



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		January 8, 2024	<b>Submitted By:</b> Administration/City Clerk's Office	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		<b>RESOLUTION 2024-01</b> - Approving and Authorizing the City Manager to Execute an Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Auditing Services FY ended September 30, 2023.		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to approve and authorize the City Manager to Execute an Engagement Letter with Berger, Toombs, Elam, Gaines & Frank for Auditing Services FY ended September 30, 2023.		
<b>SUMMARY and/or JUSTIFICATION:</b>		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, 2023.  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 \$7,500.00, 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.		
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>		<b>BUDGET:</b>
		<b>STAFF REPORT:</b>		<b>PROCLAMATION:</b>
		<b>EXHIBIT(S):</b>		<b>OTHER:</b>
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>				
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>	x	<b>ORDINANCE:</b>
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <b><u>Please keep text indented.</u></b></i>		<b>RESOLUTION NO. 2024-01</b>  <b>A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, APPROVING AND AUTHORIZING THE 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.</b>		
<b>FISCAL IMPACT (if any):</b>		Not to Exceed		\$7,500.00