

**Town of Lyons, Colorado
Board of Trustees
BOT Agenda Cover Sheet
Agenda Item No: XII.1
Meeting Date: March 15, 2021**

TO: Mayor Angelo and Members of the Board of Trustees

FROM: Town Administrator Victoria Simonsen

DATE: 3/11/2021

ITEM: Resolution 2021-30 - A RESOLUTION OF THE TOWN OF LYONS APPROVING A CONTRACT BETWEEN THE TOWN OF LYONS AND CPA CARL MARSHBANKS, FOR PRE-AUDIT PREPARATION FOR THE FISCAL YEAR 2020

ORDINANCE
 MOTION / RESOLUTION
 INFORMATION

I. REQUEST OR ISSUE: Approve a resolution for a contract with CPA Carl Marshbanks for Pre-Audit Preparation for the Fiscal Year-end December 31, 2020. Prior to Finance Director Johnson, Mr. Marshbanks conducted this service on the town's behalf.

II. RECOMMENDED ACTION / NEXT STEPS: Staff recommends approval of Resolution 2021-30 and enter into an engagement with Mr. Marshbanks.

III. FISCAL IMPACTS: The contract is for a not to exceed \$30,000 fee.

IV. BACKGROUND INFORMATION: With the departure of Finance Director Johnson, the town is needing to prepare for the 2020 audit that is scheduled to begin in June. The Town of Lyons has been advised by its auditors, The Adams Group, LLC, to hire additional help to prepare for the annual audit due to the complexity of the grants and the increased difficulty of the Single Audit process.

The Town did not prepare an RFQ as would traditionally occur for such a contract under the advice of our auditors. Mr. Carl Marshbanks, CPA, conducted this service for the town prior to Finance Director Johnson preparing for audit herself, and is familiar with the town's federal grants and their complexities. Mr. Marshbanks is an independent contractor who has an extensive audit and single audit experience, as well as years of experience working with governmental entities.

We are expecting to utilize the services of this contractor on a part time and as-needed basis, from April through September 2021. The cost for this service was not budgeted in 2021 and will need the Board's approval to appropriate and expend the funds.

V. LEGAL ISSUES: None.

VI. CONFLICTS OR ENVIRONMENTAL ISSUES: None known.

VII. SUMMARY AND ALTERNATIVES:

1. Contract with Mr. Marshbanks as presented
2. Advertise, interview and contract with another party

PROPOSED MOTION: I MOVE TO APPROVE RESOLUTION 2021-30 to engage with CPA Carl Marshbanks to help prepare for the Fiscal Year-end 2020 audit and authorize the expenditure up to \$30,000.

Attachments:

1. Resolution 2021-30
2. Exhibit A - CPA Carl Marshbanks Contract