



CITY OF WEST COVINA
AUDIT COMMITTEE

WEDNESDAY, SEPTEMBER 29, 2021, 6:00 PM
REGULAR MEETING

WEST COVINA CITY HALL
MANAGEMENT RESOURCE CENTER (MRC) ROOM 314
WEST COVINA, CALIFORNIA 91790

AGENDA

David Lin, Chair
Marsha Solorio, Vice Chair
Dario Castellanos, Mayor Pro Tem/Audit Committee Member
Lauren Castro, Audit Committee Member
Rosario Diaz, Council Member/Audit Committee Member
Miguel Garcia, Audit Committee Member
Jim Grivich, Audit Committee Member
Colleen Rozatti, City Treasurer/Audit Committee Member

On March 4, 2020, Governor Newsom proclaimed a State of Emergency in California as a result of the threat of COVID-19. On March 17, 2020, Governor Newsom issued Executive Order N-29-20, suspending certain requirements of the Brown Act relating to the conduct of public meetings. Pursuant to the Executive Orders, Council Members may attend City Council meetings telephonically and the City Council is not required to make available a physical location from which members of the public may observe the meeting and offer public comment.

Due to the ongoing COVID-19 emergency and pursuant to State and County public health directives, Los Angeles County Department of Health requires that masks be worn indoors regardless of vaccination status.

Due to the ongoing COVID-19 emergency and pursuant to State and County public health directives, the MRC will have limited seating available on a first-come, first-serve basis for members of the public to attend and participate in the Audit Committee meeting in person. All persons attending the meeting are required to wear cloth face coverings and observe social distancing protocols.

If you are experiencing symptoms such as fever or chills, cough, shortness of breath or difficulty breathing, fatigue, or sore throat, the City requests that you stay at home.

EMAILED PUBLIC COMMENT

Members of the public can submit public comments to the Committee Secretary via e-mail at vgonzales@westcovina.org. The subject line should specify "Oral Communications - 9/29/2021". Please include your full name and address in your e-mail. All e-mails received by 5:00 P.M. on the day of the Audit Committee meeting will be provided to all Committee Members prior to the meeting. No comments will be read out

loud during the meeting. All comments received by the start of the meeting will be made part of the official public record of the meeting.

AMERICANS WITH DISABILITIES ACT

The Committee complies with the Americans with Disabilities Act (ADA). If you need special assistance at Committee Meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8:00 a.m. to 5:00 p.m. Monday through Thursday, at least 48 hours prior to the meeting to make arrangements.

AGENDA MATERIAL

Agenda material is available for review at the West Covina City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue and at www.westcovina.org. Any writings or documents regarding any item on this agenda not exempt from public disclosure, provided to a majority of the Commission that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall during normal business hours.

PUBLIC COMMENTS **ADDRESSING THE AUDIT COMMITTEE MEMBERS**

Any person wishing to address the Committee on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Management Resource Center Room (MRC) and submit the card to the Committee Secretary

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. All comments are limited to three (3) minutes per speaker.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

ORAL COMMUNICATIONS - Three (3) minutes per speaker

Please state your name and city of residence for the record when recognized by the Committee Chair.

APPROVAL OF MEETING MINUTES

1) JUNE 3, 2021, AUDIT COMMITTEE MEETING MINUTES

It is recommended that the Audit Committee receive and file the Minutes of the Audit Committee Meeting on June 23, 2021.

REPORTS

NEW BUSINESS

1. Financial Recovery Plan

2. Revenue and Expenditure Reports

- June and July

3. Next meeting date and time

- Suggested date: January 26, 2022, at 6:00 p.m.

ADJOURNMENT



AGENDA STAFF REPORT

City of West Covina

DATE: 09/29/2021
TO: Finance & Audit Committee
FROM: Robbeyn Bird, Finance Director
SUBJECT: **JUNE 3, 2021, AUDIT COMMITTEE MEETING MINUTES**

RECOMMENDATION:

It is recommended that the Audit Committee receive and file the Minutes of the Audit Committee Meeting on June 23, 2021.

Prepared by: Valerie Gonzales, Senior Administrative Assistant

Additional Approval: Robbeyn Bird, Finance Director

Attachments

Attachment No. 1 - June 23, 2021 Minutes

CITY OF WEST COVINA

AUDIT COMMITTEE

MINUTES

MEETING

WEDNESDAY, JUNE 23, 2021, 6:00 p.m.

The meeting of the Audit Committee was called to order at 5:58 p.m. Audit Committee Member Grivich led the Pledge of Allegiance.

ROLL CALL

Present: Chair David Lin
Vice-Chair Marsha Solorio
Committee Member/Mayor Pro Tem Dario Castellanos
Committee Member/Council Member Rosario Diaz
Committee Member James Grivich

Absent: Committee Member Donna Chia & Committee Member/City Treasurer
Colleen Rozatti

Staff Present: Finance Director Robbeyn Bird, City Manager David Carmany, Assistant
Finance Director Stephanie Sikkema, Administrative Assistant I Valerie
Gonzales

ORAL COMMUNICATIONS

None.

--- End of Public Comment

**1. APPROVAL OF APRIL 7, 2021, FINANCE & AUDIT COMMITTEE
AMENDED SPECIAL MEETING MINUTES**

A Motion was made by Committee Member/Mayor Pro Tem Castellanos and seconded by Vice Chair Solorio to approve the Audit Committee Minutes of the April 7, 2021, meeting.

Motion carried by a vote 5-0; 2 absent.

NEW BUSINESS

1. Financial Recovery Plan

- 1. Ensure that the fees/assessments charged for services align with costs and increase fees to reflect cost reasonably borne in the provision of City services.**
 - a. Consultant kick-off moved to August 2021.
 - b. No Motion
- 2. Review, evaluate, and monitor all City contracts.**
 - a. Share list of contracts from City Clerk's Office.
 - b. Review and update City's purchasing, contracting, and bidding procedures – Push back to October 2021.
 - c. No Motion
- 3. Set aside land sale revenue to compensate for any shortfalls in revenue that the City experiences as a result of the effects of the pandemic on the City's fiscal year 2020-21 budget.**
 - a. List of City Assets, which 3 are on the Market?
(Committee Member Grivich)
 - b. No Motion
- 4. Proactively mitigate risk and exposure to litigation through training and implementation of best risk management practices.**
 - a. No Motion
- 5. Address the excessive cost currently incurred providing fire and emergency medical services.**
 - a. No Motion
- 6. Prepare financial analyses that evaluate both the short-term and long-term financial implications of significant spending decisions.**
 - a. A Motion was made by Committee Member Grivich to change the language in status report to say no action at this time.
Motion fails – No second.
 - b. Contractor evaluation – Vice Chair Solorio to send to Finance Director Bird.

7. Implement a formal process for development of reasonable budget projections.

a. No Motion

8. Meet and confer regarding negotiation of employee union agreements.

a. No Motion

9. Improve internal purchasing processes/enforcement to reduce susceptibility to waste and fraud.

a. No Motion

2. Committee Members Terms Expiring

David Lin, Donna Chia, and one vacancy

3. Next meeting date and time:

September 29, 2021, at 6:00 p.m.

Look at expenditures and revenue reports on Agenda – June we will send, it won't be complete until August.

ADJOURNMENT

Chair Lin moved to adjourn the meeting, seconded by Committee Member/Mayor Pro Tem Castellanos at 7:02 p.m.

Valerie Gonzales
Finance & Audit Committee Secretary