

# Memorandum

**REPORT TO:** City Commission

**FROM:** Aaron Funk, Controller  
Melissa Hodnett, Finance Director

**SUBJECT:** Authorize the City Manager to Sign a Building Code Enforcement Program Agreed Upon Procedures Engagement Letter for Fiscal Year 2025

**MEETING DATE:** April 7, 2026

**AGENDA ITEM TYPE:** Agreement - Vendor/Contract

**RECOMMENDATION:** Approve the authorization of the City Manager to sign the Building Inspection Agreed Upon Procedures Engagement Letter for Fiscal Year 2025.

**STRATEGIC PLAN:** 7.5. Funding and Delivery of City Services: Use equitable and sustainable sources of funding for appropriate City services, and deliver them in a lean and efficient manner.

**BACKGROUND:** Administrative Rule (ARM) 24.301.208 requires an independent auditor to perform an Agreed-Upon Procedures (AUP) engagement for compliance over the building code enforcement program.

The AUP Statement of Work for fiscal year 2026 is with the audit firm Eide Bailly, LLP.

**UNRESOLVED ISSUES:** None.

**ALTERNATIVES:** None.

**FISCAL EFFECTS:** None, this agreement is included in the annual audit budget.

Attachments:

[City of Bozeman 2026 AUP Statement of Work.pdf](#)

Report compiled on: March 17, 2026