

The Minutes of the City Audit Advisory Board held Wednesday, January 11, 2012 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, Jim Mastera and Jason Christenson.

Others Present: Vince Mejer, Purchasing Agent; Fran Mejer, Business Manager of Public Works; Roger Figard, City Engineer; and Thomas Shafter, City Design/Construction Manager; Chris Lindner, Manger for BKD; and Nancy Hicks, Journalist for Lincoln Journal Star.

Note Open Meetings Law

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

I. Approval of December 14th, 2011 board minutes.

Mike asked for approval of the December 14th board minutes. Todd moved approval, which was seconded by Barbara. AYES: Barbara, Todd, Jason, Jim and Mike. NAYS: None; ABSENT FOR VOTE: Gerry. Motion carried, 5-0.

II. Review Transmittal Letter - Impact Fees – Peggy Tharnish

At the last meeting, Michael asked Peggy to draft a letter to the City Council and Mayor explaining that the group approves the HBE's Report of Findings of Agreed-Upon Procedures for the Impact Fee Audit. He asked that she bring the letter to the next meeting for the group to review and approve.

Peggy handed out the draft memo for the group to review. Michael asked for discussion and then asked for a motion to approve. Jim moved approval, which was seconded by Barbara. AYES: Barbara, Todd, Jason, Mike and Jim. NAYS: None. ABSENT FOR VOTE: Gerry. Motion carried, 5-0.

III. Update on Engineering Revolving Agreed Upon Procedures RFP - Vince Mejer

Vince stated that the RFP went out and he received two proposals back, which were from BKD and HBE. He said that BKD was selected primarily because of their fee, which was \$3,800. During the pre-submission conference they did have three firms there, and all three firms felt that the last item on the Agreed Upon Procedures needed to go on the next bid package and shouldn't be included in the current one.

Chris Lindner with BKD explained that the last step was vague and for an Agreed Upon Procedures he explained that it needs to be very clear cut with the exact numbers to test and exactly what to test.

After group discussion, Todd moved approval to allow the Purchasing Agent to remove the last item on the RFP, and also moved approval to approve the revised RFP and go forward with BKD. AYES: Barbara, Todd, Jason, Mike and Jim. NAYS: None. ABSENT FOR VOTE: Gerry. Motion carried, 5-0.

IV. Discuss RFP for comparing rates that Engineering charges with other cities and private engineering firms – Roger Figard

At the last meeting, Roger provided the group with a draft of a general scope of work to help determine what the group might be looking for. The group had asked Roger to get together with Thomas and come up with something more direct and specific.

Roger gave a handout for the group to review and said that he was more direct and specific in this draft by listing exactly what kind of information they are looking for to compare. Thomas Shafer explained the handout and the forms he came up with to show how to compare City Engineering to other comparable firms. The group reviewed the handout and further discussion followed.

Jason asked if we had enough money to do this. Peggy said the group has just over \$65,500 after the last RFP. It was suggested to invite the American Council of Engineering (ACEC) to the next meeting and get their advice on the questions the group has on their draft.

Michael asked for a motion to have Thomas at Engineering Services draft a letter inviting ACEC to attend the next scheduled meeting. Jason moved approval, which was seconded by Todd. AYES: Barbara, Todd, Jason, Gerry, Mike and Jim. NAYS: None. Motion carried, 6-0.

V. Set the next Audit Advisory Board meeting

The next board meeting is scheduled for February 8th at 2pm in Conference Room 303.

VI. Adjournment

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

The meeting was adjourned at 3:30pm.

Minutes submitted by: Jamie Phillips