



NIBLEY CITY
CITY COUNCIL MEETING AGENDA
Thursday, January 21, 2016
6:30 p.m.

Nibley City Hall
455 West 3200 South
Nibley, Utah 84321

1. Opening Ceremonies (Councilmember Hansen)
2. Call to Order and Roll Call (Chair)
3. Approval of Minutes and Agenda (Chair)
4. Public Comment Period¹ (Chair)
5. Discussion and Consideration of Resolution 16-01: A RESOLUTION ADOPTING THE ANNUAL MEETING SCHEDULE FOR THE NIBLEY CITY COUNCIL
6. Discussion and Consideration of a Site Plan for Stander, Inc., a commercial site located at 2410 S. Heritage Drive
7. Discussion and Consideration of a Request for Proposals for Auditing Services
8. Council and Staff Reports

Adjourn to Closed Session

9. Discussion Regarding Acquisition of Real Property Pursuant to Utah Code 52-4-205
10. Discussion Regarding Personnel Pursuant to Utah Code 52-4-205 – City Manager Annual Review

Adjourn to Open Session

11. Report on Closed Session and Discussion of City Manager Salary

Adjourn Meeting

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, REASONABLE ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES WILL BE PROVIDED UPON REQUEST. FOR ASSISTANCE, PLEASE CALL 752-0431 A MINIMUM OF 24 HOURS BEFORE THE MEETING.

¹ *Public input is welcomed at all City Council Meetings. 15 minutes have been allotted to receive verbal public comment. Verbal comments shall be limited to 3 minutes per person. A sign-up sheet is available at the entrance to the Council Chambers starting 15 minutes prior to each council meeting and at the rostrum for the duration of the public comment period. Commenters shall identify themselves by name and address on the comment form and verbally for inclusion in the record. Comment will be taken in the order shown on the sign-up sheet. Written comment will also be accepted and entered into the record for the meeting if received prior to the conclusion of the meeting. Comments determined by the presiding officer to be in violation of Council meeting rules shall be ruled out of order.*



Nibley City Council Agenda Report for January 21, 2016

Agenda Item #5

Description	Discussion and Consideration of Resolution 16-01: A RESOLUTION ADOPTING THE ANNUAL MEETING SCHEDULE FOR THE NIBLEY CITY COUNCIL
Department	City Council
Presenter	David Zook, City Manager
Sponsor	n/a
Applicant	n/a
Background	Each year, the Council is required to approve a meeting schedule. The proposed schedule would continue to existing schedule of meeting on the first and third Thursday at 6:30 p.m. However, there are Thursdays are omitted from the schedule, including the first in April and the second in September, because they occur during the annual League of Cities training conferences. The second Thursday in December is also omitted from the schedule because it is the traditional date of the City's end of year staff appreciation event.
Recommendation	Discuss the proposed schedule and suggest any desired modifications
Financial Impact	n/a
Reviewed By	Mayor, City Manager

Agenda Item #6

Description	Discussion and Consideration of a Site Plan Approval for Stander, Inc., a commercial business to be located at 2410 S. Heritage Drive
Department	Planning/Building
Presenter	Shari Phippen, City Planner
Sponsor	n/a
Applicant	Stander, Inc.
Background	<p>By way of general comment, in the past, when a site plan has been for a single, small building, the opinion and direction of the Council & Commission has been that a concept presentation could be waived and that preliminary and final site plan could be done as one approval. That is why this is coming to the Council as a single item.</p> <p>Stander, Inc is a company that makes home care products that assist seniors and others with limited mobility to maintain independent living. They are moving their business out of Logan and into Nibley, and have purchased property near CampSaver. They are proposing to build a 30,000 square-foot building, which is about the same size as CampSaver.</p> <p>Projects that develop in commercially zoned areas are subject to Nibley Design Guidelines (DGS) and also require site plan review and approval by the City Council and Planning Commission. The primary components of the DGS are: building materials and fenestration.</p> <ul style="list-style-type: none">○ <u>Building Materials</u><ul style="list-style-type: none">▪ “To complement and be compatible with the character of Nibley, masonry building materials, such as brick, cut stone, and concrete block, are to be used as the primary building material (60% or greater) of commercial development... Other masonry materials, such as concrete block and other types of stone may be formed and used in a manner similar to natural stone. Other materials may be considered for use as a primary building material, based on review by the city... Secondary building materials may include brick, stone, concrete block, cement stucco, architectural metals, and wood/cement board siding. These materials are highly desirable over plastics, vinyl, and faux siding materials including synthetic stucco-type materials.” (DGS, p.11)▪ The building materials on this project are architectural steel and stucco. In the drawings, the grey area is stucco, and the red and brown areas are architectural steel. The requirement for 60% primary building materials is intended for those surfaces of the building which front public streets. In this case, it is only the front of the building, where all of the windows and doors are located.

- The steel is similar in appearance to what is on the sides and back of CampSaver.
- The building materials being proposed by Stander are compatible with those previously approved for the CampSaver building and also with those in place on businesses located in the immediate vicinity of Stander's building.

○ Fenestration

- Fenestration refers to the placement of doors and windows so that the building's walls are not merely flat, uninterrupted surfaces. The requirement, as shown in this drawing, is that at pedestrian level (15' high), 60% of the front of the building must be fenestration (doors/windows)



- The total square footage of the building front at pedestrian level is 2,265, which would require 1,359 sq ft of doors/windows. This project has 1,477.25 sq ft. The fenestration is sufficient to meet what the ordinance requires.

In addition to these two primary requirements, the DGS also encourage simplicity in building colors, roof lines and screening of mechanical/service areas, all of which this building proposal meets.

At the January 13, 2016 meeting, the Planning Commission passed a motion to recommend approval of the building materials and design.

The other part of this agenda item is approval of the site plan. When site plans are reviewed and approved by the Planning Commission & City Council, they are reviewed for compliance with landscaping, building siting and parking requirements.

○ Landscaping

- City Code 10-12-17 requires that commercial projects landscape 20% of the gross project size (eg: 1 acre lot = .2 acres of landscaping) and that the setback area of the property (20') be landscaped, with no parking located in that area.
- The project property is 3.19 acres, which requires .64 acres of landscaping. The landscaping plan shows approximately .68 acres of landscaping.

	<ul style="list-style-type: none"> ▪ 10-12-17 also outlines that the landscaping should be a mix of trees, grasses and shrubs, with a recommendation that there be 1 tree for each 300 square-feet of landscaping. ▪ When calculating the number of required trees, only those portions of the landscaping that can be planted with trees is factored. This does not include areas of landscaping used for stormwater retention/detention, as the ponds cannot be landscaped beyond the top edges. The plantable landscape on this property is approximately 17,500 square feet which would require 58 trees. The landscape plan proposes 58 trees in the plantable areas of the landscaping. ▪ The remainder of the landscaping is a mix of shrubs and grasses. Additionally, the portion of the property not otherwise taken up by more intensive landscape will be low maintenance native grasses or xeriscaped. ▪ It is staff's opinion and recommendation that the landscaping be deemed compliant with City code. ○ <u>Building Siting</u> <ul style="list-style-type: none"> ▪ City Code 10-11 imposes a 20', permanently landscaped setback for commercial buildings. This building is sited appropriately to meet that requirement. ○ <u>Parking</u> <ul style="list-style-type: none"> ▪ The required number of parking spaces is determined by the use of the building. For this building, for every 2 employees on the busiest shift, 1.5 parking spaces are required. Stander currently employees approximately 20 people, which, if all the employees were there at the same time, would require 15 parking spaces. Their plan proposed 36 regular parking spaces plus 2 handicapped parking spaces. ▪ The parking lot will have two ingress/egress points, which is required by our engineering standards and specifications, both for traffic flow and for emergency services access. ▪ It is staff's opinion and recommendation that the parking be deemed compliant with City code. ▪ Based on all of the above comments, the Planning Commission determined the site plan and building design are compliant with all relevant City standards and codes and passed a motion recommending approval of the site plan.
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Recommendation	Approve the site plan and building design.
Financial Impact	n/a
Reviewed By	City Manager, City Planner, Planning Commission

