

## **MEMORANDUM**

**To:** Mayor and City Council

**From:** Christopher Pike, Finance Director

**Date:** December 12, 2016

**Subject:** **Reappointment of the Dunwoody Internal Auditor**

---

### **ITEM DESCRIPTION**

Appointment to the City of Dunwoody Internal Auditor position.

### **BACKGROUND**

Section 3.12 of the City Charter specifies that Council “shall appoint an internal auditor to audit the financial records and expenditures of city funds and to report the results of such audits in writing to the city council at times and intervals set by the city council but no less than quarterly.” Bill Mulcahy has served as Internal Auditor since February 2011. His contracted appointment expires at the end of this year. During the past three years, Bill has performed satisfactory in this appointment.

### **EVALUATION**

During the November 2016 Audit Committee meeting, it was the unanimous recommendation of the Audit Committee that Bill Mulcahy’s position as the City’s Internal Auditor be extended for another three years. Because the amount of the annual contract is significantly under the competitive bidding threshold, a Request for Proposals was not required. The committee considered Bill’s institutional knowledge, genuine concern for the City’s wellbeing, and his performance to date sufficient justification to renew without a competitive bid. The Committee did indicate that regardless of performance, a solicitation for proposals be issued at the end of this new renewal period. I followed up with the City Manager. He concurred with the committee’s recommendation as well. Mr. Mulcahy’s renewal would be for \$15,500 per year to include a quarterly evaluation of an area determined by him and the audit committee factoring recommendations from the council and city manager.

### **ALTERNATIVES**

Council could choose to appoint an alternative review team to report back to Council with a recommendation. Council could reject the reappointment and instruct staff to reissue the RFP.

#16.



41 Perimeter Center East, Suite 250  
Dunwoody, Georgia 30346  
P (678) 382-6700 F (678) 382-6701  
[dunwoodyga.gov](http://dunwoodyga.gov)

**RECOMMENDED ACTION**

The Dunwoody Audit Committee respectfully requests the Council reappoint Bill Mulcahy for Dunwoody Internal Auditor and authorize the City Manager to execute the contract for services.