

**CITY OF BELMONT
AUDIT COMMITTEE**



REGULAR MEETING AGENDA

Thursday, June 6, 2019

3:00 P.M.

Suite 360

City Hall, One Twin Pines Lane, Belmont, CA

1. CALL TO ORDER

2. PUBLIC COMMENTS AND ANNOUNCEMENTS

This agenda category is limited to 15 minutes, with a maximum of 3 minutes per speaker, and is for items of interest not on the Agenda. If your subject is not on the agenda, the Committee will recognize you at this time.

3. AGENDA AMENDMENTS (if any)

4. CONSENT CALENDAR

Consent Calendar items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless a member of the Committee or staff request specific items to be removed for separate action.

A. Minutes of Regular Meeting of the Audit Committee of April 4, 2019

ACTION: 1) Motion to approve the Consent Calendar.

5. OTHER BUSINESS

A. FY 2020 Budget Review – Director Fil/Acting Deputy Director Chu

ACTION: Recommend Approval of FY 2020 Budget to the City Council.

6. COMMITTEE UPDATES AND STAFF ITEMS

A. Meeting Calendar

B. Other

7. MATTERS OF COMMITTEE INTEREST/CLARIFICATION

Items in this category are for discussion and direction to staff only. No final policy action will be taken by the Committee.

8. ADJOURNMENT



If you need assistance to participate in this meeting, please contact the City Clerk at 650/595-7413. The speech and hearing-impaired may call 650/637-2999 for TDD services. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting information can also be accessed via the internet at: www.belmont.gov. Any writings or documents provided to a majority of the Committee regarding any item on this agenda will be made available for public inspection in the City Clerk's Office, One Twin Pines Lane, Suite 375, during normal business hours and on the Suite 360 Conference Room at City Hall, Third Floor, during the meeting.

Minutes of Audit Committee Meeting of April 4, 2019

One Twin Pines Lane
City Hall, Suite 360
CALL TO ORDER 3:03 P.M.

ROLL CALL

COMMITTEE MEMBERS PRESENT: Violet, Lieberman, Mates

STAFF PRESENT: Finance Director Fil, Acting Deputy Finance Director Chu, and Management Analyst Voelker

OTHERS PRESENT: Amy Meyer, Principal, Maze & Associates (Invited) and Patrick Callan, Supervisor, Maze & Associates (Invited)

ORAL COMMUNICATION/PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

ACTION: By unanimous voice vote, with Committee Member Lieberman abstaining, the October 11th meeting minutes were noted and filed.

OTHER BUSINESS

Fiscal Year 2019 Audit Plan

Principal Amy Meyer presented Maze & Associates' interim work and shared with the Committee the plan for the coming audit, including the planned scope of the audit, audit timing, risk assessment, and fraud considerations. She listed the particular items of review for the City, Belmont-San Carlos Fire Department and Net Six audits. Discussion ensued regarding controls and audit scans to protect information moving to the Cloud. The Committee requested that Information Technology Director Jones give a high-level presentation at a future Audit Committee meeting regarding this topic.

Director Fil reviewed a few items of interest, noting that this will likely be the last year the City will manage Net Six's audit, as those duties are being transferred over to San Mateo as part of the fire department merger. In addition, Director Fil explained that there is a Gann limit issue for which the City is engaging Maze & Associates to help with the calculation to get overpayment of taxes under the cap. Discussion ensued.

Principal Meyer noted no exceptions in their audit tests. She stated that she will be sending out a required letter to the Audit Committee regarding fraud within the next month or so.

No action was taken, as this was an informational item only.

Annual Audit Committee Reorganization

Moved by Committee Member Lieberman, seconded by Chair Violet, there was a motion to appoint Committee Member Hurt as the Vice-Chair. By unanimous voice vote, Committee Member Hurt was appointed as Vice-Chair of the Audit Committee.

COMMITTEE UPDATES AND STAFF ITEMS

Meeting Calendar

The Committee discussed and concurred that the next scheduled meeting to review the FY 2020 Budget would be June 6th at 3:00 pm.

ADJOURNMENT 3:49 p.m.

**Thomas Fil
Finance Director**

DRAFT