



**Independent Audit and Performance Commission (IAPC)  
Code Enforcement Subcommittee  
Tuesday, May 9, 2022, 3:00 PM**

**Virtual Meeting  
Minutes**

**1. Call to Order/Roll Call – 3:09 PM**

COMMISSION MEMBERS PRESENT: Brian Andrews (Ward 4); Robert Clark (Ward 5); Lois Pawlak, Subcommittee Chairperson (Ward 6);

COMMISSION MEMBERS ABSENT/EXCUSED: None

COMMISSION MEMBERS LATE: None

A quorum was established.

STAFF MEMBERS: Aaron Williams, Principal Internal Auditor; Leah Bird, Internal Auditor (Ex-Officio Member); Juan Rivera, Administrative Assistant.

**2. Approval of the March 22, 2022 Subcommittee Meeting Minutes**

Subcommittee Chairperson Lois Pawlak introduced this topic for discussion. It was moved by Commissioner Clark to approve the minutes, duly seconded, carried by a vote of 3 to 0.

**3. Discussion of Findings from Case Review**

Chairperson Lois Pawlak introduced this topic for discussion. Commissioners Andrews, Clark and Pawlak shared their findings from their case study review. Each commissioner was given 33 to 35 cases from a random selection. The commissioners were to determine if the process per the procedure manual was followed; whether there were adequate notes in the file; and if the process was timely. It was noted that some code enforcement complaints get directed to another department, for instance a complaint about weeds gets turned over to the community service department of Tucson Police, once a complaint is turned over to another department code enforcement no longer tracks the resolution of the complaint. The file notes did vary greatly depending on the inspector, some take better notes than others. Also noted were instances when the complaint was not closed for well over 50 days and there were other times when the complaint was filed and closed on the same day, which the commissioners found to be unlikely. Commissioners noted where the data was lacking making it difficult to review. No action was taken.

**4. Discussion of the Draft Report**

Subcommittee Chairperson Lois Pawlak led the discussion on the drafting of the report. The commissioners will send their findings to City Staff and City Staff will work on collating the observations into a rough draft for commissioners to discuss at a future meeting. No action was taken.

**5. Future Agenda Items**

The following future agenda items were identified:

- Review of findings and final clarifying questions to Code Enforcement staff.
- Draft audit report.

No action was taken.

**5. Adjournment – 4:12 PM**