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## HYBRID MEETING NOTICE

### Independent Audit and Performance Commission (IAPC)

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Independent Audit and Performance Commission and to the general public that the Independent Audit and Performance Commission will hold the following meeting virtually (remotely) using Microsoft Teams on:

**Wednesday, June 5, 2024 - 3:00 P.M.**

**This meeting will be held remotely through technological means, as permitted under Arizona law, as well as in person. The meeting will be recorded and posted to City Boards, Committees, and Commissions website for public review.**

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**For those individuals new to Microsoft Teams, please get the app now and be ready when the meeting starts, or join using your current browser if you do not have the app:**

### **AGENDA**

#### **1. Call to Order and Roll Call**

##### **i. Call to Order at 3:06 p.m.**

**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)

**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

#### **2. Election of Officers – 30 minutes**

##### **i. Chairperson Clark will lead a discussion on the topic.**

##### **o OVERVIEW – Elections**

1) Chairperson Clark opened the floor for nominations for the next Chairperson

i. Commissioner Pawlak nominated herself as the next Chairperson with no further nominations – vote rollcall was

conducted with unanimous “yes”, with three votes establishing Commissioner Pawlak as the next Chairperson.

- 2) Chairperson Clark opened the floor for nominations for the next Vice-Chair
  - i. Commissioner Burke nominates Commissioner Clark as new Vice-Chair with Chairperson Pawlak seconding the nomination.
  - ii. Commissioner Clark closes the nominations after commissioner’s declined further nominations – vote rollcall conducted with unanimous “yes”, with three votes establishing Commissioner Clark as the new Vice-Chair.
  
- 3) Vice-Chair Clark hands off the meeting to Chairperson Pawlak.

**3. Approval of the May 1, 2024, IAPC Meeting Minutes – 5 minutes**

- i. Commissioner Burke moves to continue the approval of the Minutes on the agenda till the next meeting with Chairperson Pawlak seconding – vote is unanimous.

**4. Staff Update – 5 minutes**

- i. Business Services Staff will provide an update to the commission.
  - o **Aaron Williams – Deputy Director, Business Services Department (BSD)**
    - 1) Fiscal Year 2025 Budget Approval – Mayor and Council approved the \$2.4 billion budget for fiscal year 2025
      - i. The majority of BSD time and effort over the last few months was preparing documents to submit for Mayor and Council’s approval.
    - 2) City Manager Transition & Fiscal Year Update
      - i. 6/4/2024: Mayor and Council Meeting onboarded Mr. Tim Thomure as the new City Manager.
      - ii. The fiscal year ends at the end of this month. Through the months of July, August, and September, BSD is will be putting together financial information, preparing financial statements, and closing out the books.
  - 3) Q&A
    - i. Antonio posed a question to Aaron about one of the agenda items from the last meeting that the Commission wanted to review.
    - ii. Antonio mentioned Melissa informing him that the FY24 budget book is still being worked on and asked Aaron when it will be published.
      - a. Answer: BSD financial managers are preparing the FY24 budget book and will be doing the snapshot in the budget book compilation, since the new budget has been approved. Turnaround time for publication is around 1-3 months.

**5. Staff Update on IAPC information requests - 20 minutes**

- i. City Manager Staff will provide an update on information requests from 5/1/2024 IAPC meeting

- **Antonio Carranza, Project Manager, City Manager's Office**
  - 1) Update on concerns over IAPC vacancies
    - i. Antonio spoke with the Mayor's Office to set up a meeting to address concerns over IAPC vacancies and to identify ways to engage potential candidates to fill vacancies.
    - ii. Victor Mercado, Personal Staff Member for the M&C, will talk to the Mayor to see if their office can create a communication strategy with the Ward offices to make this a priority. There have not been any updates on the status of this request.
    - iii. Antonio spoke with a couple of Ward council member to make them aware of this concern. The struggles to fill BCC vacancies is across the board
  - 2) Update on agenda items
    - i. Antonio reached out to Tucson Water on IAPC's request to meet to discuss their budget for water infrastructure for the domestic supply and their plans to replace those old lines.
    - ii. The delay on the publication for the FY24 budget was due to the transition of new leadership.
    - iii. Antonio reached out to some people about a citywide strategy on filling BCC vacancies and could get someone in the next meeting to present on it.
    - iv. There are some individuals lined up for the next couple of meetings to come in a present on public safety, negotiations and pay, as well as present on the expenditure limitation report.
  
