Independent Audit and Performance Commission (IAPC)
Wednesday, August 5, 2026, 3:00 p.m.

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

Meeting Minutes

1. **Call to Order and Roll Call— 3:05 p.m.**

- COMMISSION MEMBERS PRESENT: Toni Gosinski (Ward 4); Adrian Martinez (Ward 5); Jean Parker (Ward 6) COMMISSION MEMBERS ABSENT/EXCUSED: Mayor's Appointee (Vacant); Ward 1 Appointee (Vacant); Ward 2 Appointee (Vacant); Ward 3 Appointee (Vacant)

- COMMISSION MEMBERS LATE: N/A

- COMMISSION MEMBERS EXCUSED EARLY: N/A

- STAFF MEMBERS: Aaron Williams, Executive Management Advisor, City Manager's Office (Ex-Offico, Non-Voting); Sachin Sapkota, Internal Auditor, City Manager's Office; Chris Mazzarella, Information Technology Department Director; James McGinnis, Data Analysis, Information Technology Department; Luis Romero, Information Technology Administrator, Tucson Police Department.

- The August 5, 2026, meeting of the Independent Audit and Performance Commission was called to order at 3:05 p.m. With a quorum established, the Commission proceeded with official business.

2. **Approval of the July 1, 2026, IAPC Meeting Minutes**

- The Commission considered approval of the minutes from the July 1, 2026, meeting. The draft minutes had been provided to the commissioners for review, and no corrections were proposed. Commissioner Parker moved to approve the July 1, 2026, meeting minutes, and the motion was seconded. The Chair asked whether there were any further discussion or additional corrections. Hearing none, the motion passed, and the July 1, 2026, meeting minutes were approved.

3. **Staff Update**

- The Commission proceeded to Agenda Item Three, Staff Update. Staff advised that the update is typically presented by the Director of the Business Services Department; however, the Director was attending a conference and had not designated a representative to provide an update. As a result, no staff update was provided, and no action was required. Commissioner Parker asked about the typical content of the staff update. Staff explained that the update generally includes financial and budget-related matters occurring since the previous meeting, upcoming significant items, standard financial reports, the budget process, key vacancies or recent appointments within the financial and budget areas, and any external or federal audits relevant to the Commission. Commissioner Parker also asked whether the Commission would receive a written update between meetings if an urgent matter arose. Staff stated that, although no such urgent matters had historically required an interim update, Business Services could notify the Commission through its liaisons by issuing an off-agenda memorandum or email regarding significant matters within the Commission's purview. Following the discussion, no additional questions or comments were raised, and the Staff Update item was concluded.

4. Review of Fiscal Year 2027 Annual Internal Audit Plan

- The Commission reviewed the Fiscal Year 2027 Annual Internal Audit Plan presented by Executive Management Advisor Aaron Williams. The Internal Audit Division's mission is to enhance and protect organizational value through risk-based and objective assurance, advice, and insight. For Fiscal Year 2027, the Internal Audit Division is staffed by one auditor and one Executive Management Advisor, with additional support from other audit agencies and subject matter experts as needed. The plan allocates approximately 2,500 hours across three primary areas: 1,000 hours for consultant services, 500 hours for Independent Audit and Performance Commission support, and 1,000 hours for assurance services. Consultant services are advisory in nature and may be requested by the City Manager's Office, city departments and offices, or the Commission. Commission support includes assistance with meetings, reports, minutes, subcommittees, and other duties necessary to support the Commission.

- Assurance services comprise the Division's traditional audit and monitoring activities and are planned based on identified risk areas and available resources. The audit plan maintains an ongoing list of potential audit areas that are rotated based on factors including the length of time since the area was last reviewed, potential financial, legal, internal, or external impacts, identified issues, and new projects or circumstances that may affect risk. Management also provides input regarding areas that may warrant review. Due to current staffing levels and other responsibilities, it is not feasible to review every area annually. Areas within the Internal Audit scope include accounts payable, accounts receivable and delinquent accounts, cash accounts, compliance with federal and state requirements and City policies and procedures, contract administration, financial participation agreements, master operating agreements, memoranda of understanding, fixed assets and equipment, follow-up on prior internal and external audit findings and recommendations, intergovernmental agreements, inventories, payroll, procurement cards, and system design and implementation.

