

**AUDIT AND FINANCE COMMITTEE MEETING MINUTES – TUESDAY, AUGUST 22, 2017**



THE AUSTIN CITY COUNCIL **AUDIT AND FINANCE COMMITTEE** CONVENED IN A REGULAR MEETING ON Tuesday, August 22, 2017 AT 9:30 AM, AUSTIN CITY HALL, 301 W. 2<sup>nd</sup> STREET, AUSTIN, TEXAS.

**Council Member Ellen Troxclair called meeting to order at 9:41 AM. In attendance were Mayor Pro Tem Kathie Tovo and Mayor Steve Adler.**

**Agenda Item #1:** Approve the minutes of the Audit and Finance Committee meeting of May 31, 2017.

***The minutes of the May 31, 2017 Audit and Finance Committee meeting were approved on a motion from Mayor Pro Tem Tovo, Mayor Adler's second, on a 3-0 vote with Council Member Pool off the dais.***

**Agenda Item #2:** A maximum of five speakers signed up before the meeting is called to order will each be allowed three minutes to address topics not posted for committee action. Speakers may also sign up for specific items that the committee may take action on.

***John Woodley, Karen Sironi, and Paul Robbins spoke.***

**Agenda Item #3:** The Fiscal Year 2016 Single Audit Report by Deloitte & Touche LLP, the City's external auditor, which reports on the City's schedule of expenditures of federal awards and compliance with federal and state grant requirements (Financial Services Department).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***Tracy Cooley and Blake Rogers, Deloitte & Touche LLP, presented the Single Audit Report results, and Diana Thomas, City Controller, presented management's response to the audit. The audit was accepted on a motion from Mayor Pro Tem Tovo, Mayor Adler's second, on a 3-0 vote with Council Member Pool off the dais.***

**Agenda Item #4:** Austin Convention and Visitors Bureau Convention semi-annual update regarding budget priorities and funding allocations (Austin Convention Center Department).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***Tom Noonan, President and CEO, Tiffany Kerr, Director of Marketing, and Julie Hart, Chief Financial Officer, presented on the Visit Austin cultural tourism and diversity efforts and answered questions from Committee members.***

**Agenda Item #5:** Audit of Demolition Permits, which looked at whether the City's demolition permitting process was effective and efficient (City Auditor).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***Andrew Keegan, Supervising Senior Auditor, presented the audit of Demolition Permits and answered questions from Committee members. Greg Guernsey, Planning & Zoning Department Director, Rodney Gonzales, Development Services Department Director, and Jose Roig, Building Inspection Manager, answered questions from Committee members. The audit was accepted on a motion from Mayor Pro Tem Tovo, Mayor Adler's second, on a 3-0 vote with Council Member Pool off the dais.***

**Agenda Item #6:** Briefing on the staff recommendation to add further functionality to Austin Finance Online, to allow offerors to create, edit, and submit responses to solicitations online (Financial Services Department).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***James Scarboro, Purchasing Officer, Mike Benson, Chief Administrative Officer, and Mark Walsh, Programmer Analyst Senior, presented on the improvements to Austin Finance Online and answered questions from Committee members.***

**Agenda Item #7:** Staff presentation regarding an upcoming project to update and refresh the Vendor Connection, the vendor database application within Austin Finance Online. (Financial Services Department).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***James Scarboro, Purchasing Officer, Mike Benson, Chief Administrative Officer, and Mark Walsh, Programmer Analyst Senior, presented on the Vendor Connection project status and timeline and answered questions from Committee members.***

**Agenda Item #8:** Proposed changes to Board and Commission bylaws (City Clerk).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***Deena Estrada and Maria Allen, Office of the City Clerk, presented the proposed bylaw changes from the Community Development Commission and answered questions from Committee members. Citizen Fred McGee (and appointee to the Commission) spoke about the importance of appointing members to the Commission who are accountable to serving the community first. The bylaw changes were recommended to Council for approval (with the exception of part 3a2 which was recommended to Council without approval) on a motion from Mayor Pro Tem Tovo, Mayor Adler's second, on a 3-0 vote with Council Member Pool off the dais.***

**Agenda Item #9:** Acceptance of the Management of User Access for the Utility Billing System Audit, which was presented in the executive session at the May 31st Audit and Finance Committee meeting (City Auditor).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***The audit was accepted on a motion from Mayor Pro Tem Tovo, Mayor Adler's second, on a 3-0 vote with Council Member Pool off the dais.***

**Agenda Item #10:** The Fiscal Year 2018 Proposed Draft Audit Plan, which identifies audit projects the City Auditor intends to conduct for the fiscal year (City Auditor).  
[Notes: SPONSOR: Council Member Ellen Troxclair, CO 1: Mayor Pro Tem Kathie Tovo]

***This item was postponed without objections.***

**Agenda Item #11:** Discussion of future agenda items.

***No items.***

**Adjourn:** Council Member Troxclair adjourned the meeting without objections at 11:58 am.

***The minutes were approved on the 27th day of SEPTEMBER 2017 on Council Member Leslie Pool's motion, Mayor Steve Adler's second on a 3-0 vote. Council Member Ellen Troxclair off dais.***