

RESOLUTION NO. 20-2025

Introduced by: Joel Hagy

A RESOLUTION RATIFYING THE CITY MANAGER'S EXECUTION OF A MEMORANDUM OF AGREEMENT BY AND AMONG CHARLES E. HARRIS & ASSOCIATES AND THE OHIO AUDITOR OF STATE FOR PROFESSIONAL FEES AND EXPENSES TO SUPPORT THE TOTAL ALL-INCLUSIVE MAXIMUM FIXED FEE FOR THE AUDIT OF THE FINANCIAL STATEMENTS OF THE CITY OF HURON FOR THE FISCAL PERIOD OF JANUARY 1, 2022 THROUGH DECEMBER 31, 2026 AT A TOTAL COST OF ONE HUNDRED THIRTY-SIX THOUSAND EIGHT HUNDRED SEVENTY-FIVE AND xx/100 DOLLARS (\$136,875.00).

WHEREAS, the City of Huron has contracted with Charles E. Harris & Associates for professional services related to the audit of the City's financial statements for several years prior to 2020;

WHEREAS, the City of Huron contracted with the Auditor of the State of Ohio (the "Auditor") to conduct the audits of the City's financial statements for the years 2020 and 2021;

WHEREAS, in 2022, the Auditor advised the City of Huron that it would no longer be providing audit services, and the Auditor issued a Request for Proposals on behalf of City on August 15, 2022;

WHEREAS, Charles E. Harris & Associates responded to the Request for Proposals with a formal proposal wherein they indicated their willingness to perform the engagement related to the City of Huron in accordance with the items and conditions set forth in the Request for Proposals;

WHEREAS, the Auditor determined that Charles E. Harris had submitted the proposal most advantageous to the City of Huron and the Auditor;

WHEREAS, the City Manager executed a Memorandum of Agreement dated August 30, 2022 by and among the City, Charles E. Harris & Associates and the Auditor for the provision of professional services for the fiscal years 2022 through 2026, at a total cost of One Hundred Thirty-Six Thousand Eight Hundred Seventy-Five and xx/100 Dollars (\$136,875.00);

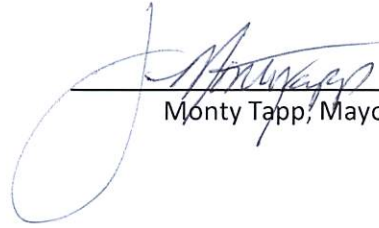
WHEREAS, this Resolution seeks to ratify execution of said Memorandum of Agreement.

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

SECTION 1: That the City Manager's execution of a Memorandum of Agreement dated August 30, 2022 by and among the City of Huron, Charles E. Harris & Associates and the Ohio Auditor of State relating to provision of professional services for the audit of the City's financial statements for the fiscal years 2022 through 2026, at a total cost of One Hundred Thirty-Six Thousand Eight Hundred Seventy-Five and xx/100 Dollars (\$136,875.00). A copy of said Memorandum of Agreement is attached hereto as Exhibit "A" and incorporated herein by reference.

SECTION 2: That this Council hereby finds and determines that all formal actions relative to the adoption of this Resolution were taken in an open meeting of the Council and that all deliberations of this Council and of its committees, if any, which resulted in formal action, were taken in meetings open to the public in full compliance with applicable legal requirements, including O.R.C. §121.22.

SECTION 3: This Resolution shall be in full force and effect from and immediately following its adoption.



Monty Tapp, Mayor

ATTEST: 

Clerk of Council

ADOPTED: 25 FEB 2025



OHIO AUDITOR OF STATE KEITH FABER



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

MEMORANDUM OF AGREEMENT

This agreement is entered into as of the 30th day of August, 2022, by and between Charles E. Harris & Associates, Inc. an independent public accountant (IPA), **KEITH FABER**, Auditor of State of Ohio (Auditor) and City of Huron,
Erie County (Public Office) WITNESSETH:

Whereas, the Auditor of State on August 15, 2022, issued a Request for Proposals for an engagement related to City of Huron, 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

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



Legislative Authority or Designee for
City of Huron

John J.
Phillips

Digitally signed by John J. Phillips
Date: 2022.09.07 08:54:17 -04'00'

9/6/22

Date

Charles E. Harris & Associates, Inc.

