

**RESOLUTION NO. 2021-16**

**RESOLUTION APPOINTING THE CITY AUDITOR  
FOR THE FISCAL YEAR ENDING JUNE 30, 2021**

**WHEREAS**, State law requires the City's financial statements to be audited by a qualified independent auditor; and

**WHEREAS**, State law requires the City's financial and budget practices be audited to verify conformance with local budget laws in Oregon; and

**WHEREAS**, the Forest Grove City Charter specifies the City Auditor shall be appointed by the City Council; and

**WHEREAS**, staff requested and the Council agreed to appoint Boldt, Carlisle & Smith to a one-year term for the fiscal year ending June 30, 2020; and

**WHEREAS**, due to the ongoing effects of the COVID-19 virus, staff is recommending that the current auditor, SingerLewak LLP (Boldt, Carlisle & Smith merged with SingerLewak LLP in late 2020), be appointed to a one-year term; and

**WHEREAS**, the firm of SingerLewak LLP is willing to be the City's independent auditor for another year.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:**

**Section 1:** The City Council appoints SingerLewak LLP as the City Auditor for the fiscal year ending June 30, 2021.

**Section 2:** The City Council authorizes the City Manager or designee to sign a contract for services to perform the City's annual audit to comply with State law.

**Section 3:** This resolution is effective immediately upon its enactment by the City Council.

**PRESENTED AND PASSED** this 15<sup>th</sup> day of March, 2021.

  
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Anna D. Ruggles, City Recorder

**APPROVED** by the Mayor this 15<sup>th</sup> day of March, 2021.

  
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Peter B. Truax, Mayor



*A place where families and businesses thrive.*

CITY RECORDER USE ONLY:

AGENDA ITEM #: 3. O.

MEETING DATE: 03/15/2021

FINAL ACTION: RESO 2021-16

**CITY COUNCIL STAFF REPORT**

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**TO:** *City Council*

**FROM:** *Jesse VanderZanden, City Manager*

**MEETING DATE:** *March 15, 2021*

**PROJECT TEAM:** *Paul Downey, Director of Administrative Services*

**SUBJECT TITLE:** *Resolution to Appoint City Auditor*

**ACTION REQUESTED:**  Ordinance  Order  Resolution  Motion  Informational

*X all that apply*

**ISSUE STATEMENT:** The Forest Grove City Charter specifies the City Council appoint the City Auditor. The City’s current auditor, Boldt, Carlisle, & Smith, LLC, (BCS) was appointed for a one-year extension for the fiscal year ending June 30, 2020, after completing its most recent three-year contract for audit services for the fiscal year ending June 30, 2019. BCS merged with a larger accounting firm, SingerLewak LLP, in late 2020. Due to the continuing uncertainty surrounding the COVID-19 virus, staff is recommending to Council that SingerLewak LLP be appointed for one more year to perform the audit of the fiscal year ending June 30, 2021.

**BACKGROUND:** Staff considered releasing a request for proposal (RFP) for qualified auditors for a three year period starting with the audit of the fiscal year ending June 30, 2021. If a new firm is appointed, staff would meet with that firm to discuss the audit and the new firm would come to the City to perform interim audit testing to get an understanding of the City’s accounting system and internal controls. This work is typically done in May or June by a new firm. With the continued uncertainty surrounding COVID-19 and when a new auditing firm could come in to do the interim testing, staff felt it would be best to recommend reappointing the current auditors for one more year as the current auditors already understand the City’s accounting system and controls. An RFP will be issued next year.

**FISCAL IMPACT:** The current auditor has proposed to not change the audit fees for the upcoming year so there will be no additional fiscal impact for the City.

**STAFF RECOMMENDATION:** Staff recommends the City Council approve the attached resolution appointing SingerLewak LLP as the City Auditor for the fiscal year ending June 30, 2021.

**ATTACHMENT(s):** Resolution Appointing the City Auditor for Fiscal Year Ending June 30, 2021