



JACKSONVILLE CITY COUNCIL

**TRUE COMMISSION
AUDIT COMMITTEE MEETING MINUTES
February 7, 2013
2:30p.m.**

**City Council Conference Room 2A
Suite 425, City Hall
117 W. Duval Street**

Attendance: Committee Members Marcella Lowe (Chair), Patti Anania, Tom Martin and Joe Andrews

Also: Jeff Clements – Council Research Division

The meeting was called to order at 2:34 p.m. by Chairwoman Lowe. The committee considered two Council Auditor audits/reports: #726 – Municipal Code Compliance Division Revenue Audit; #728 – Jacksonville Economic Development Commission Incentives Audit.

#726 – Municipal Code Compliance Division Revenue Audit

Commissioner Lowe proposed that the TRUE Commission ask a series of questions of the Council Auditor's Office about the audit: 1) would the Auditor's Office immediately follow up with Code Compliance to see if work on a standard operating procedure manual has been started? 2) Has the Auditor's Office followed up on Opportunity for Improvement #1 to see if any action has been taken to reduce the opportunities for misappropriation of funds? 3) What is being done to ensure that all funds are collected directly by the Tax Collector, not by another department and then deposited with the Tax Collector? 4) What is being done to ensure that the Accounting Division is following up and making improvements on procedures that were flagged as problematic in the Code Enforcement Division's operations? Several references were made in the audit to accounting procedures that will require the Accounting Division's cooperation to change. 5) What is being done to reduce access rights to the tax lien database to limit access to only those with a need to use that information (too many people with access rights to make changes in the information or make mail stops)? 6) What is the Information Technology Division doing to solve the problems of non-interfacing databases (Accounting Division to Tax Collector) and subsequent manual data re-entry? 7) Is the Office of General Counsel working with Code Enforcement to draft a Code amendment to codify fee assessment? 8) What is being done to solve the problem of liens not being properly recorded in a timely manner and then showing up later? 9) How does the City choose its collection agency to collect liens? RFP? Rotation list? Competitive bids?

#728 – JEDC Incentives Audit

The committee felt like the actions requested by the City Council's Audit Committee with regard to the JEDC have been accomplished and, with the dissolution of the JEDC, no more needs to be said on that issue. Question – will the new Office of Economic Development have better procedures and regulations than the JEDC? TRUE Commission would like to see a copy of the OED's standard template economic incentive contract to see how it compares to the JEDC's contracts.

#729 – Statement of County Funded Court-Related Costs

The commission needs an explanation from the Council Auditor's Office on what this report is about and how TRUE Commission could review it.

#727 – Quarterly Summary for FY11-12 ended September 31, 2012

The committee put off review of this report to the next meeting, anticipating that there will be a large number of questions requiring considerable time.

There being no further business, the meeting was adjourned at 2:58 p.m.

Jeff Clements, Chief
Council Research Division
630-1405

Posted 2.8.13
5:00 p.m.