

Bowling Green Audit Committee

Regular Meeting

October 14, 2019

The Bowling Green Audit Committee convened in a regular meeting at 3:30 p.m. on October 14, 2019 in the Conference Room at Neighborhood and Community Services. The meeting was called to order by Chairman Jeffrey Stein. Members of the Committee present were: Audit Professional Jeffrey Stein, General Business members Vivian Grise and John Ward and Ex-Officio member City Manager Jeff Meisel. Absent: Audit Professional member Brian Dinning and City Commissioner Joe Denning. Also present were City Internal Auditor Deborah Jenkins and City Clerk Ashley Jackson. There was a quorum present.

Approval of Minutes.

Chairman Stein announced the first item of business was to approve the minutes of the July 15, 2019 special meeting, which was mailed with the agenda to the members for their review prior to the meeting. Motion was made by Mr. Ward and seconded by Ms. Grise to accept the minutes as written. The minutes were approved as written by unanimous vote.

Discuss Senior Positions Review.

Internal Auditor Deborah Jenkins explained her recent review of senior positions within the General, Non-Sworn full-time Classified/Pay Schedule and the objective of the review was to determine what the entry-level of the applicable senior positions were, and to review the requirements to obtain the senior designation and promotion. It was recommended management review the following senior positions: Accounting Technician - Senior, which is a permanent part-time position but classified as full-time; Office Associate - Senior, as the requirements for the promotional process are dated since its implementation in 1999; three (3) senior positions with no correlating entry-level position, Equipment Mechanic - Senior (Golf), Trades Worker - Senior (Parks Maintenance) and Building Inspector - Senior (NCS); and three (3) senior positions with the highest pay grades were professional level positions, with no experience, certification or any documented requirements. Ms. Jenkins further reviewed two Career Path Programs of the Fleet and Operations Divisions as a comparison to the senior position requirements. She confirmed the Human Resources Department agreed to look into the information and a follow up would be completed in Fiscal Year 2021.

Discuss Compensatory Time Analysis.

Ms. Jenkins reported City employees are eligible to receive compensatory time for hours worked above 40 hours in a week and most employees are non-exempt which means the time accrual is in-lieu of overtime and is payable to the employees either as part of the City's cash-in policy or at separation. She added a small number of employees, mainly professional and mid-management, who were considered exempt from overtime, could also accrue time, however the time could not be cashed-in or paid out upon separation. The objective of the review was to review the amount of compensatory time used or cashed out, as well as the accrual balances as of June 30, 2019. The information was provided to management for further review of potential workload issues and/or potential time management issues.

Discuss Paxton Lot Lease Review.

The history of the Paxton Lot lease was reviewed and it was said the City leases 15 parking spaces to Hensley & Throneberry, CPA and 16 parking spaces to YouSwag, LLC and the contracts were dated 2017. Ms. Jenkins explained since 2017 the parking lot was resurfaced and renumbered, which results in a need to revise the agreement. Furthermore, she indicated by verbal agreement, the entrance codes to the parking lot are utilized and individuals are allowed to park in any area of the

(Minutes-Bowling Green Audit Committee – October 14, 2019)

Paxton lot. It was the recommendation of the City Internal Auditor to update the Lease Agreement to reflect the new numbering in the lot and clearly mark the leased spaces, and remove the specific parking space language in current agreements to allow for FOBs. In addition, it was recommended to change the customer entrance codes at least annually to prevent abuse of the parking lot. The City Manager and Chief Financial Officer plan to review and update the agreements. City Manager Jeff Meisel confirmed he would also involve the Information Technology Department to assist with the FOB access system.

Presentation of Law Department Code Enforcement Lien Process Audit.

Ms. Jenkins said the objective of the audit was to determine if code enforcement liens were processed and released timely and accurately. She indicated there were two (2) findings and Finding #1 concluded the code enforcement related liens were not consistently released within 30 days of payment as required by KRS 382.365 and Finding #2 concluded the check requests for multiple \$13 lien related fees cost the City an estimated \$12.51 per check and slowed the lien release process. Ms. Jenkins recommended prioritizing a weekly lien process to ensure liens were released in a timely fashion and utilize the City's procurement cards to pay fees related to liens versus requesting a paper check. She stated it should speed up the process and save the City money by not processing multiple \$13 checks.

Review July, August and September 2019 Audit Perspectives.

The newly created monthly Audit Perspectives were designed for employees to receive audit highlights, such as, tips, site visit information, audit completion and status reports.

Mr. Meisel explained the new approach for the City Internal Auditor was to prepare smaller and more concise reports, plan for site visits and be more visible to other departments.

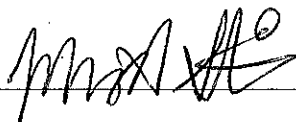
Next Meeting.

Ms. Jenkins announced the next meeting will be a special call on October 29, 2019 at 3:30 p.m.

Adjournment.

There being no other business to be conducted, at 4:30 p.m. Chairman Stein declared the meeting adjourned.

October 29, 2019
Date Approved

Chair 


Ashley Jackson, City Clerk

Minutes prepared by City Clerk Ashley Jackson