



# REPORT TO AUDIT COMMITTEE City of Sacramento

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

Consent  
**November 24, 2009**

Honorable Members of the  
Audit Committee

**Title: Approval of Minutes – October 27, 2009**

**Location/Council District:** Citywide

**Recommendation:** Approve the minutes for the Audit Committee meeting of October 27, 2009.

**Contact:** Shirley Concolino, City Clerk (916) 808-7200

**Presenters:** None

**Department:** City Clerk's Office

**Organization No:** 0700

**Summary:** It is the practice for City of Sacramento Legislative bodies to approve the minutes of each meeting held at the first subsequent meeting.

**Committee/Commission Action:** None.

**Financial Considerations:** None.

**Environmental Considerations:** None.

**Policy Considerations:** None.

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

Respectfully Submitted by:


  
Shirley Concolino, City Clerk

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Attachment A – Minutes October 27, 2009 Meeting



City of Sacramento  
**Audit Committee Minutes**  
*Tuesday, October 27, 2009, 3:00 P.M.*

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

**COMMITTEE MEMBERS**

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

**CITY STAFF**

*Gus Vina, Assistant City Manager*  
*Joe Cerullo, Senior Deputy City Attorney*  
*Shirley Concolino, City Clerk*

*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, October 27, 2009**

*Historic City Hall*

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

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

## Call to Order – 3:00 p.m.

**Roll Call** – Chair Cohn called the Audit Committee meeting to order at 3:09 p.m. Member Tretheway arrived at 3:19 p.m.

## Discussion and Reports

Discussion or action reports include oral presentations including those recommending receive and file.

### **1. Introduction/Purpose/Scope**

**Action:** Directed Gus Vina, Assistant City Manager, to return at next meeting with a draft scope of work for Committee discussion.

### **2. Administrative Matters/Meeting Calendar**

**Action:** Committee decided the meeting calendar to be the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 4:00 p.m. in the Treasurer’s Conference Room. City Clerk, Shirley Concolino, will bring the meeting calendar to the next meeting for Committee adoption. Shirley Concolino will draft the Rules of Conduct language for Committee review for inclusion in the Council Rules of Procedures. The determination of staffing for the Committee was deferred to next meeting.

### **3. Update on Auditor Recruitment**

**Action:** Geri Hamby, Human Resources Director, reported the status of the Auditor recruitment. The ad hoc committee will conduct the initial interviews for the new Auditor working with the firm Wilcox Miller and Nelson narrowing it to the top two or three to be forwarded to the Council for final interviews. The Auditor start date will be February or March 2010.

### **4. Community Development Department Audit and Investigation**

**Action:** Member Waters recused. Chair Cohn reported that the investigation is underway for the recent Natomas Permit issuance and should be completed within approximately 3 weeks. The department audit will begin as soon as City Attorney, Eileen Teichert, recruits an outside attorney/law firm to do the audit. Chair Cohn stated that the Audit Committee would serve as liaison for to the City Council for all audits.

5. **Update on the Citywide Financial and Operation Review Project**

**Action:** Patti Bisharat, Director of Legislative Affairs, reported that the Review Team consisting of the City Treasurer, Senior Investment Officer, City Manager's Office and the Finance Director of another city, interviewed the top five proposers (out of nine submitted) for the Citywide Financial and Operations Review. *Management Partners* from Palo Alto were unanimously identified as the top proposer. The goal is to have their report mid-March 2010 identifying short term and long term recommendations.

Public Comments- Matters Not on the Agenda – None.

Committee Ideas, Questions and Announcements – None.

Adjournment – 3:46 p.m.