Agenda Item #7

Description	Discussion and Consideration of a Request for Proposals for Auditing Services
Department	City Council, City Recorder, City Treasurer
Presenter	Stephen Nelson, City Treasurer
Sponsor	n/a
Applicant	n/a
Background	<p>On May 7, 2015, the city council discussed conducting a competitive recruitment for auditing services and directed to staff to bring a Request for Proposals (RFP) to the Council in January 2016. As directed, staff drafted an RFP in order to conduct a competitive recruitment for auditing services.</p> <p>The goal of the recruitment would be to select an auditor or auditing firm that meets the standards expected by the city and which would be provided at a competitive price. At the direction of the council, staff is ready to issue the RFP for auditing services.</p> <p>The RFP specifies criteria upon which proposals would be evaluated, including licensing, technical experience, qualifications of staff, responsiveness of the proposal and the cost of the audit.</p>
Recommendation	Direct staff to advertise the RFP and send it to known auditing firms
Financial Impact	The cost for outside auditing services has been approximately \$10,000 per year in recent years.
Reviewed By	Mayor, City Manager, City Treasurer

Agenda Item #10

Description	Report on Closed Session and Discussion of City Manager Salary
Department	City Council
Presenter	Mayor
Sponsor	n/a
Applicant	n/a
Background	Utah Code 52-4-205 allows for closed meetings in limited cases, including discussions related to real estate transactions and personnel matters. The Council may or may not report on discussions related to the real estate discussion scheduled to take place in the closed session. The other item to be discussed in the closed session is the annual review of the City Manager's performance. The Council may or may not report on that discussion as well.
Recommendation	Report as necessary
Financial Impact	If the Council finds that the City Manager's performance has been satisfactory, the City Manager would receive an annual salary increase of 3%. This would amount to \$2,490 per year based on the manager's current salary.
Reviewed By	Mayor

RESOLUTION 16-01

A RESOLUTION ADOPTING THE ANNUAL MEETING SCHEDULE FOR THE NIBLEY CITY COUNCIL

WHEREAS, the Open and Public Meetings Act, in section 52-4-202 (2) of the Utah Code, requires that a public body which holds regular meetings that are scheduled in advance over the course of a year shall give public notice at least once each year of its annual meeting schedule; and

WHEREAS, adopting an annual meeting schedule can make it easier for citizens to be involved in civic affairs by making them aware of normal City Council meeting times.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NIBLEY CITY, STATE OF UTAH, AS FOLLOWS:

Regular meetings for the Nibley City Council shall be held on the dates listed on the attached schedule at 6:30 p.m. at Nibley City Hall, which is located at 455 West 3200 South in Nibley.

BE IT FURTHER RESOLVED THAT:

The City Council may also call special or emergency meetings pursuant to the provisions of the Open and Public Meetings Act.

Dated this 21st day of January, 2016

Shaun Dustin, Mayor

ATTEST

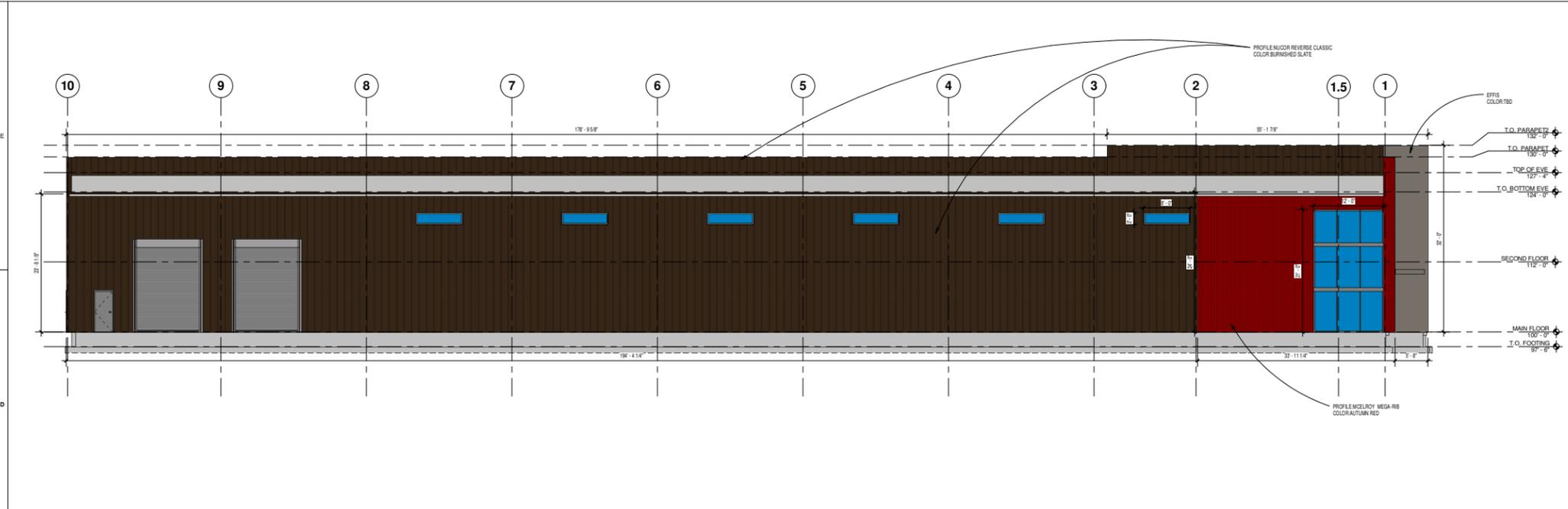
David Zook, City Recorder

The following is hereby adopted as the 2016 Nibley City Council meeting schedule.

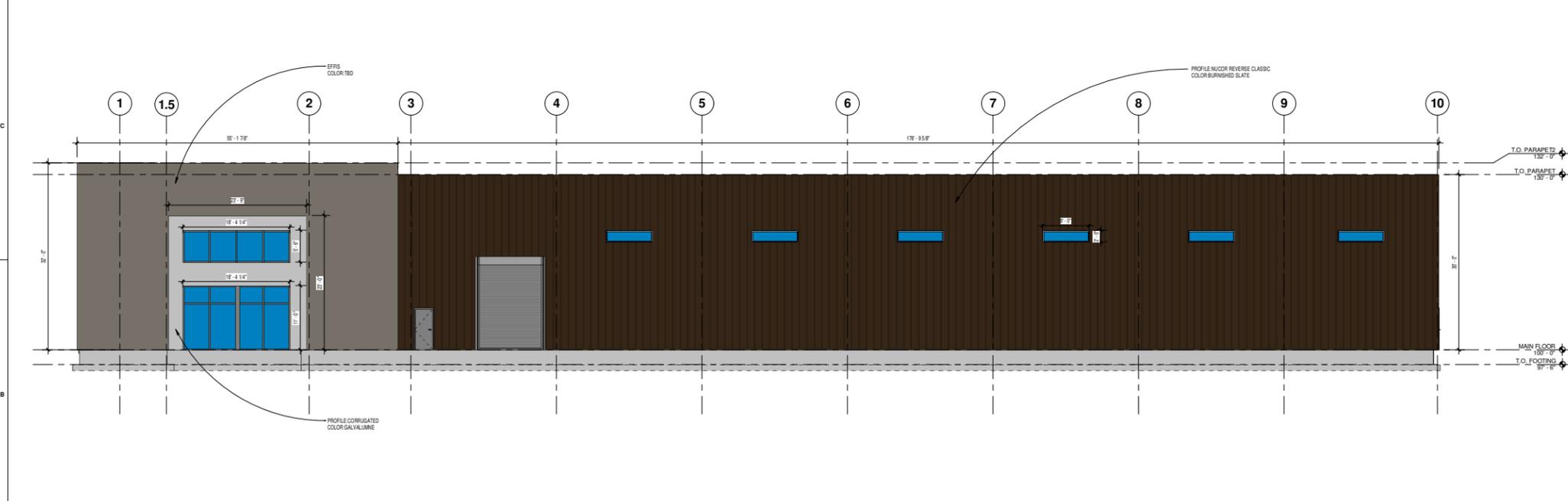
The below meeting dates all fall on a Thursday and will begin at 6:30 p.m.

