

CITY OF HIALEAH



NOTICE OF PUBLIC MEETING AUDITOR SELECTION COMMITTEE

DATE: TUESDAY, OCTOBER 4, 2022

TIME: 9:30 A.M.

PLACE: HIALEAH CITY HALL
501 PALM AVENUE
3RD FLOOR – CONFERENCE ROOM
HIALEAH, FLORIDA 33010

Please be advised that on the date, time and location indicated above, the Auditor Selection Committee will meet for the purposes provided in Hialeah, Fla. Resolution 2022-112 and specifically to assist in the competitive selection of a qualified certified public accounting firm to audit the city's financial statements, perform other necessary audits and accounting services.

In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodations to participate in the proceeding should contact the Office of the City Clerk at (305) 883-5820 for assistance no later than seven (7) days prior to the proceeding; if hearing impaired, you may telephone the Florida Relay Service at (800) 955-8771 (TDD), (877) 955-8773 (Spanish) or (800) 955-8770 (Voice).

RESOLUTION NO. 2022-112

RESOLUTION OF THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA CREATING AN AUDITOR SELECTION COMMITTEE PURSUANT TO SECTION 218.391 OF THE FLORIDA STATUTES TO ASSIST THE GOVERNING BODY IN SELECTING AN AUDITOR TO CONDUCT THE ANNUAL FINANCIAL AUDIT REQUIRED IN SECTION 218.39 OF THE FLORIDA STATUTES FOR AUDITING SERVICES TO BE PROVIDED BY A CERTIFIED PUBLIC ACCOUNTING FIRM DULY LICENSED UNDER CHAPTER 473 AND QUALIFIED TO CONDUCT AUDITS IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS AS ADOPTED BY THE FLORIDA BOARD OF ACCOUNTANCY AND COMPLETE THE ANNUAL AUDIT OF THE CITY OF HIALEAH, INCLUDING, BUT NOT LIMITED TO, AUDITING IN CONNECTION WITH FEDERAL OR FLORIDA SINGLE AUDIT ACT REQUIREMENTS, ACFR AND GASB REQUIREMENTS, AND AS OTHERWISE REQUIRED BY LAW, FOR THE FISCAL YEAR 2022, AND IN SUBSEQUENT YEARS PURSUANT TO A WRITTEN CONTRACT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, an Auditor Selection Committee pursuant to section 218.391 of the Florida Statutes must be convened and rank accounting firms in order of preference pursuant to a request for proposals to select an auditor to conduct an audit of the City's financial books and records as required by section 218. 29 Florida Statutes; and

WHEREAS, the Mayor and City Council seek to employ a willing, competent certified public accountancy firm to conduct the City's audit for fiscal year 2022 in a timely manner, as required by the referenced Florida statutes; and

WHEREAS, a contract with the auditor once selected is required by the referenced Florida statutes to conduct the audit in the referenced year, and in subsequent years.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND THE CITY COUNCIL OF THE CITY OF HIALEAH, FLORIDA, THAT:

Section 1: Auditor Selection Committee Established.

The City hereby establishes the City of Hialeah, Florida Auditor Selection Committee pursuant to section 218.391 of the Florida Statutes.

Section 2: Composition.

The committee shall consist of the following three members:

(a) Carl Zogby, Council President, City of Hialeah, who shall serve as the chair of the committee;

(b) Alberto Parjus, Assistant City Manager, City of Coral Gables; and

(c) Maribel Arellano, CPA, formerly with the Office of the Inspector General.

Should either person named under (b) or (c) be unable to serve, the City Council shall appoint an alternate committee member.

Section 3: Duties and powers.

Consistent with section 218.391(3) Florida Statutes, the committee shall perform the following functions:

(a) Establish factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. Such factors shall include, but are not limited to, ability of personnel, experience, ability to furnish the required services, and such other factors as may be determined by the committee to be applicable to its particular requirements.

(b) Publicly announce requests for proposals.

- (c) Provide interested firms with a request for proposal.
- (d) Evaluate proposals provided by qualified firms.
- (e) Rank and recommend to the City Council, in order of preference, no fewer than three firms deemed to be the most highly qualified to perform the required services.

Section 4: Meetings; quorum and voting; attendance requirements; rules of procedure; minutes.

(a) *Meetings.* The committee shall hold meetings as it determines necessary to fulfill its duties and exercise its powers. Members shall serve without compensation but may be reimbursed for necessary expenses incurred in official duties, as may be determined and approved by the City Council. Meetings may be scheduled at the call of the Chairperson through the city clerk. The meetings shall be held at City Hall, or another space available as determined by the city clerk. All meetings shall be open to the public and are subject to the Florida Sunshine Law and Florida Public Records Law.

(b) *Quorum and voting.* A quorum shall consist of no less than two voting members.

(c) *Minutes.* Copies of minutes of all council meetings shall be kept by the city clerk.

(d) The committee shall terminate upon selection by the City Council and execution of a contract between the City and selected auditor.

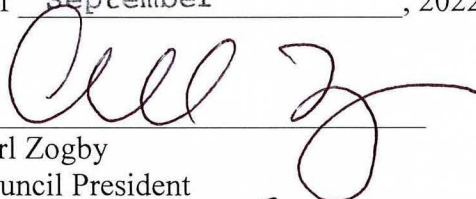
Section 5: Delegation of Authority to Negotiate Contract.

The Mayor, or his designee, is hereby authorized to negotiate a contract with the firm selected by the City Council pursuant to the Auditor Selection Committee's recommendation.

Section 6: Effective Date.

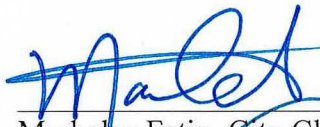
This resolution shall become effective upon signature of the Mayor of the City of Hialeah, Florida or at the next regularly scheduled City Council meeting, if the Mayor's signature is withheld or if the City Council overrides the Mayor's veto.

PASSED and ADOPTED this 13 day of September, 2022.



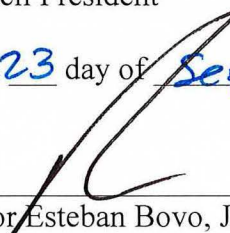
Carl Zogby
Council President

Attest:



Marbelys Fatjo, City Clerk

Approved on this 23 day of September, 2022.



Mayor Esteban Bovo, Jr.

Approved as to form and legal sufficiency:



Lorena E. Bravo, City Attorney

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Resolution was adopted by 6-0-1 vote with Councilmembers Calvo, Casáls-Muñoz, Garcia-Roves, Perez, Rodriguez, and Zogby voting "Yes" and with Councilmember Tundidor absent.