

**AUDIT COMMITTEE  
CITY HALL- BRIEFING ROOM  
WEDNESDAY, OCTOBER 24, 2018**

A meeting of the City Council Audit Committee was called to order on Wednesday, October 24, 2018 at 9:05 am. Audit committee members present were:

Dennis Schwartz	Chair and Councilmember
Don McBurnett	Councilmember
Leslie Thomas	Councilmember
James Talley	Committee member
Patrick Harvey	Committee member

The following staff members were also present: Richard Summerlin, Finance Director; Tia Pettis, Asst. Finance Director; Georcha West, Accountant; Paul Frederiksen, Assistant City Manager; Mark LiVigni, Assistant Police Chief; Kristin Downs, City Secretary; and Todd Pruitt, representing Pattillo, Brown & Hill, LLP.

**ITEM 1.** Councilmember McBurnett made a motion, seconded by Councilmember Thomas, to approve the Audit Committee Meeting Minutes of March 28, 2018. The vote was unanimous.

**ITEM 2.** Assistant Police Chief LiVigni presented the Internal Audit Revenue from Spring 2018. Discussion on the following took place; list of departments that routinely accept money from the public, the importance of internal cash handling, current policies and procedures, current collection processes, and updating new security procedures. The committee requested for a follow up on the implemented procedures.

**ITEM 3.** The committee members reviewed the Audit Committee Policies, Procedures and Activities. The policy was updated to refer to Resolution 2015-111714 approved by the City Council on November 17, 2015. Committee member Harvey questioned the Audit Committee Policies, Procedures and Activities; Reviewing the City's process for determining risks and exposures from asserted and unasserted litigation and claims and from non-compliance with laws and regulations. Discussion followed on the current pending litigation and why the Audit Committee was not asked to review the case. Councilmember Thomas stated the Audit Committee could do the background work and ask questions to provide supporting information and recommendations to City Council. Chair Schwartz requested the City Attorney to be present at the next meeting to provide more clarification.

**ITEM 4.** Todd Pruitt discussed the engagement objectives and timeline, and standards required to be implemented for FY18 and beyond. Discussion on the following took place; Statement 75 – accounting and financial reporting for OPEB, known or suspected fraud or illegal acts, unusual transactions or significant changes in accounting policies, personnel changes, and major changes in operations throughout the year.

Chair Schwartz called for an Executive Session at 10:48 a.m.

Chair Schwartz closed the Executive Session at 10:55 a.m.

Discussion on the following took place; last year of representation from Pattillo, Brown & Hill, LLP., utility billing installing smart meters, and cyber security within the city.

The meeting adjourned at 11:13 a.m.

APPROVED:

  
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CHAIR, AUDIT COMMITTEE

ATTEST:

  
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KRISTIN DOWNS, RECORDING SECRETARY