

CITY OF SURPRISE
Audit Committee Meeting
16000 North Civic Center Plaza
Surprise, AZ 85374

Wednesday, January 29, 2020 – 3:00 p.m.

CALL TO ORDER

Chair Melissa Holdaway called the **Audit Committee Meeting** to order at 3:00 p.m. at Surprise City Hall, Council Chambers Overflow Room, 16000 North Civic Center Plaza Surprise, Arizona 85374, on Wednesday, January 29, 2020.

ROLL CALL

Chair Melissa Holdaway, Vice-Chair Connie Bowers, Vice Mayor Chris Judd, Councilmember Ken Remley, John Holland, Andrea Davis, Finance Director, and Tammie Hollowell, IT Director.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS AND REPORTS

None.

STAFF REPORTS

None.

STAFF PRESENT

Terry Lowe, Deputy City Manager & Water Resource Management Director; Nick Sarpy, Accounting Manager; Carol Holley, Internal Auditor-Sr., Alison Matthees, Internal Auditor, and April Irish, Staff Liaison.

CALL TO THE PUBLIC

None.

REGULAR AGENDA ITEM

1. **Action item: Approval of September 25, 2019, Audit Committee meeting minutes** – Councilmember Ken Remley motioned to approve the minutes. Second, by Vice-Chair Connie Bowers. Seven yes votes, motion carried.
2. **Presentation to the Audit Committee by Brittany Williams of Heinfeld, Meech & Co., P.C. to provide a general overview of the various reports they conducted for FY2019 annual audit, the Comprehensive Annual Financial Report and associated reports** – Overall, no fraud, waste or abuse noted, they indicated an unmodified report opinion with is the highest status possible and any suggestions

were immediately rectified. Brittany Williams gave kudos to Andrea Davis and Nick Sarpy. Vice Mayor Judd asked if the fraud checklist would be reviewed? Andrea Davis responded yes. Councilmember Remley asked if this will be presented to the Council? Brittany Williams responded that she will be at the 2/4/20 City Council Meeting.

3. **Action item: MySurprise report by Allison Matthees indicating the overall upward trend of usage and the highest usage rate pertained to streets, sidewalks and traffic** – John Holland motioned to approve. Second, by Vice Mayor Chris Judd. Seven yes votes, motion carried.
4. **Action item: FY2019-2020 2nd Quarter Summary of Audit Recommendations** – One low and two high risk items noted and will be addressed at next meeting as the three audit reports and two memos were not ready in time. Vice Mayor Chris Judd motioned to approve. Second, by Vice-Chair Connie Bowers. Seven yes votes, motion carried.
5. **Action item: Signing of updated Audit Committee Bylaws approved by Audit Committee on September 25, 2019** – Vice Mayor Chris Judd motioned to approve. Second, by John Holland. Seven yes votes, motion carried.

OTHER BUSINESS AND FUTURE AGENDA ITEMS

Councilmember Ken Remley as if the Fixed Asset Inventory was done? Andrea Davis and Nick Sarpy confirmed all GIS assets confirmed.

The next Audit Committee Meeting will be Wednesday, April 22, 2020, at 3 p.m.

EXECUTIVE SESSION

None.

ADJOURNMENT

Vice Mayor Judd made the motion to close the meeting. Carol Holley seconded the motion. Chair Melissa Holdaway adjourned the Audit Committee Meeting of January 29, 2020 at 3:45 p.m.

Melissa Holdaway, Chair

ATTEST:

April Irish, Staff Liaison

CERTIFICATION:

I, Sherry Ann Aguilar, City Clerk for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Audit Committee Meeting of **Wednesday, January 29, 2020.**

Sherry Ann Aguilar, City Clerk, MMC