



*Crossroads of Flagler County*

## **AUDITOR SELECTION COMMITTEE**

**Auditor Presentations**

**Monday, May 2, 2022**

**3:00 PM**

604 E. Moody Blvd. Unit 4

Bunnell, FL 32110

---

- A. Call Meeting to Order and Pledge Allegiance to the Flag**
- B. Roll Call**
- C. Approval of Minutes**
  - C.1. April 26, 2022 Auditor Selection Committee Minutes**
- D. Committee Discussion**
  - D.1. Firm Presentations for Professional Auditing Services**
- E. Announcement of Next Meeting**
- 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 27, 2022***



**City of Bunnell, Florida**

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

Document Date: 4/27/2022  
Department: Finance  
Subject: April 26, 2022 Auditor Selection Committee Minutes  
Agenda Section: Agenda Item

**ATTACHMENTS:**

Description	Type
Proposed Minutes	Minutes

**Summary/Highlights:**

April 26, 2022 Auditor Selection Committee Minutes

**Background:**

**Staff Recommendation:**

**City Attorney Review:**

**Finance Department Review/Recommendation:**



## AUDITOR SELECTION COMMITTEE MINUTES

Tuesday, April 26, 2022

6:00 PM

604 E. Moody Blvd. # 4

Bunnell, FL 32110

---

### 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:

#### C.1. Approval of March 22, 2022, minutes.

Commissioner Schultz stated the minutes were amended to update the location of meeting from Versie Lee Mitchell Community Center to City Hall Conference room, 604 E. Moody Blvd. #4, Bunnell.

**Motion:** Approve Minutes as Amended

**Motion by:** Gary Masten

**Second By:** Leslie Appleman

**Board Discussion:** None

**Vote:** Motion carried unanimously

### D. Committee Discussion

#### D.1. Discuss Bids Received for Audit Services (RFP 2022-02)

Three proposals were received, and copies were provided to each member of the Audit Selection Committee. Finance Director Stankiewicz addressed the Committee. She stated all three proposals met the requirements of the Request for Proposal (RFP). She gave each member a score sheet and explained how to use them for their evaluations. Commissioner Schultz asked if the Committee could ask questions during the firm presentations, if the firms are home based in Florida and as a result familiar with Florida law. Gary Masten asked how a tied score should be decided. Finance Director Stankiewicz responded to these questions with the following information: if the committee has a list of questions to ask, the same questions need to be asked of each firm; the finished audit must be completed by a certified Florida auditor; tied scores would be further evaluated by the committee. Finance Director Stankiewicz advised committee member are not to discuss the proposals outside of the meeting. She stated the timeline the committee is following currently allows Commissioner Schultz to bring the item before the City Commission at the June 13, 2022 Commission meeting. Commissioner Schultz asked the committee member to save this date and plan to attend the June 13<sup>th</sup> meeting.

**E. Announcement of Next Meeting**

The next meeting will be May 2, 2022, at 3:00 PM at 604 E. Moody Blvd. Unit 4, Bunnell, FL 32110. Presentations from the three firms who submitted bids will be done at this meeting.

**F. Call for Adjournment.**

**Motion:** Adjourn

**Motion by:** Gary Masten

**Seconded by:** Leslie Appleman

**Vote:** Motion carried unanimously

**Meeting Adjourned:** 6:38 PM

\_\_\_\_\_  
Chair/Commissioner Tina-Marie Schultz

\_\_\_\_\_  
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: 4/27/2022  
Department: Finance  
Subject: Firm Presentations for Professional Auditing Services  
Agenda Section: Committee Discussion

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

The Auditor Selection Committee is tasked to rank and recommend at least 3 firms to the City Commission. Since 3 proposals were received, all 3 firms are invited to make a presentation to the committee and have a question and answer session. The schedule is as follows:

3:15 pm - Carr, Riggs & Ingram

4:00 pm - James Moore & Co.

4:45 pm - Purvis Gray

#### **Background:**

Request for Proposal (RFP) 2022-02 for Professional Auditing Services was posted on March 28th, 2022. Bids were opened on April 19th, 2022. Three firms submitted proposals; Carr, Riggs & Ingram, James Moore & Co. and Purvis Gray & Co. The Committee is tasked to rank and recommend at least 3 firms to the City Commission. Since 3 proposals were received, all 3 firms are invited to make a presentation to the committee and have a question and answer session. The schedule is as follows:

3:15 pm - Carr, Riggs & Ingram

4:00 pm - James Moore & Co.

4:45 pm - Purvis Gray

#### **Staff Recommendation:**

Hear the presentations and ask questions that will help the committee to rank the firms.

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

#### **Finance Department Review/Recommendation:**