



# REPORT TO AUDIT COMMITTEE

## City of Sacramento

915 I Street, Sacramento, CA 95814-2671 1  
www.CityofSacramento.org

Consent  
February 9, 2010

Honorable Members of the  
Audit Committee

**Subject: Approval of Minutes – November 24, 2009**

**Location/Council District:** All

**Recommendation:** Approve the minutes for the Committee meeting of November 24, 2009

**Contact:** Wendy Klock-Johnson, Citywide Records Manager, 808-7509

**Presenters:** None

**Department:** City Clerk's Office

**Organization No:** 04001011

**Summary:** Staff recommends the approval of the minutes for the Committee meeting of November 24, 2009.

**Committee/Commission Action:** None.


**Financial Considerations:** None.

**Environmental Considerations:** None.

**Policy Considerations:** None.

Minutes: Approve Minutes November 24, 2009 Meeting

**Emerging Small Business Development (ESBD):** None.

Respectfully Submitted by:   
Wendy Klock-Johnson, Citywide Records Manager

Recommendation Approved:

  
SHIRLEY CONCOLINO

City Clerk

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City of Sacramento  
**Audit Committee Minutes**  
*Tuesday, November 24, 2009, 4:00 P.M.*

915 I Street, Historic City Hall-2<sup>nd</sup> Floor  
Treasurer's Conference Room

**COMMITTEE MEMBERS**

- ◆ Steve Cohn, Chair
- ◆ Lauren Hammond
- ◆ Ray Tretheway
- ◆ Robbie Waters

**CITY STAFF**

- Gus Vina, Assistant City Manager*
- Joe Cerullo, Senior Deputy City Attorney*
- Wendy Klock-Johnson, Citywide Records Manager*

*The Audit Committee is an advisory body and shall receive, review, and forward to the full Council the City Auditor's updates and reports. The Audit Committee may do the same for reports from the City Treasurer, department of finance, external auditors, and other City offices as relevant to City audits. The Audit Committee may make recommendations to the City Council with respect to the selection of the City Auditor, resolutions necessary or convenient to the operation of the Office of the City Auditor, and any other matter related to audits or the City Auditor.*

**NOTICE TO THE PUBLIC**

You are welcomed and encouraged to participate in this meeting. Public comment is taken (per time allotted) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the end of the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the Committee you must identify yourself as a lobbyist and announce the client/business/organization you are representing (City Code 2.15.160).

**Speaker slips are located in the meeting room and should be completed and submitted to the Committee Clerk.**

*Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations.*

The order of Agenda items are listed for reference and may be taken in any order deemed appropriate by the Committee. The Agenda provides a general description and staff recommendations; however, the Committee may take action other than what is recommended. The Agenda is available for public review at 915 I Street, courtyard posting kiosks. Hard copies are available from the City Clerk's Office. (10 cents per page)

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the City Clerk's Office at (916) 808-7200 at least 48 hours prior to the meeting.

# MINUTES

Tuesday, November 24, 2009

*Historic City Hall*

*915 I Street – 2nd Floor, Treasurer's Conference Room*

All items listed are heard and acted upon by the Audit Committee unless otherwise noted.

## Call to Order – 4:00 p.m.

**Roll Call** Chair Cohn called the Audit Committee meeting to order at 4:04 p.m. Member Tretheway arrived at 5:03 p.m.

**Members Present:** Members Steve Cohn, Lauren Hammond, Robbie Waters, Ray Tretheway

## Consent Calendar

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration.

**Action:** Moved/Seconded: Member Lauren Hammond/Member Robbie Waters

**Yes:** Members Steve Cohn, Lauren Hammond, Robbie Waters

A motion passed to adopt the Consent Calendar in one motion

### 1. **Approval of Minutes**

**Recommendation:** Approve Committee minutes for October 27, 2009.

Minutes approved.

## Discussion and Staff Reports

Discussion or action reports include oral presentations including those recommending receive and file. Each speaker is limited to a maximum of 2 minutes.

### 2. **2009/2010 Meeting Calendar**

**Recommendation:** Approve 2009/2010 meeting calendar.

**Contact:** Shirley Concolino, City Clerk, (916) 808-7442

**Action:** Moved/Seconded: Member Robbie Waters/Member Lauren Hammond

**Yes:** Members Steve Cohn, Lauren Hammond, Robbie Waters

A motion **passed** to adopt meeting calendar 2009/2010 as amended.

### 3. **Approval of Audit Committee Rules of Procedure**

**Recommendation:** Review and approve the Audit Committee Rules of Procedure to be included in the update to the City Council Rules of Procedures.

**Contact:** Shirley Concolino, City Clerk, (916) 808-7442

**Action:** Moved/Seconded: Member Robbie Waters/Member Lauren Hammond

**Yes:** Members Steve Cohn, Lauren Hammond, Robbie Waters

A motion **passed** to adopt rules of procedure as amended.

**4. Community Development Department Performance Audit Scope of Work and Issuance of an RFQ**

**Recommendation:** Approve scope of work and direct staff to issue a request for qualifications for consultant services.

**Contact:** Patti Bisharat, Director of Governmental Affairs, (916) 808-8197

**Action:** Moved/Seconded: Member Lauren Hammond/Member Ray Tretheway

**Yes:** Members Steve Cohn, Lauren Hammond, Ray Tretheway

A motion **passed** to direct staff to: coordinate with the City Attorney's Office on incorporating complementary issues from the ongoing legal investigation into the scope of work; work with the Committee Chair to include items from the prior City Auditor's draft work plans into the scope of work; and move forward with the issuance of an RFQ/RFP for consultant services.

**5. City Auditor Work Plan History**

**Recommendation:** Receive and file.

**Contact:** Gus Vina, Assistant City Manager, (916) 808-7138

**Action:** Received and Filed

**Public Comments- Matters Not on the Agenda - None**

**Committee Ideas, Questions and Announcements - None**

**Adjournment – 5:17 pm**