

# Memorandum

**REPORT TO:** City Commission

**FROM:** 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:** July 22, 2025

**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 and Agreed-Upon Procedures (AUP) engagement for compliance over the building code enforcement program.

The AUP engagement letter for fiscal year 2025 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\\_2025\\_Engagement Letter\\_Building Inspection AUP.pdf](#)

Report compiled on: June 26, 2025