

**CARSON CITY CONSOLIDATED MUNICIPALITY
NOTICE OF THE MEETING OF THE
AUDIT COMMITTEE**

Day: Tuesday
Date: January 9, 2024
Time: Beginning at 1:30 pm
Location: Community Center, Robert 'Bob' Crowell Board Room
851 East William
Carson City, NV 89701

AGENDA

NOTICE TO THE PUBLIC:

Members of the public who wish to view the meeting may watch the livestream of the Audit Committee meeting at www.carson.org/granicus and by clicking on “In progress” next to the meeting date, or by tuning in to cable channel 191. Livestream of the meeting is provided solely as a courtesy and convenience to the public. Carson City does not give any assurance or guarantee that the livestream or cable channel access will be reliable. Although all reasonable efforts will be made to provide livestream, unanticipated technical difficulties beyond the control of City staff may delay, interrupt, or render unavailable continuous livestream capability.

The public may provide public comment in advance of a meeting by written submission to the following email address: publiccomment@carson.org. For inclusion or reference in the minutes of the meeting, your public comment must include your full name and be submitted via email by not later than 3:00 p.m. the day before the meeting. Public comment during a meeting is limited to three minutes for each speaker.

1. Call to Order

2. Roll Call

3. Public Comments and Discussion:

The public is invited at this time to comment on and discuss any topic that is relevant to, or within the authority of this public body

4. For Possible Action: Approval of Minutes -

4.A September 19, 2023
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5. Meeting Items

5.A For Possible Action: Discussion and possible action regarding the monitoring, review and closure of internal audit findings and/or recommendations included in the Audit Findings Tracking Report and providing a recommendation to the Board of Supervisors to close completed findings and/or recommendations. (Sheri Russell-Benabou, SRussell@carson.org)

Staff Summary: Staff will discuss the monitoring, review, and closure of the previous internal

auditor findings and/or recommendations included in the Audit Findings Tracking Report.

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- 5.B For Possible Action: Discussion and possible action regarding the "Carson City DevNet System for the Assessor's Office Internal Audit Program FY 23/24", a report with recommendations on agreed-upon procedures prepared by the Carson City Internal Auditor Eide Bailly, LLP for the Fiscal Year ("FY") 2024 Audit Work Program. (Sheri Russell-Benabou, SRussell@carson.org)

Staff Summary: The DevNet System is a new software used by the Assessor's Office for tracking property tax assessments and billing. The Board of Supervisors approved the internal audit of the Assessor's Office and its DevNet system (the Assessor's Office Internal Audit Program") as part of the FY 2024 Audit Work Program. At this meeting representatives from Eide Bailly, LLP will be discussing their recommendations contained in the report and taking direction from the Audit Committee regarding the list of agreed upon procedures to be performed, to ensure that the Internal Auditor will perform procedures in accordance with the concerns of the Audit Committee.

[Click Here for Staff Report](#)

- 5.C For Discussion Only: Discussion regarding Fiscal Year ("FY") 2024 audit work program update and Hotline activity. (Sheri Russell-Benabou, SRussell@Carson.org)

Staff Summary: Representatives from the City's retained auditor Eide Bailey, LLP will be discussing the FY 2024 audit work program as well as any items received through the Fraud, Waste & Abuse Hotline.

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- 5.D For Discussion Only: Discussion regarding dates for the next meeting of the Audit Committee.

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6. Public Comment:

The public is invited at this time to comment on any matter that is not specifically included on the agenda as an action item. No action may be taken on a matter raised under this item of the agenda.

7. For Possible Action: To Adjourn

****PUBLIC COMMENT LIMITATIONS** - The Audit Committee as called to order, will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. **Public comment will be limited to three minutes per speaker to facilitate the efficient conduct of a meeting and to provide reasonable opportunity for comment from all members of the public who wish to speak.** Testimony from a person who is directly involved with an item, such as City staff, an applicant or a party to an administrative hearing or appeal, is not considered public comment and is not subject to the three-minute time limitation.

Agenda Management Notice - Items on the agenda may be taken out of order; the public body may combine two or more agenda items for consideration; and the public body may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Titles of agenda items are intended to identify specific matters. If you desire detailed information

concerning any subject matter itemized within this agenda, you are encouraged to call the responsible agency or the City Manager's Office. You are encouraged to attend this meeting and participate by commenting on any agenda item.

Notice to persons with disabilities: Members of the public who are disabled and require special assistance or accommodations at the meeting are requested to notify the Finance Department in writing at 201 North Carson Street Ste 3, Carson City, NV, 89701, or by calling (775) 887-2133 at least 24 hours in advance.

To request a copy of the supporting materials for this meeting contact Kacie Huskey at khuskey@carson.org or call (775) 887-2133.

This agenda and backup information are available on the City's website at www.carson.org, and at the Finance Office - City Hall, 201 N. Carson Street, Ste 3, Carson City, Nevada (775) 887-2133.

This notice has been posted at the following locations:

City Hall 201 North Carson Street
Community Center 851 East William
www.carson.org
notice.nv.gov