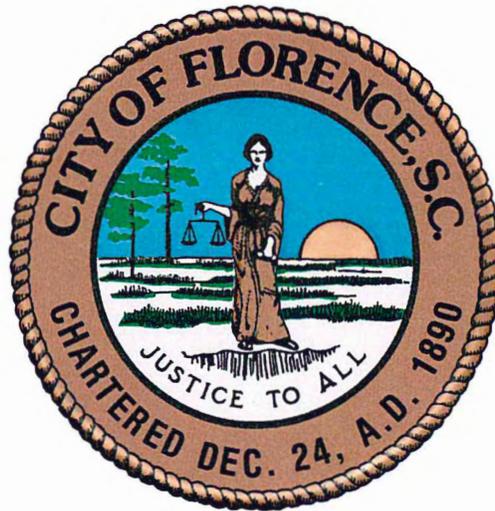


REGULAR MEETING  
OF  
FLORENCE CITY COUNCIL



COUNCIL CHAMBERS  
324 W. EVANS STREET  
FLORENCE, SOUTH CAROLINA

MONDAY  
MARCH 10, 2014  
1:00 P.M.

**REGULAR MEETING OF FLORENCE CITY COUNCIL**

**MONDAY, MARCH 10, 2014 - 1:00 P.M.**

**CITY CENTER – COUNCIL CHAMBERS**

**324 W. EVANS STREET**

**FLORENCE, SOUTH CAROLINA**

**AGENDA**

**I. CALL TO ORDER**

**II. INVOCATION**

*Pledge of Allegiance to the American Flag*

**III. APPROVAL OF MINUTES**

*February 10, 2014 – Regular Meeting*

**IV. HONORS AND RECOGNITIONS**

**Service Recognitions**

*Marvin Scott – 25 years – Surface Water Production*

*John Lochart – 20 years – Police*

*Lee Bell Ross – 15 years – Beautification & Facilities*

*Terry McFadden – 15 years – Distribution Operations*

*Tom Shearin – 10 years – Utility Finance*

*Marie Kelly – 10 years – Recreation Programs*

**V. APPEARANCE BEFORE COUNCIL**

**a. Mr. John Jebaily, Chairman, Parks and Beautification Commission**

**VI. ORDINANCES IN POSITION**

**a. Bill No. 2014-04 – Second Reading**

*An Ordinance to annex and zone property owned by SF-Florence-I, LTD.*

- b. Bill No. 2014-05 – Second Reading**  
*An Ordinance to amend the General Fund Budget for the City of Florence, South Carolina, for the fiscal year beginning July 1, 2013 and ending June 30, 2014.*

**VII. INTRODUCTION OF ORDINANCES**

- a. Bill No. 2014-06 – First Reading**  
*An Ordinance authorizing the transfer of a parcel of land containing approximately 1.7 acres and designated as Tax Map 00286-02-070 in the records of the Florence County Tax Assessor.*

**VIII. INTRODUCTION OF RESOLUTIONS**

- a. Resolution No. 2014-03**  
*A Resolution in recognition and honor of Ralph Porter*
- b. Resolution No. 2014-04**  
*A Resolution designating March 9-15, 2014 as Girl Scout Week*

**IX. REPORT TO COUNCIL**

- a. A report on the Auditing Services Contract for the City of Florence.**
- b. Appointments to Boards and Commissions**

**X. EXECUTIVE SESSION**

- a. Contractual Matter (2)**
- b. Legal Matter**

**XI. ADJOURN**

**REGULAR MEETING OF FLORENCE CITY COUNCIL  
MONDAY, FEBRUARY 10, 2014 – 1:00 P.M.  
CITY CENTER, COUNCIL CHAMBERS  
FLORENCE, SOUTH CAROLINA**

**MEMBERS PRESENT:** Mayor Wukela called the meeting to order at 1:00 p.m. with the following members present: Mayor Pro tem Buddy Brand; Councilwoman Octavia Williams-Blake; Councilwoman Teresa M. Ervin; Councilman Glynn F. Willis; Councilman Ed Robinson; and Councilman Robby Hill.

**ALSO PRESENT:** Mr. Drew Griffin, City Manager; Mrs. Dianne M. Rowan, Municipal Clerk; Mr. James W. Peterson, Jr., City Attorney; Mr. Thomas Chandler, Director of Finance; Mr. Phillip Lookadoo, Director of Planning, Research and Development; Mr. Ray Reich, Downtown Development Manager; Mr. Chuck Pope, Director of Public Works; Mr. Michael Hemingway, Director of Utilities; Mr. Scotty Davis, Director of Human Resources; Interim Chief of Police Allen Heidler, Florence Police Department; and Fire Chief Randy Osterman, Florence Fire Department.

Notices of this regularly scheduled meeting were sent to the media informing them of the date, time and location of the meeting.

Mr. Gavin Jackson of the Morning News was present for the meeting.

**INVOCATION**

Councilwoman Ervin gave the invocation for the meeting. The Pledge of Allegiance to the American Flag followed.

**APPROVAL OF MINUTES**

Mayor Pro tem Brand made a motion to adopt the minutes of the January 13, 2014 Regular Meeting and the minutes of the January 31, 2014 Special Meeting. Councilman Willis seconded the motion, which carried unanimously.

**HONORS AND RECOGNITIONS**

**Service Recognition**

Mayor Wukela presented a Certificate of Recognition to the following employees for their years of service with the City.

Tony Judkins – 20 years – Police Department  
Patrick Green – 20 years – Fire Department  
Kurt Poston – 10 years – Fire Department  
Teresa Eaton – 10 years – Finance Department

**SPECIAL RECOGNITION**

Councilman Hill introduced his brother, Ryan Hill, who is attending the meeting today. Ryan is studying at Francis Marion University to become a nurse practitioner.

**PUBLIC HEARING**

Mayor Wukela declared the public hearing opened at 1:04 p.m. for the purpose of receiving comments from the public regarding the redistricting of the three City Council Districts.

There was no one present to speak.

Mayor Wukela declared the public hearing closed at 1:05 p.m.

**APPEARANCE BEFORE COUNCIL**

**MR. DAN BROWN – WOULD LIKE TO ASK COUNCIL TO RECONSIDER THEIR VOTE REGARDING THE “BAN THE BOX” ORDINANCE THAT WAS PRESENTED TO COUNCIL AT THE JANUARY 13, 2014 CITY COUNCIL MEETING.**

Mr. Dan Brown was not present to speak.

**MRS. PAT GIBSON HYE MOORE SPOKE TO COUNCIL REGARDING THE NEED FOR WARMING STATIONS IN THE CITY OF FLORENCE DURING THE EXTREMELY COLD WEATHER FOR THOSE IN NEED OF WARM SHELTER.**

Mrs. Pat Gibson Hye Moore stated her concerns regarding the homeless population during the recent extremely cold weather in the City of Florence. Mrs. Moore felt that the City, County and Community leaders should have done more for the homeless in the City of Florence. Mrs. Moore commended the Whosoever Community Church for opening their doors on the second day of the cold weather; however, as a City, County and Community, Mrs. Moore thinks that more can be done. Mrs. Moore suggested that the three community centers in Florence be opened to provide a warm place for those in need. The centers could be opened for a certain period of time and manned by a police officer and community volunteers.

Councilman Robinson also was in favor of doing more for the homeless.

Councilman Willis asked that this be looked at to see what can be done as relates to inclement weather.

Mayor Wukela stated the City Manager and Mrs. Moore have been involved in trying to organize these warming stations and hopes this effort will continue.

**ORDINANCES IN POSITION**

**BILL NO. 2014-01 – SECOND READING  
AN ORDINANCE TO ABANDON A PORTION OF RIGHT-OF-WAY ON POPLAR STREET.**

An Ordinance to abandon a portion of right-of-way on Poplar Street was adopted on second reading.

Mayor Pro tem Brand made a motion to adopt Bill No. 2014-01 on second reading. Councilman Willis seconded the motion, which carried unanimously.

**REGULAR MEETING OF FLORENCE CITY COUNCIL  
FEBRUARY 10, 2014 – PAGE 3**

**BILL NO. 2014-02 – SECOND READING**

**AN ORDINANCE TO ANNEX AND ZONE PROPERTY OWNED BY AUDREY KIRVEN, BETTY SELLERS AND FRANCES DIGGS.**

An Ordinance to annex and zone property owned by Audrey Kirven, Betty Sellers and Frances Diggs was adopted on second reading.

Councilwoman Ervin made a motion to adopt Bill No. 2014-02 on second reading. Mayor Pro tem Brand seconded the motion, which carried unanimously.

**BILL NO. 2014-03 – SECOND READING**

**AN ORDINANCE ADOPTING A REDISTRICTING PLAN FOR THE THREE SINGLE MEMBER DISTRICTS OF THE CITY OF FLORENCE, SOUTH CAROLINA IN ACCORDANCE WITH THE FEDERAL DECENNIAL CENSUS OF 2010.**

An Ordinance adopting a redistricting plan for the three single member districts of the City of Florence, South Carolina in accordance with the Federal Decennial Census of 2010 was adopted on second reading.

Mayor Pro tem Brand made a motion to adopt Bill No. 2014-03 on second reading. Councilman Willis seconded the motion, which carried unanimously.

**INTRODUCTION OF ORDINANCES**

**BILL NO. 2014-04 – FIRST READING**

**AN ORDINANCE TO ANNEX AND ZONE PROPERTIES OWNED BY SF-FLORENCE-I, LTD.**

An Ordinance to annex and zone properties owned by SF-Florence-I, LTD was passed on first reading.

Councilman Willis made a motion to pass Bill No. 2014-04 on first reading. Mayor Pro tem Brand seconded the motion.

This is a request to annex two properties located on David H. McLeod Boulevard. The properties are shown more specifically on Tax Map Numbers 00099-01-041 and 00123-01-033.

Mr. Phillip Lookadoo, Director of Planning, Research and Development reported this is the former location of the Pepsi-Cola Bottling Company, located on David McLeod Boulevard. Academy Sports is now being constructed on this property along with other out-parcel construction. City water and sewer services are currently available with no cost to extend utility services. By action of Council, this request would go before the Planning Commission at their regular meeting in March to receive a recommendation back to Council regarding proper zoning of the properties. The property is currently being developed and permits have been issued.

Staff recommends approval of the annexation request.

The motion passed unanimously.

**REGULAR MEETING OF FLORENCE CITY COUNCIL  
FEBRUARY 10, 2014 – PAGE 4**

**BILL NO. 2014-05 – FIRST READING**

**AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET FOR THE CITY OF FLORENCE, SOUTH CAROLINA, FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014.**

An Ordinance to amend the General Fund Budget for the City of Florence, South Carolina, for the fiscal year beginning July 1, 2013 and ending June 30, 2014 was passed on first reading.

Mayor Pro tem Brand made a motion to pass Bill No. 2014-05 on first reading. Councilwoman Williams-Blake seconded the motion.

Mr. Thomas Chandler, Director of Finance reported that in January of each year, staff reviews the budget for the first six months and makes projections to the end of the year and generally certain adjustments are made as needed, if any. This year there is a very minor adjustment in the General Fund. Staff is requesting that revenues and expenditures for the General Fund be reduced by \$181,000. This is a reduction in the General Fund budget because of a potential shortfall of revenues.

The motion passed unanimously.

**INTRODUCTION OF RESOLUTIONS**

**RESOLUTION NO. 2014-01**

**A RESOLUTION AMENDING SECTION III OF THE CITY OF FLORENCE, SC PURCHASING AND CONTRACTING PROCEDURES MANUAL ESTABLISHING A LOCAL AND MINORITY BUSINESS ENTERPRISE VENDOR PREFERENCE PROGRAM.**

A Resolution amending Section III of the City of Florence, SC Purchasing and Contracting Procedures Manual establishing a local and minority business enterprise vendor preference program was adopted by Council.

Mayor Pro tem Brand made a motion to adopt Resolution No. 2014-01. Councilman Willis seconded the motion.

Mr. Thomas Chandler, Director of Finance reported that Councilman Hill requested that staff research and consider a local and minority vendor preference policy. The research revealed that throughout the state, there are a number of municipalities and counties that have a local preference policy. Staff is recommending that the City of Florence adopt one as well, which would provide that a local vendor would have an opportunity to match a non-local vendor if the business is located in the City or in the County of Florence. If the business is in the City and their bid is within 5% of the lowest bid, they would have an opportunity to match the bid. If located in the County the bid would need to be within 3% of the lowest bid. However, if the lowest bidder is a minority or local bidder, then that bidder would automatically receive the contract.

Councilman Hill urged Council to adopt Resolution No. 2014-01. By adopting this Resolution it would demonstrate Council's commitment to spending funds locally whenever possible.

The motion passed unanimously.

