


**FINANCE MEMORANDUM**

**#13-09**

**DATE:** October 28, 2013

**TO:** Honorable Mayor Joyce Downing and City Council Members

**FROM:** John R. Pick, City Manager  
Jason Loveland, Director of Finance 

**SUBJECT:** CR-105 – Assignment of Auditor Contract

**BACKGROUND:**

An external audit is an essential element in the process of accountability and provides an important contribution to the stewardship of public resources. Section 8.4 of the City Charter states that an independent audit shall be made of all City accounts at least annually. To that end, the City has obtained the services of Johnson & Associates, a licensed independent auditor.

**UPDATE:**

The audit firm of Johnson & Associates has restructured its practice and is unable to provide auditing services to the City moving forward. Staff was made aware of this in early September and brought two options to the Finance Committee for their consideration. The options were 1) Submit a Request for Proposal (RFP) for a new audit firm, or 2) Assign the current contract with Johnson & Associates to Hamblin & Associates, LLC. There is a buyout and transfer agreement between the aforementioned CPA firms for Hamblin & Associates, LLC to take on Johnson & Associates former clients.

With much consideration of the options, the Finance Committee and staff determined the City should assign the current contract to Hamblin & Associates, LLC to audit the City's 2013 financial statements. The City will execute an RFP for Audit Services in 2014.

**BUDGET IMPLICATIONS:**

None. The current contract price will remain intact for 2014.

**RECOMMENDATION:**

Staff recommends approving the assignment of the auditor contract to Hamblin & Associates, LLC for a one-year term.

**STAFF REFERENCE:**

If Council Members have any comments or questions, please contact Jason Loveland at [jloveland@northglenn.org](mailto:jloveland@northglenn.org) or at 303-450-8817.

SPONSORED BY: MAYOR DOWNING

COUNCILMAN'S RESOLUTION

RESOLUTION NO.

No. CR-105  
Series of 2013

\_\_\_\_\_  
Series of 2013

A RESOLUTION APPROVING THE ASSIGNMENT OF THE CITY OF NORTHGLENN 2013 AUDITING SERVICES AGREEMENT FROM JOHNSON AND ASSOCIATES TO HAMBLIN AND ASSOCIATES, LLC

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTHGLENN, COLORADO, THAT:

Section 1. The City Council hereby approves the assignment of the City of Northglenn 2013 Auditing Services Agreement from Johnson and Associates to Hamblin and Associates, LLC.

DATED at Northglenn, Colorado, this \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
JOYCE DOWNING  
Mayor

ATTEST:

\_\_\_\_\_  
JOHANNA SMALL, CMC  
City Clerk

APPROVED AS TO FORM:

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COREY Y. HOFFMANN  
City Attorney