



**Solano Local Agency Formation Commission**

675 Texas St. Ste. 6700 • Fairfield, California 945343  
(707) 439-3897 • FAX: (707) 438-1788

**Staff Report**

DATE: October 17, 2016  
 TO: Local Agency Formation Commission  
 FROM: Elliot Mulberg, Executive Officer  
 SUBJECT: 2016 Audit proposal

---

Recommendation: That the commission authorize the Executive Officer to enter into a contract for the audit for fiscal years 2015/2016 with James Marta & Company for \$12,000 for the 2015/2016 audit with the option to hire them for the FY 2017/2018 audit.

Background:

Every two years Solano LAFCO receives an audit for the previous two years. The past two audits have been completed by the County Auditor’s Office. This year LAFCO solicited proposals from private CPA firms that had experience with auditing LAFCOs and/or local governments. The request for proposals was sent out to 6 firms in mid-August to firms that may be considered local, Sacramento or Bay Area. The RFP was also sent to the County Auditor. Respondents were asked to bid on the cost for two audits of two years each. Proposals were due September 30. In total we received four proposals.

Evaluation of the proposals was assisted by Beth Luna the Accounting Services Manager for Suisun City. Based on the legal requirements of an audit the main differences we could evaluate are cost, the number of hours, and experience with auditing LAFCOs. Cost is a significant factor since the goal was to keep the cost within our approved budget amount of \$15,000 for our biannual audit. The table below summarizes these criteria.

Firm	Cost 2015/2016	Cost 2017/2018	Hours	LAFCO Experience	Solano County Experience
James Marta	\$12,000	\$12,400	100	Yes	Yes <sup>1</sup>
Maze	\$13,750	\$14,300	105	No	Yes
R.J. Ricciardi Inc.	\$17,800	\$13,800	95	Yes	Yes <sup>2</sup>
Munn CPAs	\$22,500	\$21,500	188	No	Yes

<sup>1</sup> Benicia Unified School District Vacaville Unified School District

<sup>2</sup> California Maritime Academy Foundation

The table shows James Marta & Company met all the criteria with the lowest cost. Staff checked their references, who were very pleased with the service provided.

Recommendation: Staff recommends that the Commission authorize the Executive Officer to enter into a contract with James Marta & Company for audit services for an amount not to exceed \$12,000 for FY 15/16 audit with an option to hire them for the FY 17/18 audit. The commission should also consider locking in the \$12,800 bid for the next two year audit.