



CITY OF FOSTER CITY

AUDIT COMMITTEE

CITY HALL, CONFERENCE ROOM ID/EOC
610 FOSTER CITY BLVD
FOSTER CITY, CALIFORNIA, 94404

To Attend the Meeting

- Location: City Hall, Conference Room ID/EOC, 610 Foster City Blvd, Foster City, California, 94404

To Provide Public Comment

- Members of the public wishing to speak will be asked during the public comment period on non-agenda items is closed. For special meetings, public comment is limited to item(s) on the agenda only.

Before the Meeting: Written public comments for the record may be submitted in advance by 4:00 p.m. before the day of the meeting by email to: PUBLICCOMMENT-AUDIT@fostercity.org and will be made part of the written record but will not be read verbally at the meeting. Written public comments submitted by email should adhere to the following:

- Clearly indicate the Agenda Item No. or specify "Public" in the Subject Line for items not on the agenda
- Include the submitter's full name (Recommended but not required)

Written public comments received by 4:00 p.m. before the day of the meeting will be provided in their entirety to the Audit Committee prior to the meeting and will be made part of the written record but will not be read verbally at the meeting. Written public comments will be posted to the City's website for review prior to the meeting.

AGENDA

Saturday, March 04, 2023, 8:00 AM

SPECIAL MEETING

1. Call to Order

2. Roll Call

Committee Members

Michael Barry	Committee Chair
Bob Buyers	Committee Vice Chair
Audie Chang	Committee Member
Falgon Desai	Committee Member
Vijay Dodd	Committee Member

City Council Liaison

Patrick Sullivan	City Vice Mayor
------------------	-----------------

Staff Members

Edmund Suen	Finance Director
Waqas Hassan	Assistant Finance Director
Karen Li	Senior Accountant
Kay Khin	Accountant II

3. Public Comments

4. Approval of Minutes

4.1. Approval of February 15, 2023, Special Meeting Minutes

5. Old Business

5.1. Develop interview questionnaire to be used for the March 4, 2023 interviews' session

6. New Business

6.1. Interview with Badawi & Associates

6.2. Interview with Maze & Associates

6.3. Recommendation of the Audit Firm to the City Council

7. Adjournment

The public is invited to attend.

Any attendee wishing special accommodations at the meeting should contact the Finance Department at (650) 286-3204 at least 48 hours in advance of the meeting. The City has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and resolving any doubt in favor of accessibility. That procedure for receiving and resolving requests for accommodation can be located in the City Clerk's Office.

All meetings are conducted in a manner consistent with applicable civil rights and nondiscrimination laws.

Any writings or documents provided to a majority of the Audit Committee regarding any item on this agenda after the agenda packet was distributed will be made available for public inspection online at fostercity.org/agendasandminutes, at the front desk of the Finance Department located at 610 Foster City Boulevard during normal business hours, and at the meeting.



CITY OF FOSTER CITY
AUDIT COMMITTEE MEETING

SPECIAL MEETING

MINUTES

Wednesday, February 15, 2023, 7:00 PM

Location: City Hall, Conference Room ID/EOC
610 Foster City Blvd
Foster City, CA 94404

1. Call to Order

Kay Khin, Accountant II called the meeting to order at 7pm.

2. Roll Call

Kay Khin, Accountant II called the roll.

Members Present:

Committee Members: Audie Chang, Bob Buyers, Falgoon Desai,
Michael Barry.

(The Committee has one vacancy as of the date of this meeting)

City Council Liaison Present – None.

Staff Present:

Edmund Suen, Finance Director; Waqas Hassan, Assistant Finance
Director; Karen Li, Sr. Accountant; and Kay Khin, Accountant II.

3. Public Comments – None.

4. Election of Officers

a. Chair

Committee Member Bob Buyers nominated Committee Member Michael Barry to be 2023 Audit Committee Chair.

Motion by Committee Member Bob Buyers and seconded by Committee Member Falgoon Desai and carried by roll call vote, 4-0-0, to nominate Member Michael Barry for Committee Chair.

b. Vice Chair

Chair Michael Barry nominated Committee Member Bob Buyers to be 2023 Audit Committee Vice Chair.

