

PUBLIC NOTICE AND AGENDA OF THE GROVELAND AUDIT SELECTION COMMITTEE MEETING SCHEDULED TO CONVENE AT 2:00 P.M., FRIDAY, NOVEMBER 1, 2019 IN THE CONFERENCE ROOM, LOCATED AT 101 EAST BROAD STREET, GROVELAND, FLORIDA 34736

CHAIR	MIKE RADZIK	mike.radzik@groveland-fl.gov
COMMITTEE MEMBER	BRIAN FEENEY	
COMMITTEE MEMBER	JOE REYES	
STAFF DESIGNEE	JOHN TER LOUW	john.terlouw@groveland-fl.gov
SERGEANT-AT-ARMS	CHIEF SHAWN RAMSEY	shawn.ramsey@groveland-fl.gov
RECORDING SECRETARY	CIARA BENDER	ciara.bender@groveland-fl.gov
CITY ATTORNEY	ANITA GERACI-CARVER, ESQ.	

Please note: Most written communication to or from government officials regarding government business are public records available to the public and media upon request. Your e-mail communications may therefore be subject to public disclosure.

PLEDGE OF CONDUCT

- **We may disagree, but we will be respectful of one another.**
- **We will direct all comments to issues.**
- **We will avoid personal attacks.**
- **Audience members wishing to speak must be recognized by the Mayor.**
- **Speaking without being recognized will be considered “Out of Order.”**

AGENDA

Call to Order

Roll Call

New Business

1. Consideration of Approval: September 20, 2019 Audit Selection Committee Meeting Minutes
2. Evaluation of RFP Proposals

Public Comment

Council Comment

Adjournment

Groveland Code of Ordinances Sec. 2-58 (f). Any person desiring to address the Council shall first secure the permission of the presiding officer and shall give his name and address for the record. All remarks shall be addressed to the Council as a body and not to any member thereof unless permission to do so is first granted by the presiding officer. Unless further time is granted by the presiding officer or the council, member of the public shall limit their discussion or address to no more than five minutes. No question shall be asked a council member or city official except through the presiding officer.

If your address is exempt from public record you are not required to state it. In addition, do not give out your Social Security Number, phone number, email address or any other information you do not want others to have access to as the meetings are recorded and those recordings are considered public record.

Pursuant to the provisions of Chap. 286, F.S., Sec. 286.0105, if a person decides to appeal any decision made by this body with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record may include the testimony and evidence upon which the appeal is to be based and is advised to make such arrangements at his or her own expense.

**In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office no later than 5:00 p.m. the day of the meeting.*

**City of Groveland
Minutes
Audit Selection Committee
Friday, September 20, 2019**

The Groveland Audit Selection Committee held a regularly scheduled meeting on Friday, September 20, 2019 in the Conference Room located at 101 E. Broad, Groveland, FL 34736. Chair Mike Radzik called the meeting to order at 2:10 p.m. with the following members present: Committee Members Brian Feeney; Joe Reyes; Staff Designee John Ter Louw; and Recording Secretary Ciara Bender.

NEW BUSINESS

1. Discussion on RFP Specifications for Selection of Auditors.

Staff Designee, John Ter Louw noted everyone present had previously received a copy of the draft Request for Proposal (RFP). The main goal of the meeting was to solidify the criteria for selecting the new auditors and to negotiate dates of upcoming meetings and any other items the committee members felt should be adjusted on the RFP.

Discussions began with the draft Evaluation Criteria table on page 23 of the RFP, as listed below.

Evaluation Criteria	Maximum Points
Firm's Expertise and Experience	25
Business Plan	25
Proposed Staff Experience	20
Cost	20
References	10
Total Points	100

Committee Member Feeney noted experience was most important when deciding on an Auditor. He also stated a mid-size firm that has worked with comparable cities would be best, due to the City's continued growth.

Chair Radzik asked to change "Business Plan" to "Audit Plan" to reflect the documents needed such as the firm's audit procedures. The Committee concurred. Mr. Ter Louw stated he would update the RFP to ensure it is consistent with the change as requested.

Committee Member Feeney inquired if a bonus system would be allowed. Mr. Ter Louw advised a tie-breaker system would be used and would reward additional points for being a Drug-Free Workplace. The system would then allow for consideration for the company who has had the lowest volume of work on City projects within the last five (5) years.

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Mr. Ter Louw explained the Committee does not have to recommend the company with the highest points, should the Committee feel differently.

Committee Member Feeney also suggested women and minority certified businesses to be included for tie-breaker points.

The Committee discussed changing the current points for criteria and agreed on the table changes as listed below:

Evaluation Criteria	Maximum Points
Firm's Expertise and Experience	35
Audit Plan	20
Proposed Staff Experience	30
Cost	10
References	5
Total Points	100

Mr. Ter Louw discussed a timeline for the RFP process. He suggested the following timeline listed below, noting dates could be accelerated or slowed down.

- RFP Issued by 9/30/2019
- Pre-proposal conference by 10/09/2019
- Last Date for Receipt of Written Questions on 10/11/2019
- Issue Addendum with all Questions answered on 10/18/2019
- Proposal Close Date 10/31/2019
- Create Shortlist of firms on 11/01/2019 or 11/08/2019
- Evaluation Committee Meeting for recommendation on 11/08/2019 or 11/15/2019 and then again for evaluation on 11/15/2019 or 11/22/2019
- City Council Approval Date on 12/02/2019

Mr. Ter Louw advised the 2020 audit timeline could be found on pages nine (9) and ten (10) of the draft RFP.

Committee Member Reyes inquired as to if the RFP would be presented to the existing auditor. Mr. Ter Louw stated it would be open to everyone, including the existing auditors.

The Committee agreed to the Pre-proposal Conference would not be mandatory. Mr. Ter Louw stated any questions asked at the Pre-proposal Conference would be answered on an addendum to all applicants.

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Chair Radzik inquired as to if training for working in a hostile environment would be included in the responsibilities and requirements section for the CPA firms applying to the RFP. Mr. Ter Louw stated yes; the RFP would require sexual harassment and hostile workplace policies and training.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Radzik adjourned the meeting at 2:53 p.m.



Mike Radzik, Chair

Attest:

Ciara Bender, Recording Secretary