CITY OF TUCSON

Independent Audit and Performance Commission (IAPC)
Wednesday, November 5, 2025, 3:00 p.m.

Hybrid Meeting
Location: 255 W. Alameda St., Tucson, AZ, 85701; City Hall, 8th Floor

Minutes

1. Call to Order and Roll Call— 3:02 p.m.

COMMISSION MEMBERS PRESENT: Bruce Burke (Ward 2); Michael Lahti (Ward 3) Robert Clark, Vice Chairperson (Ward 5)

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

COMMISSION MEMBERS LATE: Lois Pawlak, Chairperson (Ward 6) (3:22pm)
COMMISSION MEMBERS EXCUSED EARLY: N/A

A quorum was established.

STAFF MEMBERS: Aaron Williams, Executive Management Advisor, City Manager's Office.

2. Approval of the July 16, 2025 Meeting Minutes – 5 minutes

- It was moved by Commissioner Burke, and duly seconded by Vice Chairperson Clark, to approve July 16, 2025, meeting minutes as amended.

Motion passed unanimously

3. Staff Updates – 15 minutes

- Executive Management Advisor Williams provided an update related to potential ordinance changes related to functions, duties, and qualifications of the commission. Options are being developed at the request of Mayor and Council to address the need for citizen or independent oversight and review of the City's use of technology, specifically items that perform surveillance or collect citizen data. The estimated time frame for a Mayor and Council decision related to this item is estimated to be early 2026. No action taken.

4. Announcement of Elections of Officers – 5 minutes

- It was announced that officer elections will occur at the next meeting.

5. Review of IAPC Bylaws – 20 minutes

- Vice Chair Clark led a discussion of current bylaws. Discussion included benefits of continuing with a fixed monthly day and time for meetings compared to allowing for different monthly options.
- It was moved by Chairperson Pawlak, duly seconded by Commissioner Burke, that IAPC Bylaws, Article V, Section 2 be amended to call for regular meetings to be conducted at variable dates and variable times. Discussion occurred including experience of commissioners while serving on other boards, awareness of the impact of meeting times on staff availability, how meeting times could limit or expand appointment of new

Approved 7.1.26

commissioners, and potential language to add to the bylaws. Subsequently, it was moved by Vice Chairperson Clark, duly seconded by Commissioner Burke, to table the motion.

- Motion tabled.

6. Internal Audit Plan Structure and Methodology – 30 minutes

- Executive Management Advisor Williams presented the current method used by the Internal Audit Division to plan engagements under the City's annual audit plan. Mr. Williams also reviewed audit plans from 2013 and 2022 to demonstrate the methodology used in the past and the evolution to the current structure. Discussion occurred including staffing levels, best practices, alternate methods, and an example of audits posted by another organization. No action taken.

7. Call to the Audience – 15 minutes

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

8. Future Agenda Items – 5 minutes

- Discussion and status update on communication from commission to the Mayor and Council.
- Discussion on meeting frequency and possible ordinance/bylaw changes.
- Election of officers.

9. Adjournment

Meeting adjourned at 4:14 p.m.
Next Meeting Scheduled: TBD; date to be confirmed and posted no later than 24 hours prior.

Commission Members Representing the Office of:
(Mayor) Vacant; (W1) Vacant; (W2) Bruce Burke; (W3) Michael Lahti; (W4) Vacant; (W5) Robert Clark, Vice Chairperson; (W6) Lois Pawlak, Chairperson

Staff Liaison(s):
Aaron Williams, Executive Management Advisor, 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.

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