



Lowell City Council

Auditor & Clerk Oversight SC

Michael Q. Geary
City Clerk

Date: May 12, 2026
Time: 5:30 PM
Location: City Council Chamber, City Hall / Zoom (Hybrid)

PRESENT:

Present on Roll Call were Chairman Juran, C. Liang and C. McDonough. Also present were City Auditor Oakes, Neil Osborne (HR), Renee Donohue (HR), Angela Gitschier (Asst. City Clerk), C. Rourke, C. Mercier and C. Scott.

MEETING CALLED TO ORDER:

Chairman Juran called the meeting to order noting attendance and purpose of the meeting to discuss a demographic report regarding hires in the City along with a discussion of the procedures and policies of the Clerk and Auditor Departments.

ORDER OF BUSINESS:

C. Juran noted the demographic report initiated by motion of C. Nuon. C. Liang requested an update on the report after the recent layoffs by the City. Mr. Osborne outlined the report noting the positive trend from prior review and that will continue in the future. Mr. Osborne noted the goal is to get qualified people in the hiring pool to reflect the community. C. Juran questioned the effect of the layoff. Mr. Osborne indicated he could provide that to the committee and that the change was slight.

C. Juran introduced the second item regarding the Clerk and Auditor Departments that was initiated by motion of C. McDonough. C. McDonough noted the Council oversight of three positions (Manager, Clerk, Auditor) per Plan E and that body should be educated regarding the policies of those departments. Clerk Geary outlined the policies and goals of the department describing the day-to-day operations of the unit and the effort of the staff. Clerk Geary noted constant goal is providing a high standard of customer service and that will not change with the recent reduction in staff. C. Juran questioned measures beyond metrics that would assist in evaluating the department. C. Liang noted the importance of having knowledge of the department and offered assistance of the body in any fashion. C. McDonough discussed the structure under Plan E and the responsibility of the Council in that framework. C. Juran noted



the operations of the Manager's office regarding oversight of the functions of the City. C. McDonough noted the procedures and policies of the Auditor are different. Auditor Oakes provided an extensive overview of the department noting required reporting, central processes, payroll and working with school administration. C. Juran noted the reporting by the department and the information on the website. C. Juran commented on comparing prior budgets with current budgets. Auditor Oakes noted different aspects of reporting. C. Liang commented on the amount of contracts the City is a part of. Auditor Oakes indicated that contracts vary substantially in amounts. C. Liang noted the need to provide resources for those who were laid off. C. McDonough noted the thoroughness of the presentation and that he has a better understanding of the department and that the current year-to-date reporting is beneficial. C. Juran questioned measures beyond metrics that would assist in evaluating the department.

ADJOURNMENT:

Motion by C. McDonough, seconded by C. Liang to adjourn. So voted.

Meeting adjourned at 6:20 PM.

Michael Q. Geary

City Clerk
