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## CITY OF PORT LAVACA

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**CITY COUNCIL MEETING:** SEPTEMBER 6, 2022

**AGENDA ITEM** \_\_\_\_\_

**DATE:** September 2, 2022

**TO:** THE HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM:** SUSAN LANG, FINANCE DIRECTOR 

**SUBJECT:** CONSIDER AWARD OF AUDIT SERVICES FOR THE CITY OF PORT LAVACA  
(CONTRACT AWARD)

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### **BACKGROUND:**

The City's Finance committee had discussions earlier in the year regarding a potential Request for Proposal (RFP) process for audit services. The last RFP process was conducted in 2016. Finance staff brought forth a sample RFP for the committee's review a few months ago, and the format and scope was approved by the Finance Committee to proceed with the RFP process for audit services. The City advertised the RFP beginning June 30, 2022 in the Port Lavaca Wave, the city's website, and directly solicited six (6) audit firms who were in the vicinity or were larger regional firms with governmental expertise. The City received three (3) proposals from two (2) regional firms and it's existing audit firm as follows:

Harrison Waldrop & Uherek, L.L.P.

FORVIS, LLP

Pattillo, Brown & Hill, L.L.P.

A review was performed by the Finance RFP Review Committee (city staff) on August 11<sup>th</sup> and presented to the Finance Committee on August 31, 2022. All technical proposals were shared with the Finance Committee for their review, and the committee engaged in a thorough examination and discussion of the proposals. A unanimous decision was reached to recommend Pattillo, Brown & Hill, L.L.P. for audit Services based upon the technical proposal and qualifications. The cost for services was revealed and found to be reasonable by the committee.

### **FINANCIAL IMPLICATIONS:**

The proposals were submitted with a total all-inclusive maximum over a five (5) year period. The budget for FY23 will require an amendment of approximately \$17,500. Again, the Finance Committee has found the all-inclusive not-to-exceed price to be reasonable for the qualifications of the firm.

### **IMPACT ON COMMUNITY SUSTAINABILITY:**

It provides financial information to the public and other interested third parties. Audits portray a city's financial strength or weakness and determine whether a city's financial statements are free of any material misstatements to the reader.

### **RECOMMENDATION:**

Staff and/or the Finance Committee recommends City Council award audit services proposal to Pattillo, Brown & Hill L.L.P. and provide for the Mayor or City Manager to execute the formal agreements.