

**Audit Subcommittee
Meeting Minutes
Tuesday, October 2, 2007
City Hall Basement Conference Room
11:00 AM**

Members Present: Councilmember Kevin Wolff, *District 9, Chair*
Councilmember John Clamp, *District 10*

Members Absent: Councilmember Delicia Herrera, *District 6*

Staff Present: Sheryl Sculley, *City Manager*; Pete Gonzales, *City Auditor*;
Leticia Vacek, *City Clerk*; Sharon DeLaGarza, *Assistant to the
City Manager*; Martha Sepeda, *First Assistant City Attorney*;
Leticia Saenz, *Deputy City Clerk*; Barry Lipton, *Deputy City
Auditor*; Krystal Strong, *Special Projects Manager*

Chairman Wolff called the meeting to order.

I. Approval of minutes from the August 23, 2007 meeting

Councilmember Clamp made a motion to approve the Minutes for the August 23, 2007 Audit Subcommittee Meeting. Chairman Wolff seconded the motion. Motion passed.

II A. Review Audit Subcommittee Overview

Chairman Wolff stated that there would be a formalized process to request audits. Councilmembers would utilize the five-signature memo which would be reviewed by the Audit Subcommittee and then sent to Governance followed by full Council for final approval.

Councilmember Clamp made a motion to approve said process for the request of audits. Chairman Wolff seconded the motion. Motion passed.

II B. Review of Fiscal Year 2008 Audit Plan

Chairman Wolff stated that the City Auditor's Office should ensure that high-risk areas are being targeted. He added that they should work closely with the City Manager's Office.

Pete Gonzales thanked the City Manager, the Management Team, and the Executive Team for their cooperation.

Councilmember Clamp asked Mr. Gonzales for a periodic one-page status report on all audits the Auditor's Office is working on.

III. Consideration of items for future meetings

Chairman Wolff asked that a "Status of Audits" item be included on all future Audit Committee Agendas. Barry Lipton noted that they are just finishing up work on the Towing Contract. He stated that he would get the information to the Council tomorrow.

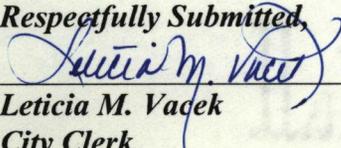
IV. Adjourn

There being no further discussion, the meeting was adjourned at 11:18 am.



Kevin Wolff, Chairman

Respectfully Submitted,



Leticia M. Vacek
City Clerk

October 2, 2007