



Date: March 10, 2025
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Consideration and Approval: **Town Auditor Selection Committee**

Objective:

To establish an Auditor Selection Committee in compliance with Section 218.391, Florida Statutes, to oversee the selection of an auditor for the FY25 financial audit.

Summary:

The Town is required by Florida law to undergo an annual financial audit. To ensure compliance with Section 218.391, Florida Statutes, a formal selection process must be conducted, including the formation of an Auditor Selection Committee to oversee the Request for Proposal (RFP) process, evaluate firms, and make a recommendation to the Town Council.

Under state law:

- The Auditor Selection Committee must consist of at least three members, including at least one Town Council member, who must serve as the committee chair.
- No Town employee, including the Town Manager or Finance Director, may serve as a voting member; however, they may provide advisory support.
- The Committee’s role includes:
 - Establishing selection criteria for evaluating proposals.
 - Publicly announcing the RFP process.
 - Reviewing and ranking proposals.
 - Recommending at least three firms to the Town Council for final selection.

In talking to the Town Manager, the Mayor has suggested the idea of appointing the Planning & Zoning Board to serve as the foundation of the Auditor Selection Committee. This approach would ensure that a standing committee with no direct financial management responsibilities conducts the review. While this is permissible under Florida law, the Council should determine whether this is the best composition for the committee.

Fiscal Impact:

There is no direct fiscal impact.

Staff Recommendation:

Staff recommends approval of the Planning & Zoning Board as the foundation of the Auditor Selection Committee, with the addition of a councilor of the Council’s choosing.