

AUDIT AND FINANCE COMMITTEE MEETING MINUTES – TUESDAY, AUGUST 12, 2014



THE AUSTIN CITY COUNCIL **AUDIT AND FINANCE COMMITTEE** CONVENED IN A REGULAR MEETING ON TUESDAY, AUGUST 12, 2014 AT 10:02 A.M. IN THE BOARDS & COMMISSIONS ROOM, FIRST FLOOR, ROOM 1101, CITY HALL, 301 W. 2<sup>nd</sup> STREET.

**Mayor Pro Tem Sheryl Cole called meeting to order at 10:02 a.m. In attendance were Council Member Laura Morrison and Council Member Bill Spelman. Council Member Tovo was off the dais.**

**Agenda Item #1:** Citizen Communication

**None.**

**Agenda Item #2:** Approval of June 25, 2014 and July 1, 2014 Minutes

***The minutes of the June 25, 2014 and July 1, 2014 meetings were approved on the motion from Mayor Pro Tem Cole, seconded by Council Member Spelman, with a 3-0 vote. Council Member Tovo was off the dais.***

**Agenda Item #10:** Progress update on Council Resolutions 20120405-047 and 20121213-064, which directed the City Manager to investigate and implement enhancements to the Small Business Development Program and four initiatives to assist local small businesses (Economic Development Department)

***Mayor Pro Tem Cole called Item #10. Vicki Valdez, Small Business Administrator in the Economic Development Department, presented on initiatives to assist local small businesses. Valdez and Rebecca Melancon, Executive Director of the Austin Independent Business Alliance, answered questions from Council Members. No action was taken.***

**Agenda Item #3:** Office of the City Auditor's Proposed Fiscal Year 2015 Budget (Office of the City Auditor)

***Ken Mory, City Auditor, presented on the City Auditor's proposed 2015 budget. Mory answered questions from Council Members. Mayor Pro Tem Cole motioned to recommend the City Auditor's proposed 2015 budget to City Council. This motion was seconded by Council Member Morrison and approved with a 4-0 vote.***

**Agenda Item #4:** Neighborhood Housing and Community Development (NHCD) Contract Monitoring Audit, which determined whether payments made by NHCD on contracts are in compliance with applicable contractual requirements (Office of the City Auditor)

***Corrie Stokes, Deputy City Auditor, presented the results of the audit, which was led by Henry Katumwa. Stokes and Betsy Spencer, Director of NHCD, answered questions from Council Members. The audit was accepted on the motion from Council Member Spelman, seconded by Mayor Pro Tem Cole, with a 4-0 vote.***

**Agenda Item #5:** Small and Minority Business Resource (SMBR) Participation Goals Audit, which evaluated the effectiveness of SMBR's process to establish, measure, and monitor achievement of small and minority business enterprise annual participation goals and determined if SMBR is properly and consistently certifying firms that apply for certification (Office of the City Auditor)

***Katie Houston, Assistant City Auditor, presented the results of the audit, which was led by Kacy Williams. Houston and Veronica Lara, Director of SMBR, answered questions from Council Members. The audit was accepted on the motion from Mayor Pro Tem Cole, seconded by Council Member Spelman, with a 4-0 vote.***

**Agenda Item #6:** Austin Resource Recovery (ARR) Employee Safety Audit, which determined whether ARR's safety management system complies with laws, regulations, and City policies and provides reasonable assurance that employees are protected from injury or illness (Office of the City Auditor)

***Walt Persons, Assistant City Auditor, presented the results of the audit, which was led by JoJo Cruz. Persons, Jeff Dilbert, Safety Division Manager at ARR, and Steve Elkins, Chief Information Officer, answered questions from Council Members. The audit was accepted on the motion from Council Member Morrison, seconded by Council Member Tovo, with a 4-0 vote.***

**Agenda Item #7:** Enterprise Fund Transfers Audit, which evaluated whether the Budget Office has adequately documented the support services and communication and technology management cost allocation plans, reasonableness of the plans, and reimbursements from enterprise funds to City departments compared to the services and benefits received (Office of the City Auditor).

***Walt Persons, Assistant City Auditor, presented the results of the audit, which was led by Neha Sharma. Persons, Ed Van Eenoo, Deputy Chief Financial Officer, Diane Siler, Corporate Budget Manager, and Ken Mory, City Auditor, answered questions from Council Members. The audit was accepted on the motion from Council Member Spelman, seconded by Mayor Pro Tem Cole, with a 4-0 vote.***

**Agenda Item #8:** Proposed bylaw amendments for the Parks and Recreation Board to establish a Concessions and Contract Committee (Office of the City Clerk)

***Myrna Rios, Assistant City Clerk, presented on the proposed bylaw amendments. Rios answered questions from council Members. The bylaws amendment was passed on a motion from Council Member Spelman, seconded by Mayor Pro Tem Cole, with a 4-0 vote.***

**Agenda Item #9:** Proposed bylaws for the Hispanic/Latino Quality of Life Commission (Office of the City Clerk).

***Myrna Rios, Assistant City Clerk, presented on the proposed bylaw amendments. Rios answered questions from council Members. The bylaws amendment was passed on a motion from Mayor Pro Tem Cole, seconded by Council Member Spelman, with a 4-0 vote.***

**Adjourn – Mayor Pro Tem Cole adjourned the meeting without objections at 11:54 am.**