



DATE: March 17, 2014

AGENDA ITEM # 6

TO: Financial Commission
FROM: Marcia Somers, City Manager
SUBJECT: Auditing services

RECOMMENDATION:

Provide feedback on intended process to select new audit firm

BACKGROUND

In 2012, Burr Pilger Mayer (BPM) was selected to provide the City with auditing services. BPM contacted the City recently regarding the need to terminate its agreement because the firm is discontinuing its government auditing section. To date, BPM has completed two years of audits.

The most recent selection included a Request for Proposal (RFP) process and the involvement of a Financial Commission sub-committee, which made a recommendation to the City Council.

DISCUSSION

It is rather late in the fiscal year to begin an RFP process for a new auditor in order to meet required audit process deadlines. Given these circumstances, the preferred approach is to solicit proposals via telephone and email contact from identified qualified firms, including those eligible from the last RFP process.

Staff will obtain these proposals within the next two weeks and identify the two to three most qualified firms for a Financial Commission subcommittee to interview. The recommendation of the sub-committee and staff will be presented to Council for approval.

The Commission is requested to provide feedback on the identified approach, and to select a sub-committee to assist the staff in this effort.