Meeting Date
January 21, 2016
February 4, 2016
February 18, 2016
March 3, 2016
March 17, 2016
April 21, 2016
May 5, 2016
May 19, 2016
June 2, 2016
June 16, 2016
July 7, 2016
July 21, 2016
August 4, 2016
August 18, 2016
September 1, 2016
October 6, 2016
October 20, 2016
November 3, 2016
November 17, 2016
December 1, 2016

There may be circumstances that arise and cause a meeting to be cancelled. Notification will be made as soon as reasonably possible in the event of a cancellation.



D1 EAST ELEVATION COLOR
1/8" = 1'-0"



B1 WEST ELEVATION COLOR
1/8" = 1'-0"

NOTES



75 SOUTH 600 WEST
LOGAN, UTAH, 84321
P:435.752.4544

IRONWOOD CONSTRUCTION

STANDER, INC - CORPORATE OFFICES & WAREHOUSE
2410 HERITAGE DR.
NIBLEY, UTAH 84321

Sheet Revision Schedule	
#	Date

PROJECT NUMBER	10815
SET ISSUE DATE	12/21/2015
CURRENT SET REVISION	
DRAWN BY	Author
CHECKED BY	Checker
APPROVED BY	Approver
SHEET COUNT	OF

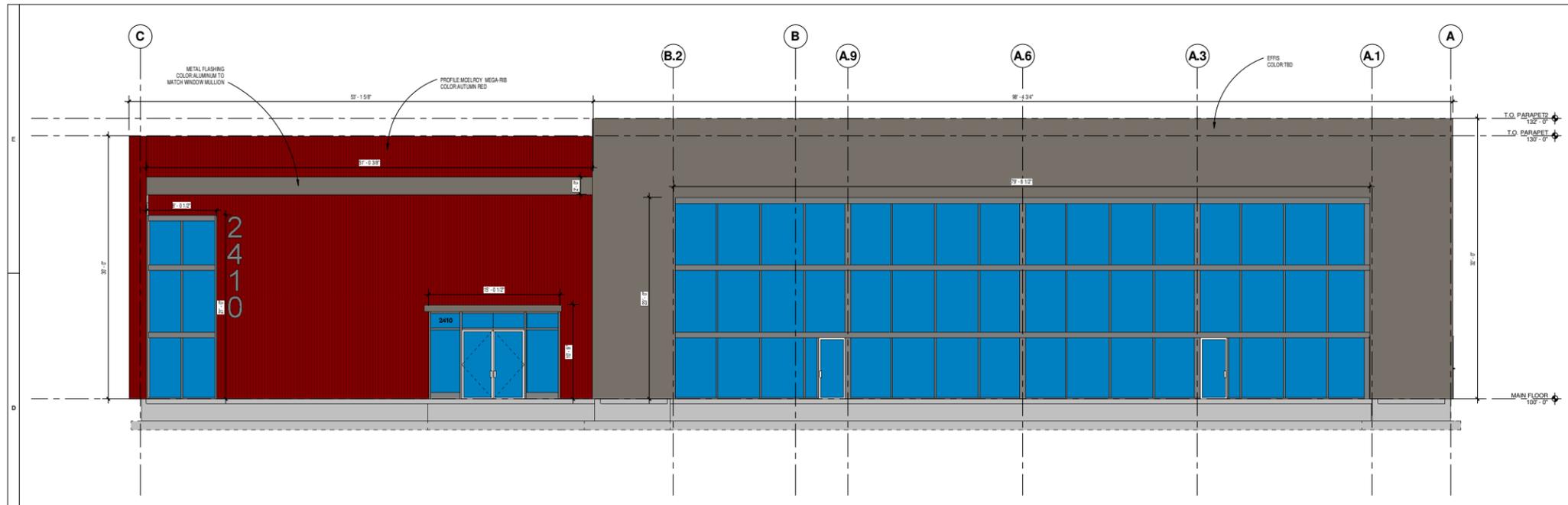


COLOR ELEVATIONS

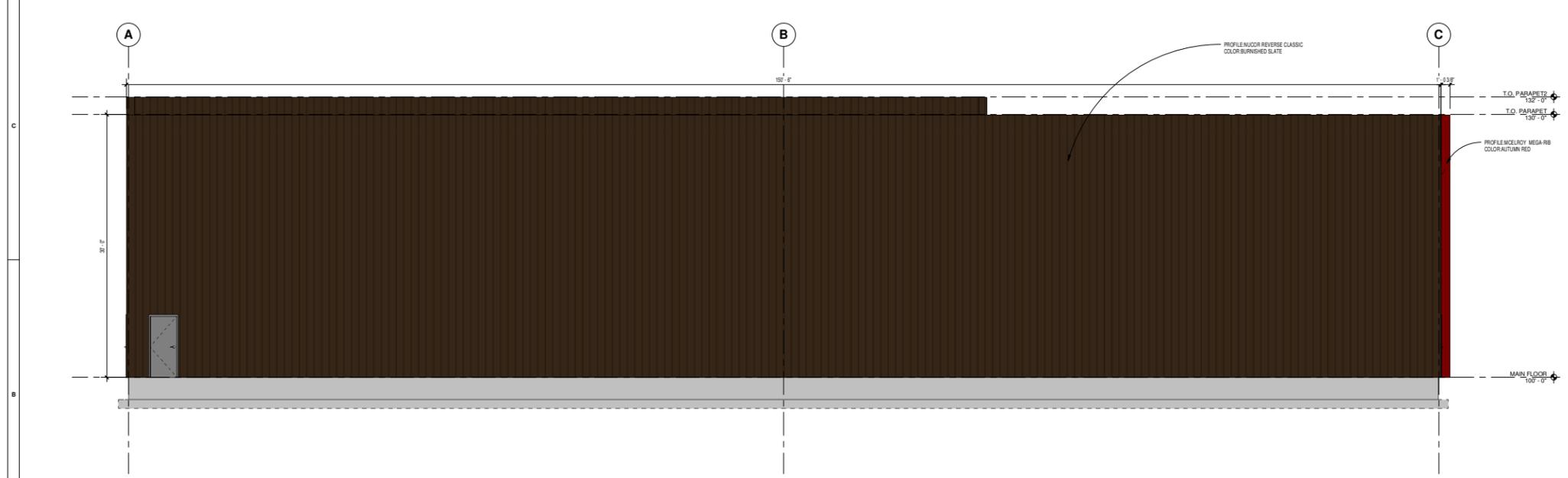
AR201
Scale 1/8" = 1'-0"

PERMIT SET

12/29/2015 1:47:17 PM



D1 NORTH ELEVATION COLOR
3/16" = 1'-0"



B1 SOUTH ELEVATION COLOR
3/16" = 1'-0"



75 SOUTH 600 WEST
LOGAN, UTAH, 84321
P:435.752.4544

IRONWOOD CONSTRUCTION

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2410 HERITAGE DR.
NIBLEY, UTAH 84321