**RESOLUTION NO. 2014-02**

**A RESOLUTION OF THE CITY OF FLORENCE, SOUTH CAROLINA AGREEING TO THE RESPONSIBILITIES AND REQUIREMENTS OF THE UNITED STATES DEPARTMENT OF AGRICULTURE, RURAL DEVELOPMENT FORM RD 1940-1 “REQUEST FOR OBLIGATION OF FUNDS” AND RUS BULLETIN 1780-12, “WATER AND WASTE SYSTEM GRANT AGREEMENT”, AND AUTHORIZING THE MAYOR AND CLERK TO EXECUTE THESE FORMS AND AFFIRMING THE EXECUTED FORMS RD 400-1, “EQUAL OPPORTUNITY AGREEMENT”, AND RD 400-4, “ASSURANCE AGREEMENT”.**

A Resolution of the City of Florence, South Carolina agreeing to the responsibilities and requirements of the United States Department of Agriculture, Rural Development Form RD 1940-1 “Request for Obligation of Funds” and RUS Bulletin 1780-12, “Water and Waste System Grant Agreement”, and authorizing the Mayor and Clerk to execute these forms and affirming the executed forms RD 400-1, “Equal Opportunity Agreement”, and RD 400-4, “Assurance Agreement” was adopted by Council.

Mayor Wukela explained that this Resolution is required by the USDA in order for the City to accept these monies and proceed with the acquisition of the Timmonsville Water System.

Councilman Willis made a motion to adopt Resolution No. 2014-02. Mayor Pro tem Brand seconded the motion.

Ms. Inez Goodman, with Rural Development reported there are three Letters of Condition for the three grants. There are two grants in the amount of \$150,000 each and one grant in the amount of \$500,000; for a total of \$800,000. The letter of condition for each grant is basically the same with the exception of the scope of the project. For the first \$150,000 grant, the scope of the project includes 2,800 feet of existing water lines with new 6” PVC water lines. The new lines will be equipped with fire hydrants and other related equipment. It also includes reconnecting 32 water services to these new lines. For the second \$150,000 grant, the scope of the project includes approximately 2,700 feet of existing water lines with new 6” PVC water lines. The new lines will be equipped with fire hydrants and other related equipment. It also includes reconnecting 30 water services to these new lines. The scope of the project for the \$500,000 grant includes 8,300 feet of existing water lines with new 8”, 6”, and 3” PVC water lines. The new 6” and 8” lines will be equipped with fire hydrants and other related equipment. It also includes reconnecting 110 water services to these new lines.

The motion to adopt passed unanimously.

**REPORT TO COUNCIL**

**APPOINTMENTS TO BOARDS AND COMMISSIONS**

This item was deferred.

**REGULAR MEETING OF FLORENCE CITY COUNCIL  
FEBRUARY 10, 2014 – PAGE 6**

**A REPORT TO DECLARE AS SURPLUS PROPERTY, LAND TOTALING 1.7 ACRES  
LOCATED ON THE CORNER OF FRANCIS MARION ROAD AND COX ROAD.**

Mr. Phillip Lookadoo, Director of Planning, Research and Development reported that the Town of Pamplico has determined the need to utilize this well as part of their utility system. It is currently an undeveloped well located on a site that the City acquired at the time of purchase of the County water system. The City has no intention to produce water from the well and use as part of the water supply. The property is located at the corner of Cox Road and Francis Marion Road and is approximately 1.7 acres. It is located at the southern edge of the City's franchise area and is of limited value to the City. It would involve significant capital investment to tie this well into the City's water distribution system. Staff recommends that City Council declare the property surplus and that such property can be conveyed to the Town of Pamplico.

Mayor Pro tem Brand made a motion to declare the property surplus. Councilwoman Williams-Blake seconded the motion, which was approved unanimously.

**ADJOURN**

Councilman Willis made a motion to adjourn the meeting. Without objection, the meeting was adjourned at 1:42 p.m.

Dated this 10th day of March, 2014.

\_\_\_\_\_  
Dianne M. Rowan, Municipal Clerk

\_\_\_\_\_  
Stephen J. Wukela, Mayor

**CITY OF FLORENCE COUNCIL MEETING**

**DATE:** February 10, 2014

**AGENDA ITEM:** Ordinance  
First Reading

**DEPARTMENT/DIVISION:** Department of Planning, Research & Development

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**I. ISSUE UNDER CONSIDERATION:**

Request to annex two properties located on David H. McLeod Boulevard (Tax Map Numbers 00099-01-041 and 00123-01-033) into the City of Florence. The request is being made by the owner, SF-Florence-I, Ltd.

**II. POINTS TO CONSIDER:**

- (1) Request is being considered for first reading.
- (2) City water and sewer services are currently available; there is no cost to extend utility services.
- (3) By action of Council, consideration for zoning of these properties will be deferred to the Planning Commission for review and recommendation at their regularly scheduled March meeting.
- (4) The property is currently being developed and was permitted according to standards for development of unzoned properties Section 3-111 of the Florence County Zoning Ordinance which is the equivalent of Section 3.21 of the City of Florence Zoning Code.
- (5) City Staff recommends annexation.

**III. CURRENT STATUS/PREVIOUS ACTION TAKEN:**

- (1) No previous action has been taken by City Council on this request.

**IV. ATTACHMENTS:**

- (1) Ordinance and map showing the location of the property.



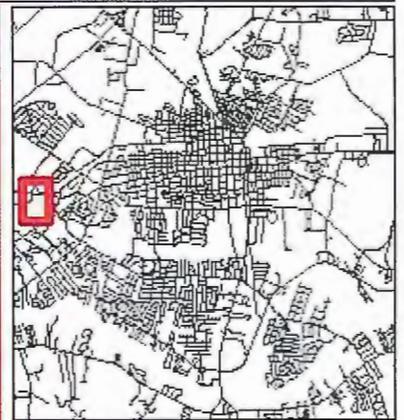
Phillip M. Lookadoo, AICP  
Planning, Research, & Development Director



Andrew H. Griffin  
City Manager

# Location Map

TMN's: 00099-01-041 and 00123-01-033



## Legend

-  Parcels
-  RoadSegment
-  City Limits



**DISCLAIMER:**  
The City of Florence Urban Planning and Development Department data represented on this map is the product of compilation, as produced by others. It is provided for informational purposes only and the City of Florence makes no representation as to its accuracy. Its use without field verification is at the sole risk of the user.

**ORDINANCE NO. 2014\_\_\_\_\_**

**AN ORDINANCE TO ANNEX AND ZONE PROPERTY OWNED BY SF-FLORENCE-I, LTD**

**WHEREAS**, An application by SF-Florence-I, Ltd., the owner of TMN's 00099-01-041 and 00123-01-033, was presented requesting that the aforesaid properties be incorporated in the city limits of the City of Florence under the provisions of **Section 5-3-150(3) of the 1976 Code of Laws of South Carolina:**

**The properties requesting annexation are shown more specifically on Florence County Tax Map 00099, block 01, parcel 041 (12.38 Acres); and Florence County Tax Map 00123, block 01, parcel 033 (1.09 Acres).**

**Any portions of public rights-of-way abutting the above described property will be also included in the annexation.**

**WHEREAS**, Florence City Council concurs in the aforesaid application, findings and recommendations:

**NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FLORENCE IN MEETING DULY ASSEMBLED AND BY THE AUTHORITY THEREOF:**

1. That an Ordinance is hereby adopted annexing into the City Limits of the City of Florence the aforesaid properties.
2. That this Ordinance shall become effective seven days upon its approval and adoption by the City Council of the City of Florence.

**ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014**

**Approved as to form:**

\_\_\_\_\_  
James W. Peterson, Jr.  
**City Attorney**

\_\_\_\_\_  
Stephen J. Wukela,  
**Mayor**

**Attest:**

\_\_\_\_\_  
Dianne Rowan  
**Municipal Clerk**

**FLORENCE CITY COUNCIL MEETING**

**DATE:** February 10, 2014  
**AGENDA ITEM:** Ordinance – First Reading  
**DEPARTMENT/DIVISION:** Finance

**I. ISSUE UNDER CONSIDERATION**

Amendment to the FY 2013-14 City of Florence General Fund Budget.

**II. CURRENT STATUS/PREVIOUS ACTION TAKEN**

Based on a midyear review of projections in the General Fund for FY 2013-14, budget reductions are proposed in the revenues and expenditures to ensure that the City maintains a realistic and balanced budget wherein revenues and expenditures are appropriately aligned.

**III. POINTS TO CONSIDER**

The objective of the proposed ordinance is to more closely align budgeted amounts with actual revenues and expenditures thereby eliminating or reducing significant variances between budgeted and actual amounts in both revenue and expenditure categories.

**IV. STAFF RECOMMENDATION**

Approval and adoption of the proposed ordinance.

**VI. ATTACHMENTS**

A copy of the proposed ordinance and a summary of recommended revenue budget reductions by category and expenditure budget reductions by department.

  
\_\_\_\_\_  
Thomas W. Chandler  
Finance Director

  
\_\_\_\_\_  
Andrew H. Griffin  
City Manager

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET FOR THE CITY OF FLORENCE, SOUTH CAROLINA, FOR THE FISCAL YEAR BEGINNING JULY 1, 2013 AND ENDING JUNE 30, 2014.**

**BE IT ORDAINED** by the City Council of the City of Florence, South Carolina, in a meeting duly assembled and by the authority thereof that the budget for the City of Florence, South Carolina, for the fiscal year beginning July 1, 2013 and ending June 30, 2014, is hereby amended as follows:

**Section 1.** That the revenues of the General Fund in said budget is hereby amended by revising line item appropriations in all categories for a net reduction in total General Fund revenues of \$181,000.

**Section 2.** That the expenditures of the General Fund in said budget is hereby amended by revising departmental and non-departmental expenditures for a net reduction in total General Fund expenditures of \$181,000.

A summary of recommended revenue budget reductions by category and expenditure budget reductions by department is attached hereto and is incorporated by reference as a permanent part of this Ordinance.

This Ordinance shall become effective immediately upon its approval and adoption by the City Council of the City of Florence.

**ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.**

**Approved as to form:**

\_\_\_\_\_  
James W. Peterson, Jr.  
**City Attorney**

\_\_\_\_\_  
Stephen J. Wukela  
**Mayor**

**Attest:**

\_\_\_\_\_  
Diane Rowan  
**Municipal Clerk**

<b>MID-YEAR REVIEW SUMMARY</b>				
<b>FISCAL YEAR 2013-14</b>				
<b>100 GENERAL FUND</b>				
<b>REVENUES</b>				
<b>CATEGORY</b>	<b>CODE</b>	<b>CURRENT BUDGET</b>	<b>INCREASE/ (DECREASE)</b>	<b>ADJUSTED BUDGET</b>
Property Taxes	100100	\$9,219,600	(\$100,000)	\$9,119,600
Licenses and Fees	100110	\$11,051,000	(\$255,000)	\$10,796,000
Governmental Reimbursements	100120	\$3,019,600	\$18,500	\$3,038,100
Charges for Services	100130	\$1,901,800	(\$6,500)	\$1,895,300
Fines and Forfeitures	100140	\$700,000	(\$37,000)	\$663,000
Investment Earnings	100300	\$21,000	\$3,000	\$24,000
Miscellaneous Revenues	100325	\$363,000	(\$49,000)	\$314,000
Other Funding Sources	100375	\$1,692,700	\$320,000	\$2,012,700
Transfers	100390	\$4,258,000	(\$75,000)	\$4,183,000
<b>TOTAL REVENUES</b>		<b>\$32,226,700</b>	<b>(\$181,000)</b>	<b>\$32,045,700</b>
<b>EXPENDITURES</b>				
<b>DEPARTMENT</b>	<b>CODE</b>	<b>CURRENT BUDGET</b>	<b>INCREASE/ (DECREASE)</b>	<b>ADJUSTED BUDGET</b>
City Council	41000	\$268,750	(\$9,310)	\$259,440
City Court	41200	\$554,460	(\$15,160)	\$539,300
City Manager	41300	\$378,420	(\$1,180)	\$377,240
Finance and Accounting	41501	\$792,180	\$39,410	\$831,590
HR/Risk Management	41600	\$453,860	\$46,590	\$500,450
Community Services	41900	\$454,650	(\$112,840)	\$341,810
Police	42100	\$9,542,870	(\$73,130)	\$9,469,740
Fire	42200	\$5,474,360	(\$106,980)	\$5,367,380
Beautification and Facilities	43020	\$2,572,330	(\$84,810)	\$2,487,520
Sanitation	43022	\$3,097,250	(\$52,790)	\$3,044,460
Equipment Maintenance	43023	\$427,720	\$7,300	\$435,020
Recreation Programs	43024	\$1,270,410	\$36,400	\$1,306,810
Athletic Programs	43025	\$1,302,990	(\$10,740)	\$1,292,250
Planning, Research and Development	46300	\$356,680	\$44,440	\$401,120
Other Employee Benefits	49000	\$507,570	\$13,000	\$520,570
General Insurance/Claims	49100	\$397,000	\$30,000	\$427,000
Community Programs	49200	\$241,000	\$0	\$241,000
Nondepartmental	49300	\$4,134,200	\$68,800	\$4,203,000
<b>TOTAL EXPENDITURES</b>		<b>\$32,226,700</b>	<b>(\$181,000)</b>	<b>\$32,045,700</b>
<b>EXCESS REVENUES/(EXPENDITURES)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

