
DEPARTMENT MEMO

DEPARTMENT: Department

FROM: Name

MEETING: Meeting Date

SUBJECT:

Consider approval of a professional service contract with Pattillo, Brown & Hill, LLP for the City's external audit services in the amount not to exceed \$68,000. (*Staff Presenter: Martin Avila, Director of Finance*)

SUMMARY:

The City of Burleson received six proposals for RFP 2018-006 Professional Auditing Services for a term of three (3) years with two (2) one year renewal options on April 26, 2018. On June 22, 2018 the Finance and Internal Services Committee recommended the selection of Pattillo, Brown & Hill, LLP to begin for fiscal year 2018-2019 till 2022-2023 and City Council approved it on July 2, 2018.

The firm Pattillo, Brown, and Hill, is a certified public accounting firm based in Waco and audits many cities in the area that are comparable to Burleson. The City's audit would be run from the Hillsboro office. Their client list includes Waco, North Richland Hills, Duncanville, and Kennedale. This experience and knowledge of local entities coupled with their outstanding reputation and experience with the City is the primary basis for this recommendation.

The audit fee of \$68,000 is for the City's annual Independent audit of accounts as per the City Charter section 39 and a Single Audit required of any non-federal entity that expends more than \$750,000 in federal award funds during its fiscal year.

OPTIONS:

- 1) Approve as presented a one year extension of the professional services contract with Pattillo, Brown & Hill, LLP for an independent audit and a single audit not to exceed \$68,000.
- 2) Deny a one year extension of the professional services contract with Pattillo, Brown & Hill, LLP for an independent audit and a single audit not to exceed \$68,000.

RECOMMENDATION:

Staff recommendations to award a contract for audit services with Pattillo, Brown & Hill, L.L.P., for a term a (1) one year renewal options, in the not-to-exceed amount of \$68,000.

FISCAL IMPACT:

The service will be funded from account 001-2011-413.32-01 Professional Consulting/Financial Audit Services not to exceed \$68,000. Payment will be due in fiscal year 2020-2021.

STAFF CONTACT:

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