



Agenda Briefing

Date of Meeting: May 19, 2020

Responsible Department: Finance

Presenter: Michael Gibbs

Briefing Prepared By: Michael Gibbs

Strategic Focus Area: City Services

General Information / Subject:

In 2017 City Council approved an agreement for Professional Auditing Services based on the Request For Qualifications (RFQ) 2017-07. The term was for 3 years of service with a 2 year option. Staff would like to execute the 2 year extension. The extension covers the City's fiscal year 2020 and 2021 financials. There is a minimal increase of 2.3% from \$47,216 to \$48,306. Belt, Harris, Pechacek is an experienced, professional and thorough auditing firm with partners and managers who work well with management and staff.

Executive Summary / Background:

All requests must be submitted to the City Secretary's Office no later than 12:00 p.m. on the Monday, one week prior to the regular Tuesday Council Meeting. All required attachments are to be submitted with the request. Incomplete items cannot be placed on the agenda.

Funding / Fiscal Information:

Account Number: 01-102-5200

Amount Budgeted: \$48,000

Amount Requested / Required:

Funding Source (if not budgeted):

Our current budget has \$20,200 available for this budget cycle. We will have sufficient funds to cover the interim audit conducted prior to year end.

Supporting Materials Attached:



Prior Action / Review by Council, Boards, Commissions:

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Staff Recommendation:

Approve the contract extension with Belt, Harris Pechcek for financial audits FY20 and FY21.

**APPROVED BY:
(as appropriate)**

DocuSigned by:
Michael Gibbs
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5/5/2020

Preparer or Department Director

Date

Building Official, if needed

Date

City Secretary, if needed

Date

Community and Visitor Relations Director
if needed

Date

Court Administrator, if needed

Date

Deputy City Manager, if needed

Date

EDC Director, if needed

Date

Emergency Services Director, if needed

Date

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Finance Director, if needed

Date

HR Director, if needed

Date

IT Director, if needed

Date

Police Chief, if needed

Date

Public Works Director, if needed

Date

DocuSigned by:

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5/5/2020

City Manager

Date