

**MINUTES OF THE MEETING OF THE
CITY OF CAPE CORAL AUDIT COMMITTEE**

Wednesday, June 18, 2025

City Auditor's Conference Room

2:00 p.m.

The meeting was called to order at 2:00 p.m. by Chair Austin.

ROLL CALL: Austin, Cochrane, Jacobs, Lehmann, Stevens, and Alternate Member Botterbusch were present.

ALSO PRESENT: Andrea Russell, City Auditor
Rhonda Moen, Controller

CHANGES TO AGENDA / ADOPTION OF AGENDA

Vice Chair Stevens moved, seconded by Committee Member Jacobs, to Adopt the Agenda, as presented. Voice Poll: All "ayes." Motion carried.

Public Input

No speakers.

APPROVAL OF MINUTES

Meeting Minutes – March 12, 2025

Vice Chair Stevens moved, seconded by Committee Member Jacobs, to approve the March 12, 2025 Meeting Minutes, as presented. Voice Poll: All "ayes." Motion carried.

BUSINESS

**FY24 Annual Comprehensive Financial Report
presentation and discussion by Maulden & Jenkins**

Chair Austin turned the floor over to City Auditor Russell for discussion of the FY24 Annual Comprehensive Financial Report.

Wade Sansbury, Partner, Maulden & Jenkins, provided information on the following displayed slides:

- 2024 Presentation of Audit Results To: City of Cape Coral, Florida
- Agenda
- Mauldin & Jenkins, LLC (2 slides)
- General Information About the Annual Comprehensive Financial Report

- General Information About the Annual Comprehensive Financial Report
 - Audit Opinion
- General Information About the Annual Comprehensive Financial Report
 - Compliance Report
 - Single Audit
- Required Communications
 - Significant Accounting Policies
 - Management Judgment / Accounting Estimates
 - Relationship with Management
- Required Communications
 - Management Representation
 - Consultation with Other Accountants
 - Significant Issues Discussed with Management
 - Audit Adjustments
 - Financial Statement Disclosures
- Required Communications
 - Information in Documents Containing Audited Financial Statements
 - Auditor Independence
- Other Information in Auditor's Discussion & Analysis

Discussion held regarding:

- Remediation of 2023 audit findings
- IT System implementation controls to mitigate risk

City Auditor Russell stated she would reach out to the IT Director for an answer.

Discussion held regarding:

- Permitting, inspection and code system software
- External Auditor receipt of feedback from Council
- External Auditor performance
- City's Financial Department

Vice Chair Stevens asked for clarification of the Parks and Recreation expenditures and capital outlay on page 161 of the Annual Comprehensive Financial Report.

Controller Moen responded she would provide the information later.

Discussion held regarding:

- External Auditor's hours spent on the Audit
- Hours and tasks of the City Auditor's Office
- Sports facilities monthly reports

Audit Committee Meeting Schedule discussion

Chair Austin turned the floor over to City Auditor Russell for discussion of the 2025 Meeting Schedule.

City Auditor Russell provided the background information for changing the 2025 meeting schedule and introduced the proposed 2025 alternate meeting schedule.

Discussion held regarding meeting date for August.

Member Cochrane asked City Auditor Russell if canceling the July 16th meeting was her recommendation.

City Auditor Russell responded in the affirmative.

Committee Member Cochrane moved, seconded by Committee Member Lehmann, to cancel the July 16, 2025 meeting. Voice Poll: All “ayes.” Motion carried.

Discussion held regarding:

- Meeting date for August
- Quorum for a meeting

Committee Member Cochrane moved, seconded by Committee Member Lehmann, to add an August 27, 2025 meeting. Voice Poll: All “ayes.” Motion carried.

Discussion held regarding:

- September meeting dates
- Business between August and November
- Special meeting
- Changing meeting dates for 2026 schedule

Committee Member Cochrane moved, seconded by Vice Chair Stevens, to cancel the September 17, 2025 meeting. Voice Poll: All “ayes.” Motion carried.

City Auditor's Update Report - City Auditor Russell

City Auditor Russell reviewed the City Auditor's Office Update 5/13/2025 through 6/10/2025 dated June 10, 2025, which was emailed to the Committee and was posted online as follows:

External Auditors Mauldin & Jenkins (M&J):

- Charter School Audit – Entrance conference was held 5/16/2025. Planning in progress.

