section 39.1 states, "Public members of the Audit Committee shall possess the independence, experience and technical expertise necessary to carry out the duties of the Audit Committee. This expertise includes but is not limited to knowledge of accounting, auditing and financial reporting. The minimum professional standards for public members shall include at least 10 years of experience as a certified public accountant or as a certified internal auditor, or 10 years of other professional financial or legal experience in audit management."



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Section I - Elected or Appointed Positions

Under California law, specifically California Government Code section 1099, a public officer, including an appointed or elected member of a governmental board, commission, committee, or other body, is not permitted to simultaneously hold two public offices that are incompatible, as defined by state law. Do you presently hold, or have you held at any point within the past ten years, either elected or appointed office on any local, state, or federal governmental board, commission, committee, or other elected or appointed position?

Yes *(If yes, provide information below.)* No

Entity	Position	Dates: From/To
Entity	Position	Dates: From/To
Entity	Position	Dates: From/To
Entity	Position	Dates: From/To
Entity	Position	Dates: From/To

For which of the above positions have you confirmed with legal counsel for any other local, state, or federal government board, commission, committee, or other elected or appointed position, that no conflict of interest exists related to holding simultaneous offices, concurrent to serving on the Audit Committee of the City of San Diego? *(List the relevant positions below.)*

Public members will need to notify the City of San Diego if they seek or become elected or appointed to any other local, state, or federal governmental board, commission, committee, or position during their term on the Audit Committee.

If selected as a Public Member, I agree to notify the City of San Diego if I seek or become elected or appointed to another public office during my term on the Audit Committee.

Section J - Relationships/Relatives

Do you have a spouse, registered domestic partner, or legal dependent who is currently an employee or appointee of the City of San Diego, or who previously served as an employee or appointee of the City of San Diego?

Yes *(If yes, provide information below.)* No

Name	Position With City	Relationship to You
Name	Position With City	Relationship to You
Name	Position With City	Relationship to You
Name	Position With City	Relationship to You
Name	Position With City	Relationship to You



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Section K - Affiliations

Are you formally affiliated (as a director, officer, partner, trustee, employee, owner, advisor, or consultant) with any business entity or organization, including a non-profit corporation, that presently does business with the City of San Diego?

Yes (*If yes, please explain below.*)

.....No

Section L - Real Property

Do you own real property in the City of San Diego, or within two miles outside of the geographic boundaries of the City of San Diego or within two miles of any land owned or used by the City of San Diego, except real property used exclusively as your personal residence?

Yes (*If yes, please explain below.*)

No

Section M - Financial and Businesses Holdings

Do you own any direct or indirect financial interest or investment in any business entity (including, but not limited to, a sole proprietorship or limited liability company) located in, doing business in, planning to do business in, or that has done business during the previous two years in or with the City of San Diego?

Yes (*If yes, please explain below.*)

No

Section N - Civil Litigation or Administrative Proceeding

Are you presently a party to or involved in any civil litigation or contested administrative matter involving the City of San Diego?

Yes (*If yes, please explain below.*)

No



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Section O - City Licenses, Permits, and Entitlements

Do you hold any business licenses, permits, or other legal entitlements issued or granted by the City of San Diego?

Yes (If yes, please explain below.)

No

Applicant Acknowledgment and Certification

By providing my signature below, I certify that all statements made in relation to my application to serve on the Audit Committee are true and complete to the best of my knowledge. I understand that I may be disqualified from serving on the Audit Committee if I knowingly make false statements or omit material information.

I understand that my application is a public record, subject to disclosure under the California Public Records Act and other applicable state law. I acknowledge that I may withdraw from the appointment process at any time, by written communication to the City of San Diego, Office of the Independent Budget Analyst.

I further understand that if I am appointed to serve on the Audit Committee for the City of San Diego, I will comply with all applicable laws and regulations related to conflicts of interest and governmental decisions, including the California Political Reform Act, California Government Code section 1090, and the City of San Diego's Ethics Ordinance. These laws include the requirement that appointees complete annual public statements disclosing certain financial holdings, personal income, property ownership, receipt of gifts, and other financial interests. Additionally, these laws may require recusal from participation in a governmental decision where a conflict of interest exists. I acknowledge and agree to comply with these laws.

Table with 3 columns: Applicant Name, Signature of Applicant*, Date

*For all signatures, please use electronic signature ("Fill & Sign" or "Sign Yourself" Adobe feature) or print out and manually sign. Typed names will not be accepted for signatures.

PLEASE FEEL FREE TO PROVIDE ADDITIONAL INFORMATION OR LETTERS OF ENDORSEMENT. THANK YOU FOR YOUR INTEREST IN SERVING OUR CITY GOVERNMENT.



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General California Law Disclosures for Audit Committee Applicants

Audit Committee members have oversight responsibility regarding the City of San Diego (City)'s auditing, internal controls, and other financial and business practices. They may have access to confidential and proprietary City information, in the performance of their duties.

