



CITY OF CLEWISTON
115 West Ventura Avenue
Clewiston, Florida 33440

**AUDITOR SELECTION COMMITTEE
MEETING AGENDA**

Monday, October 10, 2022 – 3:30 p.m.

Call Meeting to Order – Chairperson Greg Thompson

- 1. Approval of the June 24, 2022 Auditor Selection Committee Meeting Minutes**
- 2. Proposal Ranking by Auditor Selection Committee –** The City of Clewiston requested proposals from qualified firms of certified public accountants to audit the City's financial statements for the fiscal year ended September 2022 and fiscal years ending September 30, 2023 and 2024. Proposals were received and opened on September 16, 2022. The Auditor Selection Committee shall evaluate and rank each proposal and make a recommendation to the City Commission for vendor selection.

Adjournment

The City of Clewiston is an equal opportunity provider and employer.

City Hall is wheelchair accessible and accessible parking spaces are available. Accommodation requests or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's office at (863) 983-1484, extension 105, or FAX (863) 983-4055 for information or assistance.

I, the undersigned authority, do hereby certify the above Notice of Meeting of the Auditor Selection Committee of the City of Clewiston is a true and correct copy of said Notice and that I posted a true and correct copy of said Notice at the front and rear entrances of City Hall, a place convenient and readily accessible to the general public at all times.

Mary K. Combass, City Clerk



CITY OF CLEWISTON
115 West Ventura Avenue
Clewiston, Florida 33440

AUDITOR SELECTION COMMITTEE MEETING

Friday, June 24, 2022

The City of Clewiston Auditor Selection Committee held a meeting in the City Hall Commission Chambers, Friday, June 24, 2022. The meeting was called to order at 2:00 p.m. by Chairperson Greg Thompson. Committee Member Chuck Pelham gave the invocation and the audience joined in reciting the Pledge of Allegiance.

Auditor Selection Committee Members Present: Greg Thompson, Mark Deitz, Pepe Lopez, Chuck Pelham and Elaine Wood

Others Present: City Manager Randy Martin, City Clerk Kathy Combass and Finance Director Shari Howell

Call Meeting to Order – Chairperson Greg Thompson

1. Approval of February 21, 2020 Auditor Selection Committee Meeting Minutes

Committee Member Lopez made a motion, seconded by Committee Member Wood, to approve the February 21, 2020 Auditor Selection Committee Meeting Minutes. Vote 5 yeas, 0 nays

2. Discussion regarding duties of the Auditor Selection Committee in regards to assisting the City Commission in the selection of an auditor for the annual financial audit for Fiscal Year ended September 30, 2022 and ending September 30, 2023 and 2024.

City Manager Randy Martin thanked the committee members for serving and welcomed the new members. He then provided a background of the committee and their duties. He applauded Finance Director Shari Howell and the Finance Department for their hard work in making improvements in the financial management systems using the guidance received from the current auditor. He stated this committee is a public body and all discussions between members regarding the selection of an auditor should only occur during the public meetings. Director Howell reviewed the audit process and commented on the education opportunities that she had been able to take advantage of online. She stated the draft of the RFP was the same that was previously used other than a few tweaks. She then asked the Committee to look at the timetable in the RFP draft and confirm the August 29, 2022 meeting date to rank the proposals. Committee Member Wood suggested the time of that meeting be changed to 3:30 p.m.

Committee Member Wood made a motion, seconded by Committee Member Lopez, to schedule the meeting for the Audit Committee Proposal Ranking for August 29, 2022 at 3:30 p.m. in the City Hall Commission Chambers. Vote 5 yeas, 0 nays

3. Discussion and/or approval of Request for Proposals (RFP) for Professional Auditing Services.

Director Howell reviewed the two upcoming required implementations. She stated that one is the GASB87, which has to do with leases and is required this fiscal year and the other is the GASB96, which has to do with the lease within the software and is not required until next fiscal year. She noted that her goal is to do both this year. She then reported the City now has a firefighter's pension that was effective January 1 of this year and will have to be audited. She also reported that because a lot of grant funding was received this year, two single audits were required, which will be the case again next year and will be an additional charge. She confirmed that every fund of the City's financial records listed in the RFP draft had previously been audited other than the Firefighter Pension Fund. Manager Martin stated that there will be more activity with the CRA and CRA Expansion funds because the City will be spending money in those funds in the future. Director Howell stated that if \$100,000 or more is expended, an audit will have to be done and posted separately. After further review of some of the other funds, Director Howell reviewed the evaluation factors in the RFP draft and noted that the factors are not limited to the statute. She added that the committee previously decided not to include the weight of each factor for the ranking in the RFP. Member Wood stated the evaluation factors that were previously used helped them come up with a good conclusion. It was the consensus of the Committee to keep the same five evaluation factors that were previously used. Director Howell confirmed that \$66,750 was budgeted for the audit.

Committee Member Lopez made a motion, seconded by Committee Member Wood, to approve the amended RFP. Vote 5 yeas, 0 nays

Member Lopez stated the weight of the evaluation factors previously used for the ranking seemed to work. Director Howell stated that she also felt the weight worked well. It was the consensus of the Committee to use the same weight of each of the evaluation factors that was previously used. Manager Martin then encouraged the committee to wait to complete their ranking of the firms at the meeting because their decision will also be based on the discussion at the meeting.

4. Next Meeting Date Discussion

The Committee discussed this item under Agenda Item No. 2.

