



City of Urbandale
Audit Committee of the City Council
March 4, 2016

Audit Committee Members

- ✓ Robert Andeweg, Mayor
- ✓ Ron Pogge, Council Member
- ✓ Mike Carver, Council Member
- ✓ Donald J. Brush, Public Member / City Treasurer

Meeting Summary and Action Taken

The Audit Committee of the Urbandale City Council met on Friday, March 4, 2016, in the larger conference room adjacent to the Council Chambers at the Urbandale City Administrative Offices, 3600 86th Street, Urbandale, Iowa. The Audit Committee Members in attendance were Mayor Robert Andeweg, Council Member Ron Pogge, Council Member Mike Carver, and Public Member Donald J. Brush. Also in attendance were City Administrative members, Nicole Lamb, Finance Director, and A. J. Johnson, City Manager. The meeting was called to order at 8:00 AM by Chairperson Brush.

The agenda for the Audit Committee meeting was accepted and approved on a motion made by Andeweg and seconded by Pogge.

The minutes of the Audit Committee meeting of November 19, 2015, were reviewed and approved by the Committee on a motion made by Andeweg and seconded by Pogge.

At the beginning of the meeting, Nicole Lamb, Finance Director, provided each of the Committee members with various and specific informational and supporting documents relating to the budgetary and fiscal performance topics to be reviewed and discussed at the meeting.

The first item for discussion was the review and specific details of the individual budget amendment entries that are within the current FY2015-2016 budget that need to be formally addressed. Following the review and discussion of the individual items, it was recommended that formal action be taken by the Council on the Budget Amendment, following a Public Hearing, that would be scheduled for the City Council meeting on March 29, 2016.

The next items reviewed and discussed by the Committee were the City's current fiscal performance goals and the related policies in the areas of operating expenditures, fund balances, and debt goals. Following the review and discussion of the detailed spreadsheets and documentation provided Nicci Lamb relating to individual sections within each of the areas within the operating expenditures, fund balances, and debt goals, the Committee encouraged the administrative members to proceed in revising and updating the appropriate or related policies and supporting information for the areas reviewed and discussed, and that the updated fiscal performance policies be addressed at an Audit Committee meeting to be scheduled prior to the City Council meeting on Tuesday, March 29, 2016.

Having no others items to be brought before the Audit Committee for consideration and discussion at this time, the meeting was adjourned at 9:15 AM with the motion by Pogge and seconded by Carver.