

Urban Renewal Agency Agenda, Monday, January 23, 2017

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

To immediately follow the City Council meeting.

1. Call To Order
2. Roll Call
3. Accept Agency Minutes For December 12, 2016

Documents:

[12-12-16 URA MINUTES.PDF](#)

4. Oral Requests And Communications From The Audience
Public Comments on non-agenda items – 5 minute limit per person.*
5. Staff Reports
 - a. URA Independent Auditor Contract

Documents:

[URA AUDIT SVCS CONTRACT. CAR.PDF](#)

6. Remarks From Agency Members
7. Adjournment

*Obtain [Public Comment Forms](#) on this website or at City Hall prior to the meeting. Return completed forms to the City Recorder before the start of meeting or during regular business hours.

All public meetings are held in accessible locations. Auxiliary aids will be provided upon request with 72 hours advance notification. Please contact 469-1102 if you have any questions regarding this notice.

City of Brookings

Urban Renewal Agency Meeting MINUTES

City Hall Council Chambers, 898 Elk Drive, Brookings, OR 97415

Monday, December 12, 2016

Call to Order

Chair Hedenskog called the meeting to order at 8:51 PM, immediately following the City Council meeting.

Roll Call

Agency present: Chair Ron Hedenskog, Directors Jake Pieper, Brent Hodges, Bill Hamilton and Dennis Triglia; a quorum present.

Staff present: City Manager Gary Milliman, Finance & Human Resources Director Janell Howard, City Attorney Martha Rice and City Recorder Teri Davis.

Agency minutes

Director Hedenskog moved, a second followed and Council voted unanimously to approve the June 27, 2016 Agency minutes as written.

Staff Reports

URA Audit

Finance Director Howard provided the staff report.

Director Triglia moved, a second followed and Council voted unanimously to accept the Brookings Urban Renewal Agency's Audit for the fiscal year ended June 30, 2016.

Adjourn

Chair Hedenskog moved, a second followed and Council voted unanimously to adjourn by voice vote at 8:53 PM.

Respectfully submitted:

ATTESTED:

this _____ day of _____ 2016:


Ron Hedenskog, Chair

Teri Davis, City Recorder

BROOKINGS URBAN RENEWAL AGENCY

COUNCIL AGENDA REPORT

Meeting Date: January 23, 2017


Signature (submitted by)

Originating Dept: Finance & HR


City Manager Approval

Subject:

Audit Services Contract

Recommended Motion:

Accept the audit services proposal from Moss Adams LLP and authorize the City Manager to execute a three year contract.

Financial Impact:

Estimated savings over three-year contract of \$7,300 compared to 6/30/16 audit.

Background/Discussion:

The City sent out Request for Proposals (RFP) for audit services to 16 firms from the Oregon Municipal Auditor Roster. We received three responses. The Finance & Human Resources Director and the Accounting Supervisor reviewed proposals and contracted references. All firms responding were highly qualified and experienced, and the proposals were competitive. Variables to the cost are Single Audit and the Urban Renewal expenditure level. I estimate that we will have a single audit for 2016-17 only, due to the EDA Airport Infrastructure grant. This adds \$4,500 for that year, which is included in the cost below. In addition, Moss Adams LLP's fee would be cut in half for Urban Renewal in any year the expenditures were under \$500,000. I estimate that will be two of the three years under contract. The three-year cost for proposals are listed below:

	City	Single Audit	URA	Total
Moss Adams LLP	\$82,900	\$4,500	\$12,820	\$100,220
Pauly Rogers and Co PC	\$96,300	\$2,500	\$9,600	\$108,400
Boldt, Carlisle & Smith	\$90,471	\$4,705	\$24,109	\$119,285

The June 30, 2016 audit fees totaled \$35,840 (\$28,240 City plus \$7,600 URA). The audit fees for June 30, 2017 under Moss Adams LLP's proposal would be \$34,575 (\$26,950 City, \$4,500 Single Audit, and \$3,125 URA). This would be a savings of \$1,265 in year one, and \$7,300 over three years, without the Single Audit in year two and three.