Adjournment

Committee Member Lopez made a motion, seconded by Committee Member Wood, to adjourn the meeting at 2:49 p.m. Vote 5 yeas, 0 nays

Greg Thompson, Chair

INDEPENDENT NEWSMEDIA INC. USA

Lake Okeechobee News
313 NW 4th Avenue
Okeechobee, FL 34972
863-763-3134

STATE OF FLORIDA
COUNTY OF HENDRY

Before the undersigned authority personally appeared **Katrina Elsen Muros**, who on oath says that she is **Editor in Chief** of the **Lake Okeechobee News**, a weekly newspaper published in **Hendry County, Florida**; that the attached copy of advertisement, being a **Public Notice** matter of

Public Notice

in the **20th Judicial District of the Circuit Court of Hendry County, Florida**, was published in said newspaper in the issues of

07/06/22

(Print Dates)

or by publication on the newspaper's website, if authorized, on

07/06/22, 07/07/22, 07/08/22, 07/09/22, 07/10/22, 07/11/22, 07/12/22,
07/13/22, 07/14/22, 07/15/22, 07/16/22, 07/17/22, 07/18/22, 07/19/22,
07/20/22, 07/21/22, 07/22/22, 07/23/22, 07/24/22, 07/25/22, 07/26/22,
07/27/22, 07/28/22, 07/29/22, 07/30/22, 07/31/22, 08/01/22, 08/02/22,

08/03/22, 08/04/22, 08/05/22

(Website Dates)

Affiant further says that the newspaper complies with all legal requirements for publication in Chapter 50, Florida Statutes.



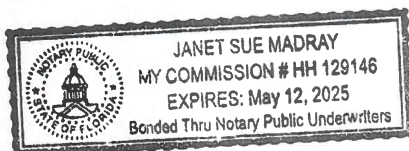
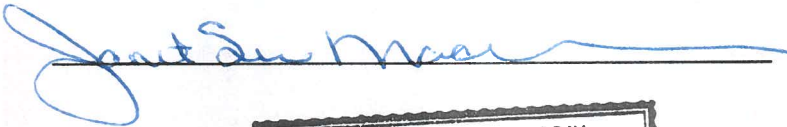
Katrina Elsen Muros
Katrina Elsen Muros

Sworn to and subscribed before me by means of

Physical Presence Online Notarization

physical presence or online notarization, this

6th day of July, 2022.



(Signature of Notary Public)
STAMP OF NOTARY PUBLIC

RFP 2022-05

PROFESSIONAL AUDITING SERVICES

The City of Clewiston, Florida (City) is requesting proposals from experienced and qualified firms of certified public accountants to audit its financial statements for the fiscal years ending September 30, 2022, 2023 and 2024, with an optional two (2) one (1) year renewals, if mutually agreed upon by the City and the Contractor.

To be considered, one (1) original (clearly marked as such) and five (5) copies (clearly marked as such) of a proposal and one (1) USB Flash Drive containing one PDF file of the complete proposal that is clearly labeled with your company's name, solicitation number and title must be submitted in a sealed package clearly identified as "SEALED PROPOSAL - RFP 2022-05 - PROFESSIONAL AUDITING SERVICES" and mailed or hand delivered to:

City of Clewiston
Attention: Mary K. Combass, City Clerk
115 West Ventura Avenue
Clewiston, Florida 33440-3709

Proposals must be submitted before 2:00 p.m. on Friday, August 19, 2022. Any proposals received after this date and time will not be considered. The proposal opening will be held at 2:00 p.m. on Friday, August 19, 2022 in the Clewiston Commission Chambers (115 W. Ventura Ave., Clewiston FL) at which time the proposals will be publicly opened and read aloud.

The sealed package must include a separate sealed envelope labeled, "SEALED DOLLAR COST BID - RFP 2022-05 - PROFESSIONAL AUDITING SERVICES", and include information, as outlined in the "Sealed Dollar Cost Bid" section of this RFP.

The RFP package may be obtained by contacting the city clerk as follows.

Mary K. Combass, City Clerk
Telephone: (863) 983-1484, Ext. 105
Email: cityclerk@clewiston-fl.gov

547144 HEND 7/6/2022

City of Clewiston RFP 2022-05 Request for Proposals for Professional Auditing Services - Firm Dollar Cost by Fiscal Year

Firm	2022				2023				2024				2025				2026			
	Audit	CRA	Single Audit (each)	Total	Audit	CRA	Single Audit (each)	Total	Audit	CRA	Single Audit (each)	Total	Audit	CRA	Single Audit (each)	Total	Audit	CRA	Single Audit (each)	Total
CS&L CPAs	39,820	7,785	7,770	\$ 55,375	40,830	7,960	7,940	\$ 56,730	41,840	8,135	8,110	\$ 58,085	42,850	8,310	8,280	\$ 59,440	43,860	8,485	8,450	\$ 60,795
HCT	68,040	included	up to 2 inc.	68,040	68,040	included	up to 2 inc.	68,040	68,040	included	up to 2 inc.	68,040	71,820	included	up to 2 inc.	71,820	71,820	included	up to 2 inc.	71,820
CFLG LLP	78,400	included	8,000	86,400	82,300	included	8,000	90,300	86,400	included	8,000	94,400	90,700	included	8,000	98,700	95,300	included	8,000	103,300
Mauldin & Jenkins	50,500	5,500	5,000	\$ 61,000	51,500	5,500	5,000	\$ 62,000	52,500	5,500	5,000	\$ 63,000	53,600	5,500	5,000	\$ 64,100	54,600	5,500	5,000	\$ 65,100

*cost includes assistance with the AFR upload/data entry for the State of Florida