

PENDING APPROVAL

OKLAHOMA COUNTY PUBLIC BUILDINGS AUTHORITY

AGENDA ITEM REQUEST SHEET

FOR THE July 7, 2010 AGENDA

DEPARTMENT: Board of County Commissioners REQUESTED BY: Bradford Holt, Administrator

REQUISITION NO.: see below REQUISITION SHEET ATTACHED: YES X N/A

NAME OF FUNDS: Public Buildings Authority

FUND NUMBERS: 7030

DOES THE AGENDA ITEM CONTAIN PRIVACY-PROTECTED OR SECURITY INFORMATION? YES X NO

AGENDA ITEMS CONTAINING PRIVACY-PROTECTED OR SECURITY INFORMATION WILL NOT BE HYPERLINKED TO THE AGENDA.

NUMBER OF ORIGINAL DOCUMENTS TO BE RETURNED TO YOUR DEPARTMENT: _____

AGENDA ITEM READS AS FOLLOWS:

Discussion and possible action to approve renewal of the accounting services agreement with Steve Landreth, CPA, P.L.L.C. (formerly, Landreth & Associates, CPAs, P.C.) for the term beginning July 1, 2010 and ending June 30, 2011 for a total cost of \$4,560.00. Requisition number 110011008385 in the amount of \$2,500.00 from PBA Fund/Metro Parking/Professional Services (7030/3300/54452), and requisition number 11008496 in the amount of \$1,250.04 from PBA Fund/Lincoln/Professional Services (7030/2803/54452), and requisition number 11008498 in the amount of \$1,250.04 from PBA Fund/ICB/Professional Services (7030/3400/54452) have been issued, contingent upon encumbrance of funds.

APPROVED BY DA
(If Applicable)

APPROVED BY ENGINEER
(If Applicable)

APPROVED BY PURCHASING
(If Applicable)

 6/29/2010
ASSISTANT DISTRICT ATTORNEY

COUNTY ENGINEER

PURCHASING AGENT

Please initial that document has been reviewed for privacy-protected or security information

DISTRICT ATTORNEY: YES N/A

COUNTY CLERK:  YES N/A

Indicate any privacy-protected information that exists _____

(NOTE: THE CHAIRMAN/CHIEF DEPUTY MUST APPROVE ALL EMERGENCY REQUESTS FOR ANY ITEM SUBMITTED AFTER THE DEADLINE)

DATE OF REQUEST: _____ APPROVED BY: _____

CHAIRMAN

622

REQUEST FOR DISTRICT ATTORNEY LEGAL SERVICES

THIS FORM IS TO BE USED TO REQUEST ADVICE AND/OR REPRESENTATION FROM THE DISTRICT ATTORNEY'S OFFICE REGARDING THE COUNTY OF OKLAHOMA, COUNTY OFFICIALS AND EMPLOYEES AS REQUIRED BY SECTIONS 215.4, 215.5, 215.25 AND 215.26 OF TITLE 19 OF THE OKLAHOMA STATUTES.

IF ADVICE IS SOUGHT, THE REQUEST MUST BE SIGNED BY AN ELECTED COUNTY OFFICER. THIS FORM MUST BE FILLED OUT AND SUBMITTED TO THE CIVIL DIVISION OF THE OKLAHOMA COUNTY DISTRICT ATTORNEY'S OFFICE IN A TIMELY MANNER. ALL RESPONSES TO REQUESTS FOR ADVICE WILL BE IN WRITING.

IF THE REQUEST IS FOR LEGAL REPRESENTATION UNDER 19 O. S. SECTION 215.25, THE REQUEST MUST BE SUBMITTED IN WRITING EARLY ENOUGH TO PERMIT THE DISTRICT ATTORNEY'S OFFICE ADEQUATE TIME TO COMPLETE A THOROUGH "GOOD-FAITH-AND-COURSE-OF-EMPLOYMENT" INVESTIGATION AS CONTEMPLATED BY 19 O.S. SECTION 215.26.

