



Las Vegas

Agenda Item No.: 11.

AGENDA SUMMARY PAGE
AUDIT OVERSIGHT COMMITTEE MEETING OF: JULY 19, 2007

DEPARTMENT: CITY AUDITOR'S OFFICE
DIRECTOR: RADFORD SNELDEN

Consent Discussion

SUBJECT: Discussion and possible action of Audit of Video Services (201-0607-12)

Fiscal Impact:

- No Impact Augmentation Required
- Budget Funds Available

Amount:
Funding Source:
Dept./Division:

PURPOSE/BACKGROUND:

To review the Audit of Video Services with the Audit Oversight Committee.

This audit was part of the authorized Audit Plan FY 2006-2007.

RECOMMENDATION:

Approval

BACKUP DOCUMENTATION:

1. Audit of Video Services (201-0607-12)
2. Submitted after meeting Five PowerPoint Presentation Slides

Motion made by PAUL WORKMAN to Approve and accept the report of the Audit of Video Services (201-0607-12)

Passed For: 3; Against: 0; Abstain: 0; Did Not Vote: 0; Excused: 2
LARRY BROWN, STEVE WOLFSON, PAUL WORKMAN; (Against-None); (Abstain-None); (Did Not Vote-None); (Excused-JOSE TRONCOSO, MICHAEL W. KERN)

Minutes:

Sr. Internal Auditor Bryan Smith reviewed the report while referencing a PowerPoint presentation, a copy of which is made a part of the final record. He acknowledged the presence of Communications Director David Riggelman and Station Manager Charles Hosmer McGraw, who worked with Mr. Smith on this audit and were very cooperative and accommodating. Their responses to the audit can be found on page 15 of the report.

Member Workman questioned the comments regarding four programs which were found to be out of compliance but have since been taken care of. Mr. Smith explained there was one program where there was a restriction that the program be used in one-hour blocks. KCLV was using it as filler material and has since received approval to do so. There were a few additional programs that were dropped completely due to complications.

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Member Wolfson verified with Mr. Riggleman and Mr. McGraw that they have been with the station since its inception. He questioned whether this was the first audit and if they found the audit helpful. Mr. Riggleman replied it was the first audit the station has had. He found audit staff to be very professional. He was unsure of what to expect but Mr. Snelding and Mr. Smith were very clear and gave solid timeframes and expectations. He noted it was very easy to communicate with Mr. Smith although he came into the audit without any prior knowledge of the workings of a TV station. Mr. Riggleman was happy with the great level of communication they achieved.

Member Wolfson also questioned the level of involvement station management had in regards to the management action plan and associated timeframes. Mr. Riggleman assured him that station staff worked with the audit staff regarding the timeframes and they will be able to comply with them.

Mr. Snelding explained to Member Wolfson that at the conclusion of each audit, findings are presented to the department director. The director is then asked for their opinion as to whether the findings are in fact problems and if the recommendations would fix those problems. At that time, the directors can work with audit staff to explain discrepancies or approve a timeline for the management plans. The audit then rolls into the follow-up database and the Committee receives the follow-up summary. Occasionally, there will be an issue that the director and audit staff cannot agree upon and when that happens, the item is brought to the Committee for review.

Member Wolfson felt the report was good and the recommendations were fair and reasonable. Mr. Riggleman agreed. Both he and Charlie were pleased with the outcome. There were no recommendations indicating any serious issues, most were routine in nature.

Vice-Chair Brown commented that the ability of this Committee to track recommendations is of great benefit. It allows closure in tracking recommendations and also allows the Committee to see who fails to implement recommendations. When that happens, the department is referred to the City Manager's Office and they must justify why that recommendation is not complete. He also stated that the perception of the audit function continues to improve each time an audit is completed. Departments that welcome and embrace this function can use the information to their advantage during budget cycles. This is a compliment to Mr. Snelding and his team as well as the departments.

Member Workman was glad the audit was done positively as it helps everyone to move forward and makes the department more valuable.

There was much discussion regarding the recommendation regarding retention schedules for the station. Mr. Riggleman said the station tended to retain all programs either digitally or on tape. Mr. Smith was concerned that from a space point of view, this would not be prudent however, there is no space constraint at this time. Many programs are retained indefinitely because they are considered historical documentation.

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Vice-Chair Brown verified with Chief Deputy City Attorney Redlein that the station has to comply with retention schedules mandated by both the State of Nevada and the Federal government. More often than not, municipalities tend to keep documentation too long rather than disposing of it too early when compared to retention requirements. Mr. Redlein agreed with Mr. Riggleman that programming such as City Beat should be retained as long as possible.

Mr. Riggleman informed the Committee that his station inherited the old University of Nevada Las Vegas (UNLV) 3/4 inch tape of past City Council meetings. Technically he could have disposed of the tapes but felt compelled to retain them. Member Wolfson asked if they could be converted to a smaller media. There was discussion that perhaps a museum would be interested in having them. Mr. Riggleman said that his staff researched archiving and historians suggest keeping it on the original media. If several meetings were saved to a DVD and the disc is broken they are all lost. With tapes however, even if tapes break and a section of the meeting is lost, other portions could most likely be retained. As technology advances, the conversion media used could be outdated just as easily as the tape itself.

Mr. Smith clarified that his intention on the recommendation was not focused on disposal but on the failure of the retention schedule to include all types of programming. The recommendation made was to update the programming retention policy to more fully reflect the programming retention standards. He left it up to the division to decide the actual retention schedule of the items.

Vice-Chair Brown suggested if the station ever had space constraint issues, they could always procure space at the Records Center in the West Yard.