



November 22, 2019

**The Honorable Mayor Joe Pitts
Members of City Council**

**Subject: Internal Audit Memo to the Governing Body
Code of Ethics Training Completion Status - Council Members**

Mayor Pitts and City Council Members,

Per Standard 2110.A1 of the IPPF, Internal Audit is required to evaluate the design, implementation, and effectiveness of the organization's ethics related objectives, programs, and activities. As part of this evaluation, we have reviewed the governing body's compliance with City Code section 1-601, which requires all employees, including elected officials, to review the Code of Ethics annually, be briefed on any issues of interest related to the Code of Ethics, and sign a form of understanding and agreement.

The City's Human Resources Department administers an online Code of Ethics training course for employees, including Council members, and tracks completion of the forms of understanding and agreement electronically using the CODI system. Training is to be completed during the month of April each year. Internal Audit used the information from the CODI system to compile the following table.

Code of Ethics Training Completion Status as of November 22, 2019

Council Member	Completed	Not Completed
Mayor Pitts	✓	
Councilman Garrett	✓	
Councilman Richmond	✓	
Councilman Erb	✓	
Councilman Chandler	✓	
Councilwoman Guzman	✓	
Councilwoman Smith	✓	
Councilman Holleman	✓	
Councilman Allen	✓	
Councilman Henley	✓	
Councilwoman Streetman	✓	
Councilman Norris	✓	
Councilman Burkhart	✓	

In July of each year, Internal Audit will be reporting the status of compliance with the City Ethics Code by the governing body of the City. This will include all City Council members and the Mayor. This memo will be provided annually to the Mayor, the City Council, the Audit Committee, and the City Attorney. The memo will also be posted in the Internal Audit section of the City of Clarksville website.

Please contact me if you have any questions regarding this report or the City Code of Ethics training requirements.

Respectfully,

Rodney Wright
Director of Internal Audit

Cc: Audit Committee
Lance Baker, City Attorney