CITY OF FLORENCE COUNCIL MEETING

VII. a.  
Bill No. 2014-06  
First Reading

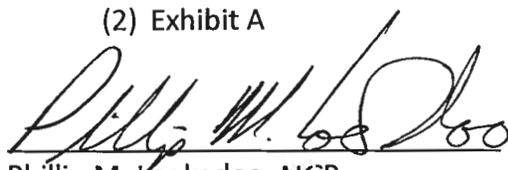
DATE: March 10, 2014

AGENDA ITEM: Report to Council

DEPARTMENT/DIVISION: Department of Planning, Research & Development

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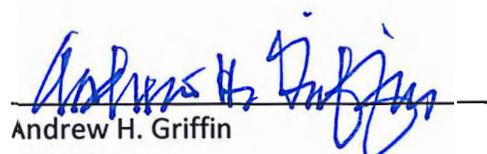
- I. **ISSUE UNDER CONSIDERATION:** To convey surplus property, land totaling 1.7 acres located on the corner of Francis Marion Road and Cox Road (TMN 00286-02-070), to the Town of Pamplico.
- II. **CURRENT STATUS/PREVIOUS ACTION TAKEN:**
- (1) The land currently has an underdeveloped well located on the site that the City acquired at time of purchase of the Florence County utility system.
  - (2) The property was declared surplus by action of Council at the regular meeting held on February 10, 2014.
- III. **POINTS TO CONSIDER:**
- (1) The well is located at 7342 Francis Marion Road.
  - (2) The total area of the property is approximately 1.7 acres.
  - (3) The property is located on the very southern edge of the City's franchise area.
  - (4) The site consists of the undeveloped well, the well casing (pipe protruding from the ground of approximately 3 feet) and 6 foot chain link fence surrounding the well casing.
  - (5) This well is of limited if any value to the City because hydraulically we are unable, without significant capital investment, to tie this water supply into the City's distribution system.
  - (6) The Town of Pamplico has determined a need to utilize the well to facilitate expansion of their water system from Hyman, SC to the Evergreen Area.
  - (7) Predicated on this identified need, the Town of Pamplico has officially requested that the well and land be transferred to their ownership.
- IV. **STAFF RECOMMENDATION:**  
Staff recommends that City Council adopt the proposed ordinance authorizing the City Manager to execute the deed conveying the aforementioned property to the Town of Pamplico.
- V. **ATTACHMENTS:**
- (1) Proposed Ordinance
  - (2) Exhibit A



Phillip M. Lookadoo, AICP

Director

Department of Planning, Research, and Development



Andrew H. Griffin

City Manager

ORDINANCE NO. 2014-\_\_\_\_\_

AN ORDINANCE AUTHORIZING THE TRANSFER OF A PARCEL OF LAND CONTAINING APPROXIMATELY 1.7 ACRES AND DESIGNATED AS TAX MAP 00286-02-070 IN THE RECORDS OF THE FLORENCE COUNTY TAX ASSESSOR.

WHEREAS, after due consideration, the City has concluded that the land designated as Map 286 Block 02 Parcel 070 is surplus land to the City, and conveyance of said property to the Town of Pamplico is in the best interest and to the benefit of the citizens of the City of Florence.

NOW, THEREFORE, be it ordained by the City Council of the City of Florence in meeting duly assembled and by the authority thereof:

1. That, pursuant to §5-7-260(6) of the South Carolina Code of Laws, as amended, and §2-26(8) of the Code of Ordinances of the City of Florence, the City Manager of the City of Florence is hereby authorized to execute the necessary Deed, and other documentation in order to convey title to the property described on Exhibit "A" attached hereto to the Town of Pamplico.

2. This Ordinance shall become effective immediately upon its approval and adoption by the City Council of the City of Florence, South Carolina.

ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2013.

\_\_\_\_\_  
STEPHEN J. WUKELA  
Mayor

Approved as to form:

Attest:

\_\_\_\_\_  
JAMES W. PETERSON, JR.  
City Attorney

\_\_\_\_\_  
DIANNE ROWAN  
Municipal Clerk

# Exhibit A

# Location Map Francis Marion Road Well



### Legend

□ Parcels

— RoadSegment



**DISCLAIMER:**  
The City of Florence Urban Planning and Development Department data represented on this map is the product of compilation, as produced by others. It is provided for informational purposes only and the City of Florence makes no representation as to its accuracy. Its use without field verification is at the sole risk of the user.

**VIII. a.  
Resolution  
No. 2014-03**

**FLORENCE CITY COUNCIL MEETING**

**DATE:** March 10, 2014

**AGENDA ITEM:** Resolution No. 2014-03 – Councilman Buddy Brand

**DEPARTMENT/DIVISION:** City Council

**ISSUE UNDER CONSIDERATION:** A Resolution in recognition of Ralph Porter

**I. ATTACHMENT:**

Resolution No. 2014-03

(STATE OF SOUTH CAROLINA)  
( )  
(CITY OF FLORENCE)

**RESOLUTION NO. 2014-03**

**WHEREAS,** Ralph Porter is a well know resident of the City and County of Florence, South Carolina who served in the capacity of Chief of Police for the City and then pursued a life ambition by establishing the CHOICES Charter School where he served as it's director for 13 years; and

**WHEREAS,** Ralph Porter's inspiration for the CHOICES Charter School was rooted in his experience as both a police officer and Chief of Police where he recognized that young people who were either dismissed or dropped out of school trailed their counterparts in employment, job security, wages earned or fell into crime related activities that followed them the rest of their lives; and

**WHEREAS,** Ralph Porter, following a long career in policing activities was "called" to create an opportunity for young people, who were on the verge of failing in school and at home, by establishing and then running CHOICES Charter School, an alternative school targeting students between the ages of 12 to 17 who have been dismissed from or who have dropped out of school; and

**WHEREAS,** Ralph Porter's fundamental goal was to instill in each student the ability to learn and perform at or above the grade level of that particular student; and

**WHEREAS,** Ralph Porter, given this fundamental goal assisted young people to become lifelong learners by creating a favorable environment in the classroom and community spaces and by creating learning opportunities through service and special projects.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Florence, South Carolina, hereby recognizes and honors

**RALPH PORTER**

for his outstanding performance to the City of Florence for his work as the Chief of Police and his exemplary service to the Florence Community as the founder of CHOICES Charter School and in recognition of the many lives impacted by his actions and dedication through CHOICES Charter School.

**AND IT IS SO RESOLVED,** this 10<sup>th</sup> day of March, 2014.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**JAMES W. PETERSON, JR.**  
CITY ATTORNEY

\_\_\_\_\_  
**STEPHEN J. WUKELA**  
MAYOR

**ATTEST:**

\_\_\_\_\_  
**DIANNE M. ROWAN**  
MUNICIPAL CLERK

**FLORENCE CITY COUNCIL MEETING**

**DATE:** February 24, 2014  
**AGENDA ITEM:** Resolution  
**DEPARTMENT/DIVISION:** City Administration

**I. ISSUE UNDER CONSIDERATION**

A resolution for the City of Florence to recognize the Girl Scouts of the USA organization and designate the week of March 9 – 15, 2014 as Girl Scout Week.

**CURRENT STATUS/PREVIOUS ACTION TAKEN**

This is the initial consideration by City Council of this resolution.

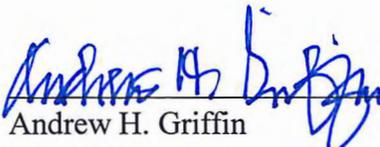
**II. POINTS TO CONSIDER**

- A. March 12, 2014 marks the 102<sup>nd</sup> anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia.
- B. Girl Scouting has a distinguished history helping to grow girls and women of courage, confidence and character and currently has a membership of more than 3.2 million Girl Scouts nationwide.

**III. PERSONAL NOTES:**

**IV. ATTACHMENTS**

Resolution No. 2014 - 04 A Resolution for the City of Florence to recognize and support the efforts of the Girl Scouts of the USA Organization and designate the week of March 9-15, 2014 as Girl Scout Week.

  
\_\_\_\_\_  
Andrew H. Griffin

City Manager

**RESOLUTION 2014 – 04**

**A RESOLUTION FOR THE CITY OF FLORENCE TO RECOGNIZE AND SUPPORT THE EFFORTS OF THE GIRL SCOUTS OF THE USA ORGANIZATION AND DESIGNATE THE WEEK OF MARCH 9 – 15, 2014 AS GIRL SCOUT WEEK**

- WHEREAS,** Wednesday, March 12, 2014, marks the 102<sup>nd</sup> anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia; and,
- WHEREAS,** throughout its distinguished history, Girl Scouting has helped build millions of girls and women of courage, confidence and character to make the world a better place; and,
- WHEREAS,** through the dedication, time, and talent of volunteers of different backgrounds, abilities, and areas of expertise, the Girl Scout organization thrives for girls in so many settings,
- WHEREAS,** through Girl Scouting’s unique leadership development program, girls define leadership by making the world a better place by discovering, connecting, and taking action in their communities; and,
- WHEREAS,** Girl Scouting takes an active role in increasing girls’ awareness of the opportunities available to them today in math, science, sports, technology, health and fields that can expand their horizons; and,
- WHEREAS,** more than 3.2 million Girl Scout members nationwide will be celebrating 102 years of this American tradition, with nearly 50 million women who grew up participating in Girl Scouting and exemplify the impact of this amazing movement;

**NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FLORENCE:**

*The City of Florence recognizes and supports the efforts of the Girl Scouts of the USA Organization and designates the week of March 9 – 15, 2014 as Girl Scout Week.*

RESOLVED THIS \_\_\_\_ DAY OF March, 2014.

Approved as to form:

---

JAMES W. PETERSON, JR.  
CITY ATTORNEY

---

STEPHEN J. WUKELA  
MAYOR

ATTEST:

---

DIANNE M. ROWAN  
MUNICIPAL CLERK

## FLORENCE CITY COUNCIL MEETING

# IX. a. Report to Council Auditing Services

**DATE:** March 10, 2014

**AGENDA ITEM:** City Council Report: Auditing Services Contract

**DEPARTMENT/DIVISION:** Audit Evaluation Committee

### I. ISSUE UNDER CONSIDERATION

The City of Florence currently contracts for its annual auditing services through a request for proposals process. Accounting firms are given the opportunity to submit proposals to meet all appropriate criteria and provide the best possible services for the most competitive associated cost. The City's fiscal year ending June 30, 2013 marked the end of the current five-year contract for auditing services with WebsterRogers, LLP.

### II. CURRENT STATUS/PREVIOUS ACTION TAKEN

- A. On January 10, 2014 proposals were requested by the City of Florence from certified accounting firms for independent audits of the City's financial statements for fiscal years ending June 30 of 2014, 2015, 2016, 2017, and 2018. Advertisements for proposals were run in the Morning News, Community Times, News Journal, the South Carolina Business Opportunities (SCBO) Newsletter, and the City's Web Page (see **Attachment A**).
- B. As stated in the advertisement, a mandatory pre-proposal conference was held at 2:00 p.m. on January 21, 2014.

### III. POINTS TO CONSIDER

- A. On February 4, 2014 proposals were received and opened. Proposals were received by:
- Burch, Oxner, Seale Co, CPA's PA
  - Elliot Davis, LLC
  - Green Finney & Horton, LLP
  - McKinley, Cooper & Co., LLC
  - Scott and company, LLC
  - Thompson, Price, Scott, Adams & Co., P.A.
  - WebsterRogers, LLC.

Representatives from each of these seven firms attended the mandatory pre-proposal conference (see **Attachment B**).

- B. An audit evaluation committee of five members, represented by individuals from City staff and a member of City Council, met on February 7 and February 24, 2014 to review and discuss the proposals.
- C. The seven proposals were reviewed and analyzed based on the following criteria:
- 1) Mandatory Elements
  - 2) Qualifications
    - a. Expertise & Experience
    - b. Audit Approach and Service; Staffing and Communication
    - c. Prior Experience with City and Proximity

- D. Proposals were evaluated on a 100 point scale by each committee member. Points for each qualified firm were totaled and averaged.
- E. From the seven proposal, the top three proposals were then identified based on point totals, and were further evaluated using the criteria sited in C above, with price included. These three proposals were assessed on a 100 point scale with 80% of the total points based on Qualifications as listed above and 20% of the total based on price.

#### IV. AUDIT PROPOSAL EVALUATION COMMITTEE RECOMMENDATION

It is the recommendation of the Audit Proposal Evaluation Committee that City Council award the five year contract for auditing services for fiscal years ending June 30, 2014, 2015, 2016, 2017, and 2018 to Burch, Oxner, Seale Co, CPA's PA. This recommendation is made based on the following assessments:

- Burch, Oxner, Seale Co. received the overall highest score of the proposing firms and best met the requirements of all evaluation criteria as listed on pages 21 and 22 of the request for proposal (see **Attachment C**).
- Burch, Oxner, Seale Co. has governmental accounting experience and meets all mandatory requirements of the request for proposal (see **Attachment D**).

