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2 **Resolution Relating to**

**RESOLUTION**  
Sponsor(s): Councilors Keogh,  
Wright, Paul, Mulvaney-Stanak: Bd. of Finance

Introduced: 07/11/11  
Referred to: \_\_\_\_\_  
Action: \_\_\_\_\_  
Date: \_\_\_\_\_  
Signed by Mayor: \_\_\_\_\_

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7 **AUTHORIZE CONTRACT FOR INDEPENDENT AUDIT**  
8 **SERVICES FOR CITY OF BURLINGTON**

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11  
12 **CITY OF BURLINGTON**

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14 In the year Two Thousand Eleven.....  
15 Resolved by the City Council of the City of Burlington, as follows:

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17 That WHEREAS, in compliance with 24 V.S.A. App. §3-156 (Burlington Charter) and 24  
18 V.S.A. §§1683, 1684, the City is required to have annual audits performed by independent public  
19 accounting firms for all city departments and areas and have each of the following audit reports  
20 generated:

- 21 1. Comprehensive Annual Financial Report (CAFR)  
22 2. Single Audit (CAFR Level)  
23 3. Additional Detailed Reports; and

24 WHEREAS, on May 20, 2011, the City published a Request for Proposals (RFP) to  
25 present the opportunity for qualified firms to bid on the audit of the financial statements of the  
26 City, with said bids to cover annual examinations of the financial statements of all the entities  
27 and areas listed in this RFP for Fiscal Year ending June 30, 2011 through Fiscal Year ending  
28 June 30, 2014 (four fiscal years);-

29 WHEREAS, based on an evaluation by the Chief Administrator's Office and the Audit  
30 Advisory Committee, a recommendation was made to the Board of Finance that the selection of  
31 Melanson, Heath & Company, PC, be approved and recommend approval to the City Council on  
32 the basis of its Audit Proposal (Attached) to provide the products and services for the City as set  
33 forth in the RFP;

34 WHEREAS, the cost of the proposal for the fiscal years ending June 30 is as follows:

36 **Resolution Relating to** AUTHORIZE CONTRACT FOR INDEPENDENT  
37 AUDIT SERVICES FOR CITY OF BURLINGTON

38  
39 \$240,000 for FY 2011; \$244,800 for FY 2012; \$249,700 for FY 2013; and \$254,700 for FY  
40 2014;

41 WHEREAS, pursuant to City Charter §§155 and 156, the Board of Finance acts as the  
42 City's Board of Audit and is responsible for the appointment, compensation, retention, and  
43 oversight of the work of the independent accountants performing independent audit services and  
44 preparing or issuing an independent audit report; and

45 WHEREAS, on July 6, 2011 the Board of Finance accepted and approved the  
46 appointment of Melanson, Heath & Company, PC as the independent accountants performing  
47 independent audit services and preparing or issuing an independent audit reports for the for the  
48 period ending June 30, 2011 to June 30, 2014; and

49 WHEREAS, on July 6, 2011 the Board of Finance further authorized the execution of  
50 contracts with said auditors to provide the products and services requested in the RFP posted  
51 May 20, 2011 under the terms and conditions stated therein for a price no more than that  
52 submitted in the auditors' proposals as set forth above; and

53 WHEREAS, pursuant to the City Council on Procedures for Contract Authorization dated  
54 November 14, 1983, the City Council must authorize the execution of said contracts with  
55 Melanson, Heath & Company, PC because it creates a financial liability in excess of \$100,000  
56 when looked at over the 4 year term of the contracts;

57 NOW, THEREFORE, BE IT RESOLVED that the City Council approves the execution  
58 of contracts with Melanson, Heath & Company, PC on the terms, conditions and cost set forth  
59 above in a form substantially similar to that presented to the Board of Finance on  
60 July 6, 2011 (Attached), said contract to be approved as to form and substance as necessary by  
61 the City Attorney.