

# City of Jacksonville

*117 W. Duval Street  
Jacksonville, FL 32202*



## Meeting Minutes - Twice Amended

**Tuesday, April 1, 2025**

**9:30 AM**

**Council Chamber,  
1st Floor, City Hall**

### **Independent External Auditor Selection Committee**

*Nick Howland, Chair  
Raul Arias  
Will Lahnen*

*Legislative Assistant: Steven Libby  
Council Auditor's Office: Kim Taylor, Council Auditor  
Council Auditor's Office: Phillip Peterson, Asst. Council Auditor  
Council Research: Colleen Hampsey, Chief  
Office of General Counsel: Mary Staffopoulos, Deputy  
Administration: Brittany Norris*

Meeting convened: 9:31 am      Meeting adjourned: 9:37 am

**1. Call to Order & Introductions**

Chair Howland convened the meeting and called for introductions.

**2. Discussion on Ranked List of Respondents for RFP 16391-25 Independent External Auditor**

Per Section 5.11, Charter council shall provide for an annual independent audit, certified by an unqualified opinion, of the accounts and financial transactions of the consolidated government. The audit shall be made by an accountant or an accounting firm selected by the council.

The selection of the auditor to perform the annual independent audit begins with a solicitation by a request for proposal by the City Council's "audit" committee to all interested and qualified firms stating the scope of services to be performed for the City and including factors established for the evaluation of audit services to be provided by a certified public accounting firm, duly licensed under F.S. Ch. 473 and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

From the various proposals from interested qualified firms, the Committee reviews all such properly submitted proposals and selects and ranks firms to be considered by the Council's "audit" committee for approval. Upon approval of the ranked list by the Council's "audit" committee, the Council Auditor, on behalf of the City shall enter into formal fee and contract term negotiations for the audit services with the firm whose name appears first in the recommended list, keeping at all times within the guidelines and regulations established by law for any such contract negotiation. If contract terms cannot be agreed upon between the Auditor and the first listed firm, the next listed firm shall be negotiated with, and so forth, until the recommended list has been exhausted. All contracts shall be for a period of three years with two one-year renewal options and the fee shall be reconsidered at the end of the initial three-year term. Each year of the respective contract engagement shall require satisfactory performance by the independent auditor. The contract shall be approved by Council.

Kim Taylor, Council Auditor, spoke about the recent RFP process and the scoring of applications conducted by Council Members Arias, Howland and Lahnen. From the applications, the independent auditor applicants were listed in ranked order and Carr, Riggs & Ingram was ranked the highest.

**a. Public Participation**

None

**b. Approval of the Ranked List of Respondents & Allow for Negotiations by the Council Auditor's Office**

Motion/2nd (Lahnen/Arias) move to approve the ranked list and enable the Auditor to negotiate with the top ranked firm. If contract terms cannot be agreed upon between the Auditor and the first listed firm, the next listed firm shall be negotiated with, and so forth, until the recommended list has been exhausted.

Approved 3-0 via voice vote.

**3. Discussion of Next Steps**

**Ms. Taylor said her hope is to have the contract in place by July 1st. Council Member Arias asked about the rates for the top two candidates. Ms. Taylor said \$425,000 for Carr, Riggs & Ingram and \$350,000 for James Moore.**

**4. Adjourn**

**With no further business, Chair Howland adjourned the meeting.**

Twice Amended Minutes: Colleen Hampsey, Council Research  
CHampsey@coj.net 904.255.5151  
Posted: 4.7.25 5:00 pm