



AGENDA MEMORANDUM

Action Item for the Audit Committee Meeting of November 4, 2025

DATE: October 27, 2025
TO: Roland Barrera, Audit Committee Chair
FROM: George Holland, CIA, CISA, CCA, City Auditor
Georgeh3@cctexas.com
(361) 826-3660

Motion to recommend City Council Approval of an Incentive Pay Program for Professional Certifications and Licenses in the City Auditor’s Department

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 include Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Construction Auditor (CCA), Certification in Risk Management Assurance (CRMA), and Certified Public Accountant (CPA). The motion was initially introduced and tabled during the May 20, 2025, Audit Committee meeting. It was rescheduled for discussion at the July 29, 2025, Audit Committee meeting but was not addressed because the meeting was adjourned for councilmembers to attend the City Council session.

ALTERNATIVES:

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

FINANCIAL IMPACT:

A one-time payment of \$2,000.00 is due upon certification, representing just 0.2% of the Audit Department’s total FY26 budget.

FUNDING DETAIL:

FY26 Budget - Salaries & Wages

RECOMMENDATION:

The staff recommends that the Audit Committee approve the motion.

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