

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, ESTABLISHING AN AUDITOR SELECTION COMMITTEE, IN ACCORDANCE WITH SECTION 218.391, FLORIDA STATUTES; PROVIDING FOR COMMITTEE PURPOSE, MEMBERSHIP, AND DUTIES; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Section 218.391, Florida Statutes, requires the governing body of a municipality to establish an Auditor Selection Committee; and

WHEREAS, the primary purpose of the Auditor Selection Committee is to assist the City Commission in selecting an external/independent auditor to conduct the required annual audit; and

WHEREAS, Florida Statutes requires that the Auditor Selection Committee consist of a minimum of three (3) members, which must include one (1) member of the City Commission who will serve as the committee chair; and

WHEREAS, City staff recommends that the Auditor Selection Committee should consist of five (5) members, appointed by the City Commission. All members should have a general understanding of municipal government and/or have a background in financial and/or audit services, and one (1) member should be a City Commissioner, who shall serve as Chair of the Committee; and

WHEREAS, the City's Finance Director will serve as advisor to the Auditor Selection Committee; and

WHEREAS, the Auditor Selection Committee will solicit certified public accounting firms that are qualified to complete the City's required annual audit through a request for proposal process, as required in Section 218.391(3), Florida Statutes; and

WHEREAS, after receipt of the proposals, the Auditor Selection Committee will evaluate and rank, in order of preference, the proposals received from qualified certified public accounting firms; and

WHEREAS, the Auditor Selection Committee will present its ranked recommendations to the City Commission for consideration; and

WHEREAS, the City Commission will select a certified public accounting firm and authorize the City Manager to negotiate a contract for auditing services with the selected firm, in accordance with Section 218.39(4)(d), Florida Statutes; and

WHEREAS, the Auditor Selection Committee will be dissolved (sunset) after the City Commission approves a contract with the selected certified public accounting firm; and

NOW THEREFORE BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: That the Auditor Selection Committee is established pursuant to Section 218.391, Florida Statutes.

Section 2: That the Auditor Selection Committee will consist of five (5) members:

(a) The Chair will be a member of the City Commission who will be appointed by the majority of the City Commission.

(b) Four (4) members will possess a general understanding of municipal government and/or have a background in financial and/or audit services.

Section 3: That the City Commission hereby appoints the following persons as members of the Auditor Selection Committee:

Commissioner_____ (Chair)

Mark Finigan

Denise Rohrer

Lisa Knowles

Tina Boan

Section 4: That the City's Finance Director will serve as staff advisor to the Auditor Selection Committee.

Section 5: That the Auditor Selection Committee will have the primary purpose of assisting the City Commission in the selection of a certified public accounting firm to conduct the City's required annual audit, in accordance with the duties specified in Section 218.391, Florida Statutes.

Section 6: That the Auditor Selection Committee will sunset upon the City Commission's approval of a contract with the selected certified public accounting firm.

Section 7: That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held
this _____ day of _____, 2023.

Authenticated by the Presiding Officer and Clerk of the
Commission on _____ day of _____, 2023.

Filed with the Clerk on _____, 2023.

Mayor Teri Johnston	_____
Vice Mayor Sam Kaufman	_____
Commissioner Lissette Carey	_____
Commissioner Mary Lou Hoover	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

TERI JOHNSTON, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK