



AUDITOR SELECTION COMMITTEE EVALUATION MEETING MINUTES

September 20, 2023 at 4:00 PM

Council Chambers – 340 Ocean Drive and YouTube

PRESENT: ALEXANDER COOKE, MAYOR/CHAIR
DANIELA RUSSELL, COMMITTEE MEMBER
ELLEN ANDEL, COMMITTEE MEMBER
MICHAEL MOLL, COMMITTEE MEMBER
JAMES PAPADAKOS, COMMITTEE MEMBER

ALSO PRESENT: MICHAEL A. VENTURA, FINANCE DIRECTOR
CAITLIN E. COPELAND-RODRIGUEZ, TOWN CLERK

ABSENT: LEONARD TYLKA, COMMITTEE MEMBER

AUDIENCE: 4 (2 Via Zoom)

CALL TO ORDER – 4:00PM

DISCUSSION ITEMS

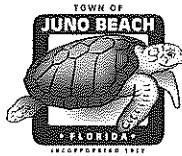
1. Discussion on Submittals for Audit Services, Finals Ranking, and Recommendation to the Town Council – *See attached summary evaluation sheet.*

MOTION: *Andel/Papadakos made a motion to recommend Mauldin & Jenkins as auditor to the Town Council.*

ACTION: *The motion passed unanimously.*

ADJOURNMENT

Chair Cooke adjourned the meeting at 4:31pm.



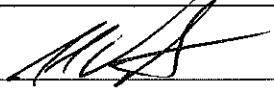
Town of Juno Beach
AUDITOR SELECTION COMMITTEE SUMMARY-EVALUATION TABULATION
September 20, 2023

Request for Proposal: Audit Services

| Grau & Associates | Scoring Criteria Tabulation | | | | |
|-------------------|-----------------------------|----|----|----|------------|
| | Category | #1 | #2 | #3 | #4 |
| Alexander Cooke | 55 | 15 | 12 | 5 | 87 |
| Daniela Russell | 55 | 18 | 15 | 5 | 93 |
| Ellen Andel | 60 | 20 | 15 | 5 | 100 |
| Michael Moll | 50 | 20 | 15 | 15 | 90 |
| Leonard Tylka | 40 | 16 | 10 | 5 | 71 |
| James Papadakos | 55 | 15 | 12 | 4 | 86 |
| TOTAL | | | | | 527 |

| Mauldin & Jenkins | Scoring Criteria Tabulation | | | | |
|-------------------|-----------------------------|----|----|----|------------|
| | Category | #1 | #2 | #3 | #4 |
| Alexander Cooke | 55 | 18 | 14 | 3 | 90 |
| Daniela Russell | 58 | 18 | 15 | 4 | 95 |
| Ellen Andel | 60 | 20 | 14 | 4 | 98 |
| Michael Moll | 60 | 18 | 13 | 3 | 94 |
| Leonard Tylka | 60 | 20 | 14 | 4 | 98 |
| James Papadakos | 60 | 18 | 14 | 4 | 96 |
| TOTAL | | | | | 571 |

| Templeton & Company | Scoring Criteria Tabulation | | | | |
|---------------------|-----------------------------|----|----|----|------------|
| | Category | #1 | #2 | #3 | #4 |
| Alexander Cooke | 48 | 16 | 10 | 1 | 75 |
| Daniela Russell | 35 | 10 | 10 | 2 | 57 |
| Ellen Andel | 40 | 10 | 5 | 1 | 56 |
| Michael Moll | 55 | 15 | 14 | 2 | 86 |
| Leonard Tylka | 30 | 16 | 13 | 1 | 60 |
| James Papadakos | 35 | 10 | 10 | 2 | 57 |
| TOTAL | | | | | 391 |

Completed By *Finance Director Ventura*:  Date: 9/20/23

| | Max. Points | Category |
|----|--------------------|--|
| #1 | 60 | <p><i>Qualifications and Experience/Ability of Professional Personnel</i></p> <ul style="list-style-type: none"> • Quality of the professional personnel to be assigned to the engagement and the quality of the firm’s management and support personnel; • Availability of qualified personnel; • Audit firm meets applicable independence criteria; • Key personnel receive adequate continuing professional education; • Evidence of licensing, completion of quality control review; • Demonstrated experience in performing quality municipal audits; • The firm’s past experience and performance with auditing and preparing an ACFR; • Technological capabilities; and • References. |
| #2 | 20 | <p><i>Audit Approach</i></p> <ul style="list-style-type: none"> • Adequacy of the overall audit plan for the engagement; • Approach to documentation and review of the comprehensive framework of internal and administrative controls; • Adequacy of proposed staffing plan (hours, level, and percentage of time) for the various segments of the engagement; • Adequacy of sampling techniques; • Adequacy of analytical procedures; and • Ability to meet time frames and delivery dates. |
| #3 | 15 | <p><i>Other</i></p> <ul style="list-style-type: none"> • Overall completeness, clarity, and quality of proposal; • Evidence of insurance coverage; • Volume of work in progress; and • Location of firm. |
| #4 | 5 | <p><i>Fee</i></p> <ul style="list-style-type: none"> • Completed Fee Schedule Worksheet; • Pricing Structure; and • Additional fees. |