



**CITY COUNCIL
SPECIAL MEETING**

**June 13, 2017 3:00 PM
Auburn City Hall – Executive Conference
Rm**

MINUTES

A special meeting of the City Council was convened at 3:00 p.m. on Tuesday, June 13, 2017 in the Auburn City Hall executive conference room located at 25 West Main Street in Auburn. The meeting was a Washington State Auditor's Office Entrance Conference.

Councilmembers present: Bob Baggett, Claude DaCorsi, John Holman, Bill Peloza and Yolanda Trout-Manuel. Deputy Mayor Largo Wales, Councilmember Rich Wagner and Councilmember Claude DaCorsi were excused.

Mayor Nancy Backus and the following staff members were present: Finance Director Shelley Coleman, Assistant Finance Director Kevin Fuhrer, Accounting Manager Janice Davies and Deputy City Clerk Shawn Campbell.

Director Coleman introduced Christopher Ruiz, Assistant Audit Manager and Linda Mastin, Assistant Audit Manager from the Washington State Auditor's Office.

II. DISCUSSION ITEMS

A. Washington State Auditor's Office Entrance Conference

Mr. Ruiz reviewed the scope of the full audit. The Washington State Auditor's Office will be performing an Accountability Audit, a Financial Statement Audit and a Federal grant compliance audit for the fiscal year 2016.

Mr. Ruiz reviewed the process the Washington State Auditor's Office will go through for the audits. The process starts with an engagement letter that documents the responsibilities for the audit of both the City and the State Auditor's Office. Once the audit is complete the Auditor's Office will issue an Audit Report with any findings from the audit. If there are deficiencies, non-compliance or abuse the Auditor's Office will issue a Management Letter. Once the audit is complete the Auditor's Office will schedule an Exit Conference for Council to attend to hear the final report.

III. ADJOURNMENT

There being no further discussion, the meeting adjourned at 3:27 p.m.

APPROVED this 7th day of August, 2017.



NANCY BACKUS, MAYOR



Shawn Campbell, Deputy City Clerk