



Kris Moen
Interim Director
Finance Department
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September 28, 2016

The Honorable Mayor Devine
and Common Council Members
City of West Allis
7525 W. Greenfield Ave.
West Allis WI 53214

Dear Mayor Devine and Council Members:

The City has contracted with Schenck, SC for financial auditing services since they were selected via an RFP process in 2008. That original contract and the optional three year extension expired upon the completion of the 2015 audit, which was presented to the Administration and Finance Committee on September 12, 2016.

The City receives excellent service from Schenck, SC and the partner assigned to our engagement, Tom Karman. In addition to the contracted financial auditing services, Schenck also provides assistance with preparation of the City's Comprehensive Annual Financial Report (CAFR), grant reporting and compliance, state financial reporting, and management recommendations on critical financial matters impacting the city.

Due to the vacancy of the Finance Director position, as well as additional staffing shortages in the department resulting from the turnover of multiple positions, I am requesting approval of another three year contract with Schenck, SC to provide financial auditing services for fiscal years 2016, 2017 and 2018. The proposal from Schenck includes a reasonable price increase of 1% over last year's fees (an approximate \$525 increase) and includes a similar increase for 2017 and 2018. Work on the 2016 audit would commence in October 2016, so approval of this contract would ensure scheduling can be confirmed and a timely 2016 financial report can be issued in June 2017.

I appreciate your consideration of this sole source request and am available to answer any questions you may have.

Sincerely,

Kris Moen

Interim Finance Director/Comptroller/City Treasurer

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