

City of Keystone Heights City Council

Auditor Review Committee

ANYONE WISHING TO ADDRESS THE CITY COUNCIL REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN TO THE CITY CLERK. SPEAKERS ARE RESPECTFULLY REQUIRED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.
THE CITY COUNCIL PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

"Please turn off cell phones"

Date: May 01 2026 (9:00 am)

Call to Order

1. Call to Order-Chairman-Councilman Ryan Knight

Councilman Ryan Knight called the meeting to order at 9:01 am.

Roll Call

2. City Manager Jamie Booth-Chairman-Councilman Ryan Knight, Gregory Gay, Keith Hatch

City Manager James Booth called the roll:
Chairman/Councilman Ryan Knight-present
Gregory Gay-present
Keith Hatch-present
Tiffany Coleman, Fiscal Clerk-present

Public Comment

3. Public Comments

No members of the public were present. There were no public comments.
Mr. Hatch asked if the documents were posted online. City Manager responded that hard copies are available to the public at today's meeting, and the city will also post the documents with the minutes.

Action Items

4. Request for Proposal Review

The City Manager provided an overview of the audit Request for Proposal (RFP) process to date. The chairman stated he was open to recommendations to change the city process in the future and that, in hindsight, the council should have established a committee sunset date when it was established. The committee requested that city staff research and use the Florida Vendor Bid System (or a similar system) to release the RFP. The committee discussed numerous edits to the draft RFP, which will be updated and sent out to the committee for final review not later than May 6th, 2026. The goal will be to release the RFP to the auditing community by May 11th, 2026, if the updated draft matches the amendments requested during the meeting.

Motion to approve the Request for Proposal as amended passed 3-0.

5. Proposal Scoring Sheet Review

The committee discussed numerous edits to the draft scoring sheet which will be updated and sent out to the committee for final review not later than May 6th, 2026.
Motion to approve the scoring sheet as amended passed 3-0.

Adjournment

6. Adjournment-Chairman-Councilman Ryan Knight

Adjournment-Chairman-Councilman Ryan Knigh
Next meeting on May 15th if needed.
Meeting adjourned at 12:21 p.m.