

**AUDIT AND FINANCE COMMITTEE MEETING MINUTES – WEDNESDAY, MARCH 25, 2015**



THE AUSTIN CITY COUNCIL **AUDIT AND FINANCE COMMITTEE** CONVENED IN A REGULAR MEETING ON WEDNESDAY, MARCH 25, 2015 AT 9:00 AM, AUSTIN CITY HALL, 301 W. 2<sup>nd</sup> STREET, AUSTIN, TEXAS.

**Mayor Pro Tem Kathie Tovo** called meeting to order at 9:03 AM. Council Member Leslie Pool was off the dais.

**Agenda Item #1:** Approval of December 15, 2014 and March 9, 2015 Minutes

*The minutes of the Audit and Finance Committee meetings of December 15, 2014 and March 9, 2015 meetings were approved on Council Member Troxclair's motion, Council Member Renteria's second, on a 3-0 vote. Council Member Pool was off the dais.*

**Agenda Item #3:** Authorize the use of the construction manager-at-risk method of contracting for construction of the new Parking Garage with Administration Offices Project at the Austin-Bergstrom International Airport (This item is related to Item 2 on the February 26, 2015 City Council meeting agenda) (Aviation and Financial Services)

*Rosie Truelove, Director of Contract Management Department, presented information about the manage-at-risk method of contracting. Truelove, Howard Lazarus, Director of the Public Works Department, Elaine Hart, Chief Financial Officer, and Shane Harbinson, Assistant Director in the Aviation Department, answered questions from Committee Members. Council Member Pool joined the meeting. The Committee recommended approval of the proposed method to the full Council on the motion from Council Member Renteria, seconded by Council Member Troxclair, with a 4-0 vote.*

**Agenda Item #4:** Consider options for providing additional staff for City Council Members (This item is related to Item 40 on the February 26, 2015 City Council meeting agenda and was previously discussed at the March 9, 2015 meeting of this Committee)

*Mayor Pro Tem Tovo provided a document summarizing her understanding of the Council objectives related to the item as well as four potential proposals to enhance Council staffing based on discussions at prior meetings of the City Council and Council Audit and Finance Committee. Ed Van Eenoo, Deputy Chief Financial Officer, and Elaine Hart, Chief Financial Officer, answered questions from Council regarding associated cost estimates. Council Member Troxclair made a motion to recommend a modified Proposal 1 from the summary presented by Council Member Tovo to the full Council for consideration, which was to add 12 FTEs in FY15, one for each Council office and two for the Mayor's office. Positions or funding would return to the originating department absent an affirmative vote of the Council to continue funding these positions in the FY16 budget.*

*The intent of the Committee is to add these positions in a budget-neutral manner. The function of the positions is to enhance constituent services, serve as advisors in areas of specialized knowledge, coordinate projects, assist with Council Member's committees and further the outreach efforts of each Council office.*

- *Each Council Member hires own staff and sets priority for their work as well as performance standards and review processes*
- *Amount added to each Council office budget equates to the average salary of all current Council staff members plus benefits*
- *Staff subject to existing Council staff requirements regarding Open Meetings and Public Information Acts*

*Additional information requested from finance staff:*

- *total cost (including benefits and equipment)*
- *potential sources of funding (vacant positions/fund balance)*
- *impact of reallocating funds/positions*

*The motion was seconded by Council Member Renteria. The motion passed with a 4-0 vote.*

**Agenda Item #5:** Process for Municipal Civil Service Commissioner Appointments

*Mark Washington, Director of the Human Resources Department, Rebecca Kennedy, Acting Assistant Director in the Human Resources Department, Jannette Goodall, City Clerk, and Myrna Rios, Assistant City Clerk, presented information about the process for Municipal Civil Service Commissioner appointments and answered questions from Committee Members.*

**Agenda Item #6:** Orientation for Audit and Finance Committee

*Corrie Stokes, Acting City Auditor, and Elaine Hart, Chief Financial Officer, provided an orientation presentation to Committee Members about the Audit and Finance Committee's responsibilities as described in City Code and policies.*

**Agenda Item #7:** Presentation of the City Auditor's interim Audit Plan, covering April 2015 – September 2015

*Corrie Stokes, Acting City Auditor, presented the City Auditor's interim Audit Plan, covering April 2015 – September 2015. The Committee recommended approval of the plan to the full Council on the motion from Council Member Pool, seconded by Council Member Renteria, with a 4-0 vote. The Acting City Auditor will solicit feedback from the Council Members and will present the results of feedback at the Council meeting.*

**Agenda Item #8:** Discussion of future agenda items

*Regarding Item 5 on this agenda, a meeting of the Audit and Finance Committee needs to be scheduled to interview the applicants to the Municipal Civil Service Commission. Council Member Pool requested questions from the previous round of interviews.*

**Agenda Item #2:** Citizen Communication

*David King spoke about items 4 and 7.*

**Adjourn** –The meeting was adjourned at 11:57 AM.

*The minutes were approved on this the 30 day of April 2015 on Council Member Pool's motion, Council Member Troxclair's second on a 4-0 vote.*