



**Independent Audit and Performance Commission  
Wednesday, September 11, 2019, 3:00 PM  
City Hall, City Manager's Conference Room, 1<sup>st</sup> Floor East  
255 W Alameda St  
Tucson, Arizona 85701**

**Meeting Minutes**

**1. Call to Order/Roll Call: 3:00 PM**

COMMISSION MEMBERS PRESENT: Jeff Singleton, Vice Chairperson (Mayor); Mark Crum (Ward 2); Lydia Hunter (Ward 3); Brian Andrews (Ward 4)

COMMISSION MEMBERS ABSENT/EXCUSED: Dennis Woodrich, Chairperson (Ward 1)  
Eddie Rios (Ward 5)  
Ward 6 (Vacant)

A quorum was established. Vice Chairperson Singleton chaired the meeting in Chairperson Woodrich's absence.

COMMISSION MEMBERS LATE: None

STAFF MEMBERS: Joyce Garland, Chief Financial Officer / Assistant City Manager; Aaron Williams, Principal Internal Auditor; Robert Kulze, Principal Internal Auditor (Ex Officio, Non-Voting)

**2. Suggested Ground Rules for Boards, Committees, and Commissions (BCC) Meetings and Robert's Rules of Order**

Principal Internal Auditor Robert Kulze made a report to the commission about the City Clerk's suggested ground rules for conducting BCC meetings and Robert's Rules of Order for conducting business. No action was taken.

**3. Approval of the July 10, 2019 IAPC Meeting Minutes**

It was moved by Commissioner Crum, duly seconded and carried by a voice vote of 4 to 0, to approve the minutes.

**4. Staff Update**

Chief Financial Officer / Assistant City Manager Joyce Garland provided an update to the commission on the following topics.

- a. The City conducted interviews for several department directors. The interview process was quite arduous over a two-day period. The

candidates were interviewed by both a Leadership panel and a Technical panel. After that, they met with stakeholders to answer questions in a panel format. The Mayor and Council also had an opportunity to ask questions, as well as City employees. Finally, they met in a roundtable session with the Executive Leadership Team. The City hired Fire Chief Charles “Chuck” Ryan. Chief Ryan is from the Virginia area and will start on September 30<sup>th</sup>. Also hired was Housing and Community Development Director Liz Morales. Ms. Morales was previously on loan from Mesa and has already started with the City. The City also interviewed candidates for the Public Safety Communications Director. The City is pursuing one of the candidates for that position. Also, there is still an interim Business Services director for which the City will begin the hiring process in the near future.

- b. Changes are being made at the Housing and Community Development Department (HCD). Finance staff at the department will now be reporting to the Business Services Department under the satellite model that was set up. Also, assistance is being provided with the implementation of new software at HCD and a vendor assessment of the software implementation has been completed, with action items for both the vendor and the City. In addition, an intergovernmental agreement will be going before Mayor and Council on Tuesday (9/17/19) to allow a subject matter expert at the City of Tempe to work with financial staff at HCD to update the financial information in the system.
- c. Business Services Department finance staff will be attending a governmental accounting class through Pima Community College. Although employees will not be able to receive college credit through this arrangement, the curriculum will be the same.
- d. City staff attended meetings held at the State level to discuss a change of the actuary for the State’s Public Safety Personnel Retirement System.
- e. The City is holding a general election in November.

Ms. Garland fielded and answered questions. No action was taken.

**5. Discussion of a Request from the City Manager’s Office**

Vice Chairperson Jeff Singleton introduced a memorandum from the City Manager’s Office requesting that the commission conduct an appraisal the City’s purchase card (pCard) program. Vice Chairperson Singleton appointed a subcommittee to conduct the appraisal. The members of the subcommittee were identified as: Commissioner Woodrich (Subcommittee Chairperson), Commissioner Hunter, and Commissioner Andrews. No action was taken.

**6. Discussion of Requests from Mayor and Council**

Vice Chairperson Singleton introduced requests received from Commissioner Woodrich from Ward 1. Ms. Garland fielded and answered questions. Vice Chairperson Singleton requested that the items be considered for discussion at future meetings of the IAPC. Commissioner Andrews provided a request from

his appointing council member (Ward 4) to look at the medical self-insurance fund as the commission is able. Commissioner Andrews suggested that, since this fund is so new, it might be something to review after more time has passed. Commissioner Hunter said that the medical self-insurance fund is an item that her appointing council member (Ward 3) had also suggested. Commissioner Hunter agreed that the fund is too new to be addressed right now, but would be appropriate to review. Vice Chairperson Singleton suggested that the commission give that program some time in order to have sufficient information to evaluate. No action was taken.

**7. Request to Review the City's Public Records Request Process**

Commissioner Crum asked Mr. Kulze to provide some background about this item, which Mr. Kulze provided. Commissioner Crum made a motion, duly seconded, that this commission invites a representative from the City Clerk's Office for a discussion of the City's public request process. Commissioner Crum read from a list he had prepared of suggested questions for discussion. The motion was carried by a voice vote of 4 to 0.

**8. Report about the "A" Mountain Landfill**

Commissioner Eddie Rios was not present and therefore, a report to the commission about the "A" Mountain Landfill was not made. Vice Chairperson Singleton noted that there was a tabled motion on this item from the IAPC's July meeting and suggested another vote on that motion to take it off the table. Mr. Kulze noted that the tabled motion would expire at the end of today's meeting. Vice Chairperson Singleton stated that he didn't think anything was necessary. Commissioner Crum requested that this item remains on a future agenda.

**9. Report about Franchise Fees**

Commissioner Andrews made a report to the commission about the Arizona Revised Statutes and other guidelines relating to franchise fees and asked if there would be interest from the commission to review the information and continue the discussion at a future meeting. Commissioner Crum spoke about his plans for this item as a taxpayer. Vice Chairperson Singleton suggested that the commissioners review the information that was presented and perhaps this could be a brief discussion topic at a future meeting to see if there is any interest in taking a deeper look at the fees. No action was taken.

**10. Report about IAPC Reports Available on the City's IAPC Webpage**

Mr. Kulze made a report to the commission about the reports that are available on the City's IAPC webpage. The list of reports that are available has been updated with the reports issued within the last two years. No action was taken.

**11. Call to the Audience**

No one spoke.

**12. Future Agenda Items**

- Discussion of Public Records Requests
- Report about the “A” Mountain Landfill
- Discussion of Government Property Lease Excise Tax Abatements
- Discussion of a Living Wage
- Review of the City’s Financial Policies
- Review of the City’s Medical Self-Insurance Fund
- Review of the City’s Contract with OB Sports
- Review of the City’s Contract with SMG
- Review of the City’s Contract with Groundskeeper
- FY 2020 Internal Audit Plan – Second Quarter Update
- Report from the Purchase Card Program Subcommittee

**13. Adjournment – 4:10 PM**

The next regularly scheduled meeting of the IAPC will be held on Wednesday, October 2, 2019, at 3:00 p.m. in the City Manager’s Conference Room, City Hall, 1<sup>st</sup> Floor East, 255 West Alameda, Tucson, Arizona.

NOTE: It is the intent of these meeting minutes to get to the general meaning of the discussion, summarize what happened, and record official actions. The minutes are not intended to be a verbatim transcription of all that was said.