Date

APPROVAL:

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

OHIO AUDITOR OF STATE KEITH FABER



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

Certification of Compliance with Procurement Requirements

This is to certify that, to the best of my knowledge and belief as the appropriate official of the
City of Huron, Erie County, we have complied with all applicable
federal, state and local procurement requirements in the selection of the firm
Charles E. Harris & Associates, Inc. to perform the audit of the
City of Huron, Erie County, which is the subject of the
accompanying contract.

Cory Swaisgood

Digitally signed by Cory
Swaisgood
Date: 2022.09.06 10:41:25 -04'00'

City of Huron, Erie County

9/6/22

Date

Please type/print Name and Title: Cory Swaisgood, Finance Director

AUDIT SERVICES COST PROPOSAL FOR

City of Huron

Erie County

For the Period January 1, 2022 through December 31, 2026



5510 Pearl Road, Suite 102 Parma, Ohio 44129-2527

We Work For You

CITY OF HURON
Audit Services Cost Proposal
For the period January 1, 2022 through December 31, 2026

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Charles E. Harris & Associates, Inc.
Certified Public Accountants

5510 Pearl Road, Suite 102
Parma OH 44129-2527
Phone - (216) 575-1630
Fax - (216) 436-2411

August 18, 2022

Auditor of State ATTN: Jonathan Lawless, CFE, Chief Auditor One Government Center, Suite 1420 Toledo, Ohio 43604	City of Huron ATTN: Jodi Rutherford 417 Main Street Huron, Ohio 44839
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Dear Mr. Lawless and Ms. Rutherford:

Enclosed please find the Cost Proposal for the City of Huron for the annual period ending December 31, 2022 and the subsequent four annual periods. Any questions may be directed to the following address and phone number:

John J. Phillips, Vice-President/Shareholder
Charles E. Harris and Associates, Inc.
5510 Pearl Road, Suite 102
Parma, Ohio 44129
(216) 575-1630
john.phillips@cehccpas.com

Let it be known that I am entitled to represent the firm, empowered to submit the bid and authorized to sign the contract with the City.

The total fee for the City of Huron for the 2022 audit is \$26,625, \$27,000 for the 2023 audit, \$27,375 for the 2024 audit, \$27,750 for the 2025 audit, and \$28,125 for the 2026 audit. The combined total for all of the contract years is \$136,875. See the breakdown of the fixed fee quote on page two of this proposal.

If I can be of any further assistance, please do not hesitate to call.

Sincerely,

**John
Phillips**

John J. Phillips
Vice-President/Shareholder

Digitally signed by
John Phillips
Date: 2022.08.18
11:03:26 -04'00'

SCHEDULE OF PROFESSIONAL FEES AND EXPENSES TO SUPPORT THE TOTAL
ALL-INCLUSIVE MAXIMUM FIXED FEE FOR THE AUDIT OF THE FINANCIAL
STATEMENTS OF THE CITY OF HURON

Public Office: *CITY OF HURON*

Audit Period: January 1, 2022 through December 31, 2026

This proposal for: *Charles E. Harris and Associates, Inc.*

<u>Staff</u>	<u>Hours</u>	<u>Hourly Rates</u>	<u>Total</u>
Partner	34	\$ 71.00	\$ 2,414
Manager/Senior staff	97	71.00	6,887
Staff	<u>244</u>	71.00	<u>17,324</u>
Out-of-pocket expenses			- 0 -
Total fixed fee bid for year ended 2022	<u>375</u>		<u>\$ 26,625</u>

	<u>Hours</u>	<u>Average Hourly Rate</u>	<u>Out-of-Pocket Expenses</u>	<u>Total Fixed Fee</u>
Year ended 2023	375	\$ 72.00	- 0 -	\$ 27,000
Year ended 2024	375	\$ 73.00	- 0 -	\$ 27,375
Year ended 2025	375	\$ 74.00	- 0 -	\$ 27,750
Year ended 2026	375	\$ 75.00	- 0 -	<u>\$ 28,125</u>
Total 5 period cost				<u>\$ 136,875</u>

John J. Phillips, Vice-President/Shareholder
Charles E. Harris and Associates, Inc.

Date: August 18, 2022