The proposed fees for auditing services for the five year contract are as follows:

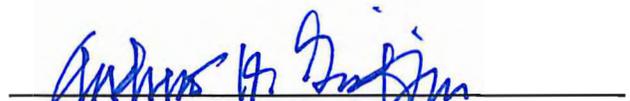
▪ for Fiscal Year ending June 30, 2014	\$ 49,700
▪ for Fiscal Year ending June 30, 2015	51,400
▪ for Fiscal Year ending June 30, 2016	53,200
▪ for Fiscal Year ending June 30, 2017	55,100
▪ for Fiscal Year ending June 30, 2018	57,000

#### V. ATTACHMENTS

- Attachment A:** Copy of Advertisement for Audit Request for Proposals
- Attachment B:** Mandatory Pre-proposal Conference Attendance Register
- Attachment C:** Proposal for Auditing Services Submitted by Burch, Oxner, Seale Co.
- Attachment D:** City of Florence Request for Proposal for Professional Auditing Services



Thomas W. Chandler  
Finance Director



Andrew H. Griffin  
City Manager

**City of Florence, SC**  
**Request for Proposals No. 2014-01**  
**Independent Audit and Financial Report Preparation Services**

The City of Florence, South Carolina is requesting proposals from certified public accounting firms for independent auditing of the City of Florence financial statements. Audit services will be rendered based on a five-year contract for fiscal years ending June 30 of 2014, 2015, 2016, 2017, and 2018. Firms that respond to this Request for Proposal (RFP) should have extensive experience in and knowledge of governmental accounting and reporting. Firms responding to this request must be licensed to practice within the State of South Carolina. Firms must also have an office physically located within the state of South Carolina and be able to offer the full range of auditing services required by the RFP.

Proposals must be received no later than 2:00 p.m., Tuesday, February 4, 2014. Proposals received after this time will not be accepted or considered. A **mandatory** pre-proposal conference will be held at 2:00 p.m. on January 21, 2014 in the City Council Chambers located on the 1<sup>st</sup> floor of the City Center, 324 West Evans Street, Florence, South Carolina. Attendance at the pre-proposal conference is required as a condition of submitting a proposal. Proposals submitted by firms not in attendance at the mandatory pre-proposal conference will not be considered by the City. Request for Proposal packages may be obtained by contacting:

City of Florence  
Attn: Lynwood F. Givens, Purchasing Agent  
City Center  
324 West Evans Street  
Florence, South Carolina 29501  
Telephone: (843) 665-3165  
Fax: (843) 665-3111  
Email: [lgivens@cityofflorence.com](mailto:lgivens@cityofflorence.com)

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. The City of Florence reserves the right to reject any and all responses, to cancel this solicitation, and to make an award deemed in its own best interest.

To be advertised as follows:

**Morning News:** Sunday, January 12, 2014

**South Carolina Business Opportunities (SCBO) Newsletter:** Monday, January 13, 2014

**News Journal:** Wednesday, January 15, 2014

**Community Times:** Thursday, January 16, 2014

**City Web Page:** Friday, January 10 through Tuesday, February 4, 2014

**Attachment A**

City of Florence, South Carolina  
 Audit Services Pre-Proposal Conference Register of Attendees  
 Tuesday, January 21, 2014

	Name	Firm Name	Location	Email Address
1	GARY COOKE	ELLIOTT DAVIS LLC	COLUMBIA, SC	GCOOKE@ELLIOTTDAVIS.COM
2	Connie Gamble	Baird + Co. LLC	Augusta, GA	cbg@bairdcpas.com
3	Brenda Carroll	Baird + Co LLC	Augusta, GA	bfc@bairdcpas.com
4	Barbara Woody	Thompson Price, Scott, Adams	Whitville NC	akin.thompson@tpscpas.com
5	Sheryl Medders	McKinley Cooper + Co	Greenville SC	smedders@mckinleycpa.com
6	Don Mobley	SCOTT & CO.	COLUMBIA, SC	dmobley@scottandco.com
7	Randall Cooper	The Brittingham Group	West Columbia, SC	rcooper@tbgcpas.com
8	Gregory Ackerman	Webster Rogers LLP	Florence SC	gackerman@websterrogers.com
9	Emily Schazak	Greene Finney & Horton	Charleston, SC	emily@gfhllp.com
10	Tracy Huggins	Burch Oxner Seale	Florence SC	thuggins@boscpa.com
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				<b>Attachment B</b>

PROPOSAL ON PROFESSIONAL SERVICES

PREPARED FOR  
CITY OF FLORENCE, SOUTH CAROLINA

FOR FIVE FISCAL YEARS ENDING JUNE 30, 2018

BURCH, OXNER, SEALE CO, CPA'S, PA

**Attachment C**

TITLE PAGE

REQUEST FOR PROPOSAL SUBJECT:

PROPOSAL TO PROVIDE ANNUAL FINANCIAL AUDIT SERVICES TO THE CITY OF FLORENCE,  
SOUTH CAROLINA FOR FISCAL YEARS ENDING JUNE 30, 2014; JUNE 30, 2015; JUNE 30, 2016; JUNE 30, 2017; AND  
JUNE 30, 2018.

--INDEPENDENT AUDITING SERVICES--REQUEST FOR PROPOSALS 2014-01

PROPOSER'S FIRM:

Burch, Oxner, Seale Company, CPA's, PA  
Certified Public Accountants

LOCAL ADDRESS:

1341 West Alice Drive  
P. O. Box 4707  
Florence, South Carolina 29502

TELEPHONE:

669-3142, 669-3143 or 669-3144

CONTACT PERSON:

Tracy S. Huggins, CPA  
Audit Partner

DATE SUBMITTED:

February 4, 2014

**Attachment C**

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Transmittal Letter.....	3
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Appendix I Proposer Guarantees .....	12
Appendix II Proposer Warranties .....	13
Appendix III Peer Review Report .....	14

**BURCH, OXNER, SEALE CO.**  
**CERTIFIED PUBLIC ACCOUNTANTS**  
A PROFESSIONAL CORPORATION

-MEMBERS OF-  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS  
S.C. ASSOCIATION OF  
CERTIFIED PUBLIC ACCOUNTANTS  
DIVISION FOR CPA FIRMS  
AMERICAN INSTITUTE OF CPAS

709 W. EVANS STREET  
P.O. DRAWER 4707  
FLORENCE, SC 29502  
TELEPHONE (803) 669-3142  
TELECOPIER (803) 662-9255

February 4, 2014

Mr. Lynwood F. Givens  
Purchasing Agent  
City of Florence  
City Center  
324 West Evans Street  
Florence, South Carolina 29501

Dear Mr. Givens:

Thank you, Honorable Mayor and members of Council for allowing us to present our Firm for you to consider engaging as the City's auditors for the next five years. Also, our special thanks to you personally, for your courtesy and time reviewing the City's audit requirements with me.

In an effort to help you make an efficient and expeditious evaluation of our Firm's qualifications to perform the requested services, I shall attempt to limit this writing to a specific and direct response to those criteria enumerated in "Request For Proposals No. 2014-01 for Independent Audit and Financial Report Preparation Services". However, we will be happy to supply any and all supplemental information you may find useful in making your decision.

The audit objective will be to examine the financial statements of the governmental activities, the business type activity, the aggregate discretely presented component unit, each major fund and the remaining fund information of the City of Florence, South Carolina as of and for the year ending June 30 of each of the years under contract. The examination will be made in accordance with auditing standards generally accepted in the United States of America and, accordingly, will include such tests of the accounting records and such other auditing procedures as may be considered necessary. Although defalcations and similar irregularities may be disclosed by this type of examination, it is not designed for this purpose and should not be relied on to disclose fraud, should any exist. Anything that appears to be unusual or abnormal will, however, be reported to you. The examination shall conform with auditing standards generally accepted in the United States of America as set forth by the AICPA, the standards for financial audits set forth in the U. S. General Accounting Office's *Government Auditing Standards*, the

**Attachment C**

provisions of the Single Audit Amendments of 1996 and the provisions of U. S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments and Non-Profit Organizations*.

The contract for audit services will be for the five fiscal years, beginning with the year ending June 30, 2014, and ending with the year ending June 30, 2018. The City shall have the option to cancel the contract after the first two years. We will be available to provide financial advice and any additional services as requested by the City which are not included in this proposal. Hourly rates for these additional services can be found in the Dollar Cost Bid section.

A draft of the proposed audited financial statements will be submitted to the City Administrator and Finance Director by the third week of November. An exit conference will be scheduled between the auditors, the City Administrator and the Finance Director to review the draft of the audit report and management letter.

Fifteen (15) copies of the report are to be delivered to the Finance Director before the first Monday in December following the close of the audit period. The audit firm will be available to meet with Council to review the report. Sixty (60) additional copies of the final report and one (1) copy of the final report formatted in current electronic external storage media are to be delivered within fifteen days of final submission.

All work papers will be retained for a period of at least three years following the close of the contract. The work papers will be available for examination by authorized representatives of the cognizant federal audit agency and the City of Florence. We will be available for advice and consultation regarding accounting and financial reporting matters, and for review of work papers where applicable.

The auditor will provide special assistance to the City to meet the requirements of the Certificate of Achievement for Excellence in Financial Reporting program. The Firm assisted the City of Florence in obtaining a Certificate of Achievement for Excellence in Financial Reporting on its first attempt. The auditor will complete Form SF-SAC Data Collection Form for Reporting on Audits of States, Local Government, and Non-Profit Organizations.

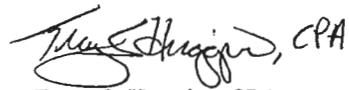
Burch, Oxner, Seale Co., CPA's, PA has substantial experience in audits of government. In addition, the Firm requires its' employees to attend several continuing education courses annually related to governmental accounting and auditing. While this proposal letter, which is a firm and irrevocable offer for 90 days, is by necessity somewhat formal and lengthy, please do not

## Attachment C

let it overshadow Burch, Oxner, Seale Co, CPA's, PA's sincere desire to form a mutually beneficial relationship with City of Florence.

Burch, Oxner, Seale Co, CPA's, PA welcomes this opportunity to assure you of our interest in the City of Florence. We believe that you will find this information useful in evaluating our qualifications and confirming our ability to meet your needs. After you have had a chance to review our qualifications, please let us know what, if any, additional information may be of further help to you.

Yours very truly,  
BURCH, OXNER, SEALE CO, CPA's, PA  
CERTIFIED PUBLIC ACCOUNTANTS

A handwritten signature in black ink, appearing to read "Tracy S. Huggins, CPA". The signature is fluid and cursive, with the initials "TH" being prominent.

Tracy S. Huggins, CPA  
Member of the Firm

**Attachment C**

## TECHNICAL PROPOSAL

Burch, Oxner, Seale Co, CPA's, PA is a licensed certified public accounting firm in the State of South Carolina. Our office is currently located at 1341 West Alice Drive, Florence, South Carolina. Burch, Oxner, Seale Co., CPA's, PA does not discriminate on the grounds of race, color, creed, religion or natural origin. We have 22 employees of which eleven are CPA's. The firm's audit staff typically encompassed six employees of which four are CPA's.

Our policy on independence is very restrictive and meets the requirements as defined by auditing standards generally accepted in the United States of America, *Government Auditing Standards*, issued by the Comptroller General of the United States and/or any later pronouncements, and the independence standards of the South Carolina Board of Accountancy. We are prohibited from owning investments in or having significant transactions with our clients. We do not accept commissions or any other form of "kick-backs" from any legal, insurance, vendors, or any other technical consultants that we might work with in connection with a client's needs.

The firm believes privacy and trust are implicit in the accounting profession. Every person employed by our firm must refrain from any discussion or disclosure of client matters to all outsiders, including members of their own family, as well as nonfinancial related employees of our clients. We understand that the City is a public entity; however, all public information of your financial status must come from you, not us. Burch, Oxner, Seale Co., CPA's, PA is independent of the City of Florence.

Burch, Oxner, Seale Co., CPA's, PA is a member of the Division for CPA Firms of the American Institute of CPA's. As a Division member, our quality controls are reviewed every three years for compliance with the highest professional standards. We completed our most recent external quality control review in June of 2012. Enclosed please find a copy of the report on our most recent external quality control review, conducted by A. Creig Odom, CPA, PA on June 26, 2012. The quality control review included a review of several government engagements. There has been no disciplinary action taken or pending against the firm during the past three years with the South Carolina Board of Accountancy, the AICPA, or the South Carolina Association of CPAs.

## AUDIT APPROACH

Burch, Oxner, Seale Co, CPA's, PA uses a constructive approach in performing audits. We believe this philosophy creates, for both our client and our audit staff, a positive attitude toward the audit function. Many audits are performed in an atmosphere of "tolerance". Our Firm insists that its professional auditors be constantly alert to recognize opportunities and methods to assist you in improving and/or facilitating the accounting function. Of course, an audit must remain an audit; but, we put added emphasis on the positive things that can result if it is performed by positive thinking professionals.

# Attachment C

We will concentrate on the development of a format of audit procedures and activities which will, to the fullest extent possible, fit into your regular operational activities. The objective is to cause a minimum of interference with your day-to-day work. We try to get out of your way as soon as possible.

