

ORDINANCE NO. 99-177

**AUTHORIZING THE CITY MANAGER TO ENTER INTO A CONTRACT WITH PLATTENBURG & ASSOCIATES, INC. FOR PREPARATION OF THE CITY'S 1999 COMPREHENSIVE ANNUAL FINANCIAL REPORT**

WHEREAS, the City of Mason has received a proposal from Plattenburg & Associates, Inc. for preparation of the City's 1999 Comprehensive Annual Financial Report; and

WHEREAS, Plattenburg & Associates, Inc. will prepare said Report for an amount not to exceed \$12,000.00.

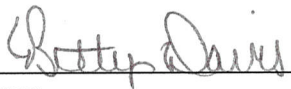
NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Mason, Ohio, **seven (7)** members elected thereto concurring:

Section 1. That the City Manager is hereby authorized to enter into a contract with Plattenburg & Associates, Inc. for preparation of the City's 1999 Comprehensive Annual Financial Report, according to the proposal submitted by Plattenburg & Associates, Inc., which is attached hereto as Exhibit "A".


Section 2. That the Finance Director is hereby authorized to pay Plattenburg & Associates, Inc. a sum not to exceed \$12,000.00 for said Comprehensive Annual Financial Report preparation.

Section 3. That this Ordinance shall take effect and be in force from and after the earliest period allowed by law.

Passed this 25th day of October, 1999.

  
\_\_\_\_\_  
Mayor

Attest:

  
\_\_\_\_\_  
Clerk of Council

10/13/99



**PLATTENBURG & ASSOCIATES, INC./CERTIFIED PUBLIC ACCOUNTANTS**

8280 MONTGOMERY ROAD, SUITE 210 / CINCINNATI, OH 45236 • (513) 891-2722 • FAX (513) 891-2760  
2211 SOUTH DIXIE AVENUE / DAYTON, OH 45409 • (937) 294-1505 • FAX (937) 294-1507

Jennifer Heft, Finance Director  
City of Mason  
202 W. Main Street  
Mason, Ohio 45040

Dear Jennifer:

This letter will confirm the understanding of our engagement to render accounting services to the City of Mason for the year ended December 31, 1999. The nature and extent of our respective responsibilities are understood as follows:

1. Plattenburg & Associates, Inc., will assist the City with the following:
  - a. Conversion of the City's cash basis financial statements to generally accepted accounting principles (GAAP).
  - b. Comprehensive annual financial report (CAFR) preparation.
2. It shall be the responsibility of the City to:
  - a. direct the engagement as the resulting CAFR report will be solely the representation of the City,
  - b. provide the detail accounting records required (e.g. fixed asset detail records, accounts receivable detail records, etc.),
  - c. provide detail accounting records according to the timetable of Plattenburg & Associates, Inc. and
  - d. assume sole responsibility for failure to meet the timetable and deadlines associated with the CAFR report.
3. It shall be the responsibility of Plattenburg & Associates, Inc. to assemble the City's CAFR report from detail information provided by the Finance Director.

Jennifer Heft, Finance Director  
City of Mason  
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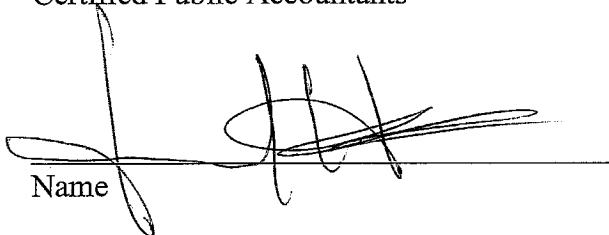
4. Our fee for these services will be based upon the required time, billed at our standard billing rates plus out-of-pocket costs. Progress billings will be made monthly and will be payable upon presentation. The fee is expected to range between \$10,000 and \$12,000.

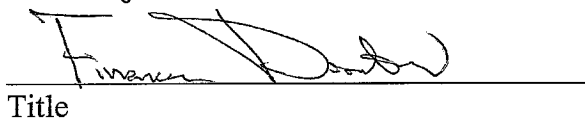
Please indicate your agreement with the arrangements discussed herein by signing and returning this letter. A file copy is enclosed for your convenience.

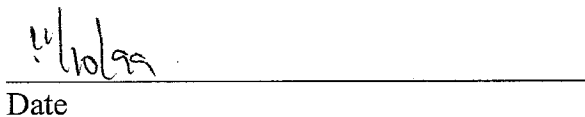
Sincerely,

*Plattenburg & Associates, Inc.*

Plattenburg & Associates, Inc.  
Certified Public Accountants

  
Name

  
Title

  
Date