

**NOTICE OF A PUBLIC MEETING
OF THE CITY OF BONITA SPRINGS
AUDIT COMMITTEE MEETING
OFFICIAL AGENDA
THURSDAY, AUGUST 20, 2020
4:00 P.M.**

BONITA SPRINGS FIRE CONTROL AND RESCUE DISTRICT
27701 BONITA GRANDE DR.
BONITA SPRINGS, FL 34135

**PUBLIC COMMENT AVAILABLE VIA EMAIL, PHONE AND IN PERSON IN
ACCORDANCE WITH SOCIAL DISTANCING GUIDELINES.**

DUE TO SOCIAL DISTANCING GUIDELINES, PLEASE EMAIL THE CITY AT CITYMEETINGS@CITYOFBONITASPRINGS.ORG IN ORDER TO:

- 1. SUBMIT YOUR COMMENT IN WRITING PRIOR TO THE MEETING; OR**
- 2. PROVIDE YOUR NAME AND TELEPHONE NUMBER TO PARTICIPATE BY PHONE DURING THE MEETING. A MEMBER OF STAFF WILL CONTACT YOU PRIOR TO THE MEETING WITH CALL-IN INSTRUCTIONS.**

ALSO, PLEASE INDICATE IN YOUR EMAIL WHICH MEETING YOU WOULD LIKE TO PARTICIPATE BY PHONE. PLEASE INCLUDE THE MEETING DATE IN THE SUBJECT LINE OF YOUR EMAIL. ALL EMAILS FOR PUBLIC COMMENT MUST BE RECEIVED BY 3:00 P.M. ON AUGUST 19, 2020.

- I. CALL TO ORDER.
- II. ROLL CALL.
- III. PUBLIC COMMENT.
- IV. APPROVAL OF MINUTES OF JUNE 15, 2020.
- V. DISCUSSION OF THE AUDIT PROPOSALS RECEIVED.
 - A. TALLY THE TECHNICAL SCORING ASSIGNED TO EACH PROPOSAL.
 - B. DETERMINE TECHNICAL SCORE FOR WHICH COST PROPOSALS WILL BE OPENED.
 1. DETERMINE IF PRESENTATIONS WILL BE REQUESTED.
 - C. IF PRESENTATIONS ARE NOT REQUESTED, OPEN SEALED COST PROPOSALS FOR QUALIFYING FIRMS.
- VI. COMMITTEE MEMBERS PROVIDE COST SCORE FOR EACH FIRM FOR WHICH A SEALED COST PROPOSAL WAS OPENED.
- VII. TALLY TOTAL TECHNICAL AND COST SCORES AND RECOMMEND IN ORDER OF PREFERENCE.
- VIII. PUBLIC COMMENT.
- IX. ADJOURNMENT.

ANY PERSON REQUIRING SPECIAL ACCOMMODATIONS AT ANY OF THE MEETINGS BECAUSE OF A DISABILITY OR PHYSICAL IMPAIRMENT SHOULD CONTACT MEG WEISS, DIRECTOR OF ADMINISTRATIVE SERVICES, AT 239-949-6262, AT LEAST 48 HOURS PRIOR TO THE MEETING. IF A PERSON DECIDES TO APPEAL A DECISION MADE BY THE COUNCIL IN ANY MATTER CONSIDERED AT THIS MEETING/HEARING, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS TO BE MADE, TO INCLUDE THE TESTIMONY AND EVIDENCE UPON WHICH ANY SUCH APPEAL IS TO BE BASED.

**NOTICE OF A COMMUNICATIONS MEDIA TECHNOLOGY (“CMT”) PUBLIC MEETING
OF THE CITY OF BONITA SPRINGS
AUDIT COMMITTEE VIRTUAL WORKSHOP
OFFICIAL AGENDA
MONDAY, JUNE 15, 2020
2:00 P.M.**

MINUTES

- I. CALL TO ORDER
Meeting called to order at 2 p.m.

