



PUBLIC FACILITY CORPORATION
AGENDA ITEM SUMMARY FORM

PROPOSED MEETING DATE: May 1, 2024
PREPARED BY: Scott Moore, General Manager

AGENDA ITEM DESCRIPTIONS:

Consideration, discussion, and possible action authorizing the General Manager to negotiate and execute a professional services agreement with Brown Graham & Company, P.C. for accounting services for the Manors Housing Public Facility Corporation.

BACKGROUND/SUMMARY:

The Manors Housing Public Facility is required to keep records of its financial transactions and accounts, and also to provide reporting to state and occasionally federal tax and revenue authorities. Attached to this Summary Form is a proposed agreement between the MHPFC and Brown Graham & Company, P.C. for the provision of accounting services.

Brown Graham is recommended based on its qualifications.

LEGAL REVIEW: Yes, Gregory Miller, Public Finance Counsel
FISCAL IMPACT: Yes, This agreement is a fee for services to be billed at an hourly rate
PRESENTATION: Yes
ATTACHMENTS: Yes

- Engagement Letter

PROPOSED MOTION:

Move to authorize the General Manager to negotiate and execute an agreement with Brown Graham & Company, P.C. for auditing and accounting services of the type and at the rates stated in the draft agreement provided to the Board.

STAFF RECOMMENDATION: Staff recommends approval