Draft

City of Santa Clara

Meeting Minutes

Audit Committee

02/28/2024 **11:00 AM**

Hybrid Meeting
Council Conference Room/Virtual
City Hall - East Wing
1500 Warburton Avenue
Santa Clara, CA 95050

The City of Santa Clara is conducting the Audit Committee meetings in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

Join from a PC, Mac, iPad, iPhone or Android device:
Please click this URL to join: https://santaclaraca.zoom.us/j/99199624617
Webinar ID: 991 9962 4617

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CALL TO ORDER AND ROLL CALL

Chair Watanabe called the meeting to order at 11:05 AM.

Present 3 - Kathy Watanabe, Suds Jain, and Kevin Park

CONSENT CALENDAR

1. 24-162 Audit Committee Minutes

Recommendation: Approve the Audit Committee minutes of November 27, 2023.

A motion was made by Member Jain, seconded by Member Park, to approve the Audit Committee minutes of November 27, 2023. The motion carried by the following vote:

Aye: 3 - Watanabe, Jain, and Park

PUBLIC PRESENTATIONS

None.

GENERAL BUSINESS

2. 24-163 Overview of the Single Audit Report for Fiscal Year Ended June 30, 2023

Recommendation: Accept the Single Audit Report for Fiscal Year Ended June 30, 2023 and recommend that the reports are forwarded to note and file to the full Council at the March 19, 2024 Council and Authorities Concurrent meeting.

Director of Finance, Kenn Lee, gave a short introduction.

Auditor Grace Zhang, Maze & Associates, gave a PowerPoint presentation.

Committee Members' questions and comments followed.

Auditor Zhang, Housing & Community Services Division Manager, Adam Marcus, Assistant Director of Community Development, Reena Brillot, and Assistant Finance Director, Linh Lam, addressed the Committee Members' questions.

A motion was made by Member Jain, seconded by Member Park, to accept the Single Audit Report for Fiscal Year Ended June 30, 2023 and recommend that the reports are forwarded to note and file to the full Council at the March 19, 2024 Council and Authorities Concurrent meeting. The motion carried by the following vote:

Aye: 3 - Watanabe, Jain, and Park

ADJOURNMENT

Chair Watanabe adjourned the meeting at 11:35 AM.

A motion was made by Member Jain, seconded by Member Park, to adjourn the meeting. The motion carried by the following vote:

Aye: 3 - Watanabe, Jain, and Park

Future Audit Committee Meetings will be scheduled at a later date.

MEETING DISCLOSURES

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If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

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