



City of Urbandale  
Audit Committee of the City Council  
August 16, 2011

**Audit Committee Members**

- ✓ Robert Andeweg, Mayor
- ✓ Mary Polson, Council Member
- ✓ John Forbes, 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, August 16, 2011, in Conference Room A adjacent the Council Chambers at the Urbandale City Administrative Offices, 3600 86<sup>th</sup> Street, Urbandale, Iowa. Audit Committee Members in attendance were Mayor Robert Andeweg, Council Member John Forbes, and Public Member Donald J. Brush. Also in attendance was A. J. Johnson, City Manager, Nicole Lamb, Finance Director, Deb Mains, City Clerk, and John Konior, Assistant to the City Manager. The meeting was called to order at 11:03 AM by Chairperson Brush.

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

The minutes of the Audit Committee meeting for March 21, 2011 were reviewed and approved by the Committee on a motion made by Andeweg and seconded by Forbes.

**City Code Codification Project**

First item for discussion by the Audit Committee was the review of a summary report and recommendation made by the Special Project Committee that was appointed to evaluate and recommend a proposed method, procedure and process to re-codify and update the City's code of ordinances. The members of the special committee were Deb Mains, City Clerk, John Konior, Assistant to the City Manager, Paul Dekker, Community Development Director, and Don Brush, Chair of the Audit Committee.

Polson arrived at the meeting at 11:10 AM.

Deb Mains and John Konior reviewed the summary report with the Audit Committee and provided additional comments and responded to the Audit Committee's inquires on the process followed by the special project committee in ultimately determining and formulating the final recommendation. Six firms were initially sent a RFP (request for proposal) and four firms responded. The committee evaluated each of the four formal proposals submitted and after detailed review, narrowed the choices down to American Legal Publishing Company and Iowa Codification Inc. The committee then determined and requested to have an interview meeting

and/or conference meeting to discuss the respective proposals of each of the two selected firms. Following the interviews, the committee unanimously agreed that American Legal Publishing Company most closely met the necessary criteria assessed to codify the City's code of ordinances and to accordingly recommend that the selection process and recommendation be shared and reviewed by the Audit Committee and then submitted to the City Council for formal action.

Following the discussion and review of the report on the City Code Codification Project, a motion was made by Forbes and seconded by Andeweg to accept the report and to forward on to the City Council for their formal action at their meeting on August 23, 2011 the recommendation of the committee to engage American Legal Publishing Company for the codification city code. Motion passed on a unanimous vote by the Committee.

### **Annual Policy Review**

The following current City Policies were reviewed and discussed in detail by the Audit Committee.

- **Whistleblower Policy** – No changes recommended to the current policy. Reference was made to an incident occurring last year where the policy was “exercised” but the reported incident was subsequently determined to be a “personnel” issue as determined by the State Ombudsman’s Office and an independent investigation.
- **Investment Policy** – No changes recommended to the current policy.
- **Public Improvement Purchasing Policy** – Only changes to the current policy relate to the dollar amounts levels or tiers for public improvement projects requiring formal competitive bidding, competitive quotations, and an informal bidding process. These adjustments are in accordance with the most recent changes adopted by the Iowa Department of Transportation Committee and effective as of January 1, 2011,
- **Conflict of Interest, Code of Ethics, Gift Policy** – The Committee reviewed and discussed the general provisions of the current policy in addition to possible or specific recommendations and suggestions made by the administrative staff. Primary points of discussion on the policy centered around: 1) the frequency of having each and every employees and elected & appointed board and commission member reaffirm their knowledge of the policy, 2) the method and/or procedures for having individuals respond to their affirming and acknowledging the policy, 3) reference to the disciplinary action for those individuals that do not respond to acknowledging and reaffirming the policy when requested, 4) procedure for reporting non-compliance between reaffirmation reporting dates, and 5) the possible inclusion in the reaffirming document or form for individuals to acknowledge or report any possible relationships that might be perceived or interpreted as possible conflicts with the policy.

Following discussion on each of the above policies, the Committee recommended that all of the policies be forwarded to the City Council for review and formal action with the recommendations suggested, and as it relates the Conflict of Interest, Code of Ethic and Gift Policy, that the frequency of reaffirmation remain annually, that there be an inclusion of disciplinary action on non-responding individuals, and redesigning the form or method for individuals to respond. Motion made by Andeweg and seconded by Polson and unanimous passed.

### **Updates by Finance Director**

The Finance Director provided the Committee a summary update and report on the following:

- Procurement Card & Control Pay
- Audit Scheduling
- OPEB Actuarial Study

No action was required on these update reports but provided the Audit Committee with an current update on the status and activities of each of the particular areas.

### **Hotel Motel Funding Policy**

The Committee was provided with a preliminary draft copy of a Hotel/Motel Funding Policy being formulated in response to the Council's request to establish a formal statement outlining the standards and the guidelines for the administration and the appropriate allocation of the Hotel Motel Tax Funds received by the City. It was noted that specific attention was given within the preliminary draft to the guidelines for funding community and external organizations and agencies in addition to the procedures and supporting information that would be required by such agencies or organizations in making application for funds.

Following considerable discussion on various segments within the preliminary draft along with some additional suggestions provided by the Committee to the Administrative Staff for consideration and possible inclusion in the proposed policy, a motion was made by Andeweg and seconded by Polson that the preliminary draft and the suggested revision and additions made by the Committee be forwarded to the Council for their review, discussion, and comments at their September 2011 Lunch & Learn meeting. Motion unanimous passed.

With no others items being brought before the Committee for consideration, the Audit Committee meeting was adjourned at 12:50 PM with the motion being made by Brush and seconded by Andeweg.