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#	Date

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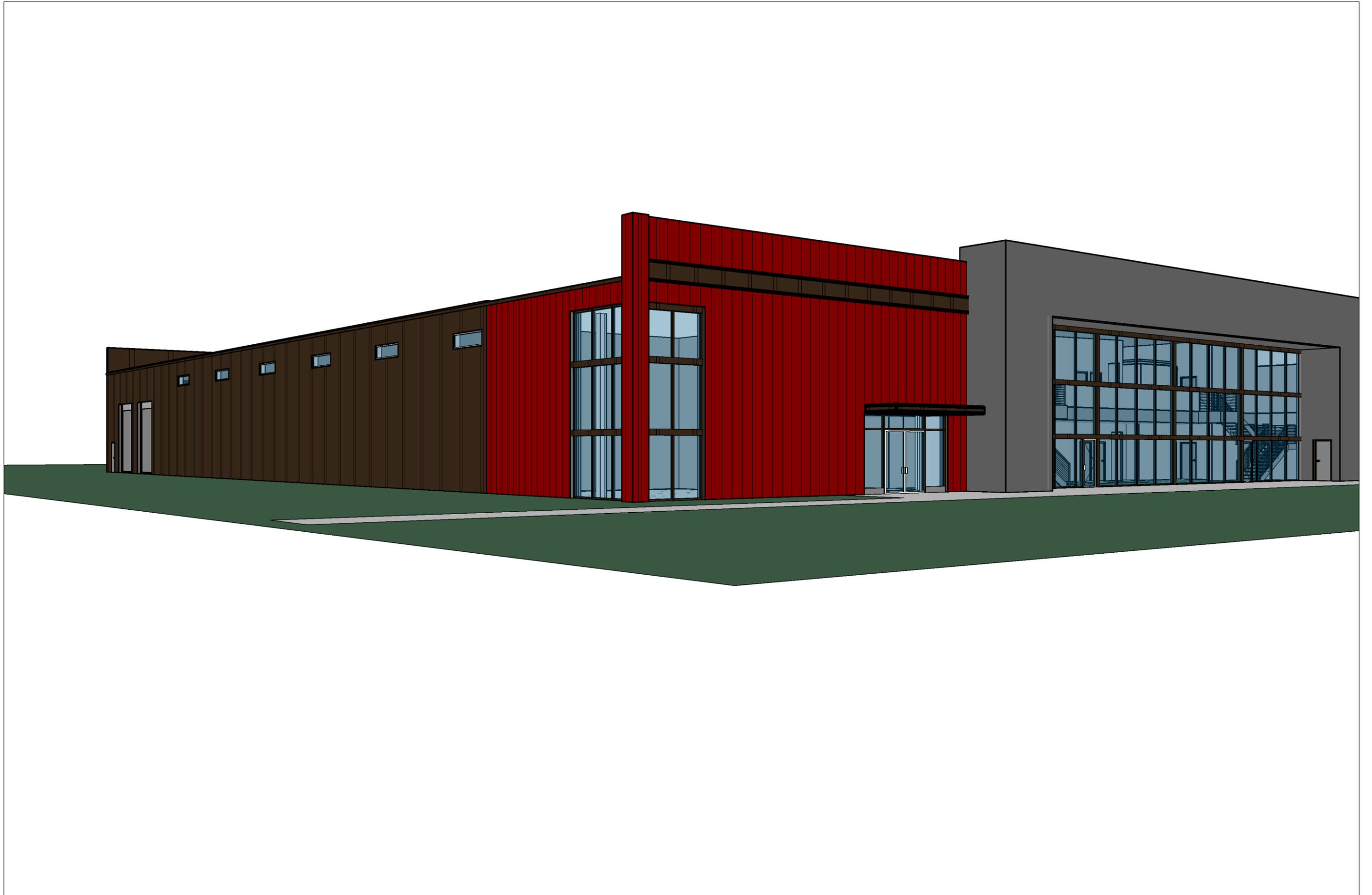
COLOR ELEVATIONS