Discussion held regarding Lake Kennedy Audit.

In Progress - Internal Staff:

- Cape Coral Police Department (CCPD) Records Management Process Audit – Findings communicated to CCPD. Draft report to be distributed 6/10/2025. Report review meeting scheduled for 6/13/2025. Anticipate issuance prior to the end of June. Andrea Russell is the Auditor-In-Charge.
- City Clerk Records Management Audit – Fieldwork substantially complete. Findings to be communicated shortly to the City Clerk. Philip Toby is the Auditor-In-Charge.
- Emergency Management and Resilience Department – Resilience, Mitigation and Prevention Audit – Planning substantially complete. Anticipate start of fieldwork to begin shortly. Joe Devone is the Auditor-In-Charge.

Discussion held regarding:

- Emergency Management and Resilience Department Audit
- Fire Department ISO Certification
- Records management
- Records storage
- Code audit

Outstanding Post Audit Reviews (PARs):

See attachment for PAR Report. Closed two recommendations this month. There are 31 currently outstanding or preliminarily reviewed. Total of all recommendations closed this month, previously closed, and outstanding is 200.

Professional Development:

- From Ancient Civilizations to Audit Committees: Timeless Ethics for Today's Auditors
- Fraud Forum for Government Auditors
- The Clock is Ticking: 2024 Yellow Book Implementation Update
- Introduction to Forensic Accounting

Audit Plan Status: updated as of 6/10/2025

- Capital Improvement Projects – Lake Kennedy Final Project Audit – Issued.
- Utilities/Information Technology Systems – North Reverse Osmosis Plant Operating Technology – Issued.
- CCFD Station Renovation versus New Build
- CCPD – Training Facility and Processes – Swapped with Records at Deputy Chief's request. Potential push to August/September start.

- CDBG-DR Compliance – Due to funding allocation (County) no longer required to audit.
- City Clerk-Records Management – In progress
- Development Services – Code Compliance Operations – Planned to start late June / early July
- Financial Services – Payroll Process and Implementation
- Financial Services – Travel
- Human Resources – Benefits Enrollment and Administration – Due to Benefits Manager vacancy push to FY26.
- Parks and Recreation / Public Works – Operation Sparkle
- Public Works – Fleet Management Preventative Maintenance – Considering change in subject to overall fleet management
- Public Works – Solid Waste Operations – Pre-planning meeting scheduled for 6/13/2025
- City Annual Comprehensive Financial Review External Auditor Assistance – Complete. On the audit plan but do not include in audit count.

Discussion held regarding:

- CDBG DR Audit
- CCPD – Training Facility and Processes
- Risk Assessment Plan
- Parks and Recreation / Public Works - Operation Sparkle
- Park maintenance
- GO Bond
- Lake Kennedy Racquet Center
- Sun Splash
- Boat house
- Golf Course

Controller Moen stated she would provide the answers later.

FY24 Audit Plan Carryover

- Financial Svcs.-Major Project Procurement Process (Citywide) – Issued

- CCFD ISO non-audit service – Part one complete. ISO visit completed June 5th. Outstanding info due to ISO by end of June. We will complete part two after final rating is received.

Additions to FY25 Audit Plan

- CCPD Records Audit – Added at the request of CCPD. In Progress
- Emergency Management & Resilience Dept, Resilience, Mitigation and Prevention Audit – FKA EM Consultant Services – Re-started. In Progress

Other Items:

- Continue to work on FY25 audits from the FY25 audit plan.
- Start preparation for FY26 Audit Plan.
- City Auditor preparing for external peer review in Suffolk County, NY 6/23 – 6/26/2025.

Discussion held regarding:

- Real Estate properties
- Golf Course Cash Management Audit findings

Member Comments

No comments.

Time and Place of Next Meeting

The next Audit Committee meeting scheduled for Wednesday, July 16, 2025, has been canceled.

The next Audit Committee meeting will be held on Wednesday, August 27, 2025, at 2:00 p.m. in City Auditor's Conference Room.

Motion to Adjourn

There being no further business, the meeting adjourned at 3:18 p.m.

Submitted by,

Sheri Rhine
Recording Secretary