



9.19.2011 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

Date: September 19, 2011

Call to order:

Kristi Campos, Audit Committee Chairman, brought the meeting to order at 9:30 am on September 19, 2011 in the City Manager's Conference Room.

Members Present:

Kristi Campos
Charlie Rivenbark
Earl Sheridan

Staff Present:

Sterling Cheatham
Bryon Dorey
Allison Collins

Chris Compton

Carolyn Johnson

Penny Spicer-Sidbury

Summary of Action Items:

1. Review for Approval – City Council Appointees Travel Request for the Fiscal Year 2011-2012 (City Clerk and City Attorney)

- The Committee reviewed the submissions for travel. It was stated that, especially in this tight economy and whenever possible, attendees should explore and use all forms of technology to obtain training, before travel would be requested.
- As long as the respective departments have allocated enough monies in their budgets, the requests were approved.
- The travel policy will be adjusted to reflect that technology will be used first when obtaining professional training, followed by actual physical travel.

- City Clerk, Penny Spicer-Sidbury reported that unfortunately, her training programs do not offer technological options at this time. However, the industry is moving in that direction in the future.
- City Attorney, Carolyn Johnson reported that is the same for Municipal Attorneys. She does participate in the UNC School of Government's various webinars, which are in addition to the items on her request.
- A motion to approve the travel requests of the City Clerk and City Attorney was made by Charlie Rivenbark and seconded by Earl Sheridan. Approval of the motion was unanimous.

2. Review for Approval – City Council travel Policy Modifications (Continued from 8.15.11 Audit Committee Meeting & 8.2.11 City Council Meeting)

- Sterling Cheatham reported that the materials on this item reflect much discussion and suggestions from various areas and meetings. The goal should be to simplify the process for Council Members.
- After much discussion two options were submitted.
- Option 1 was to redistribute the special committee pooled funds to all members and have one Council Member reserve pool, which members could use as needed.
- Option 2 would redistribute all Council travel funds to the respective Council Members. There would be no appeals, and any unused funds would revert back to the General Fund balance. The Mayor would have an allocation of \$3,500 with the Council Members having an allocation of \$2,750 each.
- Charlie Rivenbark asked if there were contingency funds in the event that special travel was needed for unique situations. Sterling Cheatham stated that the funds are in the City Council Contingency Account, and that use of these funds would require City Council action.
- A motion to recommend the Option 2 Travel Policy to the full City Council was made by Charlie Rivenbark and seconded by Earl Sheridan. Approval of the motion was unanimous.

Adjournment:

The meeting was adjourned at 9:47 a.m.

Next Meeting Date: Monday, October 17, 2011, in the City Manager's Conference Room, following the Agenda Briefing meeting.