



5.16.2011 Audit Committee Meeting Minutes

To: Kristi Campos, Audit Committee Chairman

From: Chris Compton, Secretary

CC: Sterling Cheatham
Debra Mack
Allison Collins
Stephanie Jacobs
Bryon Dorey

A handwritten signature in black ink, appearing to read 'Chris Compton', written over the 'From:' line.

Date: May 16, 2011

Call to order:

Kristi Campos, Audit Committee Chairman, brought the meeting to order at 9:25 am on May 16, 2011 in the City Manager's Conference Room.

Members Present:

Kristi Campos
Charlie Rivenbark
Earl Sheridan

Staff Present:

Sterling Cheatham
Bryon Dorey

Debra Mack
Chris Compton

Summary of Action Items:

- 1. Review for Approval – The approval of the December 31, 2010 Quarterly Loan Confirmations – Released May 9, 2011.**
 - Sterling Cheatham reviewed the quarterly report. He noted that going forward these reports will be generated on a monthly basis, as the computer system conversion to monthly statements has been successfully completed and tested for accuracy.
 - A motion to approve the report was made by Charlie Rivenbark and seconded by Earl Sheridan. Approval of the motion was unanimous.
- 2. Review for Discussion – *DRAFT* Travel discussion of the City Manager, City Clerk and City Attorney for Fiscal Year 2011-2012.**

- Sterling provided background on this item. Each of these offices requires specific training that result in travel. These travel requests will be submitted in advance as part of each departmental budget.
- Quarterly reports of expenditures will be submitted to the Audit Committee for review.
- Charlie Rivenbark noted that, whenever possible, attendees should try to use video conferencing, webinars and other media; to reduce training travel expenses. Sterling Cheatham noted that not all required training situations have this alternate media learning option.
- Sterling Cheatham will prepare this item as a Resolution to the full City Council for consideration.

3. Review for Approval – FY 2010-2011 City Council Quarterly Travel Update

- Sterling Cheatham reviewed this item. It was noted that two Council Members have exceeded their travel allotment. These members also have completed council-related travel that is not on this report.
- According to the travel policy, at the end of the fiscal year, these members may be able to request reimbursement for their additional travel expenses, only if there are still funds in the cumulative City Council Travel fund.
- All members who wish to be reimbursed for any and all travel in this fiscal year should submit their request(s) and receipts to Sterling Cheatham by May 19th.
- Any reimbursement requests will be considered at the June 20, 2011 Audit Committee Meeting.

4. Review for Informational Purposes – The current implementation status of the City’s new HTE loan module.

- Bryon Dorey reported that the May statements have been processed and the system conversion is in its last month of testing. Once the conversion is complete, Collections will handle this process.

5. Next Proposed Meeting Date – July is vacation month, next proposed meeting date options are August 15, 2011 OR September 19, 2011.

- The group reviewed possible meeting dates and selected June 20, 2011 for the next meeting date.
- Any Council Member travel reimbursement requests will be reviewed during this meeting.
- A motion to approve the report was made by Charlie Rivenbark and seconded by Earl Sheridan. Approval of the motion was unanimous.

Adjournment:

The meeting was adjourned at 9:50 a.m.

Next Meeting Date:

Monday, June 20, 2011, in the City Manager’s Conference Room, following the Agenda Briefing meeting.