



MEMORANDUM

To: Mayor and City Council

Through: Genesis D. Gavino, Chief of Staff 

From: Catie Powers, Council Agenda Process Manager 

Date: August 25, 2026

Subject: **Correction of Committee Meeting Minutes dated 2024 - 2026**

The purpose of this memorandum is to provide information on the results of a recent review of City Council Committee records conducted by the Agenda Office.

As part of a recent internal assessment, the City Clerk's Office identified several sets of previously approved committee minutes that had not been uploaded to the official public record. The Agenda Office was subsequently tasked with locating and providing the approved documents for publication. During this process, additional previously approved minutes were identified that contained discrepancies requiring correction.

To ensure that the City's committee records are complete, accurate, and appropriately documented, the Agenda Office conducted a comprehensive review of the minutes for all eight City Council Committees for calendar years 2024 through 2026.

As a result of this review, 32 official minutes as listed in Attachment A: List of Corrected Minutes require reapproval to ensure the accuracy, completeness, and transparency of the City's official records. Accordingly, over the next several committee meetings, an additional agenda item may be presented for consideration and reapproval of the affected minutes.

Should you have any questions, please contact Catie Powers, Council Agenda Process Manager, City Manager's Office at catie.powers@austintexas.gov or (512)974-2991.

cc: T.C. Broadnax, City Manager
Erika Brady, City Clerk
Jason Hadavi, City Auditor
Mary Jane Grubb, Municipal Court Clerk
Judge Sherry Statman, Municipal Court
CMO Executive Team
Department Directors

Attachment: List of Corrected Minutes

ATTACHMENT A: LIST OF CORRECTED MINUTES

Committee Meeting Minutes Requiring Correction or Reapproval

The following committee meeting minutes were identified as requiring correction, replacement, or reapproval due to issues with the recorded minutes or approval process.

Committee	Meeting Date	Issue Identified
Audit and Finance Committee	March 27, 2024	Committee attendance improperly recorded.
Audit and Finance Committee	July 23, 2024	Motion and votes improperly recorded.
Audit and Finance Committee	May 19, 2025	Motion and votes improperly recorded.
Audit and Finance Committee	August 5, 2025	Motion and votes improperly recorded.
Audit and Finance Committee	September 17, 2025	Motion and votes improperly recorded. Committee members improperly recorded.
Audit and Finance Committee	October 15, 2025	Public speakers improperly recorded. Motion and votes improperly recorded.
Audit and Finance Committee	October 16, 2025	Vote improperly recorded.
Audit and Finance Committee	July 16, 2025	Never approved by committee.
Audit and Finance Committee	February 3, 2026	No motion recorded on approval of the minutes.
Austin Energy Utility Oversight Committee	May 20, 2025	No motion recorded on approval of the minutes.
Austin Energy Utility Oversight Committee	July 22, 2025	Need reapproval; original approval made without quorum.
Austin Energy Utility Oversight Committee	October 7, 2025	Votes improperly recorded.
Austin Energy Utility Oversight Committee	November 18, 2025	Committee attendance improperly recorded. Votes improperly recorded.
Austin Energy Utility Oversight Committee	January 20, 2026	Incorrect personnel listed.
Climate, Water, Environment, and Parks Committee	June 2, 2025	Motion and votes improperly recorded.
Climate, Water, Environment, and Parks Committee	July 30, 2025	Motion and votes improperly recorded.
Economic Opportunity Committee	May 16, 2025	Motion and votes improperly recorded.
Economic Opportunity Committee	December 1, 2025	Need reapproval; original approval made without quorum.
Mobility Committee	May 17, 2025	Motion and votes improperly recorded.
Mobility Committee	February 12, 2026	Motion and votes improperly recorded.
Public Health Committee	February 7, 2024	Meeting call to order incorrect.
Public Health Committee	May 22, 2024	Motion and votes improperly recorded.
Public Health Committee	June 5, 2024	Committee attendance improperly recorded. Items incorrectly captioned.
Public Health Committee	September 9, 2024	Meeting call to order incorrect.
Public Health Committee	February 5, 2025	Incorrect meeting minutes document approved.
Public Health Committee	March 5, 2025	Committee attendance improperly recorded.

Committee	Meeting Date	Issue Identified
Public Health Committee	October 1, 2025	Votes improperly recorded. Committee members improperly recorded.
Public Health Committee	November 5, 2025	Incorrect meeting documents uploaded.
Public Health Committee	February 4, 2026	Item improperly described.
Public Safety Committee	October 14, 2024	Votes improperly recorded.
Public Safety Committee	March 31, 2025	Public speakers improperly recorded.
Public Safety Committee	September 22, 2025	Vote improperly recorded.