City of Biggs

Agenda Item Staff Report
For the Regular City Council Meeting:
February 10, 2014

TO: Honorable Mayor and Members of the City Council

FROM: City Administrator

SUBJECT: Issuance of an RFP for Financial Auditing Services

Background

Independent outside auditor services are typically provided on a three-year contract basis. The FY 2012-2013 audit was the third and final year in the contract with Donald Reynolds, however Council extended the contract to include the FY 2012-2014 audit which is currently in process and nearing completion.

The City Administrator proposes to issue an RFP with a 3-4 week response window for review by an auditor committee who would submit a recommendation for Council review and action. The RFP would be mailed to known auditing firms in the area, as well as being posted on one or more local government job posting boards.

Recommendation

Authorize the City Administrator to issue an RFP for the annual city financial audit and appoint a committee to review auditor proposals.

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Mark Sorensen, City Administrator