



# AGENDA

## Audit Advisory Committee February 06, 2025

### 5:30 PM Regular Session

Andrea Pham  
Assistant Finance Director

Garrett Smith  
City Treasurer

Ryan Nicole Sullivan  
Executive Assistant

CALEB BROWN  
Committee Member

CAROLYN CAVECCHIE  
Committee Member

CHRIS HORTON  
Committee Member

JEFF GRAMP  
Committee Member

ANDREW LI  
Committee Member

JACK SCHROEDER  
Committee Member

BRIAN WILTERINK  
Committee Member

Weimer Room  
300 E. Chapman Avenue  
Orange, CA 92866

Welcome to the Audit Advisory Committee Meeting. Regular meetings of the City of Orange Audit Advisory Committee are held on the first Thursday of February and October at 5:30 p.m.

#### Agenda Information

The agenda contains a brief general description of each item to be considered. The agenda and supporting documentation is typically available after 4:00 p.m. on the Thursday prior to the Committee meeting on the City's website at [www.cityoforange.org](http://www.cityoforange.org), at the Finance Department located at 300 E. Chapman Avenue, and at the Main Public Library located at 407 E. Chapman Avenue. Written materials relating to an item on the agenda that are provided to the Audit Advisory Committee after agenda packet distribution and within 72 hours before it is to consider the item will be made available for public inspection in the City Clerk's Office located at 300 E. Chapman Avenue, Orange, during normal business hours; at the Audit Advisory Committee meeting; and made available on the City's website.

#### Public Participation

Pursuant to Government Code Section 54954.3, members of the public may address the Audit Advisory Committee on any agenda items or matters within the jurisdiction of the governing body by using any of the following methods:

##### 1) In-Person

To speak on an item on the agenda, complete a speaker's card indicating your name, address, and identify the agenda item number or subject matter you wish to address. The card should be given to staff prior to the start of the meeting. General comments are made during the "Public Comments" section on the agenda. Public comments are limited to three (3) minutes per speaker, unless a different time limit is announced.

##### 2) Written Public Comments

Members of the public can submit their written comments electronically for the Committee's consideration by using the eComment feature on the Agenda page of the City's website at [www.cityoforange.org](http://www.cityoforange.org). To ensure distribution to the Committee prior to consideration of the agenda, we encourage the public to submit comments by 3:00 p.m. the day of the meeting. All public comments will be provided to the Audit Advisory Committee for consideration and posted on the City's website after the meeting.

Please contact the City Clerk's Office at (714) 744-5500 with any questions.

ADA Requirements: In compliance with the Americans with Disabilities Act, if you need accommodations to participate in this meeting, contact the Finance Department at (714) 744-2230. Notification at least 48 hours in advance of meeting will enable the City to make arrangements to assure accessibility to this meeting.

**1. OPENING/CALL TO ORDER****1.1 PLEDGE OF ALLEGIANCE**

Committee Member Caleb Brown

**1.2 ROLL CALL****2. PUBLIC COMMENTS**

At this time, members of the public may address the Committee on matters not listed on the agenda which are within the subject matter jurisdiction of the Committee, provided that NO action may be taken on off-agenda items unless authorized by law. Public Comments are limited to three (3) minutes per speaker.

**3. COMMITTEE AND STAFF INTRODUCTIONS****4. COMMITTEE BUSINESS****4.1. Selection of Audit Advisory Committee Officers.****Recommended Action:**

Select a Chair and Vice Chair of the Audit Advisory Committee for a term ending February 5, 2026.

**Attachments:** [Staff Report](#)

**5. UPDATE ON FY24 AUDIT****6. REPORTS FROM CITY MANAGER****7. REPORTS FROM FINANCE DIRECTOR****8. ADJOURNMENT**

The next Regular Audit Advisory Committee meeting will be held on Thursday, October 2, 2025, at 5:30 p.m. in the Weimer Room.

I, Pamela Coleman, City Clerk, for the City of Orange, hereby declare, under penalty of perjury, that a full and correct copy of this agenda was posted pursuant to Government Code Section 54950 et. seq., at the following locations: Orange Civic Center kiosk and Orange City Clerk's Office at 300 E. Chapman Avenue, Orange Main Public Library at 407 E. Chapman Avenue, and uploaded to the City's website [www.cityoforange.org](http://www.cityoforange.org).

Date posted: February 3, 2025



# Agenda Item

## Audit Advisory Committee

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**Item #:** 4.1.

2/6/2025

**File #:** 25-0054

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**TO:** Chair and Members of the Audit Advisory Committee

**FROM:** Andrea Pham, Assistant Finance Director

### **1. SUBJECT**

Selection of Audit Advisory Committee Officers.

### **2. SUMMARY**

Orange Municipal Code Section 2.50.040 requires the Audit Advisory Committee to select a Chair and Vice Chair at its first meeting of the calendar year for a term of one year. Selecting both officers will meet this requirement.

### **3. RECOMMENDED ACTION**

Select a Chair and Vice Chair of the Audit Advisory Committee for a term ending February 5, 2026.



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