



AGENDA

REGULAR MEETING OF
THE AUDIT COMMITTEE
JUNE 23, 2021 AT 2:00 PM
ATTEND VIRTUALLY

SPECIAL PROCEDURES FOR AUDIT COMMITTEE MEETING

Attendance: In response to the State's declaration of a Public Health Emergency, the Mayor's Proclamation of Emergency, the ban on public gatherings in excess of those permitted in the current Public Health Order, and the need to incorporate technology and practices to re-institute in-person meetings consistent with the limitations established by the Order, the Audit Committee meeting will be conducted virtually.

Viewing: Members of the public may attend the meeting live on Zoom.

Please click the link below to join the webinar:

[https://santafenm.gov.zoom.us/j/98658360726?
pwd=Q05kNFJORzMwbnA5RXUyeGgrU0RuZz09](https://santafenm.gov.zoom.us/j/98658360726?pwd=Q05kNFJORzMwbnA5RXUyeGgrU0RuZz09)

Passcode: 770070

Or Telephone: 253 215 8782 or 346 248 7799

Webinar ID: 986 5836 0726

Passcode: 770070

Agenda: The agenda for the meeting will be posted at
<https://santafe.primegov.com/public/portal>.

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
 - a. Regular Audit Committee – March 31, 2021
 - b. Regular Audit Committee – November 4, 2020
5. **EXECUTIVE SESSION**



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In Accordance with the New Mexico Open Meeting Act, Specifically NMSA 1978, Section 10-15-1(H), Subpart (7), Meetings Subject to the Attorney-Client Privilege Pertaining to Threatened or Pending Litigation in Which the City is or May Become a Participant. In Accordance with the New Mexico Open Meetings Act, Specifically NMSA 1978, Section 10-15-1(H), Subpart(2).

6. **NEW BUSINESS**

- a. FY21 Internal Audit – Public Utilities Department Internal Audit Update, REDW Internal Audit Team
- b. FY21 Internal Audit – ITT Internal Audit Update, REDW Internal Audit Team
- c. FY21 Internal Audit – Police Evidence Room Update, REDW Internal Audit Team
- d. Discussion of Upcoming FY22 Audit Plan

7. **PUBLIC COMMENT**

8. **MATTERS FROM STAFF**

9. **MATTERS FROM THE COMMITTEE**

10. **MATTERS FROM THE CHAIR**

11. **NEXT MEETING:**

- a. September 1, 2021

12. **ADJOURN**

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6521, five (5) working days prior to meeting date.



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
MARCH 31, 2021 AT 2:00 PM
VIRTUAL MEETING

1. CALL TO ORDER

Only two members present for meeting-Stephanie Woodruff and Al Castillo. No Quorum.

Mary McCoy spoke with Legal, who advised ok to hear informational material and presentations without voting.

Meeting Started 2:22 PM

2. ROLL CALL

Members Present:

Member Al Castillo
Chair Stephanie Woodruff

Members Excused:

Member Adolfo Montoya
Member Mary Ellen Erpelding-Chacon
Vice Chair Cristina Mulcahy

Others Attending:

Carolynn Roibal, Attendee
Mary McCoy, Finance Director
Bradley Fluetsch, Attendee
Alexis Lotero, Attendee
Jessica Bundy, Attendee
Caitlin Guterrez, Attendee

3. APPROVAL OF AGENDA

Due to Lack of Quorum-agenda items for discussion only

4. APPROVAL OF MINUTES



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
MARCH 31, 2021 AT 2:00 PM
VIRTUAL MEETING

- a. Regular Audit Committee – November 4, 2020

Minutes not reviewed due to lack of quorum

5. EXECUTIVE SESSION

In Accordance with the New Mexico Open Meetings Act, Specifically NMSA 1978, Section 10-15-1(H), Subpart (7), Meetings Subject to the Attorney-Client Privilege Pertaining to Threatened or Pending Litigation in Which the City Is or May Become a Participant. (Marcos D. Martinez, Senior Assistant City Attorney; Erin K. McSherry, City Attorney, ekmcsberry@santafenm.gov, 955-6961). In Accordance with the New Mexico Open Meetings Act, Specifically NMSA 1978, Section 10-15-1(H), Subpart (2).

6. NEW BUSINESS

- a. FY21 Internal Audit- Public Utilities Department Internal Audit Update, REDW Internal Audit Team

Caitlin Gutierrez with REDW presented Internal Audit-PUD Internal Audit Update. The PUD exit meeting scheduled for today.

- b. FY21 Internal Audit- ITT Internal Audit Update, REDW Internal Audit Team

Caitlin Gutierrez, REDW, presented ITT internal Audit update underway.

- c. Discussion of FY21 Audit Plan

Mary McCoy, Finance Director shared FY21 Audit Plan. This presentation to be shared electronically with the Audit Committee.

Mary McCoy spoke of challenges this last year with short staff, pandemic and new system. A brighter outlook for FY 21-22.

Stephanie Woodruff, Chair, and Al Castillo, member, complimented Finance Staff for new plan and accomplishments to have ongoing reviews.