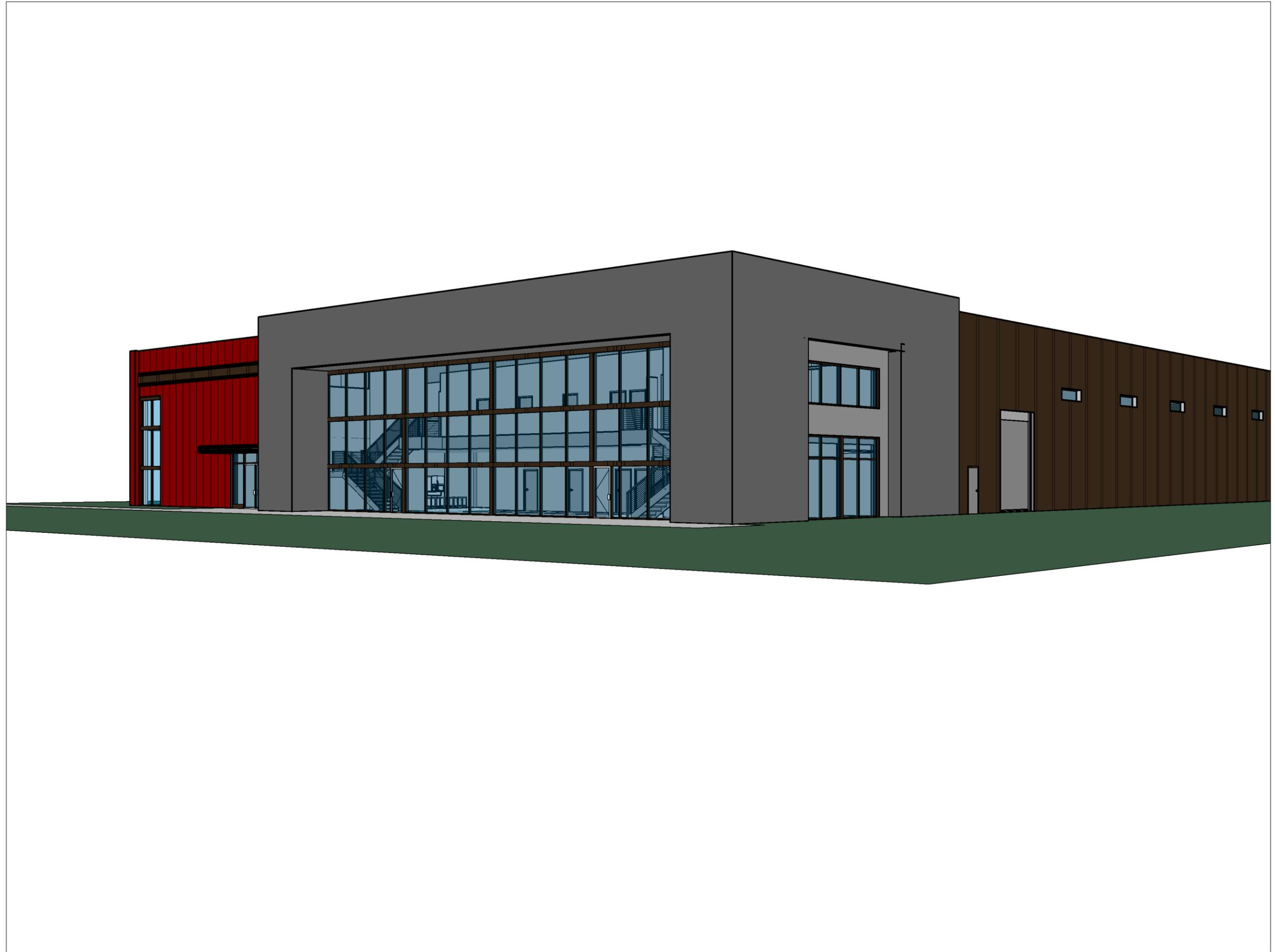
AR202

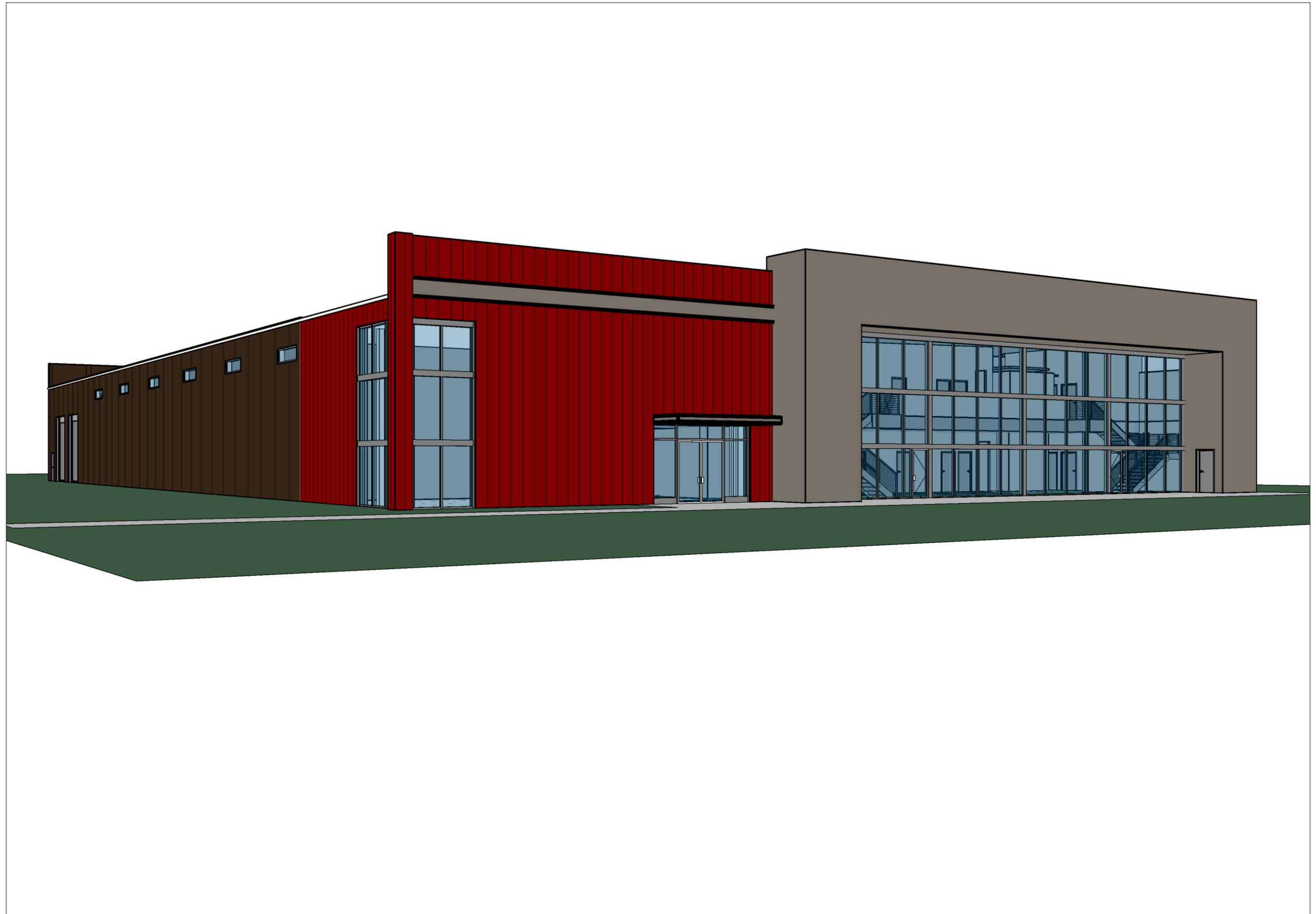
Scale 3/16" = 1'-0"

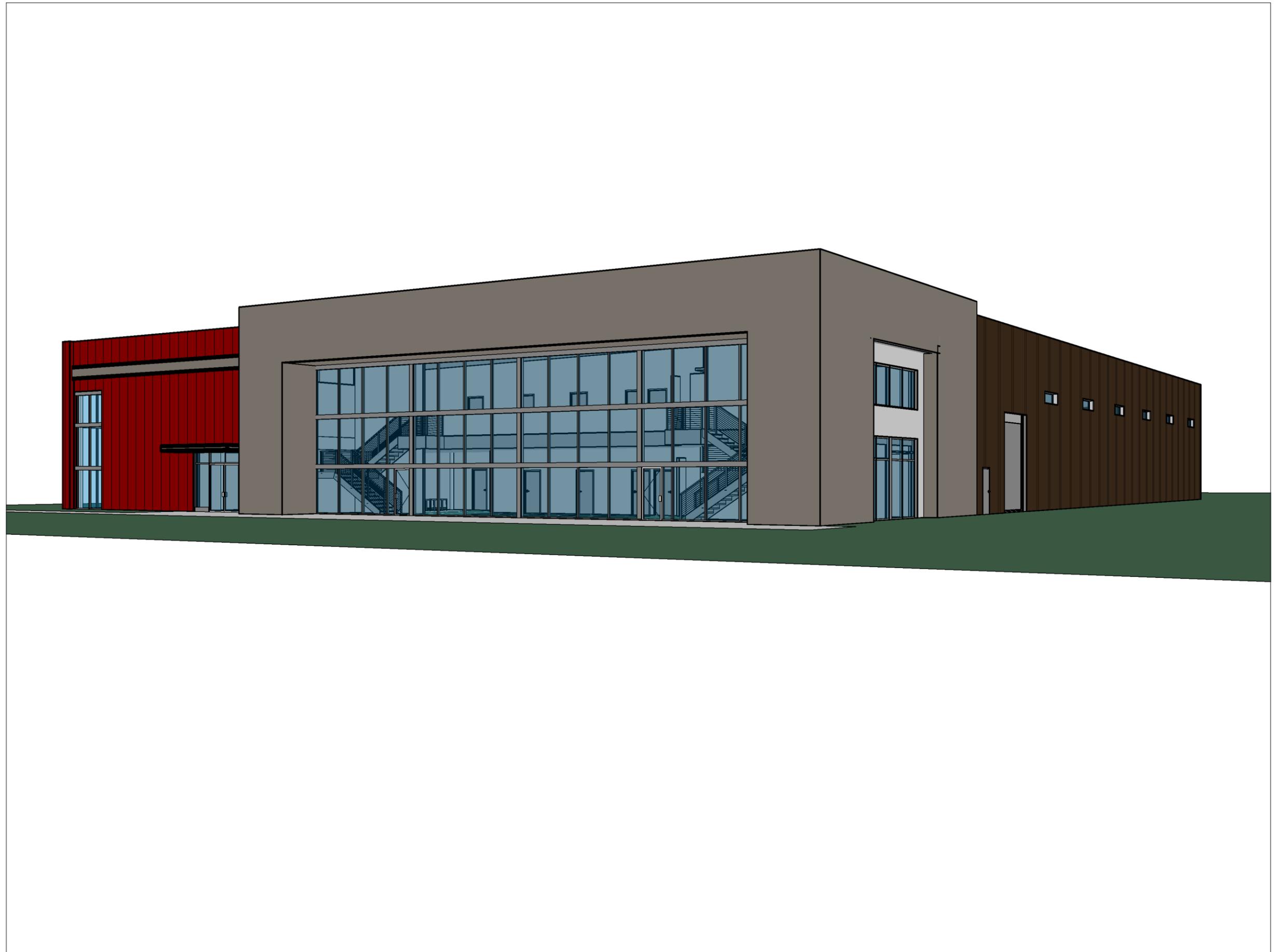
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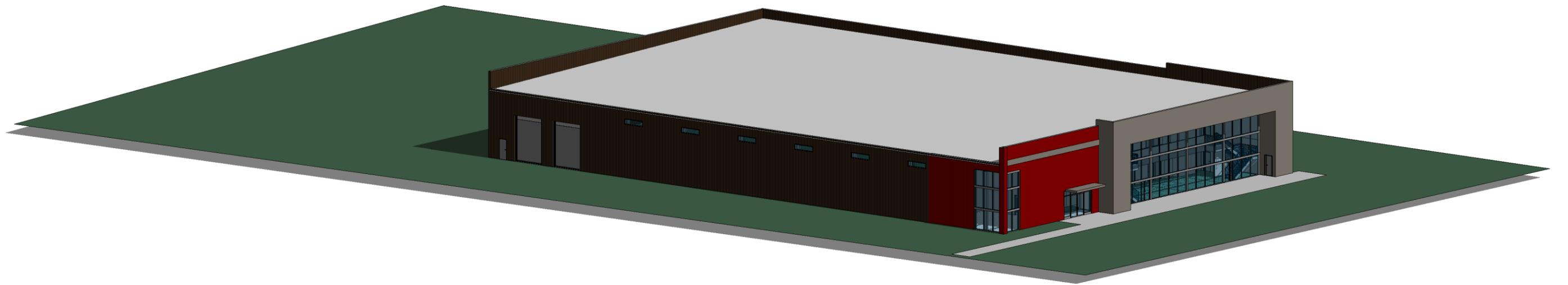
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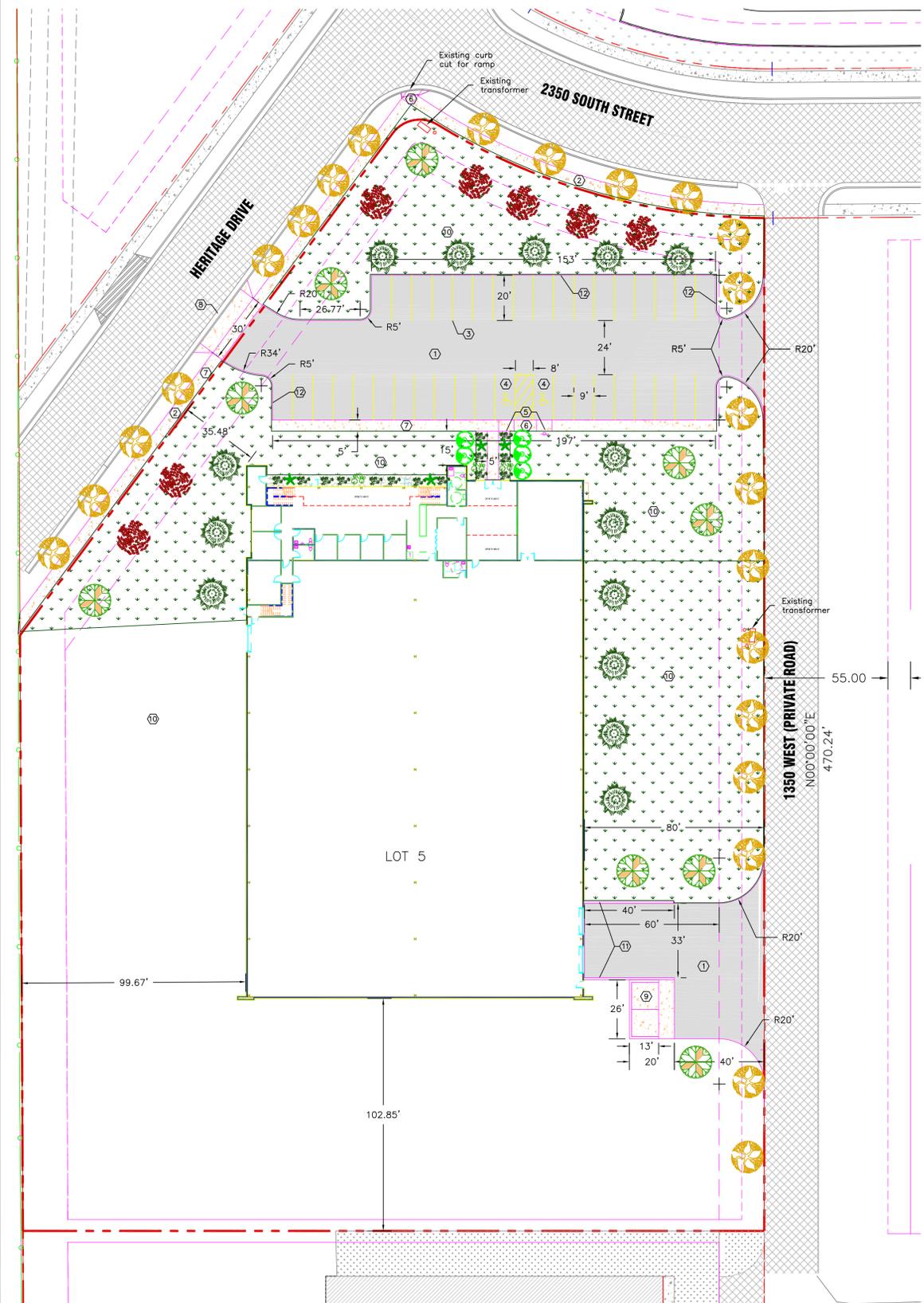
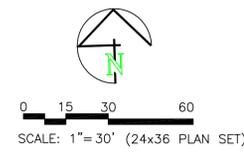








