



Monday, September 23, 2024
12:00am CST

City Commission Meeting Agenda
Devils Lake City Hall Commission Chambers
423 6th St NE, Devils Lake, 58301

CALL TO ORDER

1. Declaration of Emergency and Selection of Vendor for Contractual Services
– City Annual Audit

Agenda Item: Declaration of Emergency and Selection of Vendor for Contractual Services – City Annual Audit

Submitted By: Spencer Halvorson, City Administrator/Auditor

Staff Recommended Action: Declare emergency and select Brady Martz to complete contractual services for the City's 2022, 2023, and 2024 Fiscal Year Audits

Due to a number of factors, the City has been behind in getting its audits complete on their normal scheduled cadence. The City completed its 2021 audit in February of 2024, well behind its normal schedule. The intended plan was for the ND State Auditor's Office (SAO) to conduct the City's 2022 and 2023 audits concurrently beginning the end of August / early September, with the goal to have both completed by the end of December and put the City in a position to begin its 2024 audit during the summer of 2025. The primary principal auditors familiar with the City of Devils Lake at the SAO have both left the organization in the last two months, however, the SAO has communicated their interest and ability to complete the City's 2022 Audit.

City administration has procured proposals from three auditing firms, including the State Auditor's Office, to immediately begin the City's 2022 audit, with quotes for the 2023 and 2024 audits requested. At the conclusion of the three audits, both the selected firm and the City could review the arrangement to determine if the relationship is still in the best interest of both parties. The bids include the Airport Authority and the expected federal single audit for them in all three years due to the spending of more than \$750,000 in federal money for the terminal expansion project.

The tabulation of the proposals are below:

<u>Firm</u>		<u>2022</u>	<u>2023</u>	<u>2024</u>
<u>Brady Martz</u> 2022 Completion Date Ability: December 31, 2024	City:	\$35,000	\$38,000	\$41,000
	Airport:	\$8,000	\$8,500	\$9,000
	Single:	\$5,000	\$5,000	\$5,000
	Other:	<u>\$500</u>	<u>\$500</u>	<u>\$500</u>
		\$48,500	\$52,000	\$55,000
<u>State Auditor's Office</u> 2022 Completion Date Ability: December 31, 2024	City & Airport:	\$37,800	n/a	n/a
	Single:			
	Other:	<u>\$14,700</u>		
		\$52,500		
<u>Widmer Roel</u> 2022 Completion Date Ability: February 28, 2025	City & Airport:	\$45,000	\$45,000	\$45,000
	Single:	\$5,000	\$5,000	\$5,000
	Other:	<u>\$1,000 (est.)</u>	<u>\$1,000 (est.)</u>	<u>\$1,000 (est.)</u>
		\$51,000	\$51,000	\$51,000

In reviewing the proposals, corresponding with firm representatives, and speaking with firm client officials, City administration is recommending the City of Devils Lake select and contract with Brady Martz to complete the City's 2022, 2023, and 2024 audits.

It has been confirmed with representatives of Brady Martz that their current bid includes the preparation of financial statements and a targeted date for completion of December 31, 2024 for the 2022 audit, dependent on prompt cooperation from the City.