

1 Introduced by the Finance Committee (Council Members Salem, Freeman,  
2 Arias, Diamond, Howland, Lahnen and Pittman):  
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5 **ORDINANCE 2025-323**

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

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

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

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

31 **WHEREAS,** the intent of City Council is to contract for auditing

1 services for three fiscal years ending September 30, 2027, with the  
2 option for two one-year extensions; and

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

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

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

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

31 **Section 3. Effective Date.** This Ordinance shall become

1 effective upon signature by the Mayor or upon becoming effective  
2 without the Mayor's signature.

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4 Form Approved:

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6           /s/ Mary E. Staffopoulos          

7 Office of General Counsel

8 Legislation Prepared By: Mary E. Staffopoulos

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