

**AUDIT COMMITTEE MEETING
DECEMBER 1, 2009
TIME: 5:30 P. M.**

City Attorney Michael Duncan announced that Chairman Jones was absent and the Committee needed to appoint a Vice-Chairman. Mr. Johnson nominated Pamn Henderson as Vice-Chairman. Second by Mr. Adams.

Four ayes
Chairman Jones absent

PRESENT: Vice-Chairman Pamn Henderson, Citizens Harry Johnson and Hope Guthrie, Public Works Director Adams, City Attorney Duncan, City Clerk Bernal.
Chairman Jones absent.

BUSINESS ITEMS

- ITEM # 1. REVIEW OF REQUEST FOR PROPOSALS (RFP's) FOR AUDIT SERVICES
- ITEM # 2. REVIEW OF AUDITOR SELECTION GUIDELINES
- ITEM # 3. REVIEW OF AGREEMENT FOR AUDIT SERVICES
- ITEM # 4. DISCUSS "TIMELINES"

Vice-Chairman Henderson and the City Attorney reviewed each individual section of the above areas in the Request for Proposal for Audit Services which was used for fiscal years 2007, 2008 and 2009. Changes were recommended in several sections of the "proposal" to include recommendations made to the Commission by the Audit Committee on the FY-08 Audit, which was approved by the City Commission at their Regular Meeting on July 14, 2009, and legal ads for the new RFP. The Committee also discussed the City Manager sending letters to all employees as included in the recommendation to the Commission. Ms. Guthrie moved to approve the Draft Request for Proposal for Audit Services as noted. Second by Mr. Adams.

Four ayes
Chairman Jones absent

Chairman Jones will be asked by the City Attorney if he has any recommendations he would like to include.

PUBLIC PARTICIPATION

None.

There being no further business, Vice-Chairman Henderson adjourned the meeting at 7:03 P.M.


Genette R. Bernal, City Clerk