



**Independent Audit and Performance Commission (IAPC)
Wednesday, March 5, 3:00 PM**

**Hybrid Meeting
Location: 255 W. Alameda St., Tucson, AZ, 85701; City Hall, 5th Floor**

Minutes

1. Call to Order and Roll Call— 3:01 p.m.

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

A quorum was established.

STAFF MEMBERS: Sarah Denman, Executive Assistant to City Manager Timothy Thomure, City Manager's Office; Anna Rosenberry, CFO/Assistant City Manager, City Manager's Office; Angele Ozoemelum, Director of Business Services Department; Aaron Williams, Deputy Director, Business Services Department.

2. Approval of the February 5, 2025 IAPC Meeting Minutes – 5 minutes

Motion to table approval of February 5, 2025, meeting minutes due to missing financial details from the Tucson Water presentation. Vice Chairperson Clark moved to table the approval with Commissioner Burke second. Unanimous approval to table the item until the next meeting.

3. Staff Update – CFO/Assistant City Manager, Anna Rosenberry – 15 minutes

- Both the Senior Internal Auditor and Internal Auditor positions have been posted, and the City has received a strong response. Ten applicants applied for the Senior role and twenty for the Internal Auditor position, with six individuals applying for both. While some candidates lack direct audit experience, several are highly qualified.
- The interview process will consist of one formal round with the Chief Financial Officer. Minimum qualifications for the Senior Internal Auditor position include a bachelor's degree and at least three years of directly related experience. Preferred qualifications include an accounting degree, CPA certification, or certified internal auditor credentials. The Internal Auditor position requires a bachelor's degree and one year of directly related experience, with the same preferred qualifications.
- Funding that is not spent due to vacant positions is referred to as "vacancy savings." These funds remain within the original funding source—such as the General Fund or the Water Enterprise

Fund. The City anticipates a certain level of vacancy savings each year when developing its budget, as it reflects a consistent organizational trend.

- Vacancy savings may be used to support operational needs, such as overtime for public safety departments or hiring contractors to fill service gaps. However, departments are not permitted to reallocate these savings for unrelated expenses without prior authorization from the City Manager.
- Human Resources and the Business Services Department collaborate to produce monthly vacancy reports, which are distributed to department leadership. As of now, projections indicate that the General Fund will remain within the adopted budget for the fiscal year. Chairperson Pawlak inquired about the status of hiring two internal auditors. Staff confirmed recruitment is ongoing within the City Manager's Office, and an official update will be provided at the next meeting. Chairperson Pawlak asked about access to department-level budget reports. Staff clarified that detailed department budgets are available on the city's website, and they will share a direct link.

4. Discussion of 2024 IAPC Report to Mayor & Council- 10 minutes

The draft report was reviewed and there was a discussion of changes to be made by Commissioner Pawlak. The report will be emailed to the commissioners for final review before the deadline of March 15, 2025.

5. Subcommittee Report on Internal Audit Function Review – 45 minutes

Chairperson Pawlak presented findings from research on audit programs in other municipalities. Comm Burke recommended that the subcommittee Chair create a summary of the internal audits in other municipalities and bullet some positive focal points of these other audit programs.

6. Call to the Audience – 15 minutes

No members of the public were present; no action taken.

7. Future Agenda Items – 15 minutes

i. IAPC Chairperson Pawlak will lead a discussion on future agenda items.

- List of future items:
 - Comparative municipality internal audit programs
 - Review of IAPC meeting frequency and day/time.
 - FY24 Budget Book Presentation

8. Adjournment

Meeting adjourned at 4:29 p.m., The next meeting of the IAPC is scheduled for Wednesday, May 7, at 3:00 p.m.

Commission Members Representing the Office of:

(Mayor) Vacant; (W1) Vacant; (W2) Bruce Burke; (W3) Vacant; (W4) Vacant; (W5) Robert Clark, Vice

Chairperson; (W6) Lois Pawlak, Chairperson

Staff Liaison(s):

Sarah Denman, Executive Assistant to the City Manager, 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.