- II. ROLL CALL

Present

Councilman Chris Corrie, Committee Chair
Councilwoman Amy Quaremba
Mayor Peter Simmons
Derek Rooney, City Attorney
Anne Wright, Finance Director

- III. A. REVIEW OVERALL EXTERNAL AUDITOR SELECTION TIMETABLE

Mr. Corrie opened the discussion to establish evaluation factors and approve the format of a request for proposal for audit services explaining that per Chapter 218 of the Florida Statutes, the City is required to have an audit annually.

Mr. Corrie went over the timetable for the selection process.

June 6, 2020 - Request for proposal to go out

June 23, 2020 - Proposals due

July 27, 2020 - Reviewed by staff and presented to Audit Committee

Week of August 7 - Audit committee will meet to rank the firms and provide a recommendation to City Council

- A. REVIEW SCOPE OF EXTERNAL AUDIT SERVICES AND REPORTS TO BE ISSUED

Councilman Corrie reviewed the Scope of Services:

- Comprehensive annual financial report
- Single audit to meet the requirements of state and federal grant authorities
- Same reports we have received for FY 2019

Mr. Corrie noted that compensation is one of the factors, but not the sole factor.

- The compensation must be reasonable
- Make sure the RFP is drafted to foster competition

There are three mandatory qualifications:

- Licenses
- Qualified personnel
- Peer reviews

Technical Qualifications – 90 points

- How will the firm approach the audit?
- Single audit requirements
- Testing plan
- Procedures in place to review the work that is done

B. REVIEW TERM OF CONTRACT FOR EXTERNAL AUDITING SERVICES

Mr. Corrie stated the term of contract would be a 3-year mutual agreement with two extensions.

C. ESTABLISH EVALUATION FACTORS AND APPROVE FORMAT OF REQUEST FOR PROPOSAL

1. REVIEW PROVISIONS OF FLORIDA STATUTE §218.391

Mr. Corrie reported that the RFP itself is consistent with the RFP issued in 2015 except it is now consistent with Federal requirements for a federal audit that minority firms must be included in the bid process because of federal grants awarded to the City.

The proposal is consistent with the 2017 amendments to Chapter 218 per the Florida statutes.

2. REVIEW OF EVALUATION CRITERIA USED BY OTHER FLORIDA JURISDICTIONS

Mr. Corrie reported the evaluation criteria is consistent with the City of Sanibel and the Village of Estero. Mr. Corrie looked at what other Cities have done and noted that other cities break down a little more in terms of the expertise

Mr. Corrie asked Mr. Rooney to write the language requiring the option of due diligence in the event the firm they select merges with another firm and there were to be a change of personnel.

Mr. Corrie made a motion to approve the RFP to be posted on the City website and publish the RFP in appropriate newspapers, Mayor Simmons seconded the motion.

All in favor of the RFP being issued:

Councilwoman Amy Quaremba – aye

Mayor Peter Simmons – aye

Councilman Chris Corrie - aye

Ms. Wright reminded the Committee that the RFP must go before Council for approval before being posted and asked:

1. Are we putting the merger and transfer language in?
2. Do we wish to add the criteria for local preference?

Mr. Corrie stated it would be his preference to consider local firms, but there is only one CPA firm in town, and they are tax practitioners. Mr. Rooney confirmed that local preference has been in since 2009. Mayor Simmons pointed out that local refers to Bonita Spring, Naples, Fort Myers and Punta Gorda. Mr. Rooney agreed stating local firms meaning Collier/Lee County. Mr. Corrie stated they need to get the best firm they can get.

II. ADJOURNMENT.

Mayor Simmons made a motion to adjourn, Councilwoman Quaremba seconded. Meeting adjourned.

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NOTE: THIS MEETING IS TELEVISED ON COMCAST, CHANNEL 98. AGENDAS ARE AVAILABLE FOR VIEW, AND THE MEETING CAN BE VIEWED AT WWW.CITYOFBONITASPRINGS.ORG