As to scheduling, we would like to combine interim audit procedures during May before you close out the books and records for the fiscal year. During this time, among other things, we will prepare and leave with you memoranda of items needed prior to our return for the final post year-end phase of the audit. The objective is to help you schedule your staff's time in advance of the audit, and to prevent their being overwhelmed with requests at one time.

Interim audit procedures consist of a study and evaluation of the system of internal accounting controls, tailoring our audit program, and our tests of recorded transactions. To the extent reasonable, during this interim work we will extend our audit procedures to a preliminary review of balance sheet accounts. Many of the year end audit correspondence inquiries such as bank confirmations, attorney letters, payable statement requests, etc., will be drafted during the interim audit phase at that time so that our professional support staff will have the documents ready for your signature and/or approval immediately following year end.

In accordance with promulgated auditing standards, your administrative and accounting executives will be asked to furnish us with a letter of representations at the conclusion of our audit work. It is also our understanding that your personnel will provide us with clerical help during the engagement.

For your consideration, audit findings and general recommendations will be discussed with you at the conclusion of the audit. Certain of these matters will also be covered in a separate management letter. This letter will contain our suggestions and recommendations for possible improvements in operations, accounting procedures, and/or internal controls.

Important weaknesses in internal control or other significant matters, if encountered, will be reported to you immediately during the examination to permit your prompt attention.

#### PERSONNEL QUALIFICATIONS

##### Tracy S. Huggins, CPA, Partner

Mr. Huggins is a graduate of the College of Charleston and has been in the practice of public accounting over 22 years. He was admitted as a partner in Burch, Oxner, Seale Co., CPA's, PA on May 1, 2000. He is the Firm's Audit Director, and as such performs and supervises all types of audits. His primary audit emphasis is governmental and non-profit audits. Mr. Huggins is a member of the American Institute of Certified Public Accountants and of the South Carolina Association of Certified Public Accountants. Some of his most recent continuing education courses include the 2013 AICPA National Governmental and

Non-for-Profit Training Program, Planning and Performing Audits of Single Audits and Sharp-Witted Studies on Single Audit and Yellow Book Snafus. His directly related fund accounting experience includes, but is not limited to:

- City of Florence - Annual Audit, including Single Audit - 8 years
- Town of Society Hill - Annual Audit - 21 years
- Florence County Disabilities and Special Needs Board - Annual Audit, including Single Audit - 21 years
- Chesco Services - Annual Audit, including Single Audit - 19 years
- Pee Dee Regional Council of Governments - Annual Audit, including Single Audit - 3 years

Tara C. Bolton, CPA, Senior Staff Auditor

Mrs. Bolton joined Burch, Oxner, Seale Co., CPA's, PA in 2007. She is a graduate of the University of Michigan-Dearborn "Magna Cum Laude" with a major in Accounting. She has been intricately involved in governmental and non-profit engagements since she came aboard as well with all Firm audits. Mrs. Bolton pass the CPA exam in November, 2009 and was awarded her certificate in February, 2010.

- Town of Society Hill - Annual Audits - 6 years.
- Florence County Disabilities and Special Needs Board - Annual Audit - 6 years.
- Chesco Servicess - Annual Audit - 6 years.
- Darlington County Disabilities and Special Needs Board - Annual Audit - 6 years.
- Pee Dee Regional Council of Governments - Annual Audit - 3 years.

James D. Guffey, CPA, Staff Auditor

Mr. Guffey joined Burch, Oxner, Seale Co., CPA's, PA in 2012. He is a graduate of Clemson University with a master's degree in Accounting. James passed the CPA exam in August, 2012 and was awarded his certificate in November, 2013. We are proud to have James as part of our team. He has been intricately involved in DSN Board engagements since she came aboard as well as with all Firm audits.

- Town of Society Hill - Annual Audits - 2 years.
- Florence County Disabilities and Special Needs Board - Annual Audit - 2 years.
- Chesco Services - Annual Audit - 2 years.
- Darlington County Disabilities and Special Needs Board - Annual Audit - 2 years.
- Pee Dee Regional Council of Governments - Annual Audit - 2 years.

**Attachment C**

Other Partners/Managers Available:

James M. Sheehy, CPA has been involved with the City of Florence audit for 6 years.

Donald E. Oxner, CPA/PFS, CVA has been involved in governmental/non-profit and commercial audits for over thirty years.

In addition, all of these partners/managers have extensive experience in virtually all types of audit engagements. Full resume's on any of the other partners or of other potentially involved staff members will be made available at your request.

FIRM'S EXPERIENCE AND QUALIFICATIONS

Following is an enumeration of some references to our Firm's experience and qualifications in governmental auditing during the past five years:

Chesco Services - Annual Audit, including federal grants - Annual budget - \$18,000,000 - Single Audit. Engagement Partner, Tracy S. Huggins, CPA. Total hours for June 30, 2013 - 268.10. Mr. Terry Rogers, Executive Director - 843-623-5400.

Florence County Disabilities and Special Needs Board - Annual Audit, including federal grants - Annual budget - \$18,000,000 - Single Audit. Engagement Partner, Tracy S. Huggins, CPA. Total hours for June 30, 2013 - 238.80. Mrs. Dawn Johnson, Executive Director - 843-667-5007.

Darlington County Disabilities and Special Needs Board - Annual Audit, including federal grants - Annual budget \$5,000,000 - Single Audit. Engagement Partner, Tracy S. Huggins, CPA. Total hours for June 30, 2013 - 229.70. Mrs. Ruth Thomas, Executive Director - 843-332-7252.

Clarendon County Disabilities and Special Needs Board - Annual Audit, including federal grants - Annual budget \$5,300,000 - Single Audit. Engagement Partner, Tracy S. Huggins, CPA. Total hours for June 30, 2013 - 148.40. Ms. Betty Lee, Finance Director - 803-435-2330.

Pee Dee Regional Council of Governments - Annual Audit, including federal grants - Annual budget \$12,000,000 - Single Audit. Engagement Partner, Tracy S. Huggins, CPA. Total hours for June 30, 2013 - 128.60. Mrs. Pam Watts, Finance Director - 843-669-3138.

AUDIT APPROACH

Burch, Oxner, Seale Co, CPA's, PA uses a constructive approach in performing audits. We believe this philosophy creates, for both our client and our audit staff, a positive attitude toward the audit function. Many audits are performed in an

**Attachment C**

atmosphere of "tolerance". Our firm insists that its professional auditors be constantly alert to recognize opportunities and methods to assist you in improving and/or facilitating the accounting function. Of course, an audit must remain an audit; but, we put added emphasis on the positive things that can result if it is performed by positive thinking professionals.

We will concentrate on the development of a format of audit procedures and activities which will, to the fullest extent possible, fit into your regular operational activities. The objective is to cause a minimum of interference with your day-to-day work. We try to get out of your way as soon as possible.

As to scheduling, we would like to combine interim audit procedures on all funds during May and June before you close out your books and records. During this time, among other things, we will prepare and leave with you memoranda of items needed prior to our return for the final post year-end phase of the audit. The objective is to help you schedule your staff's time in advance of the audit and to prevent their being overwhelmed with requests at one time.

Interim audit procedures consist of a study and evaluation of your system of internal accounting controls, tailoring our audit program, and our tests of recorded transactions. To the extent reasonable, during this interim work we will extend our audit procedures to a preliminary review of balance sheet accounts. Many of the year end audit correspondence inquiries such as bank confirmations, attorney letters, payable statement requests, etc., will be drafted at that time so that our professional support staff will have them ready for your signature and/or approval immediately following year end.

The final phase of our field audit work should begin about mid-August. We will complete and deliver the requested number of copies of the bound, audited financial reports by the end of the third full week of November, provided that all books, adjustments, and records are closed out in a timely manner after the end of the year. Unforeseen delays on your staff's part to properly close out the books or unforeseen circumstances discovered during the engagement could possibly delay the completion date.

In accordance with promulgated auditing standards, your administrative and accounting executives will be asked to furnish us with their letter of representations at the conclusion of our audit work.

It is our understanding that your personnel will provide us with clerical help during the engagement.

For your consideration, audit findings and general recommendations will be discussed with you at the conclusion of the audit. Certain of these matters will also be covered in a separate management letter. This letter will contain our suggestions and recommendations for possible improvements in operations, accounting procedures, and/or internal controls.

Important weaknesses in internal control or other significant matters, if encountered, will be reported to you immediately during the examination to permit your prompt attention.

## **Attachment C**

As a possible additional service to you, the Firm will be available at your request to supervise implementation of any recommendations you deem meritorious, and we will be available for periodic visits to appraise post-implementation operating results. Because we consider the relationship with an audit client a year-round one, we will be happy to work on any management advisory services engagement or render other assistance you may need through the year.

We estimate the total hours required to perform the audit services for the year ended June 30, 2014 would be between 600 and 700 hours. We estimate the following breakdown of staff assignment:

Partner	30%
Staff Accountant	<u>70%</u>
	<u>100%</u>

The audit engagement will be conducted utilizing the following timetable.

- a. Interim Work – This phase of the audit will be conducted during May and June. Approximately 100 hours of the audit time budget will be utilized in this phase of the audit. Staff accountants will be conducting tests of transactions utilizing statistical sampling techniques. We utilize various checklists and questionnaires to obtain an understanding of your internal control structure and laws and regulations.
- b. Post Year End Field Work – This phase of the audit will be conducted during August and September utilizing approximately 350 to 400 hours of the audit time budget. Partners will utilize about 30% of the time budget in this segment and staff accountants about 70%. This phase of the audit will include verifying ending account balances, reconciling third party confirmations, using analytical procedures to compare ending balances to budgets and prior year’s balances, and reconciling grant expenditures with quarterly expenditure reports and utilizing the *U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement* for guidance in testing of federal grants.
- c. Report Writing – This phase of the audit will be conducted during August and September utilizing approximately 150 to 200 hours of the audit time budget. Partners will utilize about 60% of the time budget in this segment and staff accountants about 40%. This phase of the audit will consist of drafting the report, providing financial information to the Finance Director and Controller to be included in the letter of transmittal, management’s discussion and analysis and statistical section, reviewing the draft report with the City Manager and Finance Director, printing the reports and appearing before City Council to present the report.

## Attachment C

APPENDIX I

PROPOSER GUARANTEES

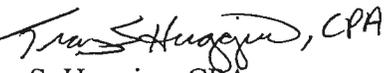
- I. The proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.
- II. The proposer has read the request for proposal for auditing services, Contractual Requirements, and agrees that the rights and prerogatives as detailed are retained by the City of Florence.
- III. The proposer agrees to be bound by the contractual requirements delineated in the request for proposal for auditing services.

-----  
Signature of Official:  , CPA  
Name (typed): Tracy S. Huggins, CPA  
Title: Audit Partner  
Firm: Burch, Oxner, Seale Co., CPA's, PA  
Date: February 4, 2014

APPENDIX II

PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State Carolina laws.
- B. Proposer warrants that it is willing and able to obtain any errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Florence.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

-----  
Signature of Official:  , CPA  
Name (typed): Tracy S. Huggins, CPA  
Title: Audit Partner  
Firm: Burch, Oxner, Seale Co., CPA's, PA  
Date: February 4, 2014

**A. Creig Odom, CPA, PA**  
Five Office Way, Second Floor  
PO Box 6098  
Hilton Head Island, SC 29938  
Telephone (843) 842-4021  
Fax (843) 842-6629

## System Review Report

June 26, 2012

To the owners of  
Burch Oxner Seale Co., CPA's, PA  
and the Peer Review Committee of the  
South Carolina Association of Certified Public Accountants

I have reviewed the system of quality control for the accounting and auditing practice of Burch Oxner Seale Co., CPA's, PA (the firm) in effect for the year ended April 30, 2012. My peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for the review included an engagement performed under *Governmental Auditing Standards* and an audit of an employee benefit plan.

In my opinion, the system of quality control for the accounting and auditing practice of Burch Oxner Seale Co., CPA's, PA, in effect for the year ended April 30, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Burch Oxner Seale Co., CPA's, PA has received a peer review rating of *pass*.



A. Creig Odom, CPA, PA

**Attachment C**

**CITY OF FLORENCE,  
SOUTH CAROLINA**



**REQUEST FOR PROPOSALS  
NO. 2014-01**

**FOR**

**PROFESSIONAL AUDITING SERVICES**

**JANUARY 10, 2014**

**Attachment D**

# CITY OF FLORENCE, SOUTH CAROLINA

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CITY OF FLORENCE, SOUTH CAROLINA  
REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The City of Florence, South Carolina, is requesting proposals from qualified, certified public accounting firms for independent audits of the financial statements of the City of Florence and preparation of the annual financial reports for the fiscal years ending June 30, 2014, 2015, 2016, 2017, and 2018. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the U.S Government Accountability Office's (GAO) *Government Auditing Standards* (1994), the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

Six copies of the proposal must be submitted to the City of Florence Procurement Office no later than 2:00 p.m., February 4, 2014 in accordance with conditions specified in part VI-A-3, Submission of Sealed Proposals, of this package. Proposals that are not submitted according to the instructions will not be accepted or considered.

