AGENDA
AUDIT SELECTION COMMITTEE MEETING
March 4, 2026 at 4:00 PM

I. CALL TO ORDER

II. APPROVAL OF THE MINUTES

a. February 18, 2026

III. PUBLIC COMMENTS (SPEAKERS LIMITED TO THREE MINUTES - NO ACTION TAKEN ON ITEMS)

IV. REPORTS

a. Discuss Comments received from Audit Selection Committee Members

b. Discuss Proposed Framework - Sheffield

V. REGULAR BUSINESS

a. Publicly Announce Requests for Proposals release date

b. Approve RFP Selection Criteria

VI. ADJOURN

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

Audit Selection Committee
February 18, 2026, Minutes

Invocation
The invocation was led by Pastor Mulberry.

Pledge of Allegiance
The Pledge of Allegiance was led by Ms. Myers

Roll Call
Jeremy Alexander, Allen Sheffield, Linda Myers, Tom Dolan and Commissioner Campbell were present.

Approval of the minutes.
Mr. Alexander moved to approve the February 4, 2026, minutes. Mr. Sheffield seconded the motion which passed unanimously.

Public Comments
There were no public comments.

Reports
Information Item - Chapter 218
Ms. Pierre gave an overview of the Florida Statute Chapter 218.

Information Item - Overview of the Sunshine Law
Ms. West gave an overview of the Sunshine Law.

Information: Chapter 163 Section 371 - CRA reporting

REGULAR BUSINESS
Evaluation Criteria

Ms. Pierre explained the evaluation process to the board. She asked how much time the board would need to review the RFP. Mr. Alexander stated he would like the CRA's statutory financial requirements for expenditure, budget allocations, and funds included. He also requested information regarding the Betterplace one-cent discretionary surtax fund, as well as any relevant statutory changes since the most recent audit, to ensure the RFP reflects those criteria.

Commissioner Campbell asked Ms. Pierre how long it would take to fulfill that request. Ms. Pierre responded that she could have the information to the board by Friday.

Commissioner Campbell then asked the board how much time they would need to review the document.

Mr. Dolan recommended starting the timeline on February 27 and adjusting the release date of the RFP accordingly so the board may proceed from there.

Mr. Alexander stated that, in his opinion, it is more important to ensure the document is accurate so the board does not need to revisit or redo any part of the process.

Ms. Myers stated she would need at least one week after receiving the information, which would place the review period into early March. She also asked Ms. Pierre whether any additional questions had been submitted that the board had not yet discussed.

Ms. Pierre stated she received an email from Mr. Dolan and plans to provide answers to those questions and share them with the entire board. She also received comments from Mr. Sheffield regarding the RFP.

Mr. Sheffield explained that a broad paragraph in the RFP references the applicable standards, including Florida, federal, and generally accepted accounting principles. He stated that this paragraph should sufficiently cover the standards the auditing firm must follow; however, if the board prefers to be more specific, that can be done.

Ms. Pierre responded that the referenced section is intended to inform auditors of the guidelines the city must follow. She noted that all rules are current except A133, which is now referred to as 2CFR200.

Following discussion, Ms. Pierre explained that auditors must be independent and licensed to practice in Florida. She also stated that the firm's professional personnel must have adequate continuing professional education within the preceding two years, and that certified personnel, including CPAs, must be part of the audit team. Mr. Dolan requested a list of all Enterprise Funds and all Government Funds.

The board reviewed the RFP and made revisions. The RFP is scheduled to be posted on March 6, 2026.

Discuss the Timeline of the Request for Proposal
Information from Ms. Pierre to the committee will be received on February 20th, 2026
Response back to Ms. Pierre on or before February 27th, 2026
Response from Ms. Pierre March 2nd, 2026
Meeting date for discussion March 4th, 2026

Release of the RFP March 6th, 2026
Questions from bidders March 20th, 2026
Addendum posted to the website: March 27th, 2026
Proposal due: April 10th, 2026

ADJOURN
Mr. Dolan motioned to adjourn the meeting. Mr. Alexander seconded the motion which passed unanimously.

Discuss Comments received from Audit Selection Committee Members
Comments review

STAFF REPORT

DATE: March 4, 2026
TO: City of Palatka
FROM: City Staff

APPLICATION REQUEST

Comments were received from the Audit Selection Committee. Review the comments and decide if changes are needed.