DATE OF REQUEST: 6 / 28 / 2010

COUNTY DEPARTMENT MAKING REQUEST: Board of County Commissioners

STATE WITH SPECIFICITY, WHAT THE REQUEST IS AND WHY THE ASSISTANCE OF THE DISTRICT ATTORNEY'S OFFICE IS NEEDED:

Review proposed renewal of an agreement for accounting services between the Public Buildings Authority and Steve Landreth, CPA, P.L.L.C. for form and legality.

ATTACH ADDITIONAL DOCUMENTS AS APPROPRIATE. (NOTE: Advice, reviews and approvals as to "form and legality" are based on the documentation and information provided to the District Attorney's Office. Please provide all relevant information when requesting an opinion or review from the District Attorney's Office).

Bradford Holt for the Board of County Commissioners

COUNTY OFFICER

DATE RECEIVED BY DISTRICT ATTORNEY: 6/28/10

REPLY BY DISTRICT ATTORNEY: Reviewed

STATE OF OKLAHOMA
OF OKLAHOMA COUNTY
RECORDED ON FILE 59
2010 JUN 28 P 4:01
COUNTY CLERK

ok

DAVID PRATER
DISTRICT ATTORNEY

By: _____

RECEIVED
JUN 28 2010
CIVIL DIVISION
DISTRICT ATTORNEY

PENDING APPROVAL

OKLAHOMA COUNTY
PUBLIC BUILDINGS AUTHORITY
ACCOUNTING SERVICES AGREEMENT

This agreement is made on this _____ day of _____, 2010, by and between the Public Building Authority of Oklahoma County, Oklahoma, designated throughout this agreement as the "PBA", and Steve Landreth, CPA, P.L.L.C., designated throughout this agreement as "Steve Landreth, CPA", and this agreement will confirm the parties understanding of the terms and objectives of this engagement for professional services and the nature and limitations of the compilation services that Steve Landreth, CPA will provide.

1. Steve Landreth, CPA will compile from information provided by the PBA the monthly statement of financial position and the related statement of revenues and expenses, and cash flows of the Public Buildings Authority. The compiled financial statements are prepared for PBA management purposes. The compiled financial statements will serve as the necessary and proper financial statements for the annual audit that will be conducted by another accounting firm. Steve Landreth, CPA will not audit or review such financial statements. The monthly reports of the Public Buildings Authority are presently expected to read as follows:

We have compiled the accompanying statement of financial position of the Public Buildings Authority as of *September 30, 2010*, and the related statements of revenues and expenses and cash flows for the month then ended, in accordance with standards established by the American Institute of Certified Public Accountants.

A compilation is limited to presenting in the form of financial statements information that is the representation of management. We have not audited or reviewed the accompanying financial statements and accordingly, do not express an opinion or any other form of assurance from them.

If management elects to omit substantially all disclosures from the financial statement, Steve Landreth, CPA will include an additional paragraph that will read as follows:

Management has elected to omit substantially all of the disclosures required by generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's financial position and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

2. The PBA is responsible for management decisions and functions, and for designating a competent employee to oversee any bookkeeping services, payroll services, tax services, and other services we provide. The PBA is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The PBA is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

3. The engagement of Steve Landreth, CPA cannot be relied upon to disclose errors, irregularities or illegal acts, including frauds or defalcations that may exist. However, Steve Landreth, CPA will inform the appropriate level of management of any material errors that come to our attention and any material errors that come to our attention and any fraud or illegal acts that come to their attention, unless they are clearly inconsequential. In addition, Steve Landreth,

PENDING APPROVAL

CPA has no responsibility to identify and communicate significant deficiencies or material weaknesses in the PBA's internal control as part of this engagement.

4. The fee for the described services will be \$380.00 per month. Steve Landreth, CPA will require the information to prepare the financial statements from the PBA on a monthly basis as soon as possible after the end of the month.

