



**Independent Audit and Performance Commission (IAPC)
Wednesday, May 1, 2024, 3:00 PM**

Hybrid Meeting

Minutes

1. Call to Order/Roll Call– 3:01 PM

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

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant); Ward 1 Appointee (Vacant); Ward 3 Appointee (Vacant); Ward 4 Appointee (Vacant)

COMMISSION MEMBERS LATE: N/A

COMMISSION MEMBERS EXCUSED EARLY:

A quorum was established.

STAFF MEMBERS: Antonio Carranza, Project Manager, City Manager's Office; Sarah Denman, Municipal Intern, City Manager's Office; Aaron Williams, Deputy Director, Business Services Department; Blake Olofson, Transportation Administrator, Department of Transportation and Mobility; Yolanda Lozano, Deputy City Clerk, City Clerk's Office; Maria Talamante, City Clerk Administrator, City Clerk's Office; Danny Garcia, Management Assistant, City Clerk's Office

2. Approval of the April 3, 2024, IAPC Meeting Minutes – 5 minutes

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

3. Staff Update – 5 minutes

Presenter: Aaron Williams, Interim Deputy Director of BSD

i. Business Services Staff will provide an update to the commission.

1. Recruitment Process:

- a. The Business Services Department is implementing a new recruitment process facilitated by the new Workday ERP system.
- b. The process is aimed at streamlining recruitment, allowing the department to attract and hire new talent efficiently.
- c. The new process is in its early stages, with some initial recruitments underway to assess its effectiveness in the coming weeks.

2. American Rescue Plan Act (ARPA) Funds:

- a. Received guidance from M&C last week to close out the grant early by using the ARPA framework and continuing those projects from General Fund money.
- b. To address the complexity of federal guidelines and maximize the use of the ARPA funds, eligible costs currently covered by the general fund will be reallocated to the federal grant.

- c. This reallocation will free up general fund resources to continue planned projects aligned with the original funding intention.
- d. The total ARPA funding is approximately \$135 million, and the objective is to obligate the funds by the end of this calendar year and complete the expenditure by the end of calendar 2026.
- e. The BS department is focused on adhering to evolving federal guidelines to ensure compliance and project execution.

4. Speed Trailer Discussion – 30 minutes

- i. Chairperson Clark will lead a discussion on the topic. Department of Transportation and Mobility staff will present an overview on speed trailer data collection and be available to address questions.

Presentation by: Blake Olofson, DTM Traffic Engineering Division

Key Points from the Presentation:

1. Overview of Speed Trailers:
 - a. 16 speed trailers in the fleet, costing approximately \$8,000 each.
 - b. Six units were initially purchased in 2020, and an additional 10 were acquired using stimulus funds during the pandemic.
 - c. Trailers are typically deployed in pairs to monitor traffic in both directions on a given street segment.
2. Deployment and Management:
 - a. Trailers are allocated to each ward, with each unofficial designated one to two trailers to manage within their respective areas.
 - b. Four trailers are reserved for special purposes, such as covering damaged or vandalized trailers, monitoring construction zones, and supporting special DTM projects.
 - c. The wait time for trailer requests has been significantly reduced due to streamlined processes, allowing faster deployment. Minimum two-week deployment.
3. Challenges and Maintenance:
 - a. Vandalism, such as theft of solar panels and batteries, is a frequent issue.
 - b. Maintaining the trailers requires significant labor, including enduring proper charging, a right-of-way permit, and replacing damaged signs.
 - c. Managing 48 keys for the different parts of the trailer (wheels, glitch locks, access panels, etc.).
4. Data Collection and Usage
 - a. Each trailer collects data on vehicles' speeds and traffic volume, but due to accuracy issues on multi-lane roads, it is limited to single-lane roads.
 - b. Data includes vehicle count, speed profiles, and daily traffic volume, which helps analyze traffic patterns and speeding trends.
 - c. DTM shares the locations of the trailers with TPD in case they choose to pair enforcement with them.
5. Public Engagement and Trailer Requests:
 - a. Residents can request a trailer by calling 311 or contacting their ward office.
 - b. The department aims to ensure equitable distribution of trailers and encourages detailed location requests for efficient deployment.

Questions and Discussion:

- Commissioners raised questions about collecting data and providing it to TPD instead of just sharing the locations of the speed-traffic trailers.
- Suggestions were made to improve communications with the Neighborhood Associations to increase awareness about the availability of speed trailers and the data collected. Reaching out to Wards to spread awareness through their newsletters and periodically on the City's NewsNet Daily Digest was suggested.
- Blake will follow up on the Garden District data.
- Schedule another session to discuss the questions asked in this meeting and DTM's involvement in data used by TPD to strategically deploy their motor officers and adjust signal operations.

5. IAPC Appointment Discussion – 45 minutes

- i. Chairperson Clark will lead a discussion on the topic. The City Clerk's Office will present an overview on BCC appointments and be available to address questions.

Presenter: Yolanda Lozano, Deputy City Clerk

- BCC Appointments
 - Yolanda suggests reaching out to the Mayor and Council for a direct appointment.
 - Reach out to Charlene Mendoza or Juan Ramirez to schedule a meeting with the Mayor to put the IAPC discussion on the agenda.
 - Get candidates to fill out an online application—the Clerk's Office will send out to departments with vacancies. Danny Garcia will send link to group.
- Next Steps and Follow-Up:
 - The Commission will coordinate with the City Clerk's Office to identify and engage potential candidates to fill vacancies.

6. Announcement of Election of IAPC Officers – 5 minutes

- i. IAPC Chairperson Clark will announce the upcoming election of IAPC officers.
 - a. Motion and a second to approve the current occupants of the chair and vice chair to continue for the next term.
 - b. Moved forward for a vote.

7. Call to the Audience – 15 minutes

- i. This is the time any member of the public can address the Independent Audit and Performance Commission. Due to time constraints, the amount of time allotted to this item is 15 minutes. An individual is allowed three minutes to address the commission. Due to Open Meeting Law, commissioners cannot discuss topics that are not on the agenda. Items brought up by the public may be considered for discussion at a future meeting.

1. No call to the audience

8. Future Agenda Items – 5 minutes

- i. IAPC Chairperson Clark will lead a discussion on future agenda items.
 - Elections will be on the next agenda.
 - Schedule a meeting with Charlene and Juan from the M&C office to meet with a delegation.
 - Commissioner Burke will bring this to the attention of Councilman Cunningham's office.

- How the Clerk can assist in organizing/setting up meetings and discuss how IAPC should proceed.
- Go over FY24 budget report.

9. Adjournment

- i. The next meeting of the IAPC is scheduled for **Wednesday, June 5, 2024, at 3:00**
 - 1. Meeting adjourned at 4:10pm**

Commission Members Representing the Office of:

(Mayor) Vacant; **(W1)** Vacant; **(W2)** Bruce Burke; **(W3)** Vacant; **(W4)** Vacant; **(W5)** Robert Clark, Chairperson; **(W6)** Lois Pawlak, Vice Chairperson

Staff Liaisons:

Antonio Carranza, Project Manager, City Manager's Office; Sarah Denman, Municipal Intern, City Manager's Office

Note:

Persons with a disability may request a reasonable accommodation by contacting the City Clerk's Office at 791-4213 or (520) 791-2639 for TDD. Requests should be made as early as possible to allow time to arrange the accommodation.