

VILLAGE OF SOUTH LEBANON, OHIO
RESOLUTION NO. 2018-59

A RESOLUTION AUTHORIZING THE MAYOR AND FISCAL OFFICER TO
ENTER INTO AN AGREEMENT WITH DAVE YOST, STATE OF OHIO AUDITOR
OF STATE FOR TRAINING AND CONSULTING SERVICES TO VILLAGE FISCAL
OFFICE, AND DECLARING AN EMERGENCY

WHEREAS, the Village Fiscal Officer has requested a proposal from the Auditor State Local Government Services Section (LGS) for additional training and consulting through December 31, 2019; and,

WHEREAS, LGS has provided a proposal for said services; and,

WHEREAS, immediate action is required to approve and return the Agreement to the Auditor of State office by the October 12th, 2018, deadline, and such action is necessary in order to preserve the public peace, health, safety or welfare of the Village.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of South Lebanon, Ohio, at least two-thirds of all members elected thereto concurring:

Section 1. That the Council authorizes the Mayor and Fiscal Officer to enter into an agreement with Dave Yost, State of Ohio Auditor of State for training and consulting services to the Village Fiscal Office for a not to exceed amount of \$5,000.00.

Section 2. That the Council is acting in its administrative capacity in adopting this Resolution.

Section 3. That the recitals contained within the Whereas Clauses set forth above are incorporated by reference herein.

Section 4. That this Resolution is hereby declared to be an emergency measure in accordance with Ohio Rev. Code § 731.30 for the immediate preservation of the public peace, health, safety and general welfare; and, this Resolution shall be in full force and effective immediately upon its passage.

Section 5. That it is found and determined that all formal actions of the Council concerning and relating to the adoption of this Resolution were adopted in an

open meeting of Council in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Adopted this 4th day of October, 2018.

Attest: Nicole Armstrong James D. Smith
Nicole Armstrong, Fiscal Officer James D. Smith, Mayor

Rules Suspended: <u>10/4/2018</u> (if applicable)	Effective Date – / /2018
Vote - <u>6</u> Yeas ___ Nays	
First Reading – / /2018	Effective Date – / /2018
Second Reading – / /2018	
Third Reading – / /2018	
Vote - ___ Yeas ___ Nays	

Prepared by and approved as to form:

PAUL R. REVELSON
VILLAGE SOLICITOR
SOUTH LEBANON, OHIO

By: [Signature]

Date: 10/4/2018



Dave Yost • Auditor of State

September 11, 2018

Ms. Nicole Armstrong, Fiscal Officer
Village of South Lebanon
99 N. High Street
South Lebanon, Ohio 45065

Dear Ms. Armstrong:

This letter is to confirm our understanding of the services to be provided to the Village of South Lebanon (Village) by the Local Government Services Section (LGS) of the Office of the Auditor of State.

This document sets forth the terms of the Agreement between the Village of South Lebanon and LGS. The effective date of this Agreement shall be the date it is approved and will extend through December 31, 2019.

The scope of the work to be performed under this Agreement is to provide training and consultation services to the Fiscal Officer of the Village of South Lebanon as it may relate to their job duties, Ohio budgetary law, and other statutory requirements relating to the accounting and reporting functions of the Village. The consultant will not engage in any function of management or make management decisions of the Village of South Lebanon that would impair the independence of the Office of the Auditor of State.

All documents provided to LGS in connection with our services including financial records and reports, payroll records, employee rosters, health and medical records, tax records, etc. must be redacted of any personal information before submission. Personal information is defined as social security numbers, dates of birth, drivers' license numbers or financial institution account numbers associated with an individual. The Village shall redact all personal information from electronic records before they are transmitted to LGS. This information should be fully blacked out in all paper documents prior to sending them to LGS. If personal information cannot be redacted from any records or documents, the Village must identify these records to LGS prior to their submission.

If redacting this personal information impairs the ability of LGS to provide the contracted services, the Village and the Auditor of State's Office will consider these exceptions on a case-by-case basis. Additionally, if redacting this information creates hardship on the Village in terms of resources, recordkeeping or other issues, the Village and LGS may collaborate on alternative methods of providing

Ms. Nicole Armstrong, Fiscal Officer
Village of South Lebanon
September 11, 2018
Page 2 of 3

the Village's data to LGS without compromising the personal information on individuals served or employed by the Village.

All work papers prepared by the Office of the Auditor of State will remain the property of the Auditor of State. Accordingly, we are responsible for their care and custody. At the conclusion of the contract, we will provide copies of any of the work papers you would like to have for your records. However, the work papers should not be regarded as a part of, or a substitute for, your accounting records.

Management is responsible for identifying and ensuring the Village complies with the laws and regulations applicable to its activities. Management is also responsible to prevent and detect fraud. Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform the appropriate level of management of any material errors and of any evidence or information that comes to our attention during the engagement that fraud may have occurred. In addition, we will report to you any evidence or information that comes to our attention during the engagement regarding illegal acts that may have occurred, unless they are clearly inconsequential.

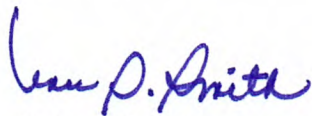
We are willing to establish a block of 100 hours at a rate of \$50 per hour or \$5,000. The Village will be billed monthly for only those services needed. If we reach the limit, we will provide you with an opportunity to extend the number of hours under this contract.

Upon a 30 day written notice, either party may terminate this Agreement for any reason. Such notice shall be sent by U.S. mail or by personal delivery to Auditor of State, Local Government Services Section, 88 East Broad Street, Fourth Floor, Columbus, Ohio 43215-3506. In the event of such termination, the Auditor of State shall be compensated at the contractually agreed-upon rate for any and all work done to the date of such notice.

If you are in agreement with the terms of this contract, please have this engagement letter signed and certified in the appropriate spaces and return it no later than October 12, 2018. If we do not hear from you by October 12, 2018, we will assume the Village does not wish to contract the services of the Local Government Services Section of the Office of the Auditor of State. Should you have any questions concerning this letter, please do not hesitate to contact April C. Davis, Chief Project Manager, at 1-800-368-7419.

Sincerely,

Dave Yost
Auditor of State



Unice S. Smith
Chief of Local Government Services

Ms. Nicole Armstrong, Fiscal Officer
Village of South Lebanon
September 11, 2018
Page 3 of 3

We desire the Auditor of State's Office to perform the services described above and agree to the terms and conditions set forth in this letter.

Date: 10/4/18

VILLAGE OF SOUTH LEBANON

Resolution No. 2018-59

By: James D. Smith
James Smith, Mayor

It is hereby certified that the amount of \$ 5,000 required to pay this contract has been lawfully appropriated and is in the treasury or in the process of collection to the credit of the General Fund, free from any obligation or certification now outstanding.

Date: 10/4/18

Nicole Armstrong
Nicole Armstrong, Fiscal Officer

cc: April C. Davis, Chief Project Manager
Loren S. Crisp, Chief Auditor