



TOWN OF HIGHLAND BEACH AGENDA MEMORANDUM

MEETING TYPE: Town Commission Meeting

MEETING DATE 08/16/2022

SUBMITTED BY: Marshall Labadie, Town Manager

SUBJECT: Establish the External Auditor Selection Committee, which shall assist the governing body in selecting an external auditor to conduct the Town of Highland Beach's annual financial audit as required by Florida Statute 218.39.

SUMMARY:

The Town Manager's Office intends to issue a formal Request for Proposals for external independent financial auditing services. As a result of this RFP, the Town anticipates awarding a Contract for a period of three (3) years, with two (2) one (1) year renewal options, beginning with an audit of the basic financial statements for the fiscal year ending September 30, 2022. 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 Town, who shall serve as the Chair of the Committee. Further, an employee of the Town may not serve as a member of the Committee; however, they may serve in an advisory capacity. At the Town Commission meeting of July 19, 2022, the Town Commission appointed Evalyn David as the Chair of the Committee.

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

David Stern – Voting Member
Financial Advisory Board Chairperson
Town of Highland Beach, FL

Mara Frederiksen – Voting Member
Finance Director
City of Boynton Beach, FL

Douglas Hillman - Backup Chairperson
Mayor
Town of Highland Beach, FL

Jason Chudnofsky – Backup Voting Member
Planning Board Member
Town of Highland Beach, FL

Brian DeMoss – Backup Voting Member
Planning Board Member
Town of Highland Beach, FL

David DiLena - Non-voting Member; Advisory Capacity
Finance Director
Town of Highland Beach, FL

FISCAL IMPACT:

N/A

ATTACHMENTS:

N/A

RECOMMENDATION:

Appoint the remaining External Auditor Selection Committee members for RFP No. 22-004.