



Cover Memorandum/Staff Report

File #: 19-785

Agenda Date: 8/20/2019

Item #: 6.G.

TO: Mayor and Commissioners
FROM: Caryn Gardner-Young, Assistant City Manager
THROUGH: Neal de Jesus, Interim City Manager
DATE: August 20, 2019

RESOLUTION NO. 143-19 TO ESTABLISH AN EXTERNAL AUDITOR SELECTION COMMITTEE

Recommended Action:

Motion to Approve Resolution No. 143-19 to establish an External Auditor Selection Committee to assist the governing body in selecting an external auditor to conduct the City of Delray Beach's annual financial audit required by Florida Statute 218.39.

Background:

The Purchasing Department, on behalf of the Finance Department, intends to issue a formal Request for Proposals for external independent financial auditing services. As a result of this RFP, the City of Delray Beach (City) anticipates awarding a Contract for a period of six (6) years, with renewal options, beginning with an audit of the basic financial statements for the fiscal year ending September 30, 2019.

In accordance with Florida Statute 218.391 as amended, the governing body of a county, municipality, special district, district school board, charter school, or charter technical career center shall establish an Auditor Selection Committee (Committee).

The statute requires that the Committee must consist of at least three (3) members, one (1) of whom must be a member of the governing body of the City, who shall serve as the Chair of the Committee.

Further, an employee of the City may not serve as a member of the Committee; however, they may serve in an advisory capacity.

At the City Commission meeting of July 2, 2019, the City Commission appointed Mayor Shelly Petrolia as the Chair of the Committee.

The following individuals are recommended to serve as additional members of the external audit selection committee:

James McInnis (voting member)
Director of Finance
City of Greenacres, FL

Mike Villella (voting member)
Director of Finance

Town of Jupiter, FL

Tanya W. Quickel (alternate voting member)
Director, Administrative and Financial Services
Village of Wellington, FL

Cintya Ramos (alternate voting member)
Director, Department of Financial Services
City of Hollywood, FL

Sophia Henderson-Taylor (alternate voting member)
Asst. Director of Financial Services
City of Deerfield Beach, FL

Rick Weaver (alternate voting member)
Senior Accountant
City of West Palm Beach, FL

Laura Thezine (non-voting member; advisory capacity)
Acting Finance Director
City of Delray Beach, FL

Carmen Aleman (non-voting member; advisory capacity)
Chief Accounting Officer
City of Delray Beach, FL

In the event that one of the approved voting members is unable to serve on the committee, one of the approved alternate voting members will be called upon to serve. Upon approval of the Committee, the Purchasing Department intends to issue a formal Request for Proposal for External Financial Auditing Services.

City Attorney Review:

City Attorney recommends approval of this motion.

Funding Source/Financial Impact:

There is no financial impact as a result of this motion.

Timing of Request:

This is a time sensitive request to ensure that an external auditing firm is engaged to conduct timely financial audits, as required by Florida Statute.