



**CITY OF CALLAWAY, FLORIDA
CITY HALL**

6601 East Highway 22, Callaway, FL 32404
Phone 850-871-6000 • FAX 850-871-2444
www.cityofcallaway.com

Mayor
Thomas W. Abbott

Commissioners
Dennis A. DeLapp
Pamn Henderson
David Otano
Ralph L. Hollister

NOTICE OF MEETING

CALLAWAY AUDIT COMMITTEE
AUDIT COMMITTEE MEETING
THURSDAY, JUNE 13, 2013, 6:00 P.M.
CALLAWAY ARTS & CONFERENCE CENTER
500 CALLAWAY PARK WAY, CALLAWAY, FL 32404

Pamn Henderson

John L'Heureux

Shelley McKinney

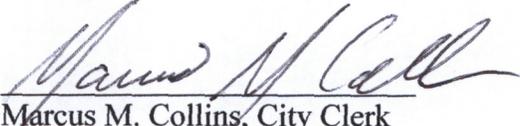
Doug Smith

AGENDA

CALL TO ORDER
ROLL CALL
APPROVAL OF MINUTES – March 13, 2013

BUSINESS ITEMS:

ITEM #1 EVALUATION OF REQUEST FOR PROPOSALS FOR AUDITING SERVICES
FORMAL RECOMMENDATION TO COMMISSION FOR AUDITING FIRM
FOR THE CITY OF CALLAWAY. (NOTE: REQUEST FOR PROPOSALS ARE
AVAILABLE AT THE CALLAWAY CITY HALL FOR CITIZEN REVIEW
PRIOR TO THIS MEETING.)


Marcus M. Collins, City Clerk

If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding and such person may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact Callaway's City Clerk, at 6601 E. Highway 22, Callaway, FL 32404; or by phone at (850) 871-6000 at least five calendar days prior to the meeting.

If you are hearing or speech impaired, and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay System, which can be reached at 1-800-955-8770 (Voice) or 1-800-955-7661 (TDD).

Fire Department
P: 850-871-2753
F: 850-871-5564

Leisure Services
P: 850-874-0031
F: 850-874-9977

Planning / Code Enforcement
P: 850-871-4672
F: 850-871-2404

Public Works
P: 850-871-1033
F: 850-871-2416

Arts & Conference Center
P: 850-874-0035
F: 850-874-0706

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CALLAWAY AUDIT COMMITTEE MEETING

March 13, 2013

TIME: 6:00 P.M.

Prior to meeting being called to order, Chairman McKinney placed a conference call to Mr. Castor who is recovering from some medical issues. Mr. Castor had already received the meeting packet being discussed tonight.

Meeting was called to order by Chairperson McKinney at 6:00 P.M.

ROLL-CALL – PRESENT: Shelley McKinney, Commissioner Henderson, John L'Heureux, Doug Smith, Bill Castor (via telephone conference call)

ALSO PRESENT: City Manager Collins, Assistant to the City Manager Hirth

Chairman McKinney discussed two items that were on the agenda at the Regular Commission meeting on March 12, 2013. She explained about the error on Resolution 12-20 with regard to the primary function of the Audit Committee is selection of an auditor for the City. Due to this error and since the RFP process is behind schedule, she asked the Commission if they would like for the Audit Committee to begin the RFP process. It was agreed unanimously that the Audit Committee should begin the RFP.

APPROVAL OF MINUTES:

Doug Smith moved to approve the Audit Committee meeting minutes of Feb 27, 2013. Bill Castor seconded the motion.

All ayes

BUSINESS ITEMS:

ITEM #1 DEVELOPMENT OF RFP FOR AUDITING SERVICES

Chairman McKinney began the discussion for the 2013 RFP process by letting everyone know she would like to review every item on the 2010 RFP to determine if there were changes/additions/deletions. City Manager Collins assisted the Committee by providing valuable information throughout the revision process. The Committee proceeded through the RFP updating it with current information as well as additions and deletions of items. It was agreed that we will advertise the RFP on the website and in the News Herald. Ms. Hirth was directed to ask Finance Director Bennett if she is aware of any organizations we could use for advertising the RFP.

Chairman McKinney will be calling other cities to see if they will share their scoring sheets for auditing services. It was decided that everyone will send their scoring sheet criteria to Ms. Hirth. She will forward this information to Chairman McKinney who will then compile the criteria into one form. She will then return the form with everyone's input to Ms. Hirth who will then forward it to all members. The scoring instrument will be discussed at a future meeting.

Chairman McKinney asked Ms. Hirth to re-type the RFP with all revisions that were made tonight and forward it to the Committee for further review. After review, the RFP will be placed on the Commission agenda for approval.

There being no further business to discuss, the meeting was adjourned at 7:29 P.M.

Sandra B. Hirth, Assistant to the City Manager

DRAFT

**City of Callaway Audit Committee
Agenda Item Summary**

June 13, 2013

Evaluation of Request for Proposals for Auditing Services and Formal Recommendation to Commission for Auditing Firm for the City of Callaway

1. PLACED ON AGENDA BY: Chairman Shelley McKinney	2. AGENDA: PRESENTATION <input type="checkbox"/> PUBLIC HEARING <input type="checkbox"/> CONSENT <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/>
3. PRESENTED BY: Chairman Shelley McKinney	

4. IS THIS ITEM BUDGETED (IF APPLICABLE)?: Yes No
FY14

5. BACKGROUND: (WHY, WHAT, WHO, WHERE, WHEN, HOW, & IDENTIFY ALL ATTACHMENTS)

The Commission tasked the Audit Committee with the development and evaluation of the Requests for Proposals for Auditing Services to be submitted to the Commission. After receiving these proposals, the Audit Committee used the Commission approved Scoring Instrument to score each Proposals. When the evaluation process has been completed, the auditing firm selected by the Audit Committee will be submitted to the Commission, along with their proposal, at the June 25, 2013, Regular Commission Meeting, as the Audit Committee's recommendation for the City's auditing services.

The six (6) Request for Proposal submittals will be available at City Hall for citizen review.

Attachments

6. REQUESTED MOTION/ACTION:
Recommendation of an auditing firm for submittal to the Callaway City Commission at the June 25, 2013, Regular Commission Meeting.