

## Staff Report

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**File #:** 21-186**Version:** 1**Date:** 5/10/2021**Item #:** 3.3 b.

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**TO:** Mayor and City Council**THROUGH:** Steve Powers, City Manager**FROM:** Finance Committee of the Salem City Council and the Urban Renewal Agency of the City of Salem**SUBJECT:**

Selection of the City and Urban Renewal Agency Auditor

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance

**ISSUE:**

Shall City Council award the City and Urban Renewal Agency's financial auditing services contract to Grove, Mueller & Swank, P.C.?

**RECOMMENDATION:**

Award the City and Urban Renewal Agency's financial auditing services contract to Grove, Mueller & Swank, P.C.

**SUMMARY:**

Following staff review and a recommendation from Chief Finance Officer Robert Barron, City Council's Finance Committee unanimously recommends that City Council award the financial auditing services contract to Grove, Mueller & Swank, P.C.

**FACTS AND FINDINGS:**

At the close of a request for proposals (RFP) process, the City received one completed response. The response was from Grove, Mueller & Swank. Grove, Mueller & Swank, P.C., is a Salem-based auditing firm in business since 1983. The firm has vast municipal auditing experience, being the

auditor for 25 cities including Springfield, Woodburn and Keizer. Grove, Mueller & Swank is the City's current financial auditor.

During their meeting on April 26, 2021 the Finance Committee reviewed the request for proposal (RFP) package including submitted proposal documents from Grover, Mueller & Swank, P.C. These materials are included as attachment one of this report.

Auditing of this current fiscal year will be the first year of the five-year contract and will cost \$91,550 which is an increase of 1.4% to this past audit year. This cost includes auditing of the City, Urban Renewal Agency and Salem Convention Center for approximately 760 hours. For every additional year of the contract, a total of five years, the cost will escalate relative to the percentage increase in the annual Consumer Price Index (CPI).

## **BACKGROUND:**

Selection of the City and Urban Renewal Agency auditor is guided by Council Policy C-4 and Oregon Public Contracting Rules. As a requirement of Council Policy C-4, the awarding of the contract must go before the City Council for approval.

Kelli Blechschmidt  
Management Analyst I

## **Attachments:**

1. RFP materials reviewed by the Finance Committee of the Salem City Council and the Urban Renewal Agency of the City of Salem