AGENDA

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

November 9, 2021

NEW BUSINESS

1. Distribution of Responses to Bid No. 01-22 Annual Independent Audit Services
2. Distribution of Evaluation Criteria and Instructions

DATE OF UPCOMING MEETING

December 20, 2021, 6:00 p.m.

ADJOURN

If any person decides to appeal any decision made by this Committee with respect to any matter considered at this meeting or hearing he/she will need a record of the proceedings, and for such purpose he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based (FS 286.0105).

Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least three (3) working days in advance of the meeting date and time at (386) 668-2040.
MINUTES

CALL TO ORDER: Mayor Chasez called the meeting to order at 6:00 p.m.

ROLL CALL: Mayor Chasez, Council Member Stevenson, and Elizabeth Vihlen are present.

Others present: Carmen Rosamonda, City Manager; Elizabeth Bauer, Finance Director; Mike Jones, Budget & Purchasing Manager; Eric Frankton, Information Technology Director.

NEW BUSINESS: Approve the Request for Proposal.

City Manager gave a brief overview of the purpose of the Committee. Members of the Committee are subject to the Florida Sunshine Law, as per Florida Statute 286.011. The general requirements of the Sunshine Law were reviewed with Committee Members, as were public records requirements.

Staff reviewed documentation from the State of Florida Auditor General, the draft Request for Proposal (RFP), term of contract, scope of services, and grading criteria.

In regards to the grading criteria, it was the consensus of the Committee that Item B, Audit Approach, be weighted 25 points and Item C, Fee Proposal, be weighted 20 points. Items A and D will remain as shown.

Motion by Committee Member Elizabeth Vihlen to approve the RFP as amended with the point adjustment as discussed. Seconded by Council Member Stevenson. Motion passed unanimously.

The City Manager reviewed the dates the RFP advertising, submittal, and distribution to Committee Members, in addition to the proposed meeting schedule.

DATE OF UPCOMING MEETING: December 6, 2021, 6:00 p.m.

ADJOURN: The meeting was adjourned at 6:35 p.m.