



Carr, Riggs & Ingram, LLC
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November 19, 2015

Honorable Tina Miceli, Mayor
City of Harahan, Louisiana
6437 Jefferson Hwy.
Harahan, LA 70123

Dear Mayor Miceli:

We are pleased to provide for your approval the term, conditions, and fees under which Carr, Riggs & Ingram, LLC (CPAs and Advisors) ("CRI") will provide the City of Harahan, Louisiana (the "City") certain consulting services, primarily with regard to our assistance in preparing the City's 2016 Budget.

We have indicated below a list of services that we expect to provide.

- Assist management with compiling information from various departments to prepare a line item budget.
- Assist management with any budget amendments necessary to comply with Louisiana budget laws.
- Assist management with any other requested consulting services.

You are responsible for assuming all management responsibilities, and for overseeing any bookkeeping services, or other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

None of the services can be relied on to disclose errors, fraud, or illegal acts. However, we will inform you of any material errors and of any evidence or information that comes to our attention during the performance of our services that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our services regarding illegal acts that may have occurred.

Our fees for these services will be invoiced to the City monthly at a discounted rate of \$95 per hour for professional staff and \$125 per hour for Manager/Partner time. In addition to our hourly billing rates, we will invoice you for any directly related out-of-pocket costs, including postage, copies, etc.

The term of this engagement is one (1) year commencing on or about November 18, 2015. The City reserves the right to extend the engagement letter for such mutually beneficial additional terms as may be negotiated.

In the event of a dispute between the parties which arises out of or relates to this contract or engagement letter, the breach thereof or the services provided or to be provided hereunder, and, if the dispute cannot be settled through negotiation, the parties agree that before initiating arbitration, litigation or some other dispute resolution procedure, they will first to try in good faith to resolve the dispute through non-binding mediation. The mediation will be administered by the American Arbitration Association under its *Dispute Resolution Rules for Professional Accounting and Related Services Disputes*. The costs of any mediation proceedings will be shared equally by all parties.

The engagement may be terminated for any reason by either party upon 30 days written notice. We will be entitled to payment for services rendered to the extent such services have been performed to your satisfaction.

We appreciