

The Minutes of the City Audit Advisory Board held Wednesday, November 12, 2009 at 2:30pm

Call to Order

The meeting of the Audit Advisory Board was called to order by Michael Justus, Board Chair, at 2:30pm. This meeting was held in Conference Room 106, which is located in the City County Building.

Attendance

Present: Rick Hoppe, Mayor's Chief of Staff; Peggy Tharnish, City Controller; Marcee Brownlee, Assistant City Attorney; Jamie Phillips, Don Herz Assistant; Don Herz, City Finance Director. Board Members: Barbara Arendt, Todd Blome, Steve Bowen, Jim Mastera, Michael Justus and new member Gerard Finnegan.

I. Note Open Meetings Law

Michael made note of the Open Meetings Act that is posted on the conference room wall.

II. Approval of May, 2009 board minutes

Michael Justus asked for a motion to approve the minutes from the May 28th meeting. Steve Bowen moved approval, which was seconded by Jim Mastera. AYES: Barbara, Steve, Gerry, Jim. NAYS: None; ABSENT: Todd (absent from vote); OBSTAIN: Michael (obtaining due to being absent during the May meeting). Motion carried, 4-0.

III. Discuss the status of the audits of the City's Comprehensive Annual Financial Report for the year ended August 31, 2009

Peggy stated that they are in the middle of preparing their financial statements for the 2009 City-wide CAFR. They expect the external auditors to come in some time in early December. She said there is always a separate audit for EMS, Landfill, Water/Wastewater, and Parking lots. The CAFR usually prints the second week of February and will be available online at the end of February.

Don stated that if they wished, he could have the external auditors meet the group and go thru their reports like they did last year.

IV. Discuss future Audit Board engagements and referrals from the City Council

Don stated that since the group asked him to visit with the Mayor's office to see if they had any ideas, he invited Mayor's Chief of Staff, Rick Hoppe to join the meeting to talk about some of their thoughts.

Rick Hoppe said they brain stormed at their last staff meeting and one thing that was suggested to consider was the Fire Department and their response times. He said they are facing issues on how to move forward in the future. So they suggested a performance audit be done by a company that could take a look at the response times, positions of stations, and issues that impact the Fire Department. Then make recommendations and look at the relationship to the budget, how their budget is

structured, and whether it is structured at a way to get them to where they need to be to continue to meet response time requirements that our community expects and of the written statues.

Don explained that if the group agreed that would be a good thing to look into, then the next step would be to find a City Council member to sponsor it.

Todd asked what their annual budget is, in which Don replied that it is \$100,000. Todd said he is curious to what something like this would cost. Barbara agreed that she would like to explore what they can afford in terms of performance audits, with the amount of money they have in their budget. Barbara asked if they have to present something to the City Council. Don answered that it would be appropriate to ask Rick to find a sponsor on behalf of the board.

Michael made a suggestion of writing the City Council a letter listing some ideas that they might consider having them look into. He then asked the group how they would like to proceed with everything that was discussed. It was decided that they have Rick ask the City Council if they would sponsor the performance audit of the Fire Department. Then at the next meeting, draft a letter and come up with some ideas to present to the City Council that they might consider. They then agreed to think of any ideas and email them to Jamie for her to bring to the next meeting. They also asked Rick to talk to Fire Department, Chief Ford on how much he would think something like that would cost and let them know.

V. Adjournment

Board Chair, Michael Justus, called for adjournment. Steve Bowen moved approval, which was seconded by Gerry Finnegan. AYES: Barbara, Todd, Steve, Gerry, Michael, Jim; NAYS: None; Motion carried, 6-0. The meeting was adjourned at 3:15pm.

Minutes submitted by: Jamie Phillips