
BE IT REMEMBERED that a Special Meeting of the City Council of Jackson, Mississippi, was called by a majority of the City Council Members and notices having been placed by the Clerk of Council at 5:44 p.m. Wednesday, May 31, 2023 in the Clerk of Council's Office, electronic notifications to all Council Members, on the City's website and on the public bulletin board in City Hall, relative to: (1) Order authorizing the Mayor to execute the audit agreement letter from Tann, Russ & Brown, PLLC for said firm to provide auditing services for the year ended September 30, 2022 and to provide auditing services for the City of Jackson's State Tort Claims Fund for the year ended September 30, 2022. (2) Order amending the Fiscal Year 2023-2024 budget of the General Government – Office of The City Attorney. The meeting was convened in the Council Chambers located at 219 S. President Street at 2:30 p.m. on June 1, 2023 being the first Thursday of said month, when and where the following things were had and done to wit:

Present: Council Members: Ashby Foote, Council President, Ward 1; Angelique Lee, Council Vice President, Ward 2 (via teleconference); Brian C. Grizzell, Ward 4; Aaron Banks, Ward 6 and Virgi Lindsay, Ward 7. Directors: Safiya Omari, Chief of Staff; Shanekia Mosley-Jordan, Clerk of the Council; Sabrina Shelby, Chief Deputy Clerk of Council and Catoria Martin, City Attorney.

Absent: Kenneth I. Stokes, Ward 3 and Vernon Hartley, Ward 5.

The meeting was called to order by **President Foote**.

ORDER AUTHORIZING THE MAYOR TO EXECUTE THE AUDIT AGREEMENT LETTER FROM TANN, RUSS & BROWN, PLLC FOR SAID FIRM TO PROVIDE AUDITING SERVICES FOR THE YEAR ENDED SEPTEMBER 30, 2022 AND TO PROVIDE AUDITING SERVICES FOR THE CITY OF JACKSON'S STATE TORT CLAIMS FUND FOR THE YEAR ENDED SEPTEMBER 30, 2022.

WHEREAS, Tann, Brown & Russ Co., PLLC is a public accounting and consulting firm located at 1501 Lakeland Drive in Jackson, Mississippi. The firm's multi-person, professional staff includes several certified public accountants, and among the Firm's partners and staff members are CPAs who also hold professional certifications in forensic accounting, business valuation and governmental accounting and finance; and

WHEREAS, Tann, Brown & Russ Co., PLLC is a long-time member of the American Institute of CPA's (AICPA) Private Companies Practice Section, a voluntary self-regulatory organization of accounting firms whose purpose is to foster quality performance within the accounting profession in the area of accounting and auditing services provided to non-public companies; and

WHEREAS, periodic independent peer reviews of the firm's professional practice have consistently shown that it is in full compliance with the strict quality control standards set by the AICPA; and

WHEREAS, the firm will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Jackson as of and for the year ended September 30, 2022; and

WHEREAS, the firm will adhere to the following deadlines, except for delays caused by the City of Jackson or its employees:

Commence Audit Field Work	June 1, 2023
Present ACFR and Reports to City Council	September 30, 2023
Present State Tort Claims Fund Audit Report to City Council	September 30, 2023

WHEREAS, the City of Jackson has a need for completing the FY2022 ACFR by auditing the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Jackson as of and for the year ended September 30, 2022; and

WHEREAS, the firm will audit the financial statements of the State Tort Claims Fund of the City including the related notes to the financial statements, which collectively comprise the basic financial statements of the State Tort Claims Fund of the City of Jackson, Mississippi, as of and for the year ended September 30, 2022; and

WHEREAS, Auditor agrees to work in good faith to provide the services described above and to complete all assigned work within the total amount approved for this contract, in accordance with the Fee Schedule listed below. The COJ shall pay Auditor upon completion and acceptance of performance. The Auditor shall submit invoices detailing work performed and hours worked to the COJ on a monthly basis. The COJ shall pay Auditor on a monthly basis for the actual number of hours worked, not to exceed \$295,000.00 for the duration of this agreement. Upon expiration of this Contract and acceptance by COJ, Auditor shall submit the final invoice with appropriate documentation to the COJ for payment for services performed under this Contract. The standard hourly rates charged for services provided by the Auditor will be as follows:

