

The Minutes of the City Audit Advisory Board held Wednesday, July 13, 2011 at 2pm

Call to Order

The meeting of the Audit Advisory Board was called to order by Michael Justus, Board Chair, at 2pm. This meeting was held in Conference Room 303, which is located on the third floor of the City/County Building.

Attendance

Present: Don Herz, City Finance Director; Jamie Phillips, Assistant to Don Herz; Peggy Tharnish, City Controller; Marcee Brownlee, Assistant City Attorney; Board Members: Michael Justus, Barbara Arendt, Jim Mastera, Gerry Finnegan, Todd Blome, Jason Christenson.

Others Present: Vince Mejer, Purchasing Agent; Fran Mejer, Business Manager of Public Works; Thomas Shafer, Manager of Engineering Design/Construction.

Note Open Meetings Law

Michael made note of the Open Meetings Act posted on the wall of the conference room.

I. Approval of June 17th, 2011 Board Minutes

Michael asked for a motion to approve the minutes from the June 17th meeting. Barbara moved approval, which was seconded by Jim. AYES: Barbara, Jim, Michael, and Jason. NAYS: None. ABSTAIN: Gerry; ABSENT for vote: Todd; Motion carried, 4-0.

II. Update on City Council progress with the StarTran Study.

Don had Vince update the group on the StarTran RFP. He reminded the group that they received two proposals. One proposal was from a Lincoln firm which is Parsons Brinckerhoff and the other was a firm based out of Minneapolis which is SRF Consulting Group.

Vince stated that he and Councilmen Carroll met with SRF and discussed the refined scope. He said he feels that the fee won't be that much different than they had originally proposed, which was a little over \$100,000.

III. Review proposed agreed upon procedures regarding the use of impact fees.

Peggy stated that she, Mike and Don had all gotten together since the last meeting to put together a draft for the Agreed Upon Procedures for the Impact Fees. She handed out a copy to the group to review and make suggestions on. The group made some suggestions and asked Peggy to change the original.

Next the group asked Vince to get a quote from BKD, HBE, and Micek & Crouch. Mike and Todd suggested that they have them prepare an engagement letter and include a fee. The group asked for a timeline on this, and Vince thought he could get to it sometime next week and update them at the next meeting.

IV. Continue discussion of formulation of work to be performed in response to the City council Resolution requesting a Performance Audit of the Engineering Services.

Next the group continued their discussion on the RFP for StarTran Engineering Services. The group discussed possibly sending the resolution back to the City Council because it is too broad in scope.

Fran Mejer said that she has never written an agreed upon procedures but she took a stab at it and handed out a copy of helpful information she had came up with. She said it isn't complete, but just a start. She explained her sheet as the group reviewed it. The group agreed with her suggestions.

Todd suggested that the group write a letter back to the City Council suggesting that an agreed upon procedures engagement might serve the purpose better than an performance audit and then list some of the things that they have talked about, including Fran's list and ask them if they would like the group to pursue it. Marcee suggested the group call a vote for Don to draft a letter.

Todd moved to have Don draft and send the letter to the City Council, which was seconded by Jim. AYES: Barbara, Todd, Jim, Michael, Gerry, and Jason. NAYS: None. Motion carried, 6-0.

V. Set the next Audit Advisory Board meeting

It was suggested that the next board meeting be scheduled for August 10th at 2pm, to which the group agreed.

VI. Adjournment

Michael called for a motion to adjourn. Todd moved approval, which was seconded by Jim. AYES: Barbara, Todd, Jim, Michael, Gerry, and Jason. NAYS: None. Motion carried, 6-0.

The meeting was adjourned at 3pm.

Minutes submitted by: Jamie Phillips