5. This fee is based on the current level of business activities. In the event that there is a significant change in the activities, the fee will be subject to change.

6. Any additional professional services requested by the PBA will be subject to additional fees not to exceed \$60.00 per hour with total billing of the monthly fee and any additional hourly fees not to exceed \$5000.00 during the term of this agreement.


7. This Agreement will be effective on the date executed by all of the parties and will terminate on June 30, 2011. This Agreement shall be renewable for a term of one year beginning on July 1, 2011, to June 30, 2011, and each fiscal year thereafter by the agreement of the parties. Either party may terminate this Agreement at any time upon 30 days written notice.

Dated this _____ day of _____, 2010.

Public Buildings Authority of
Oklahoma County, Oklahoma

Steve Landreth, CPA, CPAs, P.C.

Raymond L. Vaughn, Jr., Chairman

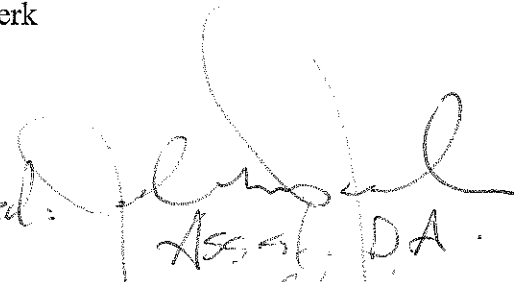


Steve Landreth, CPA
209 SW 89th St., Ste. J
Oklahoma City, OK 73139
(405) 631-1503
FAX 631-1504
steve.landreth@coxinet.net

Willa Johnson, Trustee

Brian Maughan, Trustee

Attest: _____
County Clerk

Approved: 
Assst. DA.
6/28/2010

OKLAHOMA COUNTY INCOMPLETE REQUISITIONS REPORT

DATE PRINTED--: 06-28-2010

Requisition No--: 11008385
Requisition Type--: Purchase Requisition
Creation Date--: 06-24-2010
Description--: noc CPA professional service for PBA for 10/11

Requestor	Qty/Amt	Unit Price	Line Amt	Category
Green, Kelli R	2,500	\$ 1.00	\$2,500.00	SERVICE PERSONNEL

Item Description: noc CPA professional services for PBA for 10/11

Vendor:LANDRETH & ASSOCIATES CPA'S PC Distribution: ...

Requisition Total: \$2,500.00

Approval Action (Circle One)

Approve Forward Reject

Forward To : _____

Note : _____

Signature: _____

OKLAHOMA COUNTY INCOMPLETE REQUISITIONS REPORT

DATE PRINTED--: 06-28-2010

Requisition No--: 11008496
Requisition Type--: Purchase Requisition
Creation Date--: 06-25-2010
Description--: noc blanket for auditor

Requestor	Qty/Amt	Unit Price	Line Amt	Category
MacKenzie, Sandra G	1,250.04	\$ 1.00	\$1,250.04	SERVICE.PROFESSIONAL
Item Description: auditor				
Vendor:LANDRETH & ASSOCIATES CPA'S PC				
Distribution: ...				
Requisition Total:				\$1,250.04

Approval Action (Circle One)

Approve Forward Reject

Forward To : _____

Note : _____

Signature: _____

OKLAHOMA COUNTY INCOMPLETE REQUISITIONS REPORT

DATE PRINTED--: 06-28-2010

Requisition No--: 11008498
Requisition Type--: Purchase Requisition
Creation Date--: 06-25-2010
Description--: noc blanket for auditor

Requestor	Qty/Amt	Unit Price	Line Amt	Category
MacKenzie, Sandra G	1,250.04	\$ 1.00	\$1,250.04	SERVICE.PROFESSIONAL
Item Description: auditor				
Vendor:LANDRETH & ASSOCIATES CPA'S PC				
Requisition Total:				\$1,250.04

Distribution: ...

Approval Action (Circle One)

Approve Forward Reject

Forward To : _____

Note : _____

Signature: _____