



AUDIT COMMITTEE AGENDA

DATE: January 29, 2020

LOCATION: CITY HALL FOURTH FLOOR CONFERENCE ROOM

TIME: 4:00 PM

- I. CALL TO ORDER – Audit Director
- II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)
- III. ELECTION OF CHAIRMAN AND VICE-CHAIRMAN
 - A. Chairman – Be knowledgeable of Audit Committee functions and responsibilities, chair meetings, represent the Audit Committee before City Council or any other official body as necessary, correspond as necessary in regard to Audit Committee issues, prepare Director’s annual performance evaluation and obtain the annual ethics acknowledgement, and coordinate with Human Resources to hire (or terminate) in regard to the Director’s position.
 - B. Vice Chairman – Be knowledgeable of Audit Committee functions and responsibilities, fill in for or provide assistance to the Chairman related to any of the duties listed above.
- IV. ADOPTION OF MINUTES: October 30, 2019 Audit Committee meeting
- V. FINANCIAL STATEMENT AUDIT PRESENTATION BY ATA
- VI. DEPARTMENT REPORT
 - A. Budget Report
 - B. Update on Internal Audit Activity
 - i. Audit schedule status and audit metrics
 - ii. Policy Updates (See Committee Action)
- VII. NEW BUSINESS
 - A. Obtain Ethics Acknowledgements from Audit Committee members
- VIII. COMMITTEE ACTION REQUIRED
 - A. Approve Meeting in early March for P&P presentation and approval
 - B. Audit Plan Adjustment
 - C. Recommend appointment of Interim Audit Director
 - D. Discussion and approval of Director recruitment approach
- IX. CITY COUNCIL ACTION REQUIRED

A. None

X. ADJOURNMENT OF PUBLIC MEETING

XI. PUBLIC COMMENTS (5 minutes each)

XII. NEXT MEETING - **April 29, 2020 4:00 PM**

XIII. EXECUTIVE SESSION – Vote by the Committee to go into executive session.

At this point in the meeting everyone other than Audit Committee members and those asked to attend by the Audit Committee to address a pending audit issue will be asked to leave.

A. Ongoing audits and investigations

B. Hotline reports

C. Audit plan

XIV. ADJOURNMENT OF EXECUTIVE SESSION