

STATE OF TEXAS)
COUNTY OF HARRIS)
CITY OF LA PORTE)

FISCAL AFFAIRS COMMITTEE

Notice is hereby given of a Special Called Regular Meeting of Fiscal Affairs Committee to be held on **May 18, 2010, at 5:00 p.m.**, at La Porte City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, regarding the items of business according to the agenda listed below:

5:00 p.m. – Special Session

1. Call to Order
2. [Consider approval of minutes of the Special Called Regular Meeting of Fiscal Affairs Committee held on May 11, 2010– M. Gillett](#)
3. Discuss possible scope of work of the Five Point projects financial transactions, contractor billing concerns and proposed budget – C. Engelken/ K. Askins
4. Discuss and determine interview questions for audit firm who will be conducting forensic audit – C. Engelken
5. Administrative Reports – R. Bottoms
6. Committee comments
Matters appearing on agenda
 - A. Recognition of community members, city employees, and upcoming events
 - B. Inquiry of staff regarding specific factual information or existing policy
7. Adjournment

There may be a possible quorum of City Council present at this meeting and may participate in discussion at this meeting, however, they will not vote on matters.

THIS FACILITY HAS DISABILITY ACCOMMODATIONS AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES AT MEETINGS SHOULD BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT CITY SECRETARY’S OFFICE AT 281-471-5020 OR TDD LINE 281-471-5030 FOR FURTHER INFORMATION.

Martha A. Gillett, TRMC
City Secretary

Date posted

MINUTES OF THE SPECIAL CALLED REGULAR MEETING OF THE FISCAL AFFAIRS COMMITTEE
May 11, 2010

1. Call to Order

The meeting was called to order by Chairman Chuck Engelken at 5:02 p.m.

Members of Committee Present: Board Members Chuck Engelken, Louis Rigby, Tommy Moser and Alternate member Daryl Leonard.

Members of Committee Absent: None

Members of City Council, City Executive Staff and City Employees Present: City Manager Ron Bottoms, City Attorney Knox Askins, Director of Finance Michael Dolby, Controller Phyllis Rinehart and City Secretary Martha Gillett

Others present: Dottie Kaminski, Chuck Rosa, Mrs. Rosa, Kathryn Aguilar, Ted Powell and Phillip Hoot.

2. Consider approval of Minutes of the Special Called Regular Meeting of Fiscal Affairs Committee held April 27, 2010.

Motion was made by Committee Member Rigby to approve the minutes as presented. A second by Committee Member Moser. The motion carried.

Ayes: Engelken, Rigby and Moser

Nays: None

Abstain: None

Absent: None

3. Receive and review Second Quarter (FY 2010) Investment Report – M. Dolby

Finance Director Michael Dolby and Controller Phyllis Rinehart provided the Second Quarter (FY 2010) Investment Report.

4. Receive and review Second Quarter (FY 2010) Purchasing Card Expenditures – M. Dolby

Finance Director Michael Dolby provided the Second Quarter (FY 2010) Purchasing Card Expenditures. He noted the report was also provided by vendor this meeting.

5. Discuss possible scope of work of the Five Point projects financial transactions, contractor billing concerns and proposed budget – C. Engelken/K. Askins

Chairman Engelken and City Attorney Knox Askins discussed possible scope of work of the Five Points projects financial transactions, contractor billing concerns and proposed budget.

It was the consensus of the group that the audit be a forensic audit. The following is the criteria to be included in the scope of work:

All Transactions of the Five Points Project.

Transactions between the City and the Developer.

Financial Real Estate Transactions.

URS Billing as they apply to policies and procedures.

Determine whether the funds for the Type B Development Corporation were properly applied to the project.

Knox Askins is to determine whether or not the committee can meet in Executive Session to determine the list of questions for the auditors interview.

The committee will put together a list of vendors who might be able to conduct the audit. Mr. Engelken has some names he was provided from HGAC and Knox Askins will also provide some names.

Mr. Engelken will contact the vendors to see if they would be interested in handling a project of this scope and nature.

The next meeting will be held on May 18, 2010 at 5:00 p.m. in the City Hall Council Chambers.

6. Administrative Reports

City Manager Ron Bottoms reminded the committee that all the questions raised by committee had been answered.

7. Committee Comments

Matters appearing on agenda

A. Recognition of community members, city employee, and upcoming events

B. Inquiry of staff regarding specific factual information or existing policy

Committee members Engelken and Moser made comments.

8. Adjournment

There being no further business to come before the committee, the meeting was adjourned at 5: 32 p. m.

Respectfully submitted,

Martha Gillett, TRMC
City Secretary

Approved this day of 2010.

Chuck Engelken, Chairman