SIERRA COMMERCIAL PARK, LOT 5 SITE PLAN



SITE REFERENCE NOTES

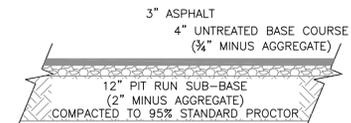
- ① 3" ASPHALT OVER PROPERLY PREPARED BASE COURSE. DRAIN AS PER GRADING/DRAINAGE PLAN.
- ② 4" CONCRETE SIDEWALK w/ 4" GRAVEL BASE PER CITY STANDARD
- ③ PAINTED PARKING LOT STRIPING.
- ④ WHITE HANDICAPPED LOGO WITH BLUE BACKGROUND PAINTED
- ⑤ "HANDICAPPED RESERVED PARKING SIGN MOUNTED ON METAL POLE BEHIND THE SIDEWALK (CENTER IN STALL)
- ⑥ ADA RAMP
- ⑦ MONOLITHIC CURB/SIDEWALK
- ⑧ CURB CUT
- ⑨ 24'x12' 8" THICK ENCLOSED CONCRETE DUMPSTER PAD-SEE ARCHITECT PLAN
- ⑩ LANDSCAPING (SEE LANDSCAPE PLAN)
- ⑪ RETAINING WALL
- ⑫ 6" HIGH CURB

LEGEND

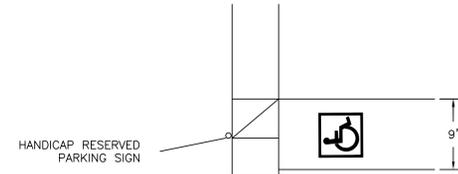
	LOT LINE
	EASEMENT LINE
	SETBACK LINE
	NEW ASPHALT
	EXISTING ASPHALT
	NEW CONCRETE
	EXISTING CONCRETE
	KENTUCKY BLUEGRASS
	MULCH

	Day lily (14)
	Veronica umbrosa "Georgia blue" (3)
	Blazing star liatris (4)
	Emerald queen maple 2" cal (9)
	Prairie fire crabapple 2" cal (23)
	Autumn blaze maple 2" cal (7)
	Colorado blue spruce 2" cal (14)
	Emerald green arborvitae 2" cal (5)

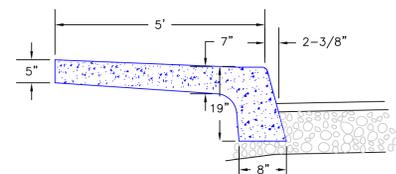
NOTES:
 1. IRRIGATION SYSTEM WILL BE DESIGNED BY LANDSCAPE CONTRACTOR. LAWN AREAS WILL BE DESIGNED FOR HEAD TO HEAD COVERAGE AND ALL PLANTING AREAS WILL BE DRIP IRRIGATED.



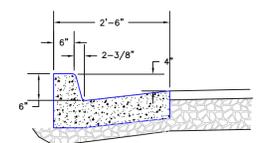
PARKING PAVEMENT SECTION
NOT TO SCALE



HANDICAP STALL DETAIL
NOT TO SCALE

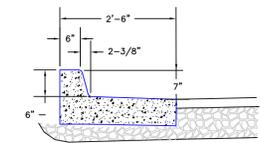


CURB DETAIL
NOT TO SCALE



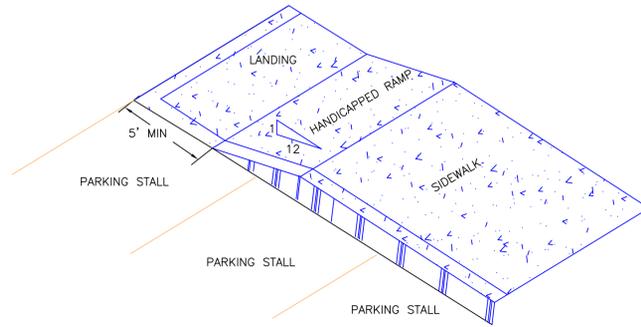
NOTES:
 1. Contraction joints 10 feet on center to a depth of 1/4 the curb.
 2. Expansion joints with premolded filler 150 feet on center.
 3. Exposed concrete surface to have a light broom finish.

