



CITY MANAGER'S OFFICE MEMORANDUM

TO: Mayor and City Commissioners
FROM: Jim Scholl, City Manager
DATE: March 8, 2018
SUBJECT: Audit Evaluation Committee

ACTION STATEMENT:

Respectfully request the City Commission approve the establishment of an audit evaluation committee comprised of the following individuals for assisting the City of Key West in the evaluation and recommendation of the next external auditor:

Mark Finigan	Finance Director
Michael Turner	Deputy Community Services Director
Carolyn Sheldon	City Grant Administrator
Denise Rohrer	Local Certified Public Accountant (Resume Attached)

The Finance Director shall chair the audit evaluation committee. Assistant Finance Director Nancy Kielman will serve as the solicitation facilitator (non-voting).

BACKGROUND:

Pursuant to Florida Statute 218.391, the City is required to establish an audit committee to assist the City Commission when selecting an external auditor to conduct the annual financial audit.

218.391 Auditor selection procedures —

(2) The governing body of a charter county, municipality, special district, district school board, charter school, or charter technical career center shall establish an audit committee.

The primary purpose of the audit committee is to assist the governing body in selecting an auditor to conduct the annual financial audit required in s. [218.39](#); however, the audit committee may serve other audit oversight purposes as determined by the entity's governing body. The public shall not be excluded from the proceedings under this section.

The current external auditor, Keefe McCullough & Co CPA, is in the final audit year of their engagement with the City. Once the composition of the audit evaluation committee is approved the City will begin the process of initiating a Request for Proposal for release to all qualified audit firms. After receipt of proposals the evaluation committee will evaluate those proposals deemed to be qualified and make a recommendation to the City Commission for final consideration.

RECOMMENDATION:

Approve the establishment of an audit evaluation committee comprised of the following individual:

Mark Finigan	Finance Director
Michael Turner	Deputy Community Services Director
Carolyn Sheldon	City Grant Administrator
Denise Rohrer	Local Certified Public Accountant