

CITY OF SURPRISE
Audit Committee Meeting
16000 North Civic Center Plaza
Surprise, AZ 85374
Wednesday, October 23, 2024 – 4:00 p.m.

CALL TO ORDER

Vice Chair Connie Bowers called the Audit Committee Meeting to order at 4:09 p.m. at Surprise City Hall, Overflow Room, 16000 North Civic Center Plaza Surprise, Arizona 85374, on Wednesday, October 23, 2024.

ROLL CALL

Vice Chair Connie Bowers, Committee Member Heavenly Clegg, Councilmember Chris Judd, Deputy City Manager/CFO Andrea Davis, Parks and Recreation Director Holly Osborn.

Absent: Councilmember Ken Remley, Chair Tatiana Young

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, Court Administrator Elaina Cano, Senior Assistant City Attorney Hobie Wingard, Executive Management Assistant Karina Caraveo.

CALL TO THE PUBLIC

None.

REGULAR AGENDA ITEM

1. Consideration and action pertaining to the August 21, 2024 meeting minutes.

Councilmember Judd moved to approve the August 21, 2024 Audit Committee meeting minutes. Vice Chair Bowers seconded. Committee Member Clegg abstain. Motion approved 2-0.

2. Presentation, discussion, and possible action pertaining to the City Court Compliance Assistance Program audit report.

Ms. Holley provided an overview and update of the City Court Compliance Assistance Program (CAP). The City Auditor team recommended to have the City Court policies and procedures updated to comply with the Financial Affidavit form.

Committee Member Clegg moved to approve and distribute the City Court Compliance Assistance Program audit report. Councilmember Judd seconded. Motion carried 3-0.

3. Presentation, discussion, and possible action pertaining to the review and update of the Audit Committee Bylaws.

Ms. Holley reviewed the primary changes to the audit Committee Bylaws with the Committee.

Vice-Chair Bowers suggested some grammar changes, Ms. Holley agreed and stated corrections would be made and brought back to the committee for approval.

4. Presentation and discussion pertaining to the Compliance Connection Issue #6 Audit Newsletter.

Ms. Hanson and Ms. Moreno made the presentation to the Committee related to the Compliance Connection #6 Audit Newsletter.

5. Presentation to the Audit Committee by the City Attorney's Office pertaining to Arizona Open Meeting Law.

Mr. Wingard made the presentation to the Committee.

OTHER BUSINESS AND FUTURE AGENDA ITEMS

Ms. Holley recommended to have future Audit Committee meetings begin at 4:15 p.m., the Committee agreed.

The next Audit Committee Meeting will be held on **January 8, 2024**, at 4:15 p.m.

EXECUTIVE SESSION

ADJOURNMENT

Councilmember Judd moved to adjourn the meeting, and Committee Member Clegg seconded. Motion carried 3-0. The meeting was adjourned at 4:58 p.m.

ATTEST:



Connie Bowers, Vice Chair



Karina Caraveo, Staff Liaison