



**Independent Audit and Performance Commission (IAPC)
Wednesday, October 2, 2024, 3:00 PM**

Hybrid Meeting

Minutes - AMENDED

1. Call to Order/Roll Call– 3:01 PM

COMMISSION MEMBERS PRESENT: Kathleen Ortega (Ward 3), Robert Clark, Vice Chairperson (Ward 5); Lois Pawlak, Chairperson (Ward 6)

COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant); Ward 1 Appointee (Vacant); Ward 2- Bruce Burke; Ward 4 Appointee (Vacant)

COMMISSION MEMBERS LATE: N/A

COMMISSION MEMBERS EXCUSED EARLY: N/A

A quorum was established.

STAFF MEMBERS: Sarah Denman, Executive Assistant to City Manager Timothy Thomure, City Manager's Office; Antonio Carranza, Management Coordinator, Housing and Community Development; Aaron Williams, Deputy Director, Business Services Department; Trudi Payne, Finance Manager, Business Services Department; Tiffany Gore, Financial Specialist, Business Services Department; Thomas Janowitz, Transportation Administrator, Park Tucson; Robin Raine, Deputy Director of Transportation, Transportation & Mobility Department; Garl Kelley, Transportation Superintendent, Park Tucson; Erika Garcia, Management Assistant, Park Tucson

2. Approval of the May 1 and June 5, 2024, IAPC Meeting Minutes – 5 minutes

Motion by Chairperson Pawlak to approve the May 1 meeting minutes, seconded by Vice Chair Clark; Commissioner Ortega abstained. The motion passed with two (2) votes in favor, one (1) abstention. Motion by Chairperson Pawlak to approve the June 5 meeting minutes. Vice Chair Clark seconded; Commissioner Ortega abstained. Motion passed with two (2) votes in favor, one (1) abstention.

3. Staff Update – 5 minutes: Presenter- Aaron Williams, Interim Deputy Director of Business Services Department (BSD).

BSD Interim Deputy Director provided updates to the Commission:

i. Annual Financial Reporting:

- a. External auditors are currently reviewing the city's financial statements as part of the Annual Comprehensive Financial Report (ACFR). The statements will follow Generally Accepted Accounting Principles (GAAP).

- ii. **FY24 Budget Review:**
 - a. Staff is conducting financial projections for the rest of FY24, alongside a five (5) – year projection requested by city management.
 - iii. **New Risk Manager:**
 - a. A new risk manager has been hired, filling a vacancy from a recent retirement.
 - iv. **Community Partnership Grants:**
 - a. Round three (3) of the grant program closed on September 30, 2024, with 116 applications received. Award decisions will be made by the end of October, and funds are expected to be distributed by early November.
 - v. **ARPA Funds:**
 - a. The \$136 million in federal ARPA funds allocated to Tucson are being finalized, with the city on track to meet or exceed all federal guidelines.
4. **Overview of Park Tucson operating budget and activities – 30 minutes:** Presenters- Trudi Payne, Finance Manager, Business Services Department; Thomas Janowitz, Transportation Administrator, Park Tucson.
- Park Tucson staff and supporting staff provided an in-depth overview of their operations, focusing on financial management, parking permits, and the Neighborhood Reinvestment Program.
- i. **Permit Program:**
 - a. Park Tucson manages parking permits for 15 neighborhoods. The price for permits ranges from \$48 - \$72 annually, depending on the zone. A total of 1,727 permits were issued in FY24.
 - ii. **Neighborhood Reinvestment Program**
 - a. The program allows funds from parking permits to be set aside for traffic mitigation and other neighborhood improvements. In 2024, approximately \$25,647 was allocated for neighborhood projects, with a maximum annual cap of \$30,000 per neighborhood.

**Neighborhood Reinvestment Program (NRP)- Total Balance per Neighborhood
(Park Tucson NRP Fund Balance Sheet) ***

Neighborhood	TOTAL BALANCE (Totals FY16-FY24)
Armory Park	\$43,818.92
Barrio Santa Rosa	\$40.18
Barrio Viejo	\$9,498.82
Blenman-Elm	\$11,124.52
Dunbar-Spring	\$460.97
El Presidio	\$15,426.40
Feldman's	\$15,927.02
Iron Horse	(1,704.87)
Jefferson Park	\$5,950.09
N. University	\$46,927.48
Pie Allen	\$7,158.83
Rincon Heights	\$38,333.11
Sam Hughes	\$56,309.16
Samos	\$13.52
West University	\$82,592.53

*** Commission approved this amended minutes on November 6, 2024.**

iii. Financial Overview:

- a. Park Tucson is operating at a deficit, partly due to reduced parking revenue during the COVID-19 pandemic. The operating deficit in FY24 is approximately \$403,000. The total outstanding debt for capital projects is \$9.5 million, including garage renovations and LED lighting installation.

Action Items:

- i. Park Tucson will provide a detailed summary of permit revenue and neighborhood allocations, which will be distributed to the Commissioners. Thomas will provide slides for today's meeting presentations along with a detailed summary.
- ii. Trudi will send definitions of budget line items for better clarity in future discussions.

5. Call to the Audience – 15 minutes

No audience present. No action taken.

6. Future Agenda Items – 5 minutes

Future agenda items to discuss the re-examination of the IAPC's scope and function. Additionally future agenda items included reviewing the bylaws, open meeting law, and an update on the City's internal auditing hiring. The running list of future agenda items will be presented in next meeting agenda for review. Running list is as follows:

- **Overview of Expenditure Limitation Report:** A presentation on the city's expenditure limitations.
- **FY24 Budget Book Presentation:** Overview of the FY24 budget, focusing on key expenditures and allocations.
- **Water Department Infrastructure Replacement:** Discussion of the Water Department's budget for infrastructure replacement.
- **TPD Recruiting and Retention:** Presentation on Tucson Police Department's recruiting and retention statistics.
- **TPD Compensation Plan:** Overview of the compensation plan for TPD officers.
- **City Attorney's Office:** Discussion on how the City Attorney's Office supports the TPD.

Action Items:

- For the next meeting, include items that leave an option for the IAPC to discuss their scope and functions, overview of bylaws and open meeting law.
- Get an update on City of Tucson's internal auditing hiring situation.

7. Adjournment

The meeting was adjourned at 4:20PM. Next meeting of the IAPC is scheduled for Wednesday, November 6, 2024, at 3 p.m.

Commission Members Representing the Office of:

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

Staff Liaisons: Sarah Denman, Executive Assistant to the City Manager, City Manager's Office

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