

1 Introduced by the Finance Committee (Council Members Salem, Freeman,
2 Arias, Diamond, Howland, Lahnen and Pittman) and Co-Sponsored by
3 Council Member Miller:
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6 **ORDINANCE 2025-323-E**

7 AN ORDINANCE ENGAGING AN INDEPENDENT AUDITOR TO
8 PROVIDE AN ANNUAL AUDIT OF THE CITY OF
9 JACKSONVILLE AND CERTAIN OTHER FUNDED PROGRAMS
10 UNDER THE SINGLE AUDIT APPROACH; APPROVING, AND
11 AUTHORIZING EXECUTION BY THE COUNCIL PRESIDENT,
12 OR HIS DESIGNEE, OF AN INDEPENDENT AUDITOR
13 AGREEMENT BETWEEN THE CITY OF JACKSONVILLE AND
14 CARR, RIGGS & INGRAM, LLC, OUTLINING THE TERMS
15 AND CONDITIONS TO ENGAGE SAID FIRM FOR A THREE
16 YEAR TERM FOR THE FISCAL YEARS ENDING SEPTEMBER
17 30, 2025, 2026 AND 2027, WITH THE OPTION FOR TWO
18 ONE-YEAR EXTENSIONS; APPROVING AUDITOR'S FEES;
19 PROVIDING AN EFFECTIVE DATE.
20

21 **WHEREAS,** Section 5.11 of the Jacksonville City Charter
22 requires the City Council to provide for an annual independent audit,
23 certified by an unqualified opinion, of the accounts and financial
24 transactions of the consolidated government; and

25 **WHEREAS,** Section 102.116, *Ordinance Code*, requires the use of
26 requests for proposal to select the auditor to perform the annual
27 independent audit of the City and any electing independent agency;
28 and

29 **WHEREAS,** Carr, Riggs & Ingram, LLC, submitted a proposal to
30 the City and was the highest ranked audit firm meeting or exceeding
31 the specification; and

1 **WHEREAS,** the intent of City Council is to contract for auditing
2 services for three fiscal years ending September 30, 2027, with the
3 option for two one-year extensions; and

4 **WHEREAS,** the Federal Government requires that Federal Grant
5 Funds be audited together with local, state and other funds in order
6 to perform a single audit of the City; now therefore

7 **BE IT ORDAINED** by the Council of the City of Jacksonville:

8 **Section 1. Approval and Authorization to Execute Agreement**
9 **and Engagement of Independent Auditor.** The City Council hereby
10 approves and authorizes the Council President, or his designee, to
11 execute the Master Services Agreement and Engagement Letters between
12 the City of Jacksonville and Carr, Riggs & Ingram, LLC, in
13 substantially the forms placed **On File** with the Legislative Services
14 Division (collectively, the "Agreement"). The independent auditor
15 firm of Carr, Riggs & Ingram, LLC, is hereby engaged to perform an
16 audit of the accounts and transactions of the City for the fiscal
17 years ending September 30, 2025, 2026 and 2027 in accordance with the
18 terms of the Agreement.

19 **Section 2. Auditor's Fees.** The City agrees to pay the
20 independent auditor engaged firm herein the fees for its services for
21 the three fiscal years ending September 30, 2027, as stated in the
22 Agreement. For the fiscal years ending September 30, 2025, 2026 and
23 2027 the fees will not exceed \$425,000, \$440,000, and \$455,000,
24 respectively. The total maximum fee shall not exceed \$1,320,000,
25 subject to the availability of budgeted funds. To the extent
26 practicable, the Council Auditor's Office is directed to make
27 available to the independent auditor engaged hereby a maximum number
28 of hours to be provided by the Council Auditor's Office of six hundred
29 (600) hours annually. The total maximum fee payable to Carr, Riggs &
30 Ingram, LLC, shall not be reduced by reason of such services furnished
31 by the Council Auditor's Office.

Section 3. Effective Date. This Ordinance shall become effective upon signature by the Mayor or upon becoming effective without the Mayor's signature.

Form Approved:

/s/ Mary E. Staffopoulos

Office of General Counsel

Legislation Prepared By: Mary E. Staffopoulos

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