



AGENDA MEMORANDUM

Action Item for the Audit Committee Meeting of September 9, 2025

DATE: August 25, 2025

TO: Roland Barrera, Audit Committee Chair

FROM: George Holland, City Auditor
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Motion to recommend City Council approve the creation of an incentive pay program for professional certifications and licenses for personnel in the City Auditor's Office

CAPTION:

Motion to recommend City Council approve the creation of an incentive pay program for professional certifications and licenses for personnel in the City Auditor's Office.

PURPOSE:

Develop an Incentive Pay Program for the City Auditor's Office staff to motivate the pursuit of professional certifications. These certifications include Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Construction Auditor (CCA), Certification in Risk Management Assurance (CRMA), Certified Quality Assessor, and Certified Public Accountant (CPA). The motion was initially introduced and tabled during the May 20, 2025, Audit Committee meeting. The item was again scheduled for presentation at the July 29, 2025, Audit Committee meeting, but was not discussed because the meeting was stopped for councilmembers to attend the City Council meeting.

ALTERNATIVES:

The Audit Committee may reject all or part of this request as presented.

FINANCIAL IMPACT:

A single \$2,000.00 payment is due upon certification, which currently represents only 0.2% of the current budget.

FUNDING DETAIL:

TBD

RECOMMENDATION:

The staff recommends that the Audit Committee recommend City Council approve establishing a program.

LIST OF SUPPORTING DOCUMENTS:

- City Auditor's Office – Certification Incentive Program
- Attachment A – List of eligible positions, base requirements, and additional certifications
- Attachment B – Employee Acknowledgement Form for Certification Incentive Program
- Incentive Program Justification