The City of Florence reserves the right to reject any or all proposals and to waive formalities or technicalities insofar as it is legally authorized to do so in the best interest of the City.

Contracts for work under this proposal will obligate the firm not to discriminate on the grounds or race, color, creed, religion, or national origin in their employment practices.

Proposals submitted must be in a form suitable for incorporation verbatim, into the contract.

No contract may be assigned, sublet, or transferred without the express written consent of the City Manager.

A mandatory preproposal conference for all the firms interested in submitting a proposal will be held at 2:00 p.m. on January 21, 2014 in the City Council Chambers located on the 1<sup>st</sup> floor of the City Center, 324 West Evans Street, Florence, South Carolina to answer questions about the engagement. Proposals submitted by firms not in attendance at the mandatory preproposal conference

will not be considered by the City. After this preproposal conference, any inquires concerning the request for proposals should be addressed to Lynwood F. Givens, Purchasing Agent.

Proposals submitted will be evaluated by an evaluation panel. The evaluation panel will make its recommendation to City Council of the firm which best meets all of the evaluation criteria set forth in the request for proposals and the selection of which, in its collective opinion, would best serve the interest of the City of Florence. The award of contract for independent audit services will be made by the City Council of the City of Florence.

During the evaluation process, the evaluation panel reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. Interviews of any one or all firms may be requested during the evaluation process. Such interviews will provide firms with an opportunity to answer questions the evaluation panel may have about a firm's proposal. Not all firms may be asked to participate in such interviews.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

It is anticipated the selection of a firm will be completed by March 10, 2014. Following the notification of the selected firm, it is expected a contract will be executed between both parties by April 1, 2014.

B. Minority and Women Owned Businesses

Minority and Women Owned Businesses will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the City that minority business and women owned business enterprises (MBE/WBE) have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the agreement. Please indicate that you are a minority or women owned business with your proposal submission.

C. Term of Engagement

The contract will be a five-year contract with a stipulation that, at the option of the City of Florence, the contract may be cancelled prior to the third year or subsequent years should it be found desirable to do so.

D. Requirements of Successful Bidder

1. Professional Insurance and Indemnification

The firm awarded a contract with the City of Florence shall procure and maintain insurance for protection from claims under workers' compensations acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any and all employees or of any person other than such employees; claims for damages because of injury to or destruction of property, including loss of use resulting therefrom; claims caused by professional errors, acts, or omission; and any other insurance prescribed by law. The successful firm shall name the City of Florence, South Carolina, its elected and appointed officials, officers, and employees "Additional Insured" as their interests may appear but only with respect to services performed or provided by successful firm on behalf of the City under Consultant's commercial general liability insurance policy. The successful firm shall, within 10 days of the full execution of any agreement resulting from this RFP, provide the City's Procurement Officer with a certificate(s) of insurance evidencing the coverage required above and containing an endorsement to the effect that any cancellation or non-renewal shall not be until 10 days after the insurer or the selected firm gives written notice to the City.

The selected firm shall take out and maintain, during the life of the agreement, workers' compensation and employer's liability insurance for all employees to be engaged in services on this project under this agreement in an amount not less than \$1,000,000.00, and in case any such services are sublet, the firm shall require all subcontractor(s) also to provide workers' compensation and employer's liability insurance in an amount not less than \$1,000,000.00 for all of the subcontractor's employees to be engaged in such.

Employer's Liability Insurance - \$1,000,000 each accident, \$1,000,000 disease policy limit, \$1,000,000 disease each employee

Commercial General Liability Insurance - \$1,000,000 per occurrence (bodily injury and property damage) / \$1,000,000 general aggregate

Automobile Liability Insurance - \$1,000,000 combined single limit (bodily injury and property damage), each accident

Professional Liability Insurance - \$1,000,000 per claim / \$1,000,000 general aggregate

*Professional Services:* The selected firm shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers,

and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by any negligent act, error, or omission in the performance and furnishing of the selected firm's professional services under any agreement resulting from this RFP, including any negligent act, error or omission of any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose acts, errors, or omissions the selected firm may be liable, regardless of whether or not caused in part by a party indemnified hereunder.

*Other Than Professional Services:* With respect to all acts or omissions of the selected firm, or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose acts, errors, or omissions the selected firm may be liable, which do not arise out of or result from the performance of professional services, and which may be covered by employer's liability insurance, commercial general liability insurance, automobile liability insurance, or other general liability insurance, the selected firm shall indemnify and hold the City of Florence, South Carolina, its elected and appointed officials, officers, and employees, harmless from and against judgments, liabilities, damages, losses, costs, and expenses (including, but not limited to, reasonable attorneys' fees and costs but only to the extent otherwise authorized by law) to the extent caused by or arising out of the selected firm's negligent acts of commission or omission (or those of or any individual or entity directly or indirectly employed by the selected firm to perform any of the work or anyone for whose actions or failure to act the selected firm may be liable) during the performance of this Agreement.

The selected firm shall require any sub-consultants and subcontractors to purchase and maintain insurance with limits not less than those required above to be purchased and maintained by the selected firm. In addition, the selected firm shall require any sub-consultants and subcontractors to assume the selected firm's indemnification obligations under any contract resulting from this RFP to the extent they relate to the sub-consultant's or subcontractor's obligations under any contract with the selected firm.

## 2. Occupational Business License

It is required that the firm awarded a contract agreement with the City of Florence secure an occupational business license. The successful firm is required to contact the Business License Coordinator, at the City Center, 324 W. Evans St., Florence, S.C. prior to commencement of work. Contact telephone number: (843) 665-3173; Fax number: (843) 665-3171.

## II. NATURE OF SERVICES REQUIRED

### A. General

The City of Florence (the “City”) is soliciting the services of qualified firms of certified public accountants to provide audit services for the five fiscal years, beginning with the year ending June 30, 2014, and ending with the year ending June 30, 2018 with the stipulation that, at the option of the City of Florence, the contract may be cancelled prior to the third year or subsequent years should it be found desirable to do so. These audits are to be performed in accordance with the provisions contained in this request for proposals. The auditing firm must have an office physically located within the State of South Carolina.

### B. Scope of Work to be Performed

The City desires the auditor to express an opinion on the fair presentation of its governmental activities, its business-type activities, each of its major funds, and its aggregate remaining fund information in conformity with generally accepted accounting principles.

The City of Florence also desires the auditor to express an opinion on the fair presentation of its combining and individual fund financial statements and schedules in conformity with generally accepted accounting principles. The auditor is not required to audit the supporting schedules contained in the comprehensive annual financial report. However, the auditor is to provide an "in-relation-to" opinion on the supporting schedules based on the auditing procedures applied during the audit of the basic financial statements and the combining and individual fund financial statements and schedules. The auditor is not required to audit the introductory section of the report or the statistical section of the report.

The auditor is not required to audit the schedule of expenditures of federal awards. However, the auditor is to provide an “in-relation-to” report on that schedule based on the auditing procedures applied during the audit of the financial statements.

### C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with generally accepting auditing standards as set forth by the American Institute of Certified Public Accountants, the standards for financial audits set forth in the U.S. Government Accountability Office's *Government Auditing Standards* (1994), the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*.

D. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements performed in accordance with *Government Auditing Standards*.
3. A report on compliance and internal control over compliance applicable to each major federal program and on internal control over compliance in accordance with OMB Circular A-133.
4. A schedule of findings and questioned costs.
5. A summary of prior year findings.

In the required report on internal controls, the auditor shall communicate any control deficiencies found during the audit. A control deficiency shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements. Control deficiencies that are also material weaknesses shall be identified as such in the report.

The report on compliance shall include all material instances of noncompliance.

Fraud and illegal acts. Auditors shall be required to make an immediate, written report of all fraud and illegal acts or indications of illegal acts of which they become aware to the Mayor, City Manager, and Finance Director of the City.

Reporting to the City Council. The audit report will be addressed to the Honorable Mayor, Members of City Council, and the City Manager and auditors shall assure themselves that the City's Mayor, City Council, and City Manager are informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies

3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management
7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

E. Special Considerations

1. The City will send its comprehensive annual financial report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. The auditor will be required to provide special assistance to the City to meet the requirements of that program.
2. In the event that the City prepares one or more official statements in connection with the sale of debt securities, the official statements will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the City, its financial advisor, bond attorney, and/or underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
3. In addition to the normal performance of providing a complete financial and compliance audit, the auditor shall provide the adjusting entries for each fiscal year after completion of the audit, shall work with the City Manager, Finance Director, and staff to provide appropriate assistance as needed to correct any audit findings or to satisfy auditor's recommendations, and shall be available to provide ongoing assistance as needed by the City's finance staff to assure proper accounting methods are being followed.
4. The Schedule of Expenditures of Federal Awards and related auditor's report, as well as the reports on the internal controls and compliance are to be issued as part of the comprehensive annual financial report. Additionally, Form SF-SAC Data Collection Form for Reporting on Audits of States, Local Government, and Non-Profit Organizations, as required by the Single Audit Clearinghouse shall be drafted by the auditor.

5. In addition to a summarized Statement of Revenues, Expenditures and Changes in Fund Balances—Budget and Actual for the General Fund and in addition to a summarized Statement of Revenues, Expenses and Changes in Fund Net Position—Budget and Actual for the Water & Sewer Fund and the Stormwater Fund, the auditor shall provide as supplementary schedules to the financial statements these statements detailed by budget line item components. These statements shall be formatted in the same manner as the summarized statements, but presented in detail by budget line item.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the City of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

City of Florence

U.S. Department of Housing and Urban Development

U.S. General Accounting Office (GAO)

Parties designated by the federal or state governments or by the City as part of an audit quality review process

Auditors of entities of which the City is a subrecipient of grant funds (the State of South Carolina)

In addition, the firm shall respond to the reasonable inquires of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

G. Meetings, Conferences, and Consultation

The auditor shall meet with the Finance Director prior to the commencement of each audit to discuss the planned approach to the audit work and to provide a list of schedules to be prepared by City personnel prior to the beginning of field work. The auditor shall also schedule periodic progress meetings with the Finance Director, but not less than monthly, during the audit period to discuss the progress of the work, the nature of any problems encountered, and the projected completion date of the audit.

An exit conference with the City Manager and Finance Director is required of the

auditor on completion of the audit prior to final presentation. A summary presentation of the audit findings shall be made by the auditor to the City Council.

The audit manager or assigned designee must be available on an as-needed basis throughout the contract period for advice and consultation regarding accounting and financial reporting matters, and for review of work papers where applicable and appropriate.

### III. DESCRIPTION OF THE GOVERNMENT

#### A. Name and Telephone Number of Contact Person/Organizational Chart/Location and Offices

The auditor's principal contact with the City will be Thomas W. Chandler, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City to the auditor.

An organizational chart (Appendix A) and a list of key personnel with the location of their principal offices (Appendix B) is attached.

#### B. Background Information

The City of Florence is organized under a Council-Manager form of government and provides to a population of approximately 37,000 citizens such services as public safety, public works, culture and recreation, planning and zoning, water and sewer, stormwater management, and general administrative services. In addition, water and sewer services are provided to a large portion of the surrounding metropolitan area, with an outside City limits combined customer base of approximately 31,000.

The City is governed by a seven-member Council, including the Mayor, who is responsible for setting City operating policies, creating ordinances, and adopting the City's annual budget. The chief administrative officer of the City is the City Manager who has the responsibility for the day-to-day operations of City government and the supervision of the City's workforce which is comprised of approximately five hundred six full-time employees with a payroll, including benefits, of approximately \$27.5 million.

More detailed information on the government and its finances can be found in annual budgets, comprehensive annual financial reports, official statements, and accounting documentation available online at [www.cityofflorence.com](http://www.cityofflorence.com).

#### C. Fund Structure

The City uses the following fund types and account groups in its financial reporting:

<u>Fund Type/Account Group</u>	<u>Number of Individual Funds</u>	<u>Number With Legally Adopted Annual Budgets</u>
General Fund	1	1
Special revenue funds	18	1
Enterprise funds	2	2
Agency funds	5	

D. Basis of Budgeting

The City of Florence prepares its budgets on a basis consistent with generally accepted accounting principles.

E. Federal and State Financial Assistance

During the fiscal years to be audited, the City will receive federal financial assistance from a variety of agencies (some of which passes through various State agencies). It is likely that one or more grant programs will qualify as Major Federal Financial Assistance Programs.

F. Pension Plans and OPEB Plans

The City is a member of the South Carolina Retirement System (SCRS) and the South Carolina Police Officers' Retirement System (SCPORS). Both systems are defined benefit multiple-employer public employee retirement systems and are administered by the South Carolina Public Employee Benefit Authority which covers substantially all full-time employees. Employee and employer contributions are made each year. Actuarial services for these plans are provided by the State of South Carolina.

The City has contracts with an actuary to calculate its future liabilities for the cost of post retirement health care benefits. Additionally, the City is a member of the SC Other Retirement Benefits Employer Trust (SC ORBET) and has made required contributions to fund the amortization of its accrued liability.

G. Component Units

The City of Florence recognizes no Component Units for inclusion in its financial statements.