BACKGROUND

PROJECT ANALYSIS

Staff would like to discuss the comments received and finalize the Request for Proposal.

Staff Recommendation

ATTACHMENTS

None

Discuss Proposed Framework - Sheffield
Proposed Framework discussion

STAFF REPORT

DATE:	March 4, 2026
TO:	City of Palatka
FROM:	City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Proposed Framework discussion

Staff Recommendation

ATTACHMENTS

None

Publicly Announce Requests for Proposals release date
Publicly Announce Requests for Proposals release date

STAFF REPORT

DATE: March 4, 2026
TO: City of Palatka
FROM: City Staff

APPLICATION REQUEST

Under the Florida Auditor General’s Rules for Local Government Audits, the Audit Selection Committee must ensure that the Request for Proposals (RFP) is: publicly announced, and given adequate notice to the public and potential auditors.

This is generally done through: the City of Palatka's website, local newspapers and/or public notices, or the Florida Vendor Bid System .

BACKGROUND

PROJECT ANALYSIS

Staff recommends approving the attached revised timeline.

Staff Recommendation

ATTACHMENTS

1.	Revised Proposed Timeline

Revised Proposed Timeline

Tasks	Date
Release of RFP	March 13, 2026
Deadline for Questions/Requests for Information	March 27, 2026
Addendum posted to the City website answering Questions/RFI	April 3, 2026
Proposals Due @ 2:00pm	April 10, 2026
Proposal Evaluation	April 22, 2026
Intent to Award Posted to the City website	May 14, 2026
Protest Period Ends	May 19, 2026
City Commission Award Date	May 28, 2026

CITY of Palatka FLORIDA

Approve RFP Selection Criteria

STAFF REPORT

DATE: March 4, 2026
TO: City of Palatka
FROM: City Staff

APPLICATION REQUEST

As part of this process, the Committee must establish and approve the evaluation criteria that will be used to score and rank proposals received in response to the Request for Proposals (RFP).

The proposed selection criteria outline the factors that will be applied to all submitting firms, including technical qualifications, experience, approach to the audit, staffing, and cost considerations. These criteria are designed to ensure a fair, transparent, and competitive selection process in compliance with Florida Statutes and the guidance issued by the Florida Auditor General. The Audit Selection Committee has reviewed the proposed criteria the next step is to request approval from the governing body to move forward with the issuance of the RFP using the selection criteria as presented.

BACKGROUND

PROJECT ANALYSIS

Approval of the proposed selection criteria is required before staff can prepare and issue the RFP for annual audit services. The criteria provide a standardized scoring framework and ensure that all responding firms are evaluated objectively and fairly.

Upon the governing body’s acceptance of the Committee’s criteria, staff will bring the selection criteria forward to the Commission for formal approval, as required by Florida Auditor General guidance. Once approved by the Commission, the RFP will be publicly announced and released in accordance with applicable procurement procedures.

Requested Action:

Motion to approve the Audit Selection Committee’s proposed selection criteria as presented, authorizing staff to forward the criteria to the Commission for formal approval.

Staff Recommendation

ATTACHMENTS

1.	Revised Evaluation Criteria

RFP 2026-XX Audit Services, Section VIII. Evaluation Procedures
Ranking Matrix Qualifications

	Mandatory Elements: The audit firm is independent and licensed to practice in Florida. The audit firm's professional personnel have received adequate continuing professional education within the preceding two years. The firm has no conflict of interest with regard to any other work performed by the firm for City of Palatka. The firm submits a copy of its most recent external quality control review report (peer review) and the firm has a record of quality audit work. The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal. *Any Proposal that does not contain the mandatory elements will be rejected.	0
1	Technical Qualifications The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical accounting reporting, internal control and consultation.	25
2	Professional Experience. The firm's (and specifically the local office's) past experience and performance on comparable government engagements; experience performing single audits of federal financial assistance and audits under the Florida Single Audit Act.	25
3	Audit Approach & Methodology. Utilization of a risk based audit approach, tailored to specific needs od the City with appropriate and balanced use of sampling techniques and analytical procedures.	25
4	Total compensation proposed.	20
5	Certified minority-owned or veteran-owned business.	5
	Total	100