

**City Council Finance/Audit Committee
Thursday, April 28, 2016 - 1:00 PM
City Manager's Conference Room**

Summary Notes

1. Call to Order – The meeting was called to order at 1:04 p.m.
2. Roll Call: Committee Members Present: Councilmember Al Adam and Councilmember Andrew P. Fox. Also present: Assistant City Manager Andrew Powers, Deputy City Manager Gary Rogers, Finance Director John F. Adams, Deputy Finance Director Jaime Boscarino, Accounting Manager Fay Menkin, Budget Officer Brent Sakaida, City Auditor Earl Garland, Senior Financial Analyst Gilbert Punsalan, and Deborah Harper Partner and CPA of Lance, Soll and Lunghard, LLP.
3. Public Comments – None
4. Finance Director John F. Adams gave a Powerpoint presentation on Community Outreach for the Fiscal Sustainability Study. He discussed benefits of using a consultant to facilitate the process.
5. Finance Director John F. Adams and City Auditor Earl Garland gave a Powerpoint presentation on audits, internal controls and risk assessment, including a discussion on the role of the City Auditor and the FY 2015-16 Audit Plan. It was recommended that the City Auditor meet with the Finance Audit Committee annually to summarize prior year internal audit results and the future year plan.
6. Finance Director John F. Adams introduced the City's External Audit Partner Deborah Harper with Lance, Soll and Lunghard, LLP. Deborah discussed the auditor's responsibility under U.S. Generally Accepted Auditing Standards and OMB Circular A-133 and scope and timing of the audit. She emphasized that the purpose of the audit is to ensure that controls are in place and that the financial statements are fairly presented. Deborah also presented a list of additional audit services available.
7. Next Meeting Date TBD
8. Adjournment - The meeting adjourned at 2:20 p.m.

Americans with Disabilities Act (ADA): In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the Finance Department at (805) 449-2234. Upon request, the agenda and documents in this agenda packet can be made available in appropriate alternative formats to persons with a disability. Notification at least 48 hours prior to the meeting or time when services are needed will assist the City in ensuring that reasonable arrangements can be made to provide accessibility to the meeting or service.