INTERNAL CITY AUDIT COMMITTEE MEETING MINUTES
HAMAMATSU CONFERENCE ROOM, CITY HALL
CITY OF PORTERVILLE, CALIFORNIA
MARCH 22, 2010 – 5:15 P.M.

Called to Order at 5:15 p.m.
Committee Members: Pete McCracken, Chair
Charles Webber, Member
Maria Bemis, Member
Julia Lew, Member
Brad Dunlap, Member

Staff Members: Luisa Herrera, Committee Secretary

ORAL COMMUNICATIONS
• Dick Eckhoff, Transactions and Use Tax Oversight Committee Vice-Chair, spoke of a need for the TUTOC and City Council to work together, and expressed concern that failure to do so would weaken support of Measure H.

SCHEDULED MATTERS
1. CONSIDERATION OF PROTOCOLS FOR COORDINATION WITH TRANSACTIONS AND USE TAX OVERSIGHT COMMITTEE (TUTOC) AND IMPLEMENTATION OF RESOLUTION NO. 24-2006

Chair McCracken requested that Member Lew present the draft protocols she had prepared. Ms. Lew indicated that she had taken discussion from the last meeting and the recommendations presented by Chair McCracken into consideration when developing the protocols. She noted that the protocols do not get into the operations of the oversight committee itself because she did not feel it was appropriate, but that the protocols did cover coordination of TUTOC committee meetings; committee requests for documentation; and reports of the committee.

The Audit Committee discussed: timelines for production of documents; whether a standardized list of documents should be provided to TUTOC; reporting of the committees findings; and scheduling of the public hearing. During the discussion the following amendments were identified: the inclusion of language to allow for additional time to produce; the insertion of language stating that the City will accept and comply with any standing written requests received by the TUTOC; and the addition of the dates the adopted budget and the audit materials are available for review. The committee also agreed that requests for information requiring significant staff time should be approved by the Council prior to being worked on.

Council Member Ward stressed the importance of a report to the process, and stated that he would prefer the report identify which expenditures were non-consistent. Ms. Lew indicated that as an audit committee member she agreed with Council Member Ward that the information would be useful, but as the City Attorney she would rather not dictate what should be contained within the report.

The Audit Committee Chair recommended that the committee adopt the protocols in
principal. Ms. Lew would make the amendments discussed, and forward a copy to all committee members. TUTOC members would also receive the adopted protocols for review, and in the even no comments are received, said protocols would go to the Council for consideration. If comments are received, the Audit Committee would need to meet again to address the comments.

COMMITTEE ACTION: MOVED by Member Webber, SECONDED by Member Dunlap that the Audit Committee approve in principal the changes made to the protocols, amendments to be made by the City Attorney and distributed to all audit committee members and the TUTOC Chair for comments. The motion carried unanimously.

Disposition: Approved, as amended.

OTHER MATTERS
• Dick Eckhoff, requested a copy of the approved protocols.

ADJOURNMENT
The Audit Committee adjourned at 6:22 p.m.

________________________________
Luisa Herrera, Committee Secretary

Pete V. McCracken, Chair