



## Cover Memorandum/Staff Report

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**File #:** 24-1461

**Agenda Date:** 11/4/2024

**Item #:** 6.P.2.

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**TO:** Mayor and Commissioners  
**FROM:** Duane D'Andrea, Human Resources Director  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** November 4, 2024

APPROVAL OF RESOLUTION NO. 227-24 TO AWARD A ONE YEAR AGREEMENT WITH RAFTELIS FINANCIAL CONSULTANTS, INC., FOR PROFESSIONAL CONSULTING SERVICES IN AN EXECUTIVE SEARCH FOR AN INTERNAL AUDITOR.

**Recommended Action:**

Motion to approve Resolution number 227-24 to award an Agreement to Raftelis Financial Consultants, Inc for an Executive Search for an Internal Auditor.

**Background:**

Pursuant to the direction of the City Commission, staff contacted several executive search firms to assist the City in conducting an executive search for an Internal Auditor. The City of Delray Beach has developed a strong and effective working relationship with Raftelis Financial Consultants, Inc, using their expertise in facilitating the annual goal setting session and conducting a permit fee study.

The attached Agreement with Raftelis Financial Consultants, Inc. will provide professional consulting services to conduct an executive search for an Internal Auditor. The Agreement will commence upon approval by the City Commission and remain in effect for a one-year period. Either party may terminate the Agreement with the requisite notice. The cost will not exceed \$33,400 for professional fees and direct expenses.

Staff recommends approval.

**City Attorney Review:**

Approved as to form and sufficiency.