



Council Audit and Finance Committee Meeting
Tuesday, January 22, 2008
MINUTES

THE *AUSTIN CITY COUNCIL AUDIT AND FINANCE COMMITTEE* CONVENED ON TUESDAY, JANUARY 22, 2008 AT 10:00 A.M. IN THE CITY HALL COUNCIL CHAMBERS, 301 W. 2nd STREET.

The meeting began at 10:20 a.m. In attendance were Mayor Pro Tem Betty Dunkerley, Council Member Brewster McCracken, Council Member Sheryl Cole, and Council Member Lee Leffingwell.

Agenda Item #1: Citizen Communication

No citizen communication.

Agenda Item #2: Approval of December 11, 2007 minutes

The minutes were approved on Council Member McCracken's motion; Council Member Cole's second with a 3-0-1 vote, with Council Member Leffingwell off the dais.

Agenda Item #3: Presentation of recommended *City of Austin Boards for self-assessment during FY 2008*

Assistant City Manager Bert Lumbreras discussed the new review process for City of Austin Boards and Commissions. Under the new ordinance, each year several boards are required to do a self-review process. City management staff developed criteria that narrowed the number of boards that would be subject to the review process. Staff from the Auditor's Office, City Clerk's Office, and the City Manager's Office recommended 32 boards that may have to conduct a yearly self-review. The Council committee added four more boards to the list. It was decided that 20 boards will conduct a self-review in year one and the others on the list in year two.

Discussion followed regarding this Council committee's responsibilities under the ordinance. The Council committee will select boards annually that will be required to do a self-review.

No action necessary.

Agenda Item #4: Presentation and acceptance of *City of Austin's e-Government Initiatives* audit report

The City auditors found that while the Communications and Technology Management Office (CTM) is promoting the current website redesign project, it is unclear that this is only the beginning of a structured e-government initiative. Also, the departmental planning has suffered from the lack of a single citywide strategy; however, some City departments are providing new online services which demonstrates their progression up the stages of e-government development.

The auditors issued four recommendations aimed at ensuring the City's e-government initiative is fully documented and explained to all involved parties, and that department directors identify the

organizational readiness of their employees and processes. Management concurred with all four recommendations.

Pete Collins, Chief Information Officer of CTM, discussed the status of the Austin Open Government Online (Austin GO) project. The project kick-off press conference was held on November 1, 2007 and Public involvement plan launched January 4, 2008. An Executive staff kick-off meeting is scheduled for January 24, 2008 and Town Hall meetings will begin January 29, 2008.

Council Committee members requested that CTM provide a mission statement in March 2008 and quarterly briefings to the Emerging Tech Committee and the Audit & Finance Committee beginning in March or April 2008.

The audit report was accepted on Council Member Leffingwell's motion; Council Member Cole's second with a 4-0 vote.

Agenda Item #5: Presentation and acceptance of *Fleet Follow-Up* audit report

The City auditors found that Fleet Services has implemented an emissions inspection and maintenance program since the 2001 audit reports and completes emissions inspections promptly. However, some departments are not always bringing vehicles to Fleet for emissions inspection on time. In addition, Fleet Services has developed procedures for preventive maintenance, improved preventive maintenance turnaround time, and routinely monitors whether departments bring vehicles in for service on time. The auditors also noted that Fleet has implemented several changes that have improved data quality and accessibility, but still identified some issues with data reliability.

The auditors made four recommendations to Fleet Services that addressed improving departments' timeliness at bringing vehicles in for emissions inspection when due and improving the quality of data available for operations management. Management concurred with all of these recommendations.

The audit report was accepted on Council Member McCracken's motion; Council Member Cole's second with a 4-0 vote.

Agenda Item #6: Presentation of status of Office of the City Auditor's projects

This item was deferred.

The meeting was adjourned at 11:48 a.m.