INFLOW CURB AND GUTTER DETAIL

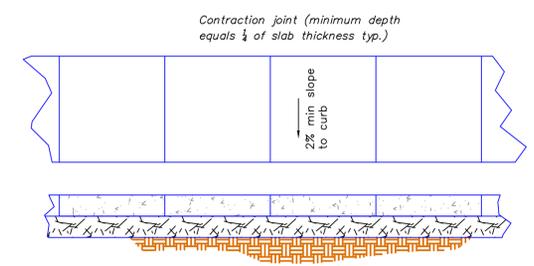


NOTES:
 1. Contraction joints 10 feet on center to a depth of 1/4 the curb.
 2. Expansion joints with premolded filler 150 feet on center.
 3. Exposed concrete surface to have a light broom finish.

OUTFLOW CURB AND GUTTER DETAIL



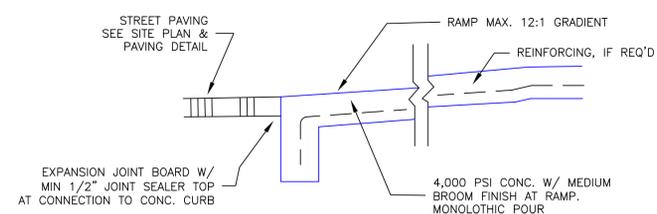
HANDICAP ACCESS DETAIL



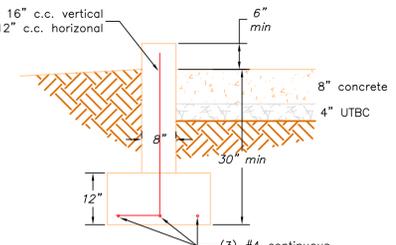
1" min crushed gravel road base under sidewalk, minimum compaction required=95% AASHTO T-180, method D
 Sub grade, minimum compaction required=95% AASHTO T-180 method D

SIDEWALK/DRIVEWAY DETAIL

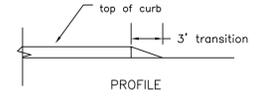
NOTE: 8" concrete section through driveways
 4" concrete section through all other areas



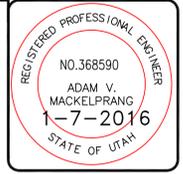
HANDICAP ACCESS SECTION
NOT TO SCALE



DUMPSTER WALL DETAIL
NOT TO SCALE



CURB ENDING DETAIL
NOT TO SCALE



ALLIANCE CONSULTING ENGINEERS
 150 EAST 200 NORTH SUITE P
 LOGAN, UTAH 84321
 (435)755-5121
 allianceeng@questoffice.net

REVISIONS / SUBMISSIONS	DATE

REVIEWED:	PROJECT NO.:
DRAWN:	
CAD FILE:	

PROJECT TITLE: SIERRA COMMERCIAL PARK, LOT 5
 PART OF THE SW1/4 OF SECTION 17, TOWNSHIP 36N, RANGE 10E, SALT LAKE BASELINE & MERIDIAN, NIBLEY, UTAH
 DRAWING TITLE: SITE PLAN

DATE: DEC, 2015
 DRAWING No. 2

January 25, 2016

Dear Audit Firm:

Attached is a request for proposal for audit services for Nibley City for the year ending June 30, 2016 and the succeeding four years.

Your proposal must be submitted to David Zook, City Manager, 455 West 3200 South, Utah 84321, no later than noon on February 19, 2016 as indicated on page 1 of the Request for Proposals. Selection of the Auditor is expected to be made on March 17, 2016.

To be considered in the bidding process, the proposing independent auditing firm must meet the following minimum criteria:

1. The firm must meet the *Government Auditing Standards*' continuing professional education, independence, peer review, and licensing requirements.
2. The firm must have had experience in governmental auditing. The experience must have been on a City-wide basis, and an opinion must have been issued.
3. The firm must be able to meet the reporting deadlines described in the Request for Proposals.

We look forward to working with you in utilizing the excellent services the auditing profession has to offer.

Sincerely,

David Zook
City Manager
435.752.0431
david@nibleycity.com

REQUEST FOR PROPOSALS
Financial Audit for
Nibley City

PURPOSE OF REQUEST FOR PROPOSALS

The purpose of this request for proposals (RFP) is to enter into a contract with a qualified independent auditing firm (Contractor) to provide audit services. It is anticipated that this RFP may result in a contract award to a single contractor.

This RFP is designed to provide interested offeror's with sufficient basic information to submit proposals meeting minimum requirements, but is not intended to limit a proposal's content or exclude any relevant or essential data. Offeror's are at liberty and are encouraged to expand upon the specifications to evidence service capability under any agreement.

BACKGROUND

Nibley City, 455 West 3200 South, Utah, 84321, was incorporated under the laws of the state of Utah and currently has:

- General Fund
- Capital Projects Fund
- Special Revenue Fund EMS
- Water Fund
- Sewer Fund
- Storm Sewer
- Municipal Building Authority

The City uses Caselle software for its accounting applications.

The City is required by law to provide an annual audit of its financial statements by a Certified Public Accountant in accordance with generally accepted auditing standards.

This requirement includes: 1) a financial statement audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, 2) a State Compliance Audit, in accordance with the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor.

Prior year reports for the City can be found on the Office of the Utah State Auditor's website at: <http://auditor.utah.gov/accountability/financial-reports-of-local-governments/>.

SUBMITTING YOUR PROPOSAL

NOTICE: By submitting a proposal in response to this RFP, the offeror is acknowledging that the requirements, scope of work, and evaluation process outlined in the RFP are fair, equitable, not unduly restrictive, understood and agreed to. Any exceptions to the content of the RFP must be protested to the City prior to the closing date and time for submission of the proposal.

Proposals must be received by the submission deadline of February 19, 2016, no later than noon mountain time. Proposals received after the deadline will be late and ineligible for consideration.

The method of submitting your proposal is electronically in PDF format to: david@nibleycity.com.

Selection of the Contractor is expected to be made on March 17, 2016, and all offeror's submitting proposals will be notified immediately as to the selection results.

LENGTH OF CONTRACT

The audit contract resulting from this RFP will cover the annual audits for each of the fiscal years ending June 30, 2016 through June 30, 2020, subject to an annual performance evaluation, budget appropriations, and the needs of the City.

The City reserves the right to review the contract on a regular basis regarding performance and cost analysis and may negotiate price and service elements during the term of the contract.

STANDARD CONTRACT TERMS AND CONDITIONS

The City retains the right to refuse to negotiate on exceptions should the exceptions be excessive or not in the best interest of the City, or if the negotiations could result in excessive costs to the City or could adversely impact existing time constraints.

Wherever the following terms appear in this solicitation or reference is made to them, they shall be interpreted according to the section of *Utah Code* indicated: bid, bidder, or quote as defined in 63G-6a-103(31); RFP, or Request for Proposals, as defined in 63G-6a-103(39).

All offeror's should note that *Utah Code* 63G-6a-402(6) requires the City, for the duration of any contract awarded through this RFP, to make available contact information of the winning contractor to the Department of Workforce Services.

DISCUSSIONS WITH OFFERORS (ORAL PRESENTATION)

An oral presentation by an offeror to clarify a proposal may be required at the sole discretion of the City. However, the City may award a contract based on the initial proposals received without discussion with the offeror. If oral presentations are required, they will be scheduled after the submission of proposals. Oral presentations will be made at the offeror's expense.

