



# Town of Belleair

901 Ponce de Leon Blvd.  
Belleair, FL 33756

## Meeting Minutes Audit Committee

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Monday, October 8, 2018

2:00 PM

Town Hall

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**Welcome. We are glad to have you join us. If you wish to speak, please wait to be recognized, then step to the podium and state your name and address. We also ask that you please turn-off all cell phones.**

Meeting called to order at 2:01 PM with Town Manager JP Murphy presiding.

### ROLL CALL

**Present** 5 - Commissioner Tom Kurey, JP Murphy, Stefan Massol, Tom Olson, and Dan Hartshorne

#### **18-0308** Appointment of Chair

Mr. Murphy stated for the purpose of running the meeting a chair would need to be appointed.

**Mr. Olson moved to appoint Mr. Murphy as chair for the purpose of running the meeting. Motion seconded by Dan Hartshore.**

**Aye:** 5 - Commissioner Kurey, Murphy, Massol, Olson, and Hartshorne

### CITIZENS COMMENTS

None to be heard

### GENERAL AGENDA

#### [18-0284](#) Approval of Request for Proposals (RFP) for External Audit Services

Mr. Murphy stated that Stefan Massol drafted the RFP; requested Mr. Massol to review the RFP and process with the committee.

Stefan Massol-Director of Support Services-Thanked members for serving on the committee; reviewed basics of the RFP process; Florida Statute requirements; committee's responsibilities; discussed process of proposal announcement, review and evaluation; compensation shall not be sole or predominant factor to evaluate proposal; recommend in order of preference at least three firms considered to be the most qualified; if fewer than three firms respond, the committee shall recommend the highest qualified to the Town Commission.

Discussion ensued regarding the recommending of qualified firms; years and types of experience needed with the Town's specialized funds.

Mr. Murphy stated that the police pension plan audit is presented as a component of the

annual Town CAFR; it is important that the firm understands pension rules and processes along with the other general governmental funds.

Discussion ensued regarding pension fund and the fire pension policies; unique reporting rules for each; Mr. Olson requests that the firm have knowledge of program budgeting.

Mr. Massol continued to discuss and review requirements of the RFP; contract terms and renewals; transparency.

Discussion ensued regarding cost, experience, and other determining factors of each firm; cost would not be determining factor; most qualified firms selected first, then determine the cost of those qualified; inclusion of knowledge of fire and police pension funds; town publishes report along with the police pension fund; estimated bid subject to negotiation; cost of previous annual fees of auditor; weighted ranking of firms. Also discussed factors of qualifications of auditing firms; request to have firm available to attend Finance Board and other meetings.

Further discussion ensued regarding firm experience with transition of budgeting; programmatic budgeting; educating and accessibility to staff; ranking on experience and qualifications; interviews and questionnaire; firm's process dealing with transitioning auditing services; evaluation criteria; committee to do the qualifying; matrix to score items; price being smallest point value; small full service municipalities.

Mr. Murphy requested firms submit most recent peer review, one with an entity the of size of Town of Belleair; Mr. Massol to amend RFP with elements discussed; motion need to approve the RFP tool as amended; final draft will be distributed through email to the committee. Mr. Massol reviewed the time line for questions and final RFP; set upcoming meetings.

**Mr. Olson moved to approve the RFP tool as amended. Motion seconded by Mr. Hartshorne.**

**Aye:** 5 - Commissioner Kurey, Murphy, Massol, Olson, and Hartshorne

## **OTHER BUSINESS**

Members commended Mr. Massol on a job well done.

## **ADJOURNMENT**

Meeting adjourned in due form at 3:01 PM.

## **APPROVED:**

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**Chairman**