

CITY OF SURPRISE
Audit Committee Meeting
16000 North Civic Center Plaza
Surprise, AZ 85374
Thursday, April 25, 2024 – 3:00 p.m.

CALL TO ORDER

Vice Chair Gaddis called the Audit Committee Meeting to order at 3:00 p.m. at Surprise City Hall, Overflow Room, 16000 North Civic Center Plaza Surprise, Arizona 85374, on Thursday, April 25, 2024.

ROLL CALL

Vice-Chair Stephen Gaddis, Committee Member Connie Bowers, Mayor Skip Hall, Councilmember Ken Remley, Director of Parks and Recreation Holly Osborn.

Absent: Chair Tatiana Young, Councilmember Judd, and Deputy City Manager/CFO Andrea Davis.

PLEDGE OF ALLEGIANCE

CURRENT EVENTS AND REPORTS

None.

STAFF REPORTS

None.

STAFF PRESENT

City Auditor Carol Holley, Internal Auditor Angela Hanson, Internal Auditor Sr., Melissa Moreno, Assistant Director of Finance Erick Martin, Accounting Manager Rebecca Chitwood, Executive Management Assistant Karina Caraveo.

CALL TO THE PUBLIC

None.

REGULAR AGENDA ITEM

- 1. Consideration and action pertaining to approval of the September 21, 2023 Executive Session meeting minutes.**

Councilmember Remley moved to approve the September 21, 2023 Executive Session meeting minutes. Subcommittee Member Connie seconded. Motion approved 4-0.

- 2. Consideration and action pertaining to approval of the January 18, 2024 meeting minutes.**

Councilmember Remley moved to approve the January 18, 2024, meeting minutes. Subcommittee Member Bowers seconded. Motion carried 4-0.

3. Discussion and action pertaining to the Procurement Audit Report:

Ms. Hanson made the presentation to the Subcommittee.

Councilmember Remley moved to approve the Procurement Audit Report, Mayor Hall seconded. Motion carried 4-0.

4. Discussion and action pertaining to the Solid Waste Operations Audit Report:

Ms. Hanson made the presentation to the subcommittee.

Councilmember Remley moved to approve the Solid Waste Operations Audit Report, Mayor Hall seconded. Motion carried 4-0.

5. Discussion and action pertaining to the continuous Auditing: Citywide Procurement Cards Audit Report:

Ms. Moreno made the presentation to the subcommittee.

Councilmember Remley moved to approve the Citywide Procurement Cards Audit Report, Mayor Hall seconded. Motion carried 4-0.

6. Discussion and action pertaining to the FY2023-2024 Risk Assessment Report:

Ms. Holley made the presentation to the subcommittee.

Ms. Osborn mentioned that the Sports Revenue area within the Parks & Recreation department included in the FY2023-2024 Risk Assessment Report would involve Council's approval on any recommendations made to the current process, if any, therefore she would like to explore the option of focusing on a different area within the Parks & Recreation department.

Ms. Holley asked if there was another area of focus in Parks & Recreation. Ms. Osborn would like the Audit Team to include in the FY2023-2024 Risk Assessment. Ms. Osborn recommended special events focus instead since this area involves a wide range of capital events. Councilmember Remley mentioned that the Audit Team will see better results working with the departments.

Ms. Holley agreed to change the area of focus to special events and facility rentals.

Councilmember Remley moved to approve the FY2023-2024 Risk Assessment Report, Mayor Hall seconded. Motion carried 4-0.

7. Presentation of the compliance Connection Newsletter issue #4 and discussion of Fourth Quarter audit work and projects:

Ms. Holley made the presentation to the subcommittee.

OTHER BUSINESS AND FUTURE AGENDA ITEMS

The next Audit Committee Meeting will be held on **June 26, 2024**, at 3:00 p.m.

EXECUTIVE SESSION

ADJOURNMENT

Councilmember Remley moved to adjourned, Mayor Hall seconded. Motion carried 4-0. The meeting was adjourned at 4:18 p.m.

ATTEST:



Tatiana Young, Chair



Genevieve Martin Del Campo, Staff Liaison