



*Crossroads of Flagler County*

## **AUDITOR SELECTION COMMITTEE**

**Tuesday, April 26, 2022**

**6:00 PM**

604 E. Moody Blvd. Unit 4

Bunnell, FL 32110

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- A. Call Meeting to Order and Pledge Allegiance to the Flag**
- B. Roll Call**
- C. Approval of Minutes**
  - C.1. March 22, 2022 Auditor Selection Committee Meeting Minutes**
- D. Committee Discussion**
  - D.1. Discuss Bids Received for Audit Services (RFP 2022-02)**
- E. Announcement of Next Meeting: May 2, 2022 (Auditor Presentations)**
- F. Call for Adjournment**

**This agenda is subject to change without notice. Please see posted copy at City Hall, and our website [www.BunnellCity.us](http://www.BunnellCity.us).**

**Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the City Clerk at (386) 437-7500 at least 48 hours prior to the meeting date.**

**THE CITY OF BUNNELL IS AN EQUAL OPPORTUNITY SERVICE PROVIDER.**

***Posted by City Clerk's office on April 19, 2022***



**City of Bunnell, Florida**

**Agenda Item No. C.1.**

**ATTACHMENTS:**

Description

Proposed Minutes

Type

Minutes



## AUDITOR SELECTION COMMITTEE MINUTES

Tuesday, March 22, 2022

6:00 PM

Versie Lee Mitchell Community Center  
405 East Drain Street  
Bunnell, FL 32110

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**A. Call Meeting to Order and Pledge Allegiance to the Flag**

Commissioner Tina-Marie Schultz and Chair of the Committee called the meeting to order and led the pledge to the Flag.

**B. Roll Call:**

**Present:** Commissioner Tina-Marie Schultz; Gary Masten; Leslie Appleman; Ciara Dudewick; Finance Director Shanea Stankiewicz; Deputy City Clerk Bridgitte Gunnells

**C. Approval of Minutes: None**

**D. Committee Discussion**

**D.1. Discussion of draft RFP and Evaluation Criteria**

Finance Director Stankiewicz presented the item to the Committee. She explained the RFP process, stating the deadline for bid package submittal would be set for April 19, 2022 at 2:00 PM. The Bid Opening would then follow at 2:30 PM on the same day in a public meeting. She suggested the Committee meet a week later to choose at least 3 accounting firms who would then be invited to give a 30-minute presentation at a future meeting date set by the Committee. There was discussion by the Committee about the RFP process and requirements. Commissioner Schultz asked if there was an expectation on the number of bids to be submitted and how the RFP would be advertised. She requested the Committee members be provided with a packet requirements checklist. Gary Masten asked about the length of the contract. Finance Director Stankiewicz responded to questions providing the following information: they could possibly expect 3 or more bids; the RFP would be advertised on the City website, in a local newspaper and on Demand Star; the contract as written would be for four (4) years. Staff will provide the committee members a requirement checklist. Gary Masten asked staff to explain the internal process for checks being cut/authorized and how emergency purchases are handled and audited. Finance Director Stankiewicz responded to the questions.

**Motion:** Approve the final draft of the Request for Proposal for Professional Auditing Service for publishing.

**Motion by:** Gary Masten

**Second by:** Leslie Appleman

**Board Discussion:** None

**Public Discussion:** None

**Vote:** Motion carried unanimously

**E. Announcement of Next Meeting**

The next meeting will be April 26, 2022 at 6:00 PM at the Versie Lee Mitchell Community Center.

**F. Call for Adjournment.**

**Motion:** Adjourn

**Motion by:** Gary Masten

**Seconded by:** Leslie Appleman

**Vote:** Motion carried unanimously

**Meeting Adjourned:** 6:17 PM

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Chair/Commissioner Tina-Marie Schultz

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Bridgitte Gunnells, Deputy City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

***\*\*The City adopts summary minutes. Audio files in official City records are retained according to the Florida Department of State GS1-SL records retention schedule\*\****



## City of Bunnell, Florida

### Agenda Item No. D.1.

Document Date: 4/19/2022  
Department: Finance  
Subject: Discuss Bids Received for Audit Services (RFP 2022-02)  
Agenda Section: Committee Discussion

#### **Summary/Highlights:**

Discuss Bids Received for Audit Services (RFP 2022-02)

#### **Background:**

The City has begun the auditor selection process required by Section 218.391, Florida Statutes, to engage an auditor in order to comply with audit requirements and financial reporting deadlines. As part of that process, the City Commission established the Auditor Selection Committee by Resolution. The primary purpose of the Auditor Selection Committee is to assist the City in selecting an auditor to conduct the financial audit required by Section 218.39, Florida Statutes. In order to fulfill this purpose, F.S. Section 218.391(3) outlines the duties of the Auditor Selection Committee to include:

- Establishment of factors to be used for the evaluation of audit services to be provided by an audit firm.
- Public announcement of an RFP
- Provision of interested firms with the RFP
- Evaluation of proposals provided by qualified firms
- Ranking and recommendation in order of preference of no fewer than three firms deemed to be the most highly qualified to perform the required services

The Auditor Selection Committee met on 3/22/22 and approved the RFP for audit services which was published on 3/28/22. Responses were due by 2:00pm on Tuesday, 4/19/22. The bid opening was held at 2:30pm on 4/19/22. Three proposals were received; Carr Riggs & Ingram CPAs and Advisors, James Moore & Company and Purvis Gray Certified Public Accountants. A copy of each response was provided to each member of the Audit Selection Committee.

#### **Staff Recommendation:**

Discuss the bids received. Finalize date and time for the firms to make presentations to the committee. After the presentations, the committee will rank the firms based on the evaluation criteria published in the RFP and rank the responses in order of the most highly qualified.

#### **City Attorney Review:**

**Finance Department Review/Recommendation:**