



**Independent Audit and Performance Commission (IAPC)
Wednesday, March 6, 2024, 3:00 PM**

**Hybrid Meeting
Minutes**

1. Call to Order/Roll Call– 3:01 PM

COMMISSION MEMBERS PRESENT: Bruce Burke (Ward 2); Brian Andrews (Ward 4); Robert Clark, Chairperson (Ward 5); Lois Pawlak (Ward 6)

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant); Ward 1 Appointee (Vacant); Ward 3 Appointee (Vacant); Lois Pawlak (Ward 6)

COMMISSION MEMBERS LATE: N/A

COMMISSION MEMBERS EXCUSED EARLY:

A quorum was established.

STAFF MEMBERS: Aaron Williams, Principal Internal Auditor (Ex Officio, Non-Voting); Marcela Ceballos, Finance Administrator, Department of Business Services; David Burbank, Engineering Manager, Department of Transportation and Mobility; Antonio Carranza, Finance Manager, Department of Business Services; Juan Rivera, Administrative Assistant.

2. Approval of the January 3, 2024, IAPC Meeting Minutes

Commissioner Andrews moved to approve the minutes, seconded, passed by a vote of 3 to 0.

3. Staff Update

Deputy Director of Business Service, Aaron Williams, provided an update to the commission. Discussion included an update on the City's budget process for Fiscal Year 2025. Departments have submitted budget memos and presentations. There will be a significant reduction in revenues due to taxation changes at the state level on the City's shared tax revenue. Assessing the workload and tasks of Business Services Department staff to realign workload and provide better customer service to departments. No action taken.

4. Road Construction Project Oversight Discussion

Engineering Manager, David Burbank, provided org charts for PIA ROW Org, Construction Inspection Org, and Materials Testing Lab Org. Provided an overview of the construction project checklist review process including monitoring standards. Discussion also included the role of consultants in the review process and how staff are trained on contract terms and conditions.

Staff addressed questions from the commissioners, discussed lessons learned, and provided a plan to address deficiencies in the compliance process moving forward. No action taken.

5. Presentation of the Fiscal Year 2023 Annual Comprehensive Financial Report

Finance Administrator, Marcela Ceballos, presented an overview of the annual financial report for fiscal year 2023. Staff discussed the implementation of GASB No 96, FUNDS, function of government, net position prior year and current year, long-term debt, statement of activities, statement of activities by function, other financial highlights, and audit results. The audit cited no internal control deficiencies and no instances of non-compliance. Staff addressed questions from the commissioners. No action taken.

6. Call to the Audience

No audience comments presented. No action taken.

7. Future Agenda Items

Future agenda items were identified. Including: data available from speed trailer monitoring and high-intensity activated crosswalks; methods to increase awareness of IAPC available services; TPD recruiting and retention statistics; TPD compensation plan; City Attorney's Office processes supporting TPD; Water Department system replacement budget; outreach to ward offices with IAPC vacancies; IAPC report on road safety. No action taken.

8. Adjournment – 4:18pm

The next regular meeting of the IAPC is scheduled for Wednesday, April 3rd, 2024, at 3:00pm.