



AGENDA MEMORANDUM

Action Item for the Audit Committee Meeting of March 19, 2025

DATE: March 4, 2025

TO: Roland Barrera, Audit Committee Chair

FROM: George Holland, City Auditor
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Motion to approve the 2025 Audit Committee Meeting Calendar

PURPOSE:

Motion to approve the 2025 Audit Committee Meeting Calendar.

BACKGROUND:

Chapter 12 $\frac{1}{2}$ -3 Section 2(c) of the City Code of Ordinances directs that the Audit Committee shall meet as needed to perform its duties.

- 1) A majority of the members of the Audit Committee shall constitute a quorum.
- 2) The minutes of each meeting are to be prepared and sent to the committee members and approved at subsequent meetings.
- 3) In compliance with the Texas Open Meetings Act, the Audit Committee will hold Executive Sessions with the City Auditor and external auditors as deemed appropriate.

The Audit Committee calendar was unanimously approved by the previous Audit Committee in the December 10, 2024, meeting.

LIST OF SUPPORTING DOCUMENTS:

- 2025 Audit Committee Meeting Calendar