



City of Tualatin

CITY OF TUALATIN Staff Report

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Don Hudson, Assistant City Manager/Finance Director
Matt Warner, Assistant Finance Director

DATE: May 8, 2023

SUBJECT:

Consideration of **Resolution No. 5690-23** Awarding a Contract for Professional Auditing Services.

RECOMMENDATION:

Staff recommends that Council approve the resolution authorizing the City Manager to execute a personal services agreement with SingerLewak, LLP to perform Professional Auditing Services for fiscal years ending 2023-2027.

EXECUTIVE SUMMARY:

Oregon Revised Statutes (ORS) Chapter 297 require local governments to file annual financial reports to the Oregon Secretary of State's Audit Division. The annual financial report is required to be audited by independent auditors registered with the Oregon Board of Accountancy. The independent auditor must conduct the audit to an extent satisfactory to the Secretary of State, prepare the independent auditor's report, and express an opinion on the financial statements in accordance with applicable statutes.

The City requested competitive sealed proposals from certified public accounting firms to audit the City's financial statements, commencing with the fiscal year ending June 30, 2023, and extending through the four subsequent fiscal years. The solicitation was advertised in the Daily Journal of Commerce on February 15, 2023. The City received two proposals before the March 17, 2023 submission deadline. SingerLewak, LLP submitted the highest scoring responsible bid, with a cost of \$313,345.

Upon completion of each audit, SingerLewak, LLP shall issue an Independent Auditor's Report for the City and the Tualatin Development Commission, Management Letters, and other comments and disclosures as required by regulations.

FINANCIAL IMPLICATIONS:

Funds for this project are available in the General Fund and the Tualatin Development Commission Administration Fund.

ATTACHMENTS:

Resolution No. 5690-23