H. Joint Ventures

The City is a participant with Florence County in a joint venture to operate the Florence City-County Civic Center. Both the City and County contribute

approximately \$617,000 annually as their share of the debt service cost of the Civic Center. Any additional operational funding shortfall is to be paid equally by the City and County. The Civic Center Commission is comprised of nine members, four appointed by the City, four appointed by the County, and one by the members of the Commission. Neither of the participating governments have any equity interest in the joint venture; therefore, no equity interest is reflected in the financial statements. Complete financial statements for the Florence City-County Civic Center can be obtained from the Director at 1 Civic Center Plaza, Florence, South Carolina.

I. Magnitude of Finance Operations

The Finance Department is headed by Thomas W. Chandler, Finance Director, and consists of eleven employees. Additionally, the City collects revenues for water, wastewater and stormwater utility services, business licenses, hospitality fees, and other fees in the Utilities and Licensing Division of the Finance Department. The Utilities and Licensing Division is also headed by the Finance Director and consists of twenty-four employees.

J. Computer Systems

The City of Florence has a fully computerized general ledger system, which consists of the following: general ledger, payroll, human resources, accounts payable, purchasing, cash receipts, business license, hospitality fee, fixed assets, grant accounting, fleet inventory, and utilities inventory. These modules with the exception of business license, hospitality fee, and utility billing are integrated on Tyler Technologies MUNIS financial software. The business license, hospitality fee, and utility billing modules are currently operated on an IBM System i5. These modules are in the process of conversion to MUNIS.

In addition to this computer system, the City of Florence has a wide area network, which connects the following servers and numerous client PCs:

<u>Server</u>	<u>Application(s)</u>
1. IBM System i5	Utility Billing (56 peripherals)
2. VOA managed by VC3	All other Applications
3. Cisco MCS 7800 Series (4)	Telephony

K. Internal Audit Function

The City does not, at present, maintain a formal internal audit function.

L. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports should contact Kevin D. Rawlinson, Controller. The City will use its best efforts to make prior audit reports and supporting working papers available to proposers to aid their response to this request for proposals.

M. Special State Reporting Requirement

SC Code of Laws Section 14-1-208 requires that the annual audit include a review of accounting controls over court assessments and further requires the City to include, in its audited financial statements, a supplementary schedule detailing the disposition of court assessments and amounts required to be used for victim services activities. The law requires that the schedule be included in the external auditor's report by an "in relation to" paragraph as required by generally accepted auditing standards when information accompanies the basic financial statements in auditor-submitted documents. The law allows up to \$1,000 to be paid from fines and assessments to the auditor for the actual cost of preparing the schedule after the audit is submitted to the State Treasurer along with a statement of the actual cost incurred.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposal issued	01/10/2014
Pre-proposal conference	01/21/2014
On-site inspection	01/21/2014
Due date for proposals	02/04/2014

B. Notification and Contract Dates

Selected firm notified	03/10/2014
Contract date	04/01/2014

C. Date Audit May Commence

The City will have all records ready for audit approximately sixty (60) days following close of the fiscal year. On-site audit work should commence by September 1.

D. Schedule for the 2014 Fiscal Year Audit (Similar time schedules will apply for audits of future fiscal years).

Each of the following should be completed by the auditor no later than the dates indicated.

1. Interim Work

Interim work should be performed in May or June to be completed by June 30.

2. Detailed Audit Plan

The auditor shall provide the City by June 30 both a detailed audit plan and a list of all schedules to be prepared by the City's staff.

3. Fieldwork

The auditor shall complete all fieldwork by October 30.

4. Draft Reports

The auditor shall have drafts of the audit reports and recommendations to management available for review by the City Manager and Finance Director by the end of the third full week of November.

E. Entrance and Exit Conferences, and Progress Reporting

Entrance and exit conferences should be scheduled annually. Progress reporting conferences must be held periodically, but not less than monthly, during the audit period to apprise the Finance Director with the progress of the work, the nature of any problems encountered, and the projected completion date of the audit.

F. Date Final Report is Due

As indicated in Section IV-D-4 above, draft reports are due by or before the end of the third full week of November. The Finance Director and City Manager will complete their review of the draft report as expeditiously as possible. It is not expected that this process should exceed three days. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the City by or before the first Monday in December.

Additionally, fifteen (15) printed copies and one (1) copy of the final report in current electronic media format shall be delivered to the Finance Director before the first Monday in December following the close of the audit period in each year

of the contract. The auditor shall be required to appear before the Council to review the report on the second Monday of December. A total of sixty (60) additional printed copies of the final report will be delivered within fifteen days of final submission.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Finance Department and Clerical Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The preparation of confirmations will be the responsibility of the auditor.

B. Electronic Data Processing (EDP) Assistance

EDP personnel will be available to provide systems documentation and explanations.

C. Statements and Schedules to be Prepared by the Staff of the City of Florence

The staff of the City will prepare certain statements and schedules for the auditor. These reports include a schedule of property taxes receivable; schedules of fixed assets including additions, deletions, and depreciation for the year; schedules of projects to be capitalized; construction in process schedules; supplies inventory; bond costs and accumulated amortization schedule; compensated absences; accounts payable; accounts receivable; bank reconciliations; revenue and expenditure budget versus actual reports; trial balances; detailed general ledger for all funds; and investment schedules. Additionally, the City will provide assistance in retrieving and re-filing check vouchers needed by the auditor for testing.

D. Work Area, Telephones, Photocopying, Internet Access, and Facsimile Machines

The City will provide the auditor with reasonable work space, desks, and chairs. The auditor will also be provided with access to a telephone, photocopying equipment, internet access, and an electronic facsimile machine.

E. Report Preparation

Report preparation, routine editing, and printing shall be the responsibility of the auditor.

## VI. PROPOSAL REQUIREMENTS

### A. General Requirements

#### 1. Preproposal Conference and On-site Inspections

A mandatory pre-proposal conference for firms interested in submitting proposals will be held at 2:00 p.m., January 21, 2014 in the City Council Chambers, of the City Center, 324 West Evans Street, Florence, South Carolina. Attendance at the conference is required as a condition of submitting a proposal. Both verbal and written questions will be accepted during the conference.

Immediately following the pre-proposal conference, representatives of the Finance Department will be available to conduct on-site inspections for interested proposers.

#### 2. Inquires

Inquires concerning the request for proposals and the subject of the request for proposals should be made to:

Lynwood F. Givens, Purchasing Agent  
(843) 665-3165

City of Florence  
Finance Department  
324 West Evans Street  
Florence, SC 29501-3430

#### 3. Submission of Sealed Proposals

In order to simplify the review process and enable the City to make an equitable and objective comparison of the proposals, proposals must be organized according to the following format and six (6) copies each must be submitted. **The following material is required to be received by the City by 2:00 p.m. on February 4, 2014 for a proposing firm to be considered:**

##### a) A Technical Proposal to include the following:

- 1) Title Page: Include the Proposal Name, "Independent Auditing Services – Request for Proposals 2014-01", and the name of the proposing firm along with the address, telephone number, and name of contact person, and the date of the proposal.

- 2) Table of Contents: Include a clear identification of the material by section and page number.
  - 3) Transmittal Letter: A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes that it is best qualified to perform the engagement, and a statement that the proposal is a firm and irrevocable offer for 90 days.
  - 4) Detailed Proposal: The detailed proposal should follow the order set forth in Section VI-B of this request for proposals.
  - 5) Executed copies of Proposer Guarantees and Proposer Warranties, attached to this request for proposal (Appendix C and Appendix D).
- b) Technical Proposals (6 copies each) must be in a sealed envelope and clearly marked as follows: "TECHNICAL PROPOSAL FOR CITY OF FLORENCE, SC INDEPENDENT AUDITING SERVICES 2014-01." Technical Proposals submitted by mail must meet the same requirements.
  - c) A Dollar Cost Bid Proposals (6 copies each) must be submitted in a **SEPARATE** sealed envelope and marked as followed: "DOLLAR COST BID PROPOSAL FOR CITY OF FLORENCE, SC INDEPENDENT AUDITING SERVICES 2014-01." Dollar Cost Bid Proposals submitted by mail must meet the same requirements.
  - d) The sealed Technical Proposals and sealed Dollar Cost Bid Proposals must be submitted in two (2) separate sealed envelopes, and clearly marked as required in subsections b and c above. The proposals should be addressed as follows:

City of Florence  
 Lynwood F. Givens, Purchasing Agent  
 Finance Department  
 324 West Evans Street  
 Florence, SC 29501-3430

If proposals are mailed, it is the sole responsibility of the proposer to have the proposals delivered to the City by the date and time specified in the RFP. Any proposals received later than the specified date and time will not be accepted or considered. Facsimile (FAX) transmissions will **not** be

accepted. The City will not be responsible for late submission caused by the postal service, other carriers, or any other delivery problems regardless of the reason.

B. Technical Proposal

1. General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, capacity, and ability of the firms seeking to undertake an independent audit of the City in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

**There should be no dollar units or total costs included in the Technical Proposal Document.**

The Technical Proposal should address all points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposal. While additional data may be presented, the following subjects, items 2 through 7, must be included. They represent the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that is independent of the City as defined by generally accepted auditing standards, the U.S. General Accounting Office's *Government Auditing Standards* and/or any later pronouncements, and the independence standards of the South Carolina Board of Accountancy.

3. License to Practice in South Carolina

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered or licensed to practice in South Carolina and that the firm maintains an office physically located in South Carolina.

4. Firm Qualifications and Experience

- a. The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.
  - b. If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified, and the firm that is to serve as the principal auditor should be noted, if applicable.
  - c. The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific **government** engagements.
  - d. The firm shall also provide information on the results of any federal or state desk reviews or field reviews of audits performed by its office during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against its office during the past three (3) years with state regulatory bodies or professional organizations.
5. Partner, Supervisory, and Staff Qualifications and Experience
- a. Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in South Carolina. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.
  - b. Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.
  - c. The proposer should identify the extent to which staff to be assigned to the audit reflect the City's commitment to Affirmative Action.

- d. Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. However, in any case, the City retains the right to approve or reject replacements.
- e. Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of the City, which retains the right to approve or reject replacements.
- f. Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (a maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

7. Audit Approach and Service; Staffing and Communication

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal including the level of staff and number of hours to be assigned to the major segments of the engagement.

Method of Approach and Service: The proposal should describe how the firm intends to conduct the audit in the first year and subsequent years and the role of audit firm in providing technical support and consultation.

Staffing and Communication: The proposal should describe how the firm will coordinate and monitor staff service and how access to and communication with the firm and staff will be ensured through entrance conferences, progress reporting, and exit conferences.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement

- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement **No dollar costs should be included in the Technical Proposal**
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Type and extent of analytical procedures to be used in the engagement
- e. Approach to be taken to gain and document an understanding of the City's internal control structure
- f. Approach to be taken in determining laws and regulations that will be subject to audit test work
- g. Approach to be taken in drawing audit samples for purposes of tests of compliance

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal for each of the next five years. This fee must include the financial reports and all required schedules and all other required services and related expenses as well as any reasonable additional services which may be included. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including out-of-pocket expenses.

The dollar cost bid should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.
- c. A Total All-Inclusive Maximum Price for the 2014-2018 engagements.

2. Rates for Additional Professional Services

If it should become necessary for the City to request the auditor to render any additional services to either supplement the services requested

in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between the City and the firm. The auditor should state the hourly rates that would be charged for such services.

3. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing may be submitted no more than twice monthly. Final payment of the annual fee will be made only after delivery of all final reports.

VII. EVALUATION PROCEDURES

A. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

1. Mandatory Elements

- a. The audit firm is independent, has an office or offices physically located in South Carolina, and is licensed to practice in South Carolina.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
- d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Qualifications

- a. Expertise and Experience
  - 1) The firm's past experience and performance on comparable government engagements.

- 2) The firm's past experience in providing assistance to meet the requirements of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting program.
- 3) The quality, skills, and ability of the firm's professional personnel to be assigned to the engagement and the quality, skills, and ability of the firm's management support personnel to be available for technical consultation.

b. Audit Approach and Service; Staffing and Communication

- 1) Method of Approach and Service: How the firm will conduct the audit in the first year and subsequent years and the role of audit firm in providing technical support and consultation.
- 2) Staffing and Communication: How the firm will coordinate and monitor staff service and how access to and communication with the firm and staff will be ensured through entrance conferences, progress reporting, and exit conferences.
- 3) Adequacy of proposed staffing plan for various segments of the engagement.
- 4) Adequacy of hours assigned to various levels of audit personnel – partner hours; manager hours; staff hours, etc.

c. Prior Experience with City of Florence and Proximity

- 1) Prior experience of assigned audit staff with City of Florence
- 2) Proximity of assigned audit staff's office location to the City of Florence

3. Price

Cost will not be the primary factor in the selection of an audit firm.

B. Interviews

During the evaluation process interviews of any one or all firms may be requested. Such interviews will provide firms with an opportunity to answer

questions the evaluation panel may have about a firm's proposal. Not all firms may be asked to participate in such interviews.

