



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		October 11, 2021	<b>Submitted By:</b> City Clerk's Office	
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		Consideration and action on annual engagement letter for auditing services with Berger, Toombs, Elam, Gaines, & Frank for the year ending September 30, 2021.		
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		Motion to approve engagement for auditing services with Berger, Toombs, Elam, Gaines, & Frank for the year ending September 30, 2021; and authorize City Manager to execute.		
<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, 2021.			
	Fees for the 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 \$5,250.00, which means unchanged, as in previous years.			
<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>		<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)</i> <b><u>Please keep text indented.</u></b>				
<b>FISCAL IMPACT (if any):</b>	Not to Exceed		\$ 5,250	