Meeting Agenda Item Coversheet

MEETING DATE:	August 4, 2026	**Submitted By:** Howard W. Brown, Jr.
SUBJECT: *This will be the name of the Item as it will appear on the Agenda*	Establishment of the City of Westlake Audit Committee	
STAFF RECOMMENDATION: (MOTION READY)	Motion to establish the City of Westlake Audit Committee in accordance with Section 218.391, Florida Statutes; appoint the committee members; and authorize staff to begin the auditor selection process for future audit services.	

SUMMARY *and/or* JUSTIFICATION:

Section 218.391, Florida Statutes, requires local governments to establish an Audit Committee to assist in the selection of an independent certified public accounting firm to perform the City's annual financial audit. The statute requires the Audit Committee to consist of at least three (3) members**,** including one member of the City Council who shall serve as Chair of the Committee**.** The statute further provides that the City Manager, Finance Director, and other City employees may assist the Committee in an advisory capacity but may not serve as voting members of the Audit Committee.

The City currently has an engagement with Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, P.L., to perform the audit of the City's financial statements.

To ensure continued compliance with Florida law and to prepare for the procurement of future independent auditing services, staff recommends establishing the City's Audit Committee. Staff further recommends that the Committee consist of five (5) members, including one City Council Member, who shall serve as Chair, and four citizen members with backgrounds or experience in accounting, auditing, finance, business, management, or other relevant professional disciplines. This composition exceeds the statutory minimum and promotes an independent, transparent, and objective auditor selection process.

Upon appointment by the City Council, the Audit Committee will review and approve the Request for Proposals (RFP), evaluate submitted proposals, conduct interviews, if appropriate, and recommend a qualified independent certified public accounting firm to the City Council. Staff anticipates returning to the City Council in November 2026 with a recommendation for the award of a professional services agreement for independent auditing services.

The City Council retains the sole authority to approve the professional services agreement for the City's independent auditing services.

SELECT, *if applicable*	**AGREEMENT:**		**BUDGET:**	
	STAFF REPORT:	X	**PROCLAMATION:**	
	EXHIBIT(S):		**OTHER:**	

IDENTIFY EACH ATTACHMENT. *For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B*	Section 218.391, Florida Statutes, requires local governments to establish an Audit Committee to assist in the selection of an independent certified public accounting firm to perform the City's annual financial audit. The statute requires the Audit Committee to consist of at least three (3) members**,** including one member of the City Council who shall serve as Chair of the Committee**.** The statute further provides that the City Manager, Finance Director, and other City employees may assist the Committee in an advisory capacity but may not serve as voting members of the Audit Committee. The City currently has an engagement with Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, P.L., to perform the audit of the City's financial statements. To ensure continued compliance with Florida law and to prepare for the procurement of future independent auditing services, staff recommends establishing the City's Audit Committee. Staff further recommends that the Committee consist of five (5) members, including one City Council Member, who shall serve as Chair, and four citizen members with backgrounds or experience in accounting, auditing, finance, business, management, or other relevant professional disciplines. This composition exceeds the statutory minimum and promotes an independent, transparent, and objective auditor selection process. Upon appointment by the City Council, the Audit Committee will review and approve the Request for Proposals (RFP), evaluate submitted proposals, conduct interviews, if appropriate, and recommend a qualified independent certified public accounting firm to the City Council. Staff anticipates returning to the City Council in November 2026 with a recommendation for the award of a professional services agreement for independent auditing services. The City Council retains the sole authority to approve the professional services agreement for the City's independent auditing services.

SELECT, *if applicable*	**RESOLUTION:**	X	**ORDINANCE:**	

IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE *(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>***	

FISCAL IMPACT *(if any):*	The proposed Fiscal Year 2026-2027 Operating and Capital Budget includes $25,000 for independent auditing services. There is no additional fiscal impact associated with establishing the Audit Committee. Any professional services agreement resulting from the competitive selection process will be presented to the City Council for approval prior to execution.	$25,000.00