City of Tucson Independent Audit and Performance Commission

January 9, 2013

Subject: Report to Mayor and Council: Commission Activities – July through December 2012

Honorable Mayor and Council:

The attached report provides information on the City's Independent Audit and Performance Commission (IAPC) activities between July 1, 2012 and December 31, 2012. During this period the IAPC has taken the following action:

- The Commission reviewed and approved the Internal Audit Plan for FY 2013 on July 11, 2012. The Plan was subsequently approved by Mayor and Council on September 5, 2012.

- The IAPC provided a report to Mayor and Council on July 18, 2012, regarding Commission activities from January 1 through June 30, 2012.

- The Commission established a subcommittee at the November 8, 2012 IAPC meeting in response to a recommendation in the *Five Year Strategic Transit Plan* for the IAPC to perform an independent review of the transit system during FY 2013. The subcommittee met on November 27, 2012 to discuss the scope of the requested review.

A report on the period January 2013 through June 2013 will be provided to you by August 2013.

Commission members appreciate the opportunity to provide the Mayor and Council with review of relevant issues. Please contact your appointee to the Commission, or the City Manager, should you have topics you would like the Commission to review. The Commission appreciates the support of City Internal Audit Manager Jane Prior and the Audit staff.

Respectfully Submitted,

Michael McDonald
IAPC Chair

c: Richard Miranda, City Manager
Kelly Gottschalk, Assistant City Manager/CFO
Marie Nemerguth, Budget and Internal Audit Program Director

Attachment:
Report to Mayor and Council: Commission Activities – July through December 2012

INDEPENDENT AUDIT AND PERFORMANCE COMMISSION REPORT ON ACTIONS AND ACTIVITIES JULY 1, 2012 THROUGH DECEMBER 31, 2012

The following is a list of Independent Audit and Performance Commission (IAPC) actions and activities, based on agenda items, from July 1, 2012 through December 31, 2012.

The Commission met monthly except for August (five times) and established a subcommittee which met one time.

Action Taken by the Commission:

- The Commission reviewed and approved the Internal Audit Plan for FY 2013 on July 11, 2012. The Plan was subsequently approved by Mayor and Council on September 5, 2012.

- The IAPC provided a report to Mayor and Council on July 18, 2012, regarding Commission activities from January 1 through June 30, 2012.

- The Commission established a subcommittee at the November 8, 2012 IAPC meeting in response to a recommendation in the *Five Year Strategic Transit Plan* for the IAPC to perform an independent review of the transit system during FY 2013. The subcommittee met on November 27, 2012 to discuss the scope of the requested review.

Information Provided to the Commission:

Introduction of City External Auditor Firm – CliftonLarsonAllen
Mike Mason, Accounting Administrator, and David Phillips, Partner – July 11, 2012

ParkWise Update
Donovan Durband, ParkWise Program Administrator – July 11, 2012

Tucson City Golf Update
David Cormier, IAPC Vice Chair – July 11, 2012
Michael McDonald, IAPC Chair – September 6, 2012; October 3, 2012; November 8, 2012

Commission Six Month Report to Mayor and Council (January – June 2012)
Jane Prior, Internal Audit Manager – July 11, 2012

Proposed Internal Audit Plan for FY 2013 and Internal Audit Plan Fourth Quarter Update FY 2012
Jane Prior, Internal Audit Manager – July 11, 2012

Metropolitan Tucson Convention and Visitors Bureau (MTCVB) Update
Brent DeRaad, MTCVB President and CEO – September 6, 2012

Collaborative Auditing Updates FY 2012

- **Third Quarter FY 2012** - September 6, 2012
- **Fourth Quarter FY 2012** – October 3, 2012
- **First Quarter FY 2013** – December 5, 2012
  Jane Prior, Internal Audit Manager

Small Business Enterprise (SBE) Program Presentation
Liana Perez, Office of Equal Opportunity Programs Director – October 3, 2012

Internal Audit Plan First Quarter Update FY 2013
Jane Prior, Internal Audit Manager – October 3, 2012

Update on Revised Investment Policy
Silvia Amparano, Interim Finance Director – November 8, 2012

Five Year Strategic Transit Plan: Independent Review of Sun Tran/Sun Van Transit System
Kate Riley, General Manager Sun Tran/Sun Van – November 8, 2012

- **Subcommittee to Conduct an Independent Review of the Transit System - Update**
  Mark Crum, Subcommittee Chair, David Cormier and Pete McNellis, Subcommittee Members – December 5, 2012

Tucson Police Department Alarm Ordinance Cost Recovery Update
Elise Souter, TPD Lieutenant – December 5, 2012

Dashboard Update
Michael McDonald, IAPC Chair, and Joyce Garland, Budget Administrator – December 5, 2012