



# REPORT TO AUDIT COMMITTEE

## City of Sacramento

1

915 I Street, Sacramento, CA 95814-2671  
www.CityofSacramento.org

Consent  
August 9, 2011

Honorable Members of the  
Audit Committee

**Subject:** Approval of Committee Minutes for July 26, 2011

**Location/Council District:** All

**Recommendation:** Approve the Committee meeting minutes of July 26, 2011.

**Contact:** Stephanie Mizuno, Assistant City Clerk, 808-8093

**Presenters:** None

**Department:** City Clerk's Office

**Organization No:** 04001011

**Description/Analysis:**

**Issue:** Staff recommends the approval of the minutes for the Committee meetings of July 26, 2011.

**Policy Considerations:** None.

**Environmental Considerations:** None.

**Committee/Commission Action:** None.

**Rational for Recommendation:** Approve the minutes for the official record.

**Financial Considerations:** None.

**Emerging Small Business Development (ESBD):** None.

Respectfully Submitted & Approved:

Stephanie Mizuno  
Assistant City Clerk

**Table of Contents:**

Pg	1	Report
Pg	3	Attachment A – Minutes



## DRAFT MINUTES City of Sacramento Audit Committee

### **MEMBERS:**

**STEVE COHN, Chair (D-3)**

**ANGELIQUE ASHBY (D-1)**  
*Member*

**JAY SCHENIRER (D-5)**  
*Member*

**DARRELL FONG (D-7)**  
*Vice Chair*

### **CITY STAFF:**

*Stephanie Mizuno*  
*Assistant City Clerk*

*Jorge Oseguera*  
*City Auditor*

*Joe Cerullo*  
*Senior Deputy City Attorney*

*New City Hall*  
*915 I Street, 1st Floor – Council Chambers*

*July 26, 2011 @ 3:30 PM*

The Audit Committee is an advisory body and shall receive, review, and forward to the full Council the City Auditor's updates and reports. The Audit Committee may do the same for reports from the City Treasurer, department of finance, external auditors, and other City offices as relevant to City audits. The Audit Committee may make recommendations to the City Council with respect to the selection of the City Auditor, resolutions necessary or convenient to the operation of the Office of the City Auditor, and any other matter related to audits or the City Auditor.

### **NOTICE TO THE PUBLIC**

You are welcomed and encouraged to participate in this meeting. Public comment is taken (2 minutes maximum) on items listed on the agenda when they are called. Public Comment on items not listed on the agenda will be heard at the end of the meeting as noted on the agenda. Comments on controversial items may be limited and large groups are encouraged to select 3-5 speakers to represent the opinion of the group.

**Notice to Lobbyists:** When addressing the Committee you must identify yourself as a lobbyist and announce the client/business/organization you are representing (City Code 2.15.160).

**Speaker slips are located in the rack inside the chamber and should be completed and submitted to the City Clerk.**

*Government Code 54950* (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72 hours prior to a regular meeting. The City posts Agendas at City Hall as well as offsite meeting locations. The order of Agenda items are listed for reference and may be taken in any order deemed appropriate by the legislative body. The Agenda provides a general description and staff recommendations; however, the legislative body may take action other than what is recommended. Full staff reports are available for public review on the City's website and include all attachments and exhibits. "To Be Delivered" and "Supplemental" reports will be published as they are received. Hard copies are available at the Office of the City Clerk (10 cents per page). Live video streams and indexed archives of meetings are available via the internet. Visit [http://sacramento.granicus.com/ViewPublisher.php?view\\_id=21](http://sacramento.granicus.com/ViewPublisher.php?view_id=21).

Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Office of the City Clerk at (916) 808-7200 at least 48 hours prior to the meeting.

# MINUTES

Tuesday, July 26, 2011 @ 3:30 PM

*New City Hall  
915 I Street, City Council Chambers*

All items listed are heard and acted upon by the Audit Committee unless otherwise noted.

## Call to Order – 3:30 PM

Regular session called to order by Chair Cohn, at 3:30 p.m. on Tuesday, June 14, 2011, at the Sacramento City Hall Council Chamber.

**Roll Call** - Present: Members Angelique Ashby, Darrell Fong, Jay Schenirer and Steve Cohn

## Consent Calendar

All items listed under the Consent Calendar are considered and acted upon by one motion. Anyone may request an item be removed for separate consideration.

### 1. **Approval of Minutes for June 14, 2011**

**Location:** Citywide.

**Recommendation:** Approve Committee minutes.

**Contact:** Stephanie Mizuno, Assistant City Clerk, City Clerk's Office, (916) 808-7200.

**Action:** Moved/Seconded: Member D. Fong / Ashby

**Yes:** Members Ashby, Fong, Schenirer and Cohn

**Absent:** None

Motion **passed** to approve the June 14, 2011 minutes.

## Discussion Calendar

Discussion or action reports include oral presentations including those recommending receive and file. Each speaker is limited to a maximum of 2 minutes.

### 2. **Audit of City Revenue Collection**

**Location:** Citywide.

**Recommendation:** Accept the City Auditor's Audit of City Revenue Collection and forward to the City Council for approval.

**Contact:** Jorge Osequera, City Auditor, (916) 808-7270.

**Action:** Moved/Seconded: Member Schenirer / D. Fong

**Yes:** Members Ashby, Fong, Schenirer and Cohn

**Absent:** None

Motion **passed** to accept the City Auditor's Audit of City Revenue Collection and forward to the City Council for approval.

**3. Audit of Citywide Policies and Procedures**

**Location:** Citywide.

**Recommendation:** Accept the City Auditor's Audit of Citywide Policies and Procedures and forward to the City Council for approval.

**Contact:** Jorge Osequera, City Auditor, (916) 808-7270.

**Action:** Moved/Seconded: Member Ashby / Schenirer

**Yes:** Members Ashby, Fong, Schenirer and Cohn

**Absent:** None

Motion **passed** to accept the City Auditor's Audit of Citywide Policies and Procedures and forward to the City Council for approval.

**4. Discussion of Proposed Contract Audit of the Department of Utilities' Billing Process**

**Location:** Citywide.

**Recommendation:** Provide direction to the City Auditor's office regarding the issuance of a Request for Proposal (RFP) to engage a contractor to complete an audit of the Department of Utilities' Billing Processes as outlined in the City Auditor's approved 2011-12 Audit Plan.

**Contact:** Jorge Osequera, City Auditor, (916) 808-7270.

**Action:** Moved/Seconded: Member Ashby / Schenirer

**Yes:** Members Ashby, Fong, Schenirer and Cohn

**Absent:** None

Motion **passed** to direct the City Auditor to take the RFP to the full City Council for approval.

**Public Comments-Matters Not on the Agenda**

None.

**Member Comments, Ideas and Questions**

None.

Adjourned at 4:10 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the July 26, 2011 meeting as approved by the Audit Committee.

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Stephanie Mizuno, Assistant City Clerk