

**CITY OF PORT ORFORD
Emergency Session of the City Council
Monday 4th, 2024 AT 5:30 P.M.**

If unable to come in person, please join this meeting from your computer, tablet or smartphone.
<https://meet.goto.com/180649277>

You can also dial in using your phone.
United States (Toll Free): 1 866 899 4679
Access Code: 180-649-277

AGENDA

- 1. Call to Order/Roll Call**
- 2. The Corrective Action Plan for Audit**
- 3. Adjourn**

PORT ORFORD CORRECTIVE ACTION PLAN TO REMEDY AUDIT DEFICIENCIES

Onboard new City Administrator and orient her to budget and audit deficiencies. New administrator has administrative and budgeting experience.

New City Administrator to perform a risk assessment to identify, analyze, and manage the risk of asset misappropriation and ways to improve internal controls.

If new administrator is determined to need assistance of a qualified, accounting experienced individual, city will contract with or hire a qualified accounting experience person to assist.

City Administrator will engage an external IT consultant to perform an assessment of IT shortcomings and to make recommendations and then to implement recommendations.

City Administrator will provide City Council or Council Budget committee with more in depth budget information on a regular basis to improve the opportunity for Council Oversight.

Attest:

Mayor, Pat Cox

Date

City Recorder Pro Tem, Joseph Harrison

Date