- **Sarah Denman, Municipal Intern, City Manager's Office**
  - 1) BCC Vacancies
    - i. As of May 2024, there are a **total of 236 BCC vacancies**:  
**M&C – 94 vacancies, Mayor – 14 vacancies.**
    - ii. The City Manager's Office (CMO) has a total of 17 vacancies:  
**CMO- 12 vacancies, M&C (City Manager Nominee) – 5 vacancies.**
      - a. The CMO is currently working to streamline its process to fill vacancies under its purview.
  - 2) BCC Activity
    - i. As of May 2024, there are 57 total BCC listings on the City Clerk's webpage.
    - ii. Out of the 57 BCCs listed:  
**49 BCCs < 365 days inactive ; 5 BCCs > 365 days inactive ; 3 BCCs have no data of activity.**
  - 3) Q&A
    - i. Vice-Chair Clark posed a question on how many BCCs have been actively functioning.
      - a. Sarah and others are working with the City Clerk's office to try and come up with a streamlined process to fill the

vacancies and work on a strategy to make these vacancies more visible through advertisement.

- ii. Chairperson Pawlak readdressed concerns about the lack of advertisement on any social platform through the city (i.e., not featured on the City's NewsNet & Ward Office Newsletters) in the last 3 years on BCC vacancies.
  - a. Antonio spoke with the Mayor's office about the newsletters and was told that Victor wanted to first speak with the Mayor about addressing this to the Ward offices before next steps are taken.
  - b. Sarah addresses past issue with BCC vacancy process and recommends interested individuals can access the online BCC application on the city clerk's webpage.
- iii. Vice-Chair Clark posed a question about how the city can address tracking the effectiveness of the BCCs and if they are actual providing tangible results of efforts.
  - a. Sarah addressed this concern by stating that it could benefit the City Clerk's office to know about this and that the CMO may work with the to come up with a solution to collect additional data on the effectiveness of the BCCs.
- iv. Vice-Chair Clark recommends that when advertising for the BCC vacancies, the city should publicize that the BCCs are volunteer positions and will not cost the city money.
- v. Chairperson Pawlak readdressed

○ **Next Steps:**

- Antonio wants to follow up with the Mayor's office to get advertisements on council member's newsletters.
- Antonio has the minimum qualification to be a member of the committee and the charter to use in advertising to fill the vacancies in the committee.
- Chairperson Pawlack addressed the issues with using the search on the COT website. When looking up IAPC in the search box on the website, it does not populate any information for the IAPC.
  - City will need to address the issue with the website in searching for any of the BCC vacancies. Would benefit from adding the city clerk's webpage BCC online application on the advertisement.
- Antonio will get someone from Tucson Water to present on the budget for water infrastructure.
- Antonio will schedule for individuals to come in to discuss agenda items.

**6. 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.

- **No audience in attendance**

## **7. Future Agenda Items – 5 minutes**

- i. IAPC Chairperson Pawlak will lead a discussion on future agenda items.
  - Chairperson Pawlak addressed the concerns neighborhoods around the university had with Park Tucson in their handling of funds. Chairperson Pawlak proposed an audit of Park Tucson on their expenditures.
    - 1) Antonio will reach out to Park Tucson to schedule someone from Park Tucson to present to the commission on their expenditures. Antonio will get a list of potential dates that Park Tucson can come present to the commission.
  - Commissioner Burke addressed the concern on the lack of a capital budget for the water department. Antonio working with Tucson Water to set up a meeting for IAPC to discuss.
- ii. List of future items:
  - Overview of Expenditure Limitation Report
  - FY24 Budget Book Presentation
  - Water Department – Infrastructure replacement budget and plans
  - TPD recruiting and retention statistics
  - TPD compensation plan
  - City Attorney’s Office processes supporting TPD

## **8. Adjournment**

- i. The next meeting of the IAPC is scheduled for Wednesday, July 3, 2024, at 3:00 p.m.
  - **Meeting adjourned at 3:52 p.m.**

### **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.