Motion by Chair Michael Barry and seconded by Committee Member Falgoon Desai and carried by roll call vote, 4-0-0, to nominate Member Bob Buyers for Vice Chair.

5. Approval of December 15, 2022, Special Meeting Minutes:

A motion was made by Chair Michael Barry and seconded by Vice Chair Bob Buyers, and carried by a roll call vote, 4-0-0, to accept the Minutes of the Audit Committee Special Meeting of December 15, 2022.

6. New Business

1. Establishing Meetings (dates/time/place):

Audit Committee Members agreed to have the committee regular meetings on Monday, April 24th, and Thursday, November 16th at the City Hall, with an optional hybrid meeting format.

A motion was made by Committee Member Audie Chang and seconded by Committee Member Falgoon Desai and carried by roll call vote 4-0-0.

2. Development of Mission Statement and Goals for 2023:

Discussion ensued on the 2023 Audit Committee Mission Statement and Goals.

The committee was satisfied with the mission statement determined by the previous Audit Committee: “To provide insights, advice and support into audit, governance, and other relevant fiscal matters appropriate to the oversight, operational and fiduciary responsibilities of the City Council and the Estero Municipal Improvement District Board of Directors”.

Motion by Chair Michael Barry and seconded by Committee Member Audie Chang, and carried by a roll call vote, 4-0-0, to accept the 2023 Audit Committee Mission Statement.

The Goals were updated as follows: “The current team of the Committee will be in its first year of a 3-year term and shall continue to seek input and requests for areas of interests to work on from the City Council. In calendar year 2023, the Committee shall review proposals from audit firms, select the firms for interview, recommend a firm for City Council approval, review this year’s annual audit process and the City’s draft financial statements for FYE 2023, and recommend, if any, a directed study to be performed by the independent Auditors ancillary to their audit”.

Motion by Chair Michael Barry and seconded by Vice Chair Bob Buyers, and carried by a roll call vote, 4-0-0, to accept the 2023 Audit Committee Goals.

3. Screening of proposals received in response to the Request for Proposals (RFP) for auditing services issued on January 12, 2023, and selection of audit firms to be interviewed on March 4, 2023, Audit Committee Special Meeting.

A Request for Proposals (RFP) was issued and posted on City website and the California Society of Municipal Finance Officers (CSMFO) website on January 12, 2023. The City also contacted seven qualified certified public accounting firms directly.

Audit proposals were received from Badawi & Associates, Eide Bailly LLP, Maze & Associates, Moss Levy & Hartzheim LLP, and the Pun Group LLP. Committee members and staff reviewed and discussed the proposals for competency, experience, cost, and size of each firm. After detailed discussions by all the Committee

Members' in considering the above criteria and a review of the vendor selection matrix prepared by City staff, the Committee selected the following firms for interview on Statuary, March 4, 2023.

- Badawi & Associates
- Maze & Associates

A motion was made by Vice Chair Bob Buyers, and seconded by Committee Member Audie Chang, and carried by a roll call vote, 4-0-0.

4. Develop interview questionnaire to be used for the March 4, 2023, interviews' session.

Committee Members opened the discussion on the interview questionnaire prepared by City Staff and decided to postpone additional dialogue to the interview day, March 4, 2023, in order to synchronize and facilitate their plans for an effective interview process for that day. Committee Members decided to schedule a special meeting at 8-9 AM to complete the interview questionnaire discussions and then conduct interviews at 9-10 AM, and 10:15-11:15 AM for the two audit firms, and continue the meeting at 2:30PM for the Committee to debrief and select the audit firm to be recommended as the City's independent financial auditors.

A motion was made by Chair Michael Barry, seconded by Audie Chang, and carried by a roll call vote, 4-0-0.

7. Adjournment – at 9:05 pm.

The public is invited to attend.

Any attendee wishing special accommodations at the meeting should contact the Department at (650) 286-3204 at least 48 hours in advance of the meeting. Any writings or documents provided to a majority of the Audit Committee regarding any item on this agenda after the agenda packet was distributed will be made available for public inspection online at fostercity.org/agendasandminutes, at the front desk of the Foster City, City Hall located at 610 Foster City Blvd. during normal business hours and at the meeting.