

RESOLUTION NO. 02-19  
CITY OF CENTERVILLE, OHIO

SPONSORED BY COUNCILMEMBER John Beale ON THE 28<sup>th</sup>  
DAY OF JANUARY, 2019.

**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL CONSULTING SERVICES WITH DONALD J. SCHONHARDT & ASSOCIATES.**

**WHEREAS**, the City of Centerville is desirous of obtaining professional consulting services to assist the City's Director of Finance with activities of the Finance Department; and

**WHEREAS**, the City desires to seek assistance in assisting in the carrying out of day-to-day activities including, but not limited to, payroll and payroll accounting, accounts payable, accounts receivable, budgetary compliance and implementation of a newly acquired budgetary accounting software system; and


**WHEREAS**, Donald J. Schonhardt & Associates has unique knowledge of municipal governments and a demonstrated ability to assist in accomplishing the objectives of the City;

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CENTERVILLE, MONTGOMERY COUNTY, OHIO, AS FOLLOWS:**

Section 1. The City hereby agrees to enter into an Agreement with Donald J. Schonhardt & Associates and the City Manager is hereby authorized to execute the Agreement with Donald J. Schonhardt & Associates in a form substantially similar to the Agreement attached hereto as Exhibit "A" and incorporated herein on behalf of the City of Centerville.

Section 2. This Resolution shall be in full force and effect at the earliest date allowed by law.

PASSED THIS 28<sup>th</sup> day of January, 2019.

  
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Mayor of the City of  
Centerville, Ohio

ATTEST:

Carin R. Andrews

Clerk of Council  
City of Centerville, Ohio

CERTIFICATE

The undersigned, Clerk of Council of the City of Centerville, Ohio, hereby certifies the foregoing to be a true and correct copy of Resolution No. 02-19, passed by the Council of the City of Centerville, Ohio on the 28<sup>th</sup> day of January, 2019.

Carin R. Andrews

Clerk of the Council

Approved as to form, consistency  
with existing ordinances, the  
charter & constitutional provisions  
Department of Law  
Scott A. Liberman  
Municipal Attorney

Exhibit "A"

SCHONHARDT  
& ASSOCIATES

5307 Franklin Street  
Hilliard, Ohio 43026-1409  
Donald J. Schonhardt & Associates, Inc.  
(614) 876-2020  
(614) 876-2050 fax

January 11, 2019 [www.djschonhardt.com](http://www.djschonhardt.com)

Mr. Tyler Roark, CPA  
Finance Director  
City of Centerville  
100 W. Spring Valley Road  
Centerville, Ohio 45458-5759

Dear Mr. Roark:

This correspondence shall serve as a letter of agreement defining the general scope of services to be provided to the City of Centerville. Since the precise services to be rendered under the terms of this agreement cannot be adequately determined at this time, the terms of the agreement shall center upon the number of hours of consulting time to be provided and the hourly rate that will apply. The hours quoted in this agreement include travel time and expenses. This agreement shall provide for a maximum of 135 hours of consulting service at the rate of \$110.00 per hour. The maximum amount billed for professional consulting services (including travel time and expenses) under the terms of this agreement shall not exceed \$15,000.00 (Excluding mileage reimbursement at the rate of \$.56 per mile.)

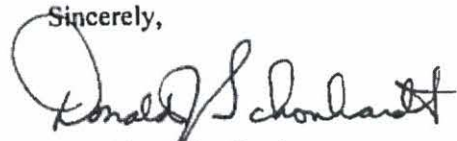
As the newly hired Finance Director, you are task with carrying out the day-to-day activities of the Finance Department including, but not limited to, payroll and payroll accounting, accounts payable, accounts receivable, budgetary compliance and implementation of a newly acquired budgetary accounting software system. We are proposing to provide technical and management assistance to insure that all tasks performed are consistent with the laws, policies and procedures of the City of Centerville, the appropriate provisions of the Ohio Revised Code (ORC), and the pronouncements of the Governmental Accounting Standards Board (GASB). The individuals that will provide assistance have in excess of 100 years of experience working for and with public center entities. I will serve as the primary contact for all services covered by this agreement and I have in excess of 40 years of experience in governmental accounting and finance as well as serving as a finance director for a municipality in central Ohio.

Specific services to be provided under the terms of this agreement shall be determined by the you as the City's Finance Director. You shall also establish the priority assigned to each assignment and the timeframe within which each project is expected to be accomplished. The consultants shall review each request and the proposed timeframe to assure that the hours allocated to the project reflect a realistic determination of the time required to properly accomplish the proposed scope of service. When both parties are satisfied with the time to be allocated to a specific project, the project will be initiated. Monthly invoices shall provide a description of the various tasks undertaken during the month and the time required for each task. This agreement provides for consulting assistance in a wide variety of accounting, financial and management areas provided the maximum commitment of hours under the terms of this agreement shall not exceed 135 hours.

If the terms of this letter of agreement are acceptable, please indicate the same by signing on the approval line at the bottom of this page. If approved, please indicate the P.O. number assigned to the agreement and forward a copy of this letter to our office for our files. We are looking forward to the opportunity to continue to serve your need for professional governmental accounting and management oversight assistance.

If you have any questions regarding this proposal, or would like to discuss any of the services being proposed, please do not hesitate to contact me at 614-648-2050

Sincerely,



Donald J. Schonhardt  
President

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APPROVED AS TO FORM

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Title

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Date

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APPROVED

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Date

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PO/Contract Number