Partner \$350.00
Manager \$255.00
Senior \$185.00
Staff \$110.00

WHEREAS, the firm will submit to the City monthly itemized invoices; and

WHEREAS, the contract shall begin on or after June 1, 2023 and end on or before October 31, 2023. Either party may terminate the Contract by providing the other with a written notice to terminate at least seven (7) days prior to the termination. The parties may mutually terminate; and

WHEREAS, it is expressly understood and agreed that the obligation of the City to proceed under any Contract or Agreement is conditioned upon the availability of funds, the appropriation of funds by the City Council, and/or the receipt of state and/or federal funds. If at any time the funds anticipated for the fulfillment of this Contract or Agreement are not forthcoming, or are insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi or City Council to appropriate funds or the discontinuance or material alteration of the program under which funds were provided, or if funds are not otherwise available to the City for the performance of this Contract or Agreement, the City shall have the right, upon ten (10) days written notice to the Auditor, to terminate this Contract and/or Agreement without damage, penalty, cost, or expenses to the City of any kind whatsoever. The effective date of termination shall be as specified in the notice or at the end of any fiscal funding period wherein the funds are not available.

IT IS THEREFORE, ORDERED that the City Council President be authorized to execute an Audit Engagement Letter from Tann, Russ & Brown for said firm to provide auditing services for the year ended September 30, 2023 and auditing services for the City of Jackson's State Tort Claims Fund for the fiscal year ended September 30, 2022, consistent with the terms delineated in this Order.

Council Member Lindsay moved adoption; **Council Member Banks** seconded.

President Foote recognized **Scott Hodges of Tann, Russ & Brown, PLLC**, who provided a brief overview of said item.

After a thorough discussion, **President Foote** called for a vote on said item:

Yeas – Banks, Foote, Grizzell, Lee and Lindsay.

Nays – None.

Absent – Hartley and Stokes.

**ORDER AMENDING THE FISCAL YEAR 2022-2023 BUDGET OF THE
GENERAL GOVERNMENT – OFFICE OF THE CITY ATTORNEY.**

WHEREAS, the Office of the City Attorney Fiscal Year 2022-2023 budget needs to be amended to provide essential funds to salaries due to budgetary limitations preventing recruitment and retention; and

WHEREAS, the Office of the City Attorney Fiscal Year 2022-2023 budget needs to transfer leftover funds to line item established for Legal Secretary position:

Line Item (Contract Labor) budgeted for FY2023-2024 is \$13,500.

Moving \$3,296.98 from Contract Labor (001.407.00-6489) to Salaries (001-407.00-6111)

IT IS, THEREFORE, ORDERED that the Fiscal Year 2022-2023 Budget be amended in the amount of \$3,296.98 to transfer from Contract Labor (001.407.00-6489) to Salaries (001-407.00-6111)

To/From	Fund/Account Number	Amount
To:	001-407.00-6111	\$3,296.98
From:	001-407.00-6489	(\$3,296.98)

Council Member Grizzell moved adoption; **Council Member Lindsay** seconded.

President Foote recognized **Catoria Martin, City Attorney**, who provided a brief overview of said item.



After a thorough discussion, **President Foote** called for a vote on said item:

- Yeas – Banks, Foote, Grizzell Lee and Lindsay.
- Nays – None.
- Absent – Hartley and Stokes.

There being no further business to come before the City Council, the Council stood adjourned until the Regular City Council Meeting at 10:00 a.m. on June 6, 2023. At 2:48 p.m., the Council stood adjourned.

PREPARED BY:

CLERK OF COUNCIL

APPROVED:
 , 7/18/2023
COUNCIL PRESIDENT DATE

MAYOR

ATTEST:

CITY CLERK
