

**City Council Finance/Audit Committee
Wednesday, February 20, 2019 - 1:00 PM
City Manager's Conference Room**

Summary Notes

1. Call to Order – The meeting was called to order at 12:59 p.m.
2. Roll Call: Committee Members Present: Mayor Robert McCoy and Councilmember Al Adam. Also present: Assistant City Manager Ingrid Hardy, Finance Director Jaime Boscarino, Community Development Director Mark Towne, Library Services Director Heather Cousin, Economic Development Manager Haider Alawami, Deputy Public Works Director Cliff Finley, Deputy Cultural Arts Department Director Jonathan Serret, Budget Officer Brent Sakaida, City Auditor Earl Garland, Transportation Planner Kathy Naoum, and Office Supervisor Julie Prince.
3. Public Comments - None
4. FY 2019-20 and FY 2020-21 User Fees Update – Finance Director Jaime Boscarino presented the proposed 2019 Citywide User Fees Manual. The User Fees Study Session is scheduled for the February 26, 2019 City Council meeting and the Public Hearing for adoption is scheduled for the April 23, 2019 City Council meeting.
5. Traffic Impact Fees Update – Transportation Planner Kathy Naoum presented the Proposed 2019 Traffic Mitigation Fees Update. The Traffic Mitigation Fees Update Public Hearing for adoption is scheduled for the April 23, 2019 City Council meeting.
6. Internal Audit Review – City Auditor Earl Garland discussed his role as the Internal Auditor and gave some examples of cash collections from prior audits emphasizing that the City had recovered revenue in excess of \$120,000 last year. He also gave an update on the outsourced Waste Hauler Audit which should be completed by April of this year.
7. Agreed-Upon Procedures Review – Per the Finance/Audit Committee's request from the January 22, 2019 meeting, Finance Director Jaime Boscarino presented staff's Agreed-Upon Procedures Review recommendations as follows:
 - a. Review of Financial Institution Wire Transfers
 - b. Review of Compensation for Other Employees
 - c. Review of Investment Transactions
 - d. Review of Bank Reconciliations

Councilmember Al Adams recommended all four items be reviewed.

8. Next Meeting Date – To be determined
9. Adjournment – The meeting adjourned at 2:25 p.m.

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