



**CITY OF GREAT FALLS
COMMISSION AGENDA REPORT**

Item: Appointment, Audit Committee

From: City Manager's Office

Initiated By: City Commission

Presented By: City Commission

Action Requested: Appoint one new member to the Audit Committee to fill a private citizen member position through June 30, 2019.

Suggested Motion:

1. Commissioner moves:

“I move that the City Commission appoint _____ to the Audit Committee to fill a private citizen position through June 30, 2019”

2. Mayor calls for a second to the motion, Commission discussion, public comment, and calls for the vote.

Staff Recommendation: It is recommended that the City Commission appoint one new member to the Audit Committee to fill a private citizen member position.

Staff is recommending that the Audit Committee set term appointments similar to the other City Boards and Commissions and set the terms to run concurrent with fiscal years beginning July 1 through June 30. This position would be a partial term from December 20, 2016 through June 30, 2019.

Background: During the May 17, 2016 City Commission meeting the City Commission approved to increase the number of members on the committee to include an additional private citizen. Advertising for this new position began in May 2016 through the local media and on the City of Great Falls website. One application was received.

Purpose

The Audit Committee was established by the City Commission in October of 1992 and consists of five members to include the Mayor, a Commissioner, the City Manager, the Fiscal Services Director and a private citizen.

The Audit Committee provides assurance that the financial disclosures made by management reasonably portray the City's financial condition, results of operations and plans and long-term commitments. The Committee oversees the external audit coverage, reviews accounting policies and reviews financial statements.

Evaluation and Selection Process

Advertising was done through the local media and posted on the City of Great Falls website. Members of the Audit Committee should collectively possess technical expertise in accounting, auditing, and financial reporting to fulfill its duties. One application was received.

During the Audit Committee meeting on November 30, 2016, Committee members unanimously recommended appointing Ms. Kropp to the Audit Committee for the remainder of a three year term.

Continuing members of this board are:

- Mayor Kelly
- Commissioner Houck
- City Manager Doyon
- Fiscal Services Director Kinzler
- Private Citizen Jeremy Trebas

Citizen interested in serving on this board include:

- MaryEllen Kropp


Attachments: Application



**BOARDS AND COMMISSIONS
CITIZEN INTEREST FORM
(PLEASE PRINT OR TYPE)**

Thank you for your interest. Citizen volunteers are regularly appointed to the various boards and commissions. This application subject to Montana Right to Know laws.

Board/Commission Applying For: <i>Audit Committee</i>		Date of Application: <i>11-21-16</i>
Name: <i>MaryEllen Krapp</i>		
Home Address: <i>308 34th Ave NE Great Falls, MT 59404</i>		Email address: <i>bmlkrapp@yahoo.com</i>
Home Phone: <i>406.771.9327</i>	Work Phone: <i>406.761.9300 ext 195</i>	Cell Phone: <i>406.403.4894</i>
Occupation: <i>Lending Director</i>		Employer: <i>1st Liberty Federal CU</i>
Would your work schedule conflict with meeting dates? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If yes, please explain) <i>I would need to schedule to take time off from work</i>		
Related experiences or background: <i>Have arranged and assisted in audits, but have no official audit experience.</i>		
Educational Background: <i>BS, Management/Accounting - Park University BS, Business Technology, Management Emphasis - MSU Northern</i>		
IF NECESSARY, ATTACH A SEPARATE SHEET FOR YOUR ANSWERS TO THE FOLLOWING:		
Previous and current service activities: <i>Great Springs Chapter of Credit Unions, Secretary, 2015-Present Great Falls Young Peoples Choir, 2009-2011 Leadership Great Falls 2014-2015 Neighborworks Annual Fund Drive 2009-2013, 2016</i>		
Previous and current public experience (elective or appointive): <i>None</i>		
Membership in other community organizations: <i>None</i>		

Have you ever worked for or are you currently working for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, where and when?	
Do you have any relatives working or serving in any official capacity for the City of Great Falls? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, who, which department, and relationship?	
Have you ever served on a City or County board? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what board and when did you serve? Library Board 2013 to Present	
Are you currently serving on a Board? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, which board? Library Board	
Please describe your interest in serving on this board/commission? It is an opportunity for me to make an impact on the City of Great Falls through my accounting background while I am able to expand my audit capabilities.	
Please describe your experience and/or background which you believe qualifies you for service on this board/commission? Educational classes as well as some audit experience through work.	
Additional comments: None	
Signature 	Date: 11.21.16

If you are not selected for the current opening, your application may be kept active for up to one year by contacting the City Manager's office. Should a board/commission vacancy occur within 30 days from the last City Commission appointment, a replacement member may be selected from citizen interest forms submitted from the last advertisement. For more information, contact the City Manager's office at 455-8450.

Return this form to:
City Manager's Office
P.O. Box 5021
Great Falls, MT 59403

Fax:
(406) 727-0005

Email:
kartis@greatfallsmt.net