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City of Plantation  
City Council Chambers

**Subject:**

Establishing an Auditor Selection Committee pursuant to Florida Statutes Sec 218.391.

**Summary:**

Request for authorization and approval of the following:

The appointment of the following three (3) members to an audit selection committee pursuant to section 218.391 of the FL Statutes, to help facilitate the process of engaging an auditor to perform annual audits for the City of Plantation:

- Timothy Fadgen, Councilmember, City of Plantation
- Kathleen Campbell, Director of Finance, Children's Services Council of Broward County
- Monti Larsen, City of Plantation Resident, FACCT Member Agency Consultant

**Procurement:**

In accordance with Florida Statute 218.391, Auditor Selection Procedures, the City of Plantation must select an audit committee to help facilitate the process of engaging an auditor to perform an annual audit. This committee must consist of one Council Member who will serve as the Chair of the Auditor Selection Committee. No District employees may serve as committee members.

Once selected the Committee will have the following duties and responsibilities, as set forth in Section 218.391, F.S.:

- Establish factors to use for the evaluation of audit services. These factors shall include, but are not limited to, ability of personnel, experience and the ability to furnish the required services, among other factors as may be determined by the committee which will be detailed in the Request for Sealed Proposals.
- Publicly announce Request for Sealed Proposals. This public announcement must include, at a minimum, a brief description of the audit and indicate how interested firms

may apply.

- Provide interested firms with a Request for Sealed Proposals. The Request for Sealed Proposals shall include information on how proposals are to be evaluated and other information the committee determines is necessary for interested firms to prepare a proposal.
- Evaluate proposals by qualified firms. If compensation is one of the factors established by the committee, as referenced above, it cannot be the sole or predominant factor used to evaluate proposals.
- Rank and recommend, in order of preference, no fewer than three (3) firms deemed to be the most highly qualified to perform the required services after considering the factors established by the committee. If fewer than three (3) firms respond to the Request for Sealed Proposals, the committee shall recommend such firms deemed to be the most highly qualified.

The selection committee will consist of three (3) members, which includes one (1) member with professional experience in public finance and one (1) City of Plantation resident. A member of the City Council is required to serve as the third member and chair of the committee. The Finance and Procurement Department would like Councilmember Timothy Fadgen to be appointed as the chair of the selection committee.

The following are the recommended members to serve on the City of Plantation Auditor Selection Committee:

- Timothy Fadgen, Council member, City of Plantation
- Kathleen Campbell, Director of Finance, Children's Services Council of Broward County
- Monti Larsen, City of Plantation Resident, FACCT Member Agency Consultant

Based upon the foregoing information, the Finance and Procurement Departments recommend authorization and approval of the following:

- The appointment of the following three (3) members to an audit committee to help facilitate the process of engaging an auditor to perform annual audits for the City of Plantation:
  - Timothy Fadgen, Council member, City of Plantation
  - Kathleen Campbell, Director of Finance, Children's Services Council of Broward County
  - Monti Larsen, City of Plantation Resident, FACCT Member Agency Consultant

## **Background:**

### **Strategic Priorities: Planning for a Sustainable Future, Communication and Transparency, Accessible Government and Processes**

Florida municipalities are legally required to obtain an annual independent financial audit under Florida Statutes Section 218.39.

The referenced Florida Statute mandates that:

- Every municipality must have its financial statements audited annually.
- The audit must be performed by an independent certified public accountant (CPA). The completed audit must be filed with the State.
- Failure to comply may result in state oversight actions and reporting consequences.

This item is now ready for City Council consideration.

**Funding:**

001-1903-513-3201

Additional Funding - 440-0100-531-3201, 440-0200-533-3201, 127-4700-524-3201

**Amount:**

There is no financial impact at this time.

**Finance Director/Budget Manager Recommendation:**

There is no financial impact for this item at this time. However, the Finance, Building, and Utilities Departments plan and allocate funding for these services annually through the normal budget process.

**Prepared By:**

Asha Edwards

**ATTACHMENTS:**