



CITY OF CUPERTINO

AGENDA

AUDIT COMMITTEE

This will be a teleconference meeting without a physical location.

Monday, September 27, 2021

4:00 PM

Special Meeting

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, September 27 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: Sep 27, 2021 04:00 PM Pacific Time (US and Canada)

**Topic: Cupertino Special Audit Committee Teleconference Meeting - September 27, 2021
(Meeting Begins at 4:00 PM)**

Register in advance for this webinar:

https://cityofcupertino.zoom.us/webinar/register/WN_rgTRWcp1SkG36lTQ2NMtZA

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: 969 1328 3822

SIP: 96913283822@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.

Special Meeting

ROLL CALL

APPROVAL OF MINUTES

1. Subject: Approve minutes of Regular Meeting on July 26, 2021 and Special Meeting on August 30, 2021
Recommended Action: Approve minutes of Regular Meeting on July 26, 2021 and Special Meeting on August 30, 2021
[A - Minutes 07.26.21](#)
[B - Minutes 08.30.21](#)

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: Receive Internal Audit Update
Recommended Action: Receive Internal Audit Update
[A - Internal Audit Status Report](#)
[B - City of Cupertino Procurement Operational Review - Project Plan](#)
3. Subject: Review and Consider Accepting OPEB and Pension Investment Trust Policies
Recommended Action: Review and Consider Accepting OPEB and Pension Investment Trust Policies
[A - Staff Report](#)
[B - OPEB Trust Investment Draft Policy](#)
[C - Pension Trust Investment Draft Policy](#)
4. Subject: Budget Format Review Summary and OpenGov Study Session
Recommended Action: Consider the Budget Format Review Summary and Conduct OpenGov Study Session
[A - Budget Format Review Update](#)
[B - Sub-Committee Initial Comments on Budget Format Review](#)
[C - Sub-Committee Formal Memorandum on Budget Format Review](#)
[D - Budget Format Review Update PPT](#)
[E - Questions Regarding the Current Budget Report](#)

5. Subject: HdL Contract and Refund Error
Recommended Action: Accept HdL Contract and Refund Error
[A - Staff Report](#)
6. Subject: Audit Committee Meeting Frequency
Recommended Action: Consider Approving Changes to the Audit Committee Meeting Frequency
[A - Staff Report](#)

OLD BUSINESS

STAFF AND COMMITTEE REPORTS

FUTURE AGENDA SETTING

ADJOURNMENT

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.

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.