C. Final Selection

The evaluation panel will make its recommendation to City Council of the firm which best meets all of the evaluation criteria set forth in the request for proposals and the selection of which, in its collective opinion, would best serve the interest of the City of Florence. The City Council will select a firm based upon the recommendation of the evaluation committee.

It is anticipated that a firm will be selected by March 10, 2014. Following notification of the firm selected, it is expected a contract will be executed between both parties by April 1, 2014.

D. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City and the firm selected.

The City reserves the right without prejudice to reject any or all proposals.

E. Right to Waive Technicalities

The City reserves the right to waive technicalities in its evaluation of all proposals.

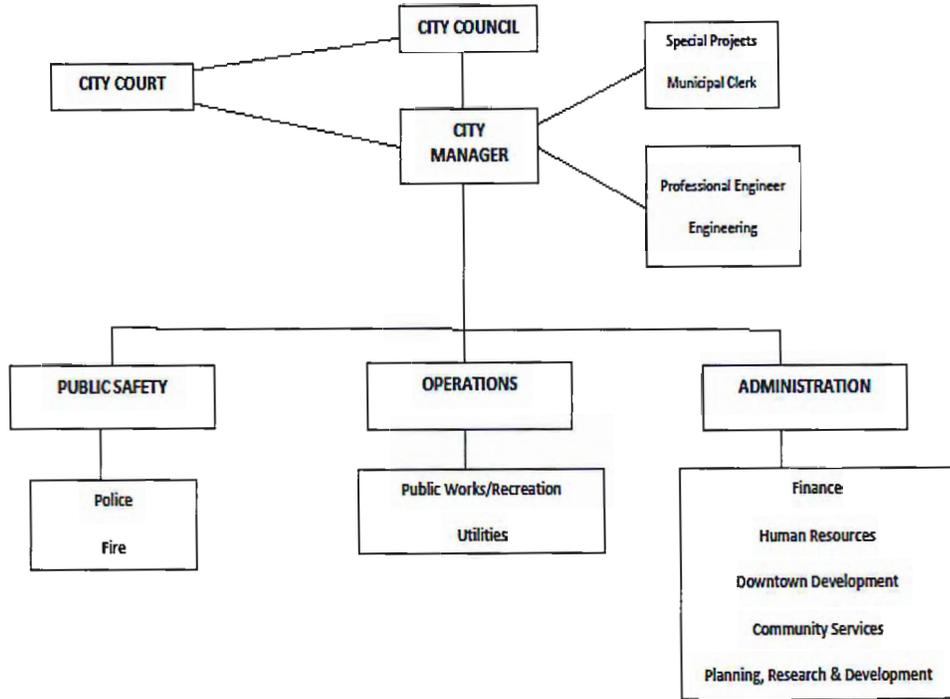
F. Proposal Disclosures and Public Inspection

The proposals shall be publicly opened, and only the names of the proposers will be disclosed at the proposal opening. Contents of the competing proposals shall not be disclosed during the evaluation or negotiation phases. Proposals shall be available for public inspection after award of the contract. Proprietary or confidential information (i.e., customer lists, financial reports, etc.), if marked as such, shall not be disclosed without the written consent of the proposer. Proposer shall identify such information by writing "CONFIDENTIAL" on such items.

## APPENDICES

- A. Organizational Chart
- B. List of Key Officials, Office Locations, and Telephone Numbers
- C. Proposer Guarantees
- D. Proposer Warranties
- E. Format for Schedule of Professional Fees and Expenses
- F. Format for Schedule of Additional Professional Fees

CITY OF FLORENCE  
ORGANIZATIONAL CHART  
FY 2012-13



**APPENDIX B**

**LIST OF KEY PERSONNEL, OFFICE LOCATIONS, AND  
TELEPHONE NUMBERS**

<u>Name and Title</u>	<u>Location of Office</u>	<u>Telephone</u>
Stephen J. Wukela, Mayor	City Center	665-3151
Andrew H. Griffin, City Manager	City Center	665-3113
Thomas W. Chandler, Finance Director	City Center	665-3162
Jim Peterson, City Attorney (Clark, Johnson Peterson, and McLean)		669-2401

**PROPOSER GUARANTEES**

**Note:** Proposer may use any word processor, spreadsheet or other formatting tool to provide this information rather than typing amounts into this schedule as long as all requested information is provided

The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

**PROPOSER WARRANTIES**

**Note:** Proposer may use any word processor, spreadsheet or other formatting tool to provide this information rather than typing amounts into this schedule as long as all requested information is provided

- A. Proposer warrants that it is willing and able to comply with State of South Carolina laws with respect to foreign (non-state of South Carolina) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees, or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City of Florence.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES**

**FOR THE AUDITS OF THE 2014-2018 FINANCIAL STATEMENTS**

**Note:** Proposer may use any word processor or formatting tool to provide this information rather than typing amounts into this schedule as long as all requested information is provided.

	<u>Standard Hourly Rates</u>	<u>Hours</u>	<u>Quoted Hourly Rates</u>	<u>Total</u>
Partners				
Managers				
Supervisory staff				
Staff				
Other (specify):				
Subtotal				
Out-of-pocket expenses, meals and lodging, transportation and any other (specify):				
Total all-inclusive maximum price for 2014 audit				
Total all-inclusive maximum price for 2015 audit				
Total all-inclusive maximum price for 2016 audit				
Total all-inclusive maximum price for 2017 audit				
Total all-inclusive maximum price for 2018 audit				

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive price.

**SCHEDULE OF PROFESSIONAL FEES**

**FOR ADDITIONAL SERVICES DESCRIBED IN VI-C-2**

**Note:** Proposer may use any word processor or formatting tool to provide this information rather than typing amounts into this schedule as long as all requested information is provided.

	Standard Hourly <u>Rates</u>	Quoted Hourly <u>Rates</u>
--	------------------------------------	----------------------------------

Partners

Managers

Supervisory staff

Staff

Other (specify)

**FLORENCE CITY COUNCIL MEETING**

**DATE:** March 10, 2014

**AGENDA ITEM:** Report To Council / Boards & Commissions

**DEPARTMENT/DIVISION:** City Council

**I. ISSUE UNDER CONSIDERATION:**

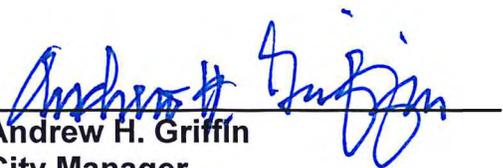
Council will consider nominations for City Boards and/or Commissions.

**II. CURRENT STATUS/PREVIOUS ACTION TAKEN:**

There is one Board/Commission that has an expired term.

**III. ATTACHMENTS**

Spreadsheet of Council Nominations to Boards and Commissions  
Applications received to date

  
\_\_\_\_\_  
Andrew H. Griffin  
City Manager

**SCHEDULE OF COUNCIL NOMINATIONS TO BOARDS AND COMMISSIONS**

Note: Schedule of appointments start with last appointment made.	District 1	District 2	District 3	At-Large 1	At-Large 2	At-Large 3	Mayor	Would like to be
	Ervin	Robinson	Brand	Willis	Wms-Blake	Hill	Wukela	reappointed
Accommodations Tax Advisory Committee								
City-County Agriculture Commission								
City of Florence Planning Commission								
City of Florence Zoning Board of Appeals								
City of Florence Design Review Board								
Historical Commission								
Housing Authority								
Parks & Beautification Commission - 1							X	Mr. John Jebaily - yes
Pee Dee Regional Transportation Authority								



**APPLICATION FOR BOARDS AND COMMISSIONS**  
**CITY OF FLORENCE**  
**SOUTH CAROLINA**

Board or Commission for which you are applying: <i>Parks, Beautification and Leisure Services Commission</i>			
Your Name (Last, First, Middle) <i>Miller, John W</i>		County <i>Florence</i>	Council District <i>1 (one)</i>
Residential Address <i>1501 N. Carnaby Circle</i>		City <i>Florence</i>	State <i>South Carolina</i>
Mailing Address <i>1501 N. Carnaby Circle</i>		City <i>Florence</i>	Zip Code <i>29506</i>
Your Occupation - Title <i>Retired Grants Administrator</i>		Business Phone <i>N/A</i>	Residence Phone <i>843 669-6006</i>
Employer Name <i>SC Employment Commission</i>		E-Mail Address <i>jmillerr70@sc.rr.com</i>	
Employer Address <i>1550 Gadsden St.</i>		City <i>Columbia</i>	State <i>South Carolina</i>
			Zip Code <i>29202</i>

**General Qualifications**

Are you a resident of the City?  Yes  No How Long? *67 yrs.*

Why would you like to serve?  
*See attached sheet*

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:  
*See attached sheet*

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:  
*See attached sheet*

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:  
*See attached sheet*

Are you involved in any Community Activities? If so, please list:  
*See attached sheet*

What are your goals and objectives if appointed to the Commission/Board?  
*see attached sheet*

I certify that the information above is true and correct. **Information on this form will be considered public information.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**RETURN COMPLETED FORM TO:**  
 Office of the City Clerk  
 City of Florence, City County Complex AA,  
 180 N. Irby Street, Florence, SC 29501  
 Fax: 843-665-3110

<b>FOR OFFICE USE ONLY</b>	
Received:	<i>8-6-2013</i>
Appointed to:	
Date:	

## APPLICATION FOR BOARDS AND COMMISSIONS

John W. Miller

### **Why would you like to serve?**

It can be said that a city is judged by its appearance and the quality of recreation it provides for its citizens. As a lifelong resident of the City Florence it has always been my goal to contribute to my community in every positive way that I can to enhance the lives of all citizens of this great city.

### **Do you presently serve on any Commissions/County/State?**

Presently I serve as Vice-President of the Senior Citizens Association.

### **Have you formerly served on any Commissions/Boards of the City/County/State?**

I am a past Chairman of the Florence County Senior Center Commission (2007-2009), and served on the Senior Center Commission from 2005 to 2010

Former President of the Florence Athletic Hall of Fame Board of Directors

Former member of the Boys and Girls Club of the Pee Dee Board of Directors

### **Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence?**

The Senior Citizens' Association

### **Are you involved in Community Activities?**

Wilson High School Alumni Association

North Vista Elementary School Advisory Committee

Greater Wilson Heights Neighborhood Crime Watch

### **What are your goals and objectives if appointed to the Commission/Board?**

It is my intent to:(a) provide input in the ongoing gateway beautification effort presently underway;(b) advocate for more and improved recreational facilities; and (c) ensure that the services provided to our citizens are of comparable quality to services provided anywhere in the state.



**APPLICATION FOR BOARDS AND COMMISSIONS**  
CITY OF FLORENCE  
SOUTH CAROLINA

Board or Commission for which you are applying: <i>PARKS Beautification and Leisure Services Commission</i>			
Your Name (Last, First, Middle) <i>POSTON NATHANIEL ROWELL</i>		County <i>Florence</i>	Council District
Residential Address <i>1401 Woods Road</i>		City <i>Florence</i>	State <i>South Carolina</i>
Mailing Address <i>PO Box 1585</i>		City <i>FLORENCE</i>	Zip Code <i>29503-1585</i>
Your Occupation - Title <i>REAL Estate Agent</i>		Business Phone <i>843.615.2678</i>	Residence Phone <i>- SAME -</i>
Employer Name <i>William Stafford Poston</i>		E-Mail Address <i>NPOSTON@POSTONREALTY.COM</i>	
Employer Address <i>1407 West Evans Street</i>		City <i>Florence</i>	State <i>South Carolina</i>
			Zip Code <i>29501</i>

**General Qualifications**

Are you a resident of the City?  Yes  No How Long? *2 1/2 yrs*

Why would you like to serve?

*Florence has great potential and location to attract entrepreneurs, visitors, corporations and locals to live and prosper, which I ultimately foster and promote.*

Do you presently serve on any Commissions/ Boards of the City/ County/ State? If so, please list:

*Advisory Sub-Committee for UDD for Florence*

Have you formerly served on any Commissions/ Boards of the City/ County/ State? If so, please list:

*- NEVER PRESENTLY -*

Are you currently in a position of responsibility with an organization or board that has received or is seeking funding from the City of Florence? If so, list the position and date:

*From May 14, 2011 to August 31, 2011, I diligently and persistently, without monetary compensation/commission from either agreeing parties, formed an economic ground that allowed the existence of the meanwhile Downtown Project of which Enclave Junction continues to thrive.*

Are you involved in any Community Activities? If so, please list:

*- NONE PRESENTLY -*

What are your goals and objectives if appointed to the Commission/Board?

*Obtain and foster distinctive and marketable aspects of Florence, while planning for growth through innovation and satisfaction of ever changing social needs*

I certify that the information above is true and correct. Information on this form will be considered public information.

Signature

*[Handwritten Signature]*

Date

*10/02/2012*

**RETURN COMPLETED FORM TO:**

Office of the City Clerk  
City of Florence, City County Complex AA,  
180 N. Irby Street, Florence, SC 29501  
Fax: 843-665-3110

**FOR OFFICE USE ONLY**

Received:	<i>12-7-2012</i>
Appointed to:	
Date:	