

The Minutes of the City Audit Advisory Board held Wednesday, December 14, 2011 at 2pm

Call to Order

The meeting of the Audit Advisory Board was called to order by Mike 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: Peggy Tharnish, City Controller; Jamie Phillips, Assistant to Steve Hubka; Marcee Brownlee, Assistant City Attorney; Board Members: Mike Justus; Barbara Arendt, Gerry Finnegan, Todd Blome and Jason Christenson.

Others Present: Bob Walla, Assistant Purchasing Agent; Fran Mejer, Business Manager of Public Works; Roger Figard, City Engineer; and Thomas Shafter, City Design/Construction Manager.

Absent: Board Member, Jim Mastera.

Note Open Meetings Law

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

I. Approval of October 12th, 2011 board minutes.

Mike asked for approval of the October 12th board minutes. Todd moved approval with the correction of the spelling of his last name in the first line of the minutes, which was seconded by Gerry. AYES: Barbara, Todd, Jason, and Gerry. NAYS: None; ABSTAIN: Mike; ABSENT: Jim. Motion carried, 4-0.

II. Impact Audit Report

Peggy handed out HBE's Report of Findings of Agreed-Upon Procedures for the Impact Fee Audit. She stated that the report found no issues and had no recommendations. She said it was a very clean report.

Marcee stated that the next step is to report the board's findings based on the final audit report and give their recommendations.

Michael asked Peggy to draft a letter to the City Council and the Mayor that the group approves the report based on their findings. He asked that she bring the letter to the next meeting for the group to review and approve.

III. Preliminary Report StarTran Audit

Peggy stated that a preliminary Report from SRF Consulting Group of the StarTran Audit was distributed last week at another meeting, so she obtained a copy for the group to review as well. She handed out copies of the preliminary report along with a copy of the article written from the Journal Star regarding the preliminary report. She stated that the final report will be here on February 1st, 2012.

Todd asked if we had a copy of the RFP that went out for the StarTran audit for him to review again. Bob Walla made copies and handed them out to the group to review. Further discussion followed.

IV. Update on Engineering Revolving Agreed Upon Procedures RFP

Vince stated that the RFP for this went out to bid and proposals are due back on Monday, December 19th. He said they were sent out to three firms, which were BKD, HBE, and Micek & Crouch.

Fran handed out her draft of the Agreed Upon Procedures and stated that this is an updated draft from the one she handed out at the last meeting. She gave each member a copy for review.

V. Discuss how to proceed with comparing rates that Engineering charges with other cities and private engineering firms

At the last meeting, the group asked Rodger to provide a draft letter similar to the one that Fran provided them so that they could review it.

Roger came forward and gave them his general scope of work draft as a handout for them to review. As Roger explained his draft copy of the general scope of work, he also suggested that it would be more comparable if the audit compared them to other cities similar in size that are located in the Midwest and that also provide a full range of services like they do.

Peggy reminded the group that they have just under \$70,000 left in their budget.

Todd wondered if the draft should be more direct and specific. Roger said they could make it more specific asking exactly what kind of information they are looking to compare. Roger suggested that he get together with Fran and Tom and work on the draft and put some of their newly suggested information into it and bring it to the next meeting for them to review.

VI. Set the next Audit Advisory Board meeting

The next board meeting was scheduled for January 11th at 2pm in Conference Room 303.

VII. Adjournment

Mike called for a motion to adjourn. Gerry moved approval, which was seconded by Todd. AYES: Barbara, Todd, Jason, Gerry, and Mike. NAYS: None. ABSENT: Jim. Motion carried, 5-0.

The meeting was adjourned at 3:04pm.

Minutes submitted by: Jamie Phillips