



CITY OF CUPERTINO

AGENDA

AUDIT COMMITTEE

10300 Torre Avenue, City Hall Conference Room A

Monday, August 30, 2021

4:00 PM

TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19

In accordance with Governor Newsom's Executive Order No-29-20, this will be a teleconference meeting without a physical location to help stop the spread of COVID-19. Members of the public wishing comment on an item on the agenda may do so in the following ways:

- 1) E-mail comments by 2:00 p.m. on Monday, August 30 to the Audit Committee at AuditCommittee@cupertino.org. These e-mail comments will be received by the Audit Committee members before the meeting and posted to the City's website after the meeting.
- 2) E-mail comments during the times for public comment during the meeting to the Audit Committee at AuditCommittee@cupertino.org. The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email AuditCommittee@cupertino.org prior to speaking.

3) Teleconferencing Instructions

Members of the public may observe the teleconference meeting or provide oral public comments as follows:

Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.

To address the Audit Committee, click on the link below to register in advance and access the meeting:

Online

Please click the link below to join the webinar:

You are invited to a Zoom webinar.

When: Aug 30, 2021 04:00 PM Pacific Time (US and Canada)

Topic: Cupertino Special Audit Committee Teleconference Meeting - August 30, 2021

(Meeting Begins at 4:00 p.m.)

Register in advance for this webinar:

https://cityofcupertino.zoom.us/webinar/register/WN_fgNuIXjISbStnT1Z5fMMNw

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)

69.174.57.160 (Canada Toronto)

65.39.152.160 (Canada Vancouver)

Meeting ID: 968 8711 2253

SIP: 96887112253@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.
3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time allotted and the specific agenda topic. In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative

format.

ROLL CALL

APPROVAL OF MINUTES

1. Subject: Considering approving minutes of the Regular Audit Committee meeting on July 26, 2021
Recommended Action: Considering approving minutes of the Regular Audit Committee meeting on July 26, 2021
[0 - Minutes 07.26.21](#)

POSTPONEMENTS

ORAL COMMUNICATIONS

This portion of the meeting is reserved for persons wishing to address the Committee on any matter within the jurisdiction of the Committee and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.

NEW BUSINESS

2. Subject: HdL Contract and Refund Error
Recommended Action: Receive HdL Contract and Refund Error
[E - HdL Contract and Refund Error Staff Report \(3\)](#)
3. Subject: Budget Format Review
Recommended Action: Receive Budget Format Review
[G1 - Budget Format Review Update](#)
[G2 - Sub-Committee Initial Comments on Budget Format Review](#)
[G3 - Sub-Committee Formal Memorandum on Budget Format Review](#)
[G4 - Budget Format Review Update PPT](#)
[G5 - Questions Regarding the Current Budget Report](#)
4. Subject: Follow-up on Previous FY Management Letter Items and Management Response
Recommended Action: Receive Follow-up on Previous FY Management Letter Items and Management Response
5. Subject: Embezzlement Update
Recommended Action: Receive Embezzlement Update

OLD BUSINESS

FUTURE AGENDA SETTING**ADJOURNMENT**

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Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.

Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the members on any other item not on the agenda, you may do so during the public comment.