I understand that any offer of appointment by the City to me to serve on the Audit Committee is conditioned upon satisfactory completion of all of the screening processes required for the Audit Committee. Upon a determination that I meet the minimum qualifications to serve on the Audit Committee, as established by the City Charter, ordinance of the City Council, or other controlling law, I may be asked to submit my fingerprints to the City of San Diego for the purpose of obtaining a criminal conviction report from the Federal Bureau of Investigation, California Department of Justice, and local law enforcement records.

The City will not obtain an applicant's credit report from a credit reporting agency unless expressly authorized under California Labor Code section 1024.5.

You are entitled to receive from the City copies of any public record (as defined by California Civil Code section 1786.53) obtained or used by the City in reviewing your application to serve on the Audit Committee.

You may waive your right to receive a copy of any public record, in accordance with California Civil Code section 1786.53, by checking this box.

I acknowledge the receipt of this disclosure, by signing below.

Applicant Name	Signature of Applicant*	Date



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Fair Credit Reporting Act Disclosure for
Audit Committee Applicants

The City of San Diego (City) may conduct a background investigation related to your qualifications to serve on the Audit Committee. The City may obtain a consumer report or investigative consumer report, as defined by the federal Fair Credit Reporting Act, about you from a consumer reporting agency in connection with your application to serve on the Audit Committee. A consumer report is a compilation of information, including information about your character, general reputation, personal characteristics, and mode of living. The City may obtain information about you from personal interviews with sources, including your neighbors, friends, and associates. The City may also obtain information relating to your criminal conviction history, education, employment history, licenses, certifications, references, court records, and other background information.

You have the right, upon written request to the City made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any consumer report or investigative consumer report obtained by the City. If the City uses a third-party, consumer reporting agency to conduct any part of its background investigation, the City will provide to you the name of the consumer reporting agency and its address, telephone number, electronic mail address, and Internet website address, prior to the use of the third-party, consumer reporting agency. A summary of your rights under the Fair Credit Reporting Act may be found at: https://files.consumerfinance.gov/f/201504_cfpb_summary_your-rights-under-fcra.pdf. Upon request, the City will provide you with a written copy of these rights.

I acknowledge the receipt of this disclosure, by signing below.

Table with 3 columns: Applicant Name, Signature of Applicant*, Date

Applicant Authorization to Conduct Background Investigation
Fair Credit Reporting Act

I have carefully read and understand the Fair Credit Reporting Act Disclosure. By my signature below, I authorize the City of San Diego (City) to proceed with a background investigation of my qualifications to serve on the City's Audit Committee. I further authorize the release of my records to the City by law enforcement agencies, educational institutions (including public and private schools and universities), information service bureaus, courts (federal, state, and local), my past and present employers, and any other individuals, agencies, institutions, and other sources holding information pertinent to me.

Table with 3 columns: Applicant Name, Signature of Applicant*, Date

Please check this box to receive a free copy of any consumer report or investigative consumer report obtained by the City from a consumer reporting agency.



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California Investigative Consumer Reporting Agencies Act Disclosure for Audit Committee Applicants

The City of San Diego (City) may request background information about you from an investigative consumer reporting agency in connection with your application to serve on the Audit Committee. The report ordered is defined by the Investigative Consumer Reporting Agencies Act (ICRAA), under the California Civil Code, as an “investigative consumer report.” This report may contain information about your character, general reputation, personal characteristics, and mode of living. It may also involve personal interviews with sources, including your neighbors, friends, or associates.

The City may also obtain information relating to your criminal conviction history, education, employment history, licenses, certifications, references, court records, and other background information.

If the City uses a third-party, investigative consumer reporting agency (ICRA), then the City will provide you with written notice of the ICRA’s name, address, telephone number, electronic mail address, and Internet website address before the City obtains an investigative consumer report.

Under California Civil Code section 1786.22, you have the right to view your file that the ICRA holds. By providing proper identification and duplication cost, you may obtain a copy of this information in person during the ICRA’s normal business hours and after providing reasonable notice of your request. Additionally, you may obtain a summary of all information contained in the ICRA’s file on you over the telephone, if you make a written request with proper identification for telephone disclosure and pre-pay the toll charge, if any, for the telephone call. You may also request that a copy of the file be sent to a specified address by certified mail. An ICRA complying with requests for certified mailings is not liable for disclosures to third parties caused by mishandling of mail after it leaves the ICRA.

If the City uses an ICRA, then the ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection. You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person’s presence.

I acknowledge the receipt of this disclosure, by signing below.

Applicant Name	Signature of Applicant*	Date



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Applicant Authorization to Conduct Background Investigation California Investigative Consumer Reporting Agencies Act

I have carefully read and understand the California Investigative Consumer Reporting Agencies Act Disclosure. By my signature below, I authorize the City of San Diego (City) to proceed with a background investigation of my qualifications to serve on the City's Audit Committee. I further authorize the release of my records to the City by law enforcement agencies, educational institutions (including public and private schools and universities), information service bureaus, courts (federal, state, and local), my past and present employers, and any other individuals, agencies, institutions, and other sources holding information pertinent to me.

Applicant Name	Signature of Applicant*	Date

Please check this box to receive a free copy of any investigative consumer report obtained by the City from an ICRA.