



Meeting Agenda Item Coversheet

MEETING DATE:		December 2, 2025		Submitted By: Administration	
SUBJECT: <i>This will be the name of the Item as it will appear on the Agenda</i>		RESOLUTION 2025-35 - Approving and Authorizing the Acting City Manager to Execute an Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Auditing Services FY ended September 30, 2025.			
STAFF RECOMMENDATION: (MOTION READY)		Motion to approve and authorize the Acting City Manager to Execute an Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Auditing Services FY ended September 30, 2025.			
SUMMARY and/or JUSTIFICATION:		Annual engagement of services to audit the financial statements for the City of Westlake, which are comprised of governmental activities and each major fund as of, and for the year ended September 30, 2025. Fees for services are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Invoices for fees will be submitted in sufficient detail to demonstrate compliance with the terms of engagement and shall not exceed \$12,750.00, unless the scope of engagement is changed, the assistance which of City of Westlake has agreed to furnish is not provided, or unexpected conditions are encountered. There is an increase of \$5,000 outside of the normal 5% increase to reflect the additional time and resources necessary to complete the FY25 engagements. Over the past few years, the level of effort involved in these audits has grown significantly, and the prior fees no longer cover the time required to complete the work effectively.			
SELECT, if applicable		AGREEMENT:		BUDGET:	
		STAFF REPORT:		PROCLAMATION:	
		EXHIBIT(S):		OTHER:	
IDENTIFY EACH ATTACHMENT. <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>					
SELECT, if applicable		RESOLUTION:		ORDINANCE:	
IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <u>Please keep text indented.</u></i>		RESOLUTION NO. 2025-35 A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE ACTING CITY MANAGER TO EXECUTE AN ENGAGEMENT LETTER WITH BERGER, TOOMBS, ELAM, GAINES, AND FRANK FOR PROFESSIONAL AUDIT SERVICES; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.			
FISCAL IMPACT (if any):		Not to Exceed			\$12,750.00