

MEMORANDUM

To: Mayor and City Councilmembers
Steve Parker, City Manager

From: Susan Caddell, Director of Finance

Subject: Audit Services

Date: August 26, 2021

In fiscal year 2018, requests for proposals were sought for audit services. The proposal was for a three-year term to be reviewed annually. Armstrong, Vaughan, and Associates, P.C. was awarded the audit services for fiscal years 2018, 2019, and 2020. Staff is recommending extending the contract for an additional year. The Finance Department has been unexpectedly short staffed over the past several months and has been filling in with additional duties. Due to the fact audit services is considered a professional service, State law and the City of Seguin Purchasing Policy does not require formal bids be obtained. In the past several years, we have been seeking requests for proposals, based upon qualifications, for audit services every three years and will be seeking requests for proposals next year for another three-year term. Staff has an excellent working relationship and recommends approval of continuing the audit services with this firm.

Please let me know if you have any further questions.