
Kim Taylor, CPA

117 West Duval Street, Suite 200
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Phone (904) 255-5488
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WORK EXPERIENCE

Council Auditor's Office, City of Jacksonville
September 5, 1995 - Present

POSITIONS HELD

Assistant Council Auditor- May 2017- Present
Principal Auditor- April 2009 – June 2017
Auditor III- April 2001 - April 2009 *
Auditor II- April 1999 - April 2001
Auditor I- September 1995 - April 1999

(* Part-time from October 2002-July 2007)

DESCRIPTION OF WORK

Legislation

Pursuant to Chapter 102 of the Jacksonville Municipal Code, our office staffs the standing committees (except for Land Use and Zoning Committee), subcommittees and any special committees. As the Assistant Council Auditor, I currently oversee all aspects associated with the review of all legislation that is filed (except for legislation assigned solely to the Land Use and Zoning Committee), including amendments and the preparation of the committee reports. I routinely work with Council Members to answer questions and provide financial assistance on any projects they are undertaking. In addition to staffing committees, I also attend the Mayor's Budget Review Committee meetings and provide staff support for the Tourist Development Council.

Audit

Pursuant to Chapter 102 of the Jacksonville Municipal Code, our office conducts internal audits of the Consolidated Government, including the Independent Authorities. During my career in the Council Auditor's Office, I progressed through the office from working on individual audits under the supervision of a lead auditor to overseeing the audit function with a staff of approximately ten auditors until I transitioned to the position of Assistant Council Auditor. My experience within the office includes audits of many different City Departments, Independent Authorities, and Constitutional Officers. These audits are conducted in accordance with Government Auditing Standards established by the Comptroller General of the United States, which require a peer review of our audit processes and documentation every three years. Our office has passed each peer review, with the latest peer review in 2018 having no management letter comments. Some examples of audit work which I have performed or reviewed include the following:

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- Various Audits of the Jacksonville Transportation Authority (JTA), Jacksonville Aviation Authority (JAA), Jacksonville Port Authority (JPA), and JEA
- Various Audits of the Clerk of the Court, Property Appraiser, Supervisor of Elections, Tax Collector, and Sheriff
- Loblolly Wetland Mitigation Bank
- Animal Care and Protective Services Division
- Affordable Housing Consultant Services
- Fire Rescue Payroll
- City Payroll
- City Payroll Disaster Recovery Procedures
- Mayor's Travel
- Fire Rescue Ambulance Billing and Inventory
- Police and Fire Pension Fund
- Jacksonville Retirement System
- Information Technologies Billing
- Purchasing Cards (P-Cards)
- Municipal Code Compliance Division Revenue
- Oceanfront Parks Revenue
- Recreation and Community Services Bank Accounts
- Procedures Surrounding City Imprest Accounts
- Housing and Neighborhoods Bank Accounts
- Miscellaneous Bank Accounts
- City Accounts Receivable
- City Accounts Payable
- Franchise Fee and Public Service Tax
- Northwest Jacksonville Economic Development Trust Fund
- Medical Examiner's Office
- Public Parking Division
- Clean it Up/Green it Up- Contract Administration and Liens
- Property Safety Division Code Enforcement
- Kids Hope Alliance (formerly Jacksonville Children's Commission)
- Jacksonville Zoo Operations and Construction Costs
- Regulatory and Environmental Services Attendance and Leave Records
- Shands Hospital Indigent Care Agreement
- Traffic Fines
- Teen Court
- Annual Additional Court Cost Attestation

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Budget

Pursuant to Chapter 106 of the Jacksonville Municipal Code, the Council Auditor's Office reviews the Mayor's Annual Budget submitted to the City Council to assist the City Council in adopting a balanced budget by September 30th of each year. I was the lead staff member coordinating staff working on the annual budget review process and worked directly with the Council Auditor from the summer of 2006 through the summer of 2016. Examples of duties I performed relative to the budget review process included the following:

- Performed overall review of Mayor's proposed budget, identifying major budget problems to address with the Council Auditor
- Coordinated the scheduling of budget hearing dates
- Scheduled assignments for all staff members involved in the budget review process to ensure work was evenly distributed and deadlines could be met
- Reviewed handouts and other work prepared by staff for budget hearings for final review by the Council Auditor
- Prepared for budget hearings by meeting with the Council Auditor, City Council Finance Chair, Budget Office Staff and Mayor's Office Staff
- Recorded all actions of the City Council Finance Committee budget hearings to ensure changes approved by the City Council were reflected in the adopted budget
- Maintained Special Council Contingency account balance during the budget hearings to ensure that a balanced budget was maintained
- Reviewed the Budget Ordinance, including the drafted language and all schedules
- Drafted the Annual Budget Summary Report for the Council Auditor to summarize the main action items addressed during the annual budget review process

Other Projects/Office Functions

Pursuant to Chapters 102 and 106 of the Jacksonville Municipal Code, our office is responsible for providing various reports and responding to Councilmember questions and requests. Examples of the different types of projects that I have worked on or managed include:

- Review of Quarterly Summary Reports
- Council Auditor's Office Annual Report
- Independent Library Taxing District Proposal
- \$65 Court Cost Fee Review
- Clerk of the Court Memorandum of Understanding

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- JCC Organizational Review
- Follow-Ups of Audits
- Participated as Lead and Team Member for Peer Reviews of Audit Departments in Other Local Governments
- Sunshine Compliance Reviews of City Council
- Various Research for Council Members
- Participant in Fiscal Impact Committees for referendums and straw ballots
- Surprise cash counts
- Physical inventory counts
- Annual financial audits for the City and JEA
- Interviews of new candidates for open positions within our office
- Administrative functions, including overseeing staff, planning work for staff, approving time and attendance records, and evaluating staff members' performance
- Scheduling of audit staff with outside auditors for the City and JEA to meet contractual obligations

PROFESSIONAL AFFILIATIONS

Association of Local Government Auditors
Florida Government Finance Officers Association
First Coast Chapter- Florida Government Finance Officers Association
Institute of Internal Auditors
Northeast Florida Chapter- Institute of Internal Auditors

CREDENTIALS/EDUCATION

Certified Public Accountant- September 7, 1995

University of North Florida, Jacksonville, FL
Master of Accountancy, August 1995

University of North Florida, Jacksonville, FL
Bachelor of Business Administration, Accounting, April 1993