

DRAFT



**MINUTES
AUDIT COMMITTEE
GLENDALE MUNICIPAL AIRPORT
2ND FLOOR CONFERENCE ROOM
6801 N. GLEN HARBOR BLVD.
GLENDALE, ARIZONA 85307
DECEMBER 4, 2024
2:00 P.M.**

1. CALL TO ORDER

2. ROLL CALL

Present: Joyce Clark, Councilmember
Ian Hugh, Vice Mayor
Irene Avalos, Member
Marc Floyd, Member
Kevin Phelps, City Manager
Levi Gibson, Budget & Finance Director

Absent: Raymond Malnar, Councilmember, Chairperson

Also Present: Mike Kingery, Independent Internal Audit Program Manager
James Gruber, Chief Deputy City Attorney
Vicki Rios, Assistant City Manager
Jamsheed Mehta, Assistant City Manager
Shahid Abbas, Director, Transportation
Jessi Pederson, Director, Economic Development
Lori German, Deputy Director, Economic Development
Julie Patterson, Management Assistant, Glendale Airport
Jenny Durda, Director, Organizational Performance
Tammy Lohr-Schweitzer, Director, Moss Adams (Guest)

3. CITIZEN COMMENTS

No members of the public were present. No comments.

4. **APPROVAL OF THE MINUTES**

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to approve the Audit Committee minutes of the September 11, 2024, meeting as written. Motion carried unanimously.

AYE: Councilmember Joyce Clark
Vice Mayor Ian Hugh
Member Irene Avalos
Member Marc Floyd

Other: Councilmember, Chairperson Raymond Malnar (ABSENT)

5. **MOTION TO CALL FOR AND ENTER INTO EXECUTIVE SESSION**

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to enter into Executive Session at 2:07 p.m. Motion carried unanimously.

AYE: Councilmember Joyce Clark
Vice Mayor Ian Hugh
Member Irene Avalos
Member Marc Floyd

Other: Councilmember, Chairperson Raymond Malnar (ABSENT)

6. **EXECUTIVE SESSION**

Review and discuss draft audit reports pursuant to Glendale City Code §2-54b and §2-58c (A.R.S. §38-431.03 (A)(2)). Session was held.

7. **MOTION TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION**

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to adjourn Executive Session at 2:48 p.m. and reconvene into Open Session. Motion carried unanimously.

AYE: Councilmember Joyce Clark
Vice Mayor Ian Hugh
Member Irene Avalos
Member Marc Floyd

Other: Councilmember, Chairperson Raymond Malnar (ABSENT)

8. **CONSIDERATION/POSSIBLE VOTE ON EXECUTIVE SESSION ITEMS**

Vote to approve draft Economic Development, Traffic Signal Shop, and Glendale Airport audit reports and authorize staff to forward the final audit results of all three to the City Council. *For discussion and action.*

A motion was made by Vice Mayor Ian Hugh, Seconded by Councilmember Joyce Clark to approve the Economic Development, Traffic Signal Shop, and Glendale Airport audit reports and authorize staff to forward the final results of all three to City Council. Motion carried unanimously.

AYE: Councilmember Joyce Clark
Vice Mayor Ian Hugh
Member Irene Avalos
Member Marc Floyd

Other: Councilmember, Chairperson Raymond Malnar (ABSENT)

9. **UPDATE ON COMMITTEE GOALS**

Staff will update the status of committee goals for the current year per the requirements of Glendale City Code, Chapter 2, Article VIII. *For information and discussion.* Mr. Kingery updated the committee on the status of both goals. He noted that he included the additional fields to the tracking spreadsheet of outstanding audit findings per the committee's request during the previous meeting.

10. **UPDATE ON FY24 & FY25 AUDIT PLANS**

Staff will provide an update on the FY24 and FY25 audit plans. *For information and discussion.* Mr. Kingery noted that with today's three audit reports, the FY24 audit plan was completed. He added that fieldwork has begun for five of the ten audits performed by our qualified vendors, with the remaining five scheduled to begin in January or February of 2025.

11. **COMMITTEE COMMENTS AND SUGGESTIONS**

Mr. Phelps and Mr. Kingery expressed their thanks to committee members Clark and Hugh for their service to the audit committee as this was their final meeting. Ms. Avalos asked when these two new vacancies would be filled, and Vice Mayor Hugh said they would be appointed in January. There were no further questions or comments.

12. **NEXT MEETING**

Committee members agreed that the next regularly scheduled meeting of the Audit Committee will be on March 19, 2025, at 2:00 p.m., at a location to be determined.

13. **ADJOURNMENT**

With no further business, Councilmember Clark adjourned the meeting at 3:02 p.m.

The Audit Committee meeting minutes of December 11, 2024, were submitted and approved this ____ day of ____, 2025.

Michael Kingery
Internal Audit Program Manager