



City of Urbandale
Audit Committee of the City Council
September 9, 2014

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 Tuesday, September 09, 2014, in the smaller conference room adjacent the Council Chambers at the Urbandale City Administrative Offices, 3600 86th Street, Urbandale, Iowa. Audit Committee Members in attendance were Mayor Robert Andeweg, Council Members Ron Pogge and Mike Carver, and Public Member Donald J. Brush. Also in attendance was Nicole Lamb, Finance Director for the City of Urbandale. The meeting was called to order at 10:33 AM by Chairperson Brush.

The agenda for the meeting was accepted and approved by a motion from Andeweg and seconded by Pogge.

The minutes of the Audit Committee meeting of November 21, 2013, were reviewed and approved by the Committee on a motion made by Andeweg and seconded by Pogge.

The first item on the agenda was a review and discussion of the following individual policies for which no recommended changes were being considered:

- **Investment Policy**
- **Fiscal Performance Goals**
- **Procurement Card**
- **Whistleblower Policy**
- **Conflict of Interest, Code of Ethics, Gift Policy**

Each member of the Audit Committee had previously been provided with a copy of each of these particular polices for their annual review and update. Finance Director Nicci Lamb made referenced to and briefly discussed each of the policies, and advised the Committee that there were no recommended changes to these particular policies. She also provides the Committee on the current procedures, timing, and status of the individual annual personal acknowledgements to the Conflict of Interest, Code of Ethics, Gift Policy. There being no further discussion, a motion was made by Carver and

seconded by Brush to acknowledge the annual review of these particular listed policies and that no changes were necessary.

The Audit Committee was also provided with a copy of other policies to be considered as part of the Committee's annual review. The next item on the agenda was the review of the **Surplus Asset Disposal Policy**. Following a brief discussion on this policy, it was suggested and recommended that a provision be made within Section IV of the policy, pertaining to City Officials and Employees being allowed to bid on Property, and to specifically recognize and include reference to those occasions when certain officials and employees would specifically be prohibited by State, Federal, or departmental guidelines (ie: police investigation related items or federally seized items) from participating in the bidding process. A motion was made by Carver and seconded by Pogge to make the recommended change to the **Surplus Asset Disposal Policy**.

The **Public Improvement Policy** was the next item for review and discussion. The primary point of discussion as to any changes or revisions within this policy was with reference to the listing of bid thresholds adjustments and related provisions as defined by the Iowa DOT. A motion was made by Carver and seconded by Pogge to make the recommended change to the **Public Improvement Policy**.

The Committee was then addresses and reviewed the **Purchasing Policy**. There were two specific sections within the policy for which the Committee was requested to consider as to certain revisions, additions, and/or changes. The first was to include, in what would become Section 5, a provisions for Contracts. The second was to include a provision for Professional Services which would be included within the policy under Section 7. The Committee further recommended to include "legal" within the list of described professional services referenced in Section 7. There was also reference made to the provision within the policy relating to the "Purchasing Procedures for Departmental Budget Items" as provided in Appendix A. Following a discussion by the Committee, a motion was made by Andeweg and seconded by Carver to make the recommended changes and revisions to the **Purchasing Policy**.

Attention was then directed to a discussion and review of the **Community and External Funding Policy** and as to the guidelines and procedures of the City and Council in responding to funding requests by community and external organizations for Hotel Motel Tax dollars or General Fund dollars. Reference was first made to Section 2 of the policy pertaining to certain revisions and clarification of the documentation requirements expected to from any community or external organization requesting funds. The specific revisions pertained to submittal of financial statements of one full year of activity from the requesting entity, and specific accounting detail of any prior years' funding received by the entity from the City. The Committee was also then provided with a list of some other possible provisions that might be considered in addressing particular funding requests. Such considerations might include discussion on establishing limitations on the amounts ultimately approved or granted, and provisions on the type of use of funds for City CIP projects. Following a general discussion by the Committee, it was decided to defer at this time making any further revisions in establishing limitations or in the use of funds for CIP projects, and to proceed at this time with the provisions used in prior years. Committee member Andeweg suggested that the City should check with Bravo as to the

guidelines used in their procedures for considering funding requests by agencies. Following the discussion, a motion was made by Pogge and seconded by Andeweg to make the recommended changes at this time in Section 2 of the **Community and External Funding Policy**.

Reference was then made by Finance Director, Nicci Lamb, to the **Debt Management/Post Issuance policy** information that had been provided to the Audit Committee and to the related information that had previously been provided to the Mayor and Council on possible changes that may need to be made based on certain reporting requirements relating to the issuance of bonds or debt obligations. Such possible changes are currently being discussed and reviewed with the City's financial advisor and bond legal counsel. Accordingly, any further discussion and possible changes will be reviewed and discussed at the next meeting of the Audit Committee in November when the Committee will be meeting with the City's Auditors to review the annual audit results and report for the fiscal years ended June 30, 2014.

Finance Director Lamb then provided the Audit Committee with updates on status and the activities in the following areas and on the following topics:

- **Compensation Statements**
- **MCDC Initiative**
- **Online Payment Vendor Changes**
- **Commerce Control Pay Update**

Having no others items to be brought before the Committee for consideration, the Audit Committee meeting was adjourned at approximately 11:35 AM with the motion being made by Andeweg and seconded by Pogge.