

Town of Yountville

Resolution Number 24-4328

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF YOUNTVILLE
AUTHORIZING THE TOWN MANAGER TO EXECUTE A PROFESSIONAL SERVICES
AGREEMENT WITH CHAVAN & ASSOCIATES, LLP TO PROVIDE PROFESSIONAL
AUDITING SERVICES FOR FISCAL YEARS ENDING JUNE 30, 2025 TO 2027, (WITH THE
OPTION OF EXTENDING THE AGREEMENT FOR TWO SUBSEQUENT FISCAL YEARS
2028 AND 2029) FOR A TOTAL AGREEMENT AMOUNT OF \$156,500.**

Recitals

- A. The Town is required to have an annual audit of its financial statements and to submit a copy of the resulting Annual Comprehensive Financial Report to various agencies.
- B. The Town's most recent Professional Services Agreement with Chavan & Associates, LLP was for auditing services for the fiscal years ending June 30, 2020, through 2024.
- C. Industry standard is to issue a Request for Proposal (RFP) for auditing services every five years. The Town issued an RFP on October 2, 2024, and received three proposals from auditing firms by the due date of November 4, 2024; and
- D. After evaluating each proposal received, it is the recommendation of staff that the Town re-engage the services of Chavan & Associates LLP as its auditing firm; and
- E. The annual cost of the audit for each fiscal year with Chavan & Associates, LLP is within the Town Manager's signature authority. The total agreement amount is \$156,500 for all five years.

Now therefore, the Town Council of the Town of Yountville does resolve as follows:

- 1. Authorizes the Town Manager to execute a Professional Services Agreement with Chavan & Associates, LLP to provide professional auditing services for fiscal years ending June 30, 2025 to 2027 (with the option of extending the contract for two subsequent fiscal years, 2028 and 2029) for a total contract amount of \$156,500.
- 2. The Resolution is hereby adopted and becomes effective and in full force immediately upon adoption.

PASSED AND ADOPTED at a regular meeting of the Town Council of the Town of Yountville, State of California, held on this 17th day of December 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

Margie Mohler, Mayor

Hilary Gaede, Communications Director/Town Clerk