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VIRTUAL MEETING

- d. FY20 Audit Timeline Update- (Mary McCoy, Finance Director, mtmccoy@santafenm.gov, 955.6171 and Debra Harris-Garmendia, Accounting Officer, daharrisgarmendia, 955.6530)

Mary McCoy, Finance Director, presented an overview of a memo for the FY20 Audit Timeline Update. All audit Committee members to receive an electronic copy of memo and presentation following the meeting.

Debra Harris-Garmedia, Accounting Officer, presented additional detail of the bullet points on the memo. Deadline for the Trial Balance is today and Finance to meet the deadline.

Bradley Fluetsch, Planning and Investment Officer gave an overview of Bonds and to meet disclosure deadline to the SEC.

- e. FY21 Financial and Economic Update- (Mary McCoy, Finance Director, mtmccoy@santafenm.gov, 955.6171, Brad Fluetsch, Planning and Investment Officer, bjfluetsch@santafenm.gov, 955.6885, and Andy Hopkins, Principle Budget Analyst, ajhopkins@santafenm.gov, 955.6177)

Mary McCoy, Finance Director, presented FY21 Financial and Economic Update as compared to Spring 2020. Economic recovery looking better for FY 21-22 than this past year.

Bradley Fluetsch, Fiancial Planning and Investment Officer spoke on the FY 21 revised revenue projections . The Construction segment is one of the strongest performers. Revised GRT revenue estimates are likely to reach \$97M in FY21. Lodgers Tax revenue may not reach the budgeted levels in FY21.

Mary McCoy, Finance Director, mentioned that some of the \$15,000,000 Federal money could be used to boost Lodger's Tax. Mary McCoy is cautiously optimistic of the economic recovery forecast.

- f. Website Updates- (Alexis Lotero, Acting Assistant Finance Director, aclotero@santafenm.gov, 955.6137)



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MARCH 31, 2021 AT 2:00 PM
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Alexis Lotero, Acting Assistant Finance Director reviewed changes to the website for the Audit Committee. Alexis Lotero, requested the Audit Committee provide photos and bio to add to the website.

Mary McCoy, Finance Director, mentioned adding minutes and internal audits to the website.

7. **PUBLIC COMMENT**
8. **MATTERS FROM STAFF**
9. **MATTERS FROM THE COMMITTEE**
10. **MATTERS FROM THE CHAIR**
11. **NEXT MEETING: No Meeting Scheduled**

Stephanie Woodruff, Chair, is tentatively looking at the next meeting to occur early-mid May. She'll send email with date of next meeting.

12. **ADJOURN**

Meeting adjourned 3:47 p.m.

Liaison

Chair



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
NOVEMBER 04, 2020 AT 2:00
PM
VIRTUAL MEETING

1. **CALL TO ORDER**
2. **ROLL CALL**

Members Present:

Member Adolfo Montoya
Member Al Castillo
Member Mary Ellen Erpelding-Chacon
Vice Chair Cristina Mulcahy
Chair Stephanie Woodruff

Members Excused:

Others Attending:

Carolynn Roibal, Attendee
Fran Dunaway, Attendee
Alexis Lotero, Attendee

3. **APPROVAL OF AGENDA**

MOTION: Member Montoya moved, seconded by Vice Chair Mulcahy, to approve the as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Montoya, Member Erpelding-Chacon, Vice Chair Mulcahy, Chair Woodruff

Against: None

Abstain: None

4. **APPROVAL OF MINUTES**



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
NOVEMBER 04, 2020 AT 2:00
PM
VIRTUAL MEETING

- a. Audit Committee Minutes – September 2, 2020

MOTION: Member Montoya moved, seconded by Member Erpelding-Chacon, to approve the as presented.

VOTE: The motion was approved on the following Roll Call vote:

For: Member Montoya, Member Erpelding-Chacon, Vice Chair Mulcahy, Chair Woodruff

Against: None

Abstain: None

5. **EXECUTIVE SESSION**

6. **NEW BUSINESS**

- a. FY21 Internal Audit Plan and Resource Allocation – discussion and approval

Discussion on Proposed FY21 Internal Audit Plan and Resource Allocation was favorable by the Committee. Bi-weekly updates to be provided to Mary McCoy with projected deliverables in February-March 2021.

7. **PUBLIC COMMENT**

8. **MATTERS FROM STAFF**

9. **MATTERS FROM THE COMMITTEE**

10. **MATTERS FROM THE CHAIR**

11. **NEXT MEETING: December 02 2020**



MINUTES

REGULAR MEETING OF
THE AUDIT COMMITTEE
NOVEMBER 04, 2020 AT 2:00
PM
VIRTUAL MEETING

Next Meeting December 9, 2020 2:00pm

12. ADJOURN

MOTION: Vice Chair Mulcahy moved, seconded by Member Montoya, to approve to adjourn at approximately 2: 28PM

VOTE: The motion was approved on the following Roll Call vote:

For: Member Montoya, Member Erpelding-Chacon, Vice Chair Mulcahy, Chair Woodruff

Against: None

Abstain: None

Liaison

Chair