PROTECTED INFORMATION

The Government Records Access and Management Act (GRAMA), *Utah Code*, Subsection 63G-2-305, provides in part that:

The following records are protected if properly classified by a government City:

- (1) trade secrets as defined in Section 13-24-2 if the person submitting the trade secret has provided the governmental City with the information specified in Section 63G-2-309 (Business Confidentiality Claims);*

- (2) *commercial information or non-individual financial information obtained from a person if:*
- (a) *disclosure of the information could reasonably be expected to result in unfair competitive injury to the person submitting the information or would impair the ability of the governmental City to obtain necessary information in the future;*
 - (b) *the person submitting the information has a greater interest in prohibiting access than the public in obtaining access; and*
 - (c) *the person submitting the information has provided the governmental City with the information specified in Section 63G-2-309;*

* * * * *

- (6) *records, the disclosure of which would impair governmental procurement proceedings or give an unfair advantage to any person proposing to enter into a contract or agreement with a governmental City, except . . . that this Subsection (6) does not restrict the right of a person to see bids submitted to or by a governmental City after bidding has closed;. . .*

GRAMA provides that trade secrets, commercial information or non-individual financial information may be protected by submitting a Claim of Business Confidentiality.

To protect information under a Claim of Business Confidentiality, the offeror must:

1. Provide a written Claim of Business Confidentiality *at the time the information (proposal) is provided to the City,*
2. Include a concise statement of reasons supporting the Claim of Business Confidentiality (Subsection 63G-2-309(1)), and
3. Submit an electronic “redacted” (excluding protected information) copy of your proposal response. Copy must clearly be marked “Redacted Version.”

A Claim of Business Confidentiality may be appropriate for information such as client lists and non-public financial statements. **Pricing and service elements may not be protected.** The Claim of Business Confidentiality must be submitted with your proposal on the form which may be accessed at:

<http://www.purchasing.utah.gov/contract/documents/confidentialityclaimform.doc>

An entire proposal cannot be identified as “PROTECTED”, “CONFIDENTIAL” or “PROPRIETARY” and may be considered non-responsive if marked as such.

All materials submitted become the property of the City. Materials may be evaluated by anyone designated by the City as part of the proposal evaluation committee. Materials submitted may be returned only at the City’s option.

DETAILED SCOPE OF WORK

A. **AUDIT STANDARDS**

The auditor shall perform a financial audit, a state compliance audit of the City for each fiscal year of the contract period in accordance with the following:

- Auditing standards generally accepted in the United States of America, as promulgated by the American Institute of Certified Public Accountants (AICPA);
- The *AICPA Audits of State and Local Governmental Units* audit and accounting guide;
- *Government Auditing Standards*, 2011 revision, published by the U.S. Government Accountability Office;
- For the state compliance audit – the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor;

B. REPORTING REQUIREMENTS

1. Financial Report – The auditor shall audit the financial statements and records of the City and shall issue an auditor's opinion on those financial statements. Such financial statements shall be prepared in conformity with accounting principles generally accepted in the United States of America.

The auditor will be involved in drafting, typing, and printing financial statements. The City will provide the auditor with a pdf bookmarked auditing book with backup and excel schedules of audit materials to save time and being at the Nibley City offices.

2. Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters – The auditor shall issue a report on internal control over financial reporting and on compliance and other matters in accordance with *Government Auditing Standards*.
3. Report Required for State Compliance Audit – The auditor shall prepare and include a statement expressing positive assurance of compliance with State fiscal laws and other financial issues related to the expenditure of funds received from federal, state, or local governments identified in the *State Compliance Audit Guide*, issued by the Office of the Utah State Auditor (*This statement is in addition to the compliance opinion required as part of a single audit.*)
4. Management Letter – As appropriate, the auditor shall prepare a comprehensive management letter including the auditor's findings and recommendations relative to the internal control over financial reporting, compliance with laws and regulations, as applicable, and adherence to generally accepted accounting principles.

The auditor shall request written responses from City officials for each recommendation and shall include such responses in the reports. If the City declines the opportunity to respond, the auditor shall so state in their report.

5. Reporting Deadlines – The audit must be completed and 10 copies of each of the reports must be submitted to the City by within 120 days after the end of each fiscal year.

PROPOSAL REQUIREMENTS

Interested offeror's should include the following information in their proposal to perform the audits.

A. Profile of the Independent Auditor

Provide general background information which includes:

1. The organization and size of the offeror, whether it is local, regional, national or international in operations.
2. The location of the office from which the work is to be done and the number of professional staff, by staff level, employed at that office.
3. A positive statement that the following mandatory criteria are satisfied:
 - (a) An affirmation that the offeror is properly licensed for practice as a certified public accountant in the State of Utah.
 - (b) An affirmation that the offeror meets the independence requirements of AICPA Rule 101 and the *Government Auditing Standards*.
 - (c) An affirmation that the offeror meets the continuing professional education requirements contained in the *Government Auditing Standards*.
4. A copy of the offeror's most recent peer review report.

B. Offeror's Qualifications

1. Identify the audit partners, audit managers, field supervisors and other staff who will work on the audit, including staff from other than the local office. Résumés should be included which outline relevant experience and continuing professional education for the staff auditors up to the individual with final responsibility for the audit.
2. Describe the recent local office auditing experience similar to the type of audit requested.
3. If other auditors are to participate in the audit, those auditors should be required to provide similar information.

C. Offeror's Approach to the Audit

Submit a general audit work plan to accomplish the scope defined in these guidelines. The audit work plan should demonstrate the offeror's understanding of the audit requirements and the audit tests and procedures to be applied in completing the audit plan. The plan should detail the expected number of audit hours for the financial audit, and compliance audit separately on an annual basis for each fiscal year being audited. The plan should also identify the breakdown of total hours between staff, in-charges, and higher levels. The planned use of specialists, if any, should also be specified.

D. Time Requirements

Detail how the reporting deadline requirements of the audit will be met.

E. Comprehensive Not-To-Exceed Fee

Supply the billing rates, estimated number of billable hours, other billable expenses and a comprehensive "not-to-exceed" fee for the audit, inclusive of travel, per diem and all other out-of-pocket expenses. The not-to-exceed fee information requested above should be provided as a separate amount for **each fiscal year being audited**.

CONTRACTUAL ARRANGEMENTS

- A. Document Retention – Workpapers and reports for the audit must be retained for a period of five years after the completion of the audit and made available for inspection by the City or government auditors, including the Office of the Utah State Auditor, if requested by them.
- B. Compensation for Services – Payment for the audit will be made by the City upon receipt of the audit reports.
- C. Availability of Staff – The City's staff will be available to prepare schedules, trial balances, and provide documentation to assist the auditor as their schedules permit during the course of the audit.

EVALUATION OF PROPOSALS

The criteria listed below will be considered when making an evaluation of the proposals.

% OF SCORING WEIGHT	EVALUATION CRITERIA
Mandatory	Licensing, independence, CPE, peer review, and ability to meet audit deadlines.
30%	<u>Technical Experience of the Firm</u> – Considering governmental audit experience, as well as size and structure of the CPA firm.
10%	<u>Qualifications of Staff</u>
15%	<u>Responsiveness of the proposal</u> in clearly stating an understanding of the audit services to be performed: <ul style="list-style-type: none">(1) Appropriateness and adequacy of proposed procedures.(2) Reasonableness of time estimates and total audit hours.(3) Appropriateness of assigned staff levels.
45%	<u>Cost of the Audit</u>

Right to Reject – The City reserves the right to reject any and all proposals submitted and to request additional information from all offeror's. Any contract awarded will be made to the offeror who, based on evaluation of all responses (applying all criteria and oral interviews if necessary), is determined to be the best to perform the audit.

ADDITIONAL INFORMATION

The individual listed below may be contacted for information. However, before making contact we request you review the City's prior year financial statements and auditor's reports which can be found <http://auditor.utah.gov/accountability/financial-reports-of-local-governments/>

David Sanderson
Contract Finance Director
801.580.6327
dave@dsaccounting.net