AUDITOR SELECTION COMMITTEE (2026)

REGULAR MEETING AGENDA

TUESDAY, JULY 14, 2026 - 3:00 PM

CITY HALL - COMMISSION CHAMBERS

1126 EAST STATE ROAD 434, WINTER SPRINGS, FLORIDA

CALL TO ORDER

Roll Call
Invocation
Pledge of Allegiance
Agenda Changes

AWARDS AND PRESENTATIONS

INFORMATIONAL AGENDA

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

CONSENT AGENDA

300. Approval of the Monday, June 1, 2026 Auditor Selection Committee Meeting Minutes.
2026 06 01 Auditory Selection Committee Regular Meeting Minutes.pdf

PUBLIC HEARINGS AGENDA

Pursuant to F.S. § 286.0115, if the mayor or any city commissioner receives and/or sends ex parte communications regarding any application filed with the city, the mayor or any city commissioner must publicly disclose such communications before or during the hearing at which a vote is taken on the quasi-judicial matter, so that persons who have opinions contrary to those expressed in the ex parte communications are given a reasonable opportunity to refute or respond to the communications.

REGULAR AGENDA

500. Discussion and Evaluation of Bids Received for RFP 06-26-01 HQ Audit Services

REPORTS

PUBLIC INPUT

Anyone who wishes to speak during Public Input on any Agenda Item or subject matter will need to fill out a "Public Input" form. Individuals will limit their comments to three (3) minutes, and representatives of groups or homeowners' associations shall limit their comments to five (5) minutes, unless otherwise determined by the City Commission.

ADJOURNMENT

PUBLIC NOTICE

This is a Public Meeting, and the public is invited to attend and this Agenda is subject to change. Please be advised that one (1) or more Members of any of the City's Advisory Boards and Committees may be in attendance at this Meeting, and may participate in discussions.

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City of Winter Springs at (407) 327-1800 "at least 48 hours prior to meeting, a written request by a physically handicapped person to attend the meeting, directed to the chairperson or director of such board, commission, agency, or authority" - per Section 286.26 *Florida Statutes*.

"If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based" - per Section 286.0105 Florida Statutes.

CONSENT AGENDA ITEM 300

AUDITOR SELECTION COMMITTEE (2026) AGENDA | JULY 14, 2026
REGULAR MEETING

TITLE

Approval of the Monday, June 1, 2026 Auditor Selection Committee Meeting Minutes.

SUMMARY

FUNDING SOURCE

RECOMMENDATION

Staff recommends approval of the Monday, June 1, 2026 Auditor Selection Committee Meeting Minutes as presented.

AUDITOR SELECTION COMMITTEE

REGULAR MEETING MINUTES
JUNE 1, 2026

CITY HALL – COMMISSION CHAMBERS
CITY OF WINTER SPRINGS, FLORIDA

UNAPPROVED

CALL TO ORDER

Chairperson Kevin McCann called the Monday, June 1, 2026 Regular Meeting of the Auditor Selection Committee at 2:00 p.m. in the Commission Chambers of the Municipal Building (City Hall, 1126 East State Road 434, Winter Springs, Florida 32708).

Roll Call:
Chairperson Kevin McCann, present
Committee Member Daivd Withee, present
Committee Member Marco Santoro, present
Interim City Clerk Tristin Tarrant, present

Also present:
Ms. Holly Queen, Director, Finance Department

A moment of silence was followed by the Pledge of Allegiance.

No changes were made to the Agenda.

AWARDS AND PRESENTATIONS

100) Not Used

INFORMATIONAL AGENDA

200) Not Used

PUBLIC INPUT

Chairperson McCann opened "Public Input".
No one spoke
Chairperson McCann closed "Public Input".

CONSENT AGENDA

300) Not Used

PUBLIC HEARINGS AGENDA

400) Not Used

REGULAR AGENDA

500) Request For Proposal - RFP 04-21 HQ for Audit Services

Finance Director Holly Queen gave a presentation reviewing the purpose of the committee, the proposed evaluation criteria, scoring methodology, tentative procurement schedule, and shared the previously used Request for Proposal (RFP) as the baseline for the one that will be posted for this year.

The evaluation criteria that was utilized in the pervious RFP was shared showing the scoring stretched across four categories due to Florida Statue calling out that price cannot be a high determining factor when awarding a bid. An adjectival scoring methodology of zero to four (0–4) was also confirmed for use in evaluating proposals. The Committee member's adjectival rating score is multiplied by the percentage of maximum points (weight) resulting in a total score for that section with the Finance Department responsible for calculating and entering price scores on behalf of committee members.

The committee discussed and confirmed availability for a proposal evaluation meeting scheduled for Tuesday, July 14, 2026, from 3:00 PM to 5:00 PM, at City Hall. The determination of whether formal firm presentations/interviews would be conducted was deferred until the responses were received. Committee Member Withee, who served on the prior 2021 committee, noted that interviews had proven valuable during the selection process and let the applicants relayed experience and responsiveness not readily apparent from written submissions alone. The proposed procurement schedule was reviewed for the Committee.

Finance Director Queen confirmed that the RFP document would be updated with current dates, personnel references, budget figures, standard city terms and conditions, and receive legal review prior to posting. The committee expressed confidence in the document and Finance Director Queen confirmed the committee would receive the updated RFP once corrected for reference.

THE COMMITTEE GAVE CONSENSUS TO ADOPT THE PROPOSED RFP WITH THE NECESSARY CLERICAL FIXES. VOTE: McCANN (AYE); WITHEE (AYE); SANTORO (AYE)

REPORTS

ADJOURNMENT

Chairperson McCann adjourned the Meeting at 2:47 pm.

RESPECTFULLY SUBMITTED:

_____
TRISTIN TARRANT
INTERIM CITY CLERK

NOTE: These Minutes were approved at the _____, 2026 Auditor Selection Committee.

UNAPPROVED

REGULAR AGENDA ITEM 500

AUDITOR SELECTION COMMITTEE (2026) AGENDA | JULY 14, 2026
REGULAR MEETING

TITLE

Discussion and Evaluation of Bids Received for RFP 06-26-01 HQ Audit Services

SUMMARY

Bids were received by the following firms:

- Carr, Riggs and Ingram (CRI)
- Purvis Gray

Under Florida Statute 119.071(1)(b)2. the responses received are exempt from public exposure until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

Any award made by the City Commission as a result of this meeting shall be made at a subsequent, publicly noticed City Commission meting and confirm to the RFP and Applicable State laws and local ordinances. The City of Winter Springs reserves the right to accept or reject any RFP in its sole discretion or not make any award.

FUNDING SOURCE

RECOMMENDATION

Staff requests the committee review the received bids and conduct the initial scoring of the bids received.