

CITY OF CLAYTON, OHIO

RESOLUTION NO. R – 02 – 23 - 24

A RESOLUTION AUTHORIZING THE CITY MANAGER AND FINANCE DIRECTOR TO ENGAGE PLATTENBURG & ASSOCIATES, INC. TO AUDIT THE BASIC FINANCIAL STATEMENTS OF THE CITY FOR THE YEARS ENDING DECEMBER 31, 2022 THROUGH 2026 AT A COST NOT TO EXCEED \$28,900.00 ANNUALLY

WHEREAS, Clayton Charter Section 8.02(C)(3)(g) permits Council to exempt "professional services . . . not to exceed One Hundred Fifty Thousand Dollars" from competitive bidding requirements; and

WHEREAS, the City has received a proposal from Plattenburg & Associates, Inc. for professional accounting assistance to audit the 2022-2026 Comprehensive Annual Financial Reports (CAFR); and

WHEREAS, Council desires to engage Plattenburg & Associates, Inc. to provide said accounting assistance substantially in accordance with the provisions of the Contract appended hereto as *Exhibit A*.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CLAYTON, STATE OF OHIO:

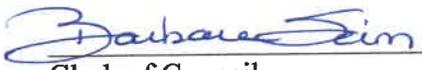
1. That the City Manager and Finance Director are hereby authorized to enter into a Professional Services Agreement with Plattenburg & Associates, Inc. in substantially the same form appended hereto as *Exhibit A*, to provide accounting services consistent with the attached Scope of Services and in an amount not to exceed \$28,900.00 per year for the years 2022-2026.

ADOPTED BY COUNCIL ON FEBRUARY 16, 2023.

AUTHENTICATION:

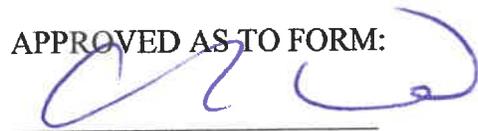


Mayor (Presiding Officer of Council)



Clerk of Council

APPROVED AS TO FORM:



Law Director

CERTIFICATION OF PUBLICATION

This shall certify that that the text of the above referenced enactment or a summary thereof was published once in the following newspaper and a summary posted in three places of public access as designated by Council.

Name of newspaper

Brookville Star

Date of publication

February 22, 2023

Barbara Stein

CLERK



88 East Broad Street
Columbus, Ohio 43215
IPACorrespondence@ohioauditor.gov
(800) 282-0370

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 13th day of September, 2022, by and between Plattenburg & Associates, Inc. an independent public accountant (IPA), **KEITH FABER**, Auditor of State of Ohio (Auditor) and the City of Clayton, Montgomery County (Public Office) WITNESSETH:

Whereas, the Auditor of State on August 19, 2022, issued a Request for Proposals for an engagement related to the City of Clayton, including any components and other requirements stated in the Request for Proposal, pursuant to Sections 117.11 and 117.115 Revised Code, for fiscal periods January 1, 2022 through December 31, 2026.

Whereas, IPA responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the Public Office in accordance with the items and conditions set forth in the Request for Proposals; and

Whereas, the Auditor of State, in consultation with the Public Office, has determined the IPA has submitted the proposal most advantageous to the Auditor and Public Office;

NOW, THEREFORE, IPA and Public Office do mutually agree as follows:

1. This Memorandum of Agreement, the Request for Proposals, the Proposal of the IPA and any written documents supplementing, amending, or incorporating the Request for Proposal, the Proposal of the IPA, and the Memorandum of Agreement constitute the integrated written agreement of the parties, to be known as the "Contract";
2. The IPA shall, in consideration of the payments specified in the Proposal, and subject to the requirements of the Contract, perform the specified engagement related to the Public Office;
3. Public Office will provide the IPA with such payments, services, and support as are specified in the Request for Proposals; and
4. The Auditor will provide the IPA with such services and support as are specified in the Request for Proposals; and
5. If applicable, pursuant to the agreement of the parties a subcontractor with respect to the Contract will be as stated below. Further, pursuant to the RFP Terms of Engagement and this Contract, the IPA shall be and remain solely responsible to the Public Office and Auditor for the acts the IPA performs or faults of any subcontractor and of any subcontractor's officers, agents or employees, who are deemed to be agents or employees of the IPA to the extent of the subcontract. Each subcontractor shall jointly and severally agree that neither the Public Office nor the Auditor is obligated to pay or to be liable for the payment of any sums due the subcontractor.

Subcontractor Name _____

Address _____

Number of Hours	Rate Per Hour	Total Subcontract
		\$0.00

IN WITNESS WHEREOF, Auditor, Public Office and IPA have executed this agreement.

Kevin Schweitzer Digitally signed by Kevin Schweitzer
Date: 2022.09.13 15:12:13 -04'00'

Legislative Authority or Designee for
the City of Clayton

Date

David C. Minich, CPA Digitally signed by David C. Minich,
CPA
Date: 2022.09.13 14:51:43 -04'00'

Plattensburg & Associates, Inc.

Date

APPROVAL:

Ami M. Mayne Digitally signed by Ami M. Mayne
Date: 2022.10.10 08:02:19 -04'00'

Compliance, Auditor of State
Office of **KEITH FABER, Auditor of State of Ohio**
In Accordance with Sections 117.11 & 117.115 Revised Code
(Not valid unless approved by Legal Division)

Date

**CITY OF CLAYTON
MONTGOMERY COUNTY
REQUEST FOR PROPOSALS**

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
TO SUPPORT THE TOTAL ALL-INCLUSIVE FIXED FEE
FOR ENGAGEMENT SERVICES**

Name of Firm:

Plattenburg & Associates, Inc.

Certification:

I hereby certify that I am entitled to represent Plattenburg, CPAs, and empowered to submit this bid and authorized to sign a contract with City of Clayton.



**David C. Minich, CPA
Government Services Partner
Plattenburg & Associates, Inc.**

Total All-inclusive Fixed Fee:

	<u>City of Clayton</u>
Fiscal period ending 2022	\$28,900
Fiscal period ending 2023	28,900
Fiscal period ending 2024	28,900
Fiscal period ending 2025	28,900
Fiscal period ending 2026	<u>28,900</u>
 Total for fiscal periods 2022-2026	 <u><u>\$144,500</u></u>

**CITY OF CLAYTON
MONTGOMERY COUNTY
REQUEST FOR PROPOSALS**

**SCHEDULE OF PROFESSIONAL FEES AND EXPENSES
TO SUPPORT THE TOTAL ALL-INCLUSIVE FIXED FEE
FOR ENGAGEMENT SERVICES**

City of Clayton

	Hours	Hourly Rate	Total
Partner	65		
Partner/Managers	75		
Senior Manager/Supervisory Staff	90		
Staff	110		
Other (Specify): _____			
Out of Pocket Expenses			
Total for period ending 2022	<u>340</u>	\$85.00	<u>\$28,900</u>
	Hours	Average Hourly Rate	Total
Fiscal period ending 2022	340	\$85.00	\$28,900
Fiscal period ending 2023	340	85.00	28,900
Fiscal period ending 2024	340	85.00	28,900
Fiscal period ending 2025	340	85.00	28,900
Fiscal period ending 2026	<u>340</u>	85.00	<u>28,900</u>
Total for fiscal periods 2022-2026	<u>1,700</u>		<u>\$144,500</u>