

**CITY OF FRUITLAND PARK AUDIT COMMITTEE
PRE-PROPOSAL MEETING**

December 16, 2016

City Hall Conference Room
506 W. Berckman Street
Fruitland Park FL 34731
10:00 a.m.

An audit committee pre-proposal meeting was held at 506 W. Berckman Street, Fruitland Park, Florida 34731 on Tuesday, December 16, 2016 at 10:00 a.m. to review the qualification criteria for auditor services.

Members Present: City Treasurer Jeannine Racine-Michaud, Chair; Commissioner Ray Lewis, and City Clerk Esther B. Coulson.

1. Call to Order

Chairperson Michaud-Racine called the meeting to order at 10:20 a.m.

2. Roll Call

Ms. Coulson called the roll where a quorum was present.

3. RFP Auditing Services – Questions, Clarifications, Interpretations or Corrections

Chairperson Ms. Racine-Michaud gave an overview of the RFP. She cited written questions that were submitted whereby Commissioner Lewis, later in the meeting, announced that the dialogue at this day's proceedings would be followed up with a written response to prospective bidders which will be distributed in writing. (Copies of the questions and responses were filed with the supplemental papers to the minutes of this meeting.)

4. Member Comments

There were no other comments to address before the committee.

5. Public Comments

No one from the public appeared before the committee.

6. Adjournment

There was no other business to come before the committee at this time, the meeting adjourned at 10:51 a.m.

The minutes were approved at the January 11, 2017 meeting.

Signed _____

Esther B. Coulson, City Clerk

Signed _____

Jeannine Racine-Michaud, Chair