- During the review, Commissioner Parker asked whether the Commission's role could be characterized as auditing the audit process. Staff explained that the Commission's role is to monitor the Internal Audit function, review audit activities and results, ask questions, and identify areas that may warrant additional review. Commissioner Parker also asked how audit areas are selected and rotated. Staff explained that Internal Audit uses a risk-based assessment that considers when an area was last reviewed, its potential internal, external, financial, and legal impacts, recent issues, and new projects or circumstances that could affect risk. Management also provides input regarding potential high-risk areas.

- Commissioner Parker asked whether the Commission could request that specific areas be reviewed even if they were not identified as high-risk or included in the staff-recommended audit schedule. Staff confirmed that the Commission may request review of additional areas. Depending on available resources, the Commission may request that Internal Audit conduct the work, request City staff assistance, or recommend that the city engage an outside auditor. Staff noted that the latter options would be subject to available staffing, resources, and budget.

- Staff advised that, following approval, the audit plan would be submitted to the Mayor and Council for their information and approval. Internal Audit will provide quarterly updates to the Commission regarding progress on the plan, including specific engagements conducted under the broader audit categories, the status of ongoing and completed work, and resulting reports. The audit activities will also be incorporated into an annual Internal Audit report presented to the Commission for review.

- Following discussion, Commissioner Parker moved to approve the Fiscal Year 2027 Annual Internal Audit Plan as presented, and the motion was seconded. During discussion of the motion, the Commission emphasized that approval of the plan would not limit its ability to identify and request additional audit areas as priorities arise. The Commission also discussed the ability to submit questions or request future agenda items concerning matters within its oversight responsibilities. After no further discussion, the Chair called for a vote. The motion passed with all votes in favor and no opposed or abstaining votes. The Fiscal Year 2027 Annual Internal Audit Plan was approved as presented.

- Operational Request: Commissioner Parker requested that all future Commission votes be conducted by voice vote to accommodate commissioners and members of the public participating by telephone. The Chair approved the request, and the Commission will conduct voice votes going forward.

5. Advanced Technology Committee (ATC) Intake and Action Summary Presentation

- The Commission received an overview of the Advanced Technology Committee (ATC) review process from James McGuinness of the Information Technology Department. Staff explained that the ATC provides governance and guidance for emerging technologies used by the City of Tucson. Departmental sponsors present proposed technologies for review of intended use, workflow integration, operational considerations, safeguards, and governance requirements. The ATC may recommend approval, request additional information, or recommend a pilot program. Commissioner Parker asked whether the Commission would review the individual technology proposals following the overview, and the Chair confirmed that three proposals would be presented.

- The first proposal was the Axon Outpost automated license plate reader (ALPR) camera system, which is being evaluated through a year-long pilot ending at the close of the calendar year. The solar-powered, LTE-connected cameras were placed at locations identified through data-driven analysis of violent and gun-related crime and operate similarly to the City's vehicle-based ALPR system. Staff explained that the system uses the City's Axon ecosystem, role-based access, audit logs, the City's data-retention schedule, and quarterly audits for potential misuse or unauthorized access. Commissioner Parker asked how vendor contracts govern the storage and access of sensitive City data, including police and fire information. Staff stated that restricted Level 3 data, when applicable, is stored in government cloud environments, within the continental United States, and that vendor personnel must meet citizenship, fingerprinting, and background-check requirements. Vendor access is audited, and contracts establish that City data remains City property and cannot be used without written authorization. Commissioner Parker also asked whether the ALPR system could identify traffic violations or replace red-light cameras. Staff clarified that it is a traditional license plate reader and does not detect traffic violations or operate as a red-light camera; the City is separately considering four red-light cameras subject to voter approval. A Commission member asked whether the Axon contract and its data-storage and access provisions are publicly available. Staff stated that the contract should be available through the City's OpenGov procurement system, and the Commission emphasized the need for periodic review of data-storage and access practices.

- The second proposal was a six-month pilot of an artificial intelligence-assisted investigative narrative synthesis tool. The tool would operate within the City's governed Snowflake data environment using Snowflake Cortex AI to help detectives locate and synthesize information from large volumes of investigative records. Staff emphasized that it would serve as an investigative search and assistance tool rather than make investigative decisions, with role-based access, auditing, secure data storage, and continued human decision-making. The pilot would compare two detective units with similar caseloads, with one receiving access to the tool and the other serving as a comparison group. The City's policy research team, in coordination with the University of Arizona, would evaluate potential effects on case closure and preparation of cases for the prosecuting attorney's office. A Commission member asked whether the AI would make predictions or generate conclusions or simply locate information in existing records. Staff explained that it would primarily provide agentic search capabilities by organizing unstructured information and directing investigators to relevant portions of reports. The member also asked whether materials sent to the prosecuting attorney's office would remain the original investigative records rather than AI-altered information. Staff confirmed that the case package would remain unchanged and consist of materials prepared through the normal investigative process.

- The third proposal involved enhanced search capabilities within the City's Verkada video management system. Staff explained that object-oriented tagging and natural-language search would allow Communications Support and Analysis Response Center (CSARC) personnel to locate video based on characteristics such as vehicle make, model, color, or other distinctive features, reducing the time required to manually search cameras and time periods. The system contains restricted Level 3 data and uses role-based access, audit logs, investigation-related search requirements, and quarterly audits. Passive monitoring is prohibited, and the system operates under applicable City general orders. A Commission member asked which foundation model Verkada uses for the search functionality. Staff stated that the specific underlying model was not known but indicated that the system operates within a government cloud environment. The member also asked whether Verkada had provided information on accuracy, precision, recall, false-positive rates, or performance across different types of data. Staff stated that the information was not immediately available and would follow up with the responsible lieutenant and provide any available vendor information.

6. Call to the Audience

- No audience comments presented. No action taken.

7. Future Agenda Items

- Commissioner Parker proposed several areas for future consideration. One area was the City's disability-related services, with specific items to be developed for the September meeting. Commissioner Parker also requested that the Commission examine the City's methods for obtaining and communicating information to residents, including the methodologies used for public surveys and other forms of community engagement. She questioned how the City ensures that residents are informed about available services and activities without requiring individuals to independently identify and research those resources. Commissioner Parker suggested reviewing which City departments and agencies currently conduct constituent engagement, which entities may not be doing so, and how constituent engagement could be incorporated more consistently into departmental workflows rather than conducted only when required by grants or other external requirements. The Chair requested that the topic of the City of Tucson's constituent engagement policies and processes, including the IAPC's potential role, be reviewed at a future meeting, and staff was directed to coordinate its placement on an appropriate agenda.

- Commissioners also requested a future agenda item addressing the availability, maintenance, and accuracy of public-facing City data. Questions included which staff or departments are responsible for maintaining and refreshing publicly available data, how frequently the data are updated, and how the city ensures its accuracy. Specific data sources identified for review included shelter bed data, VIVA dashboards showing shootings and other incidents, and the City's use-of-force dashboard. Staff indicated that these topics should be addressed as a separate agenda item because they involve different City departments and staff. The proposed presentation would address where the data are housed, how the information is maintained, how frequently it is updated, and the accuracy of the information. Commissioner Parker also requested that drone-related issues be included on a future agenda, if the topic is scheduled, so that additional questions regarding existing City data could be addressed.

- Commissioner Parker further proposed consideration of the City's inclusion policies and practices, including broader issues of inclusion and the potential involvement of the City's equity-related staff. Staff indicated that the proposed topics would be maintained as a list of future agenda items and scheduled as appropriate to allow the Commission to plan upcoming meetings. No additional future agenda items were proposed. Agenda Item 7 was then concluded.

8. Adjournment

- Following the completion of required announcements, the Commission considered a motion to adjourn. The motion was made and seconded, approved by voice vote. The meeting was adjourned at 4:16 p.m. The next regular meeting of the IAPC is scheduled for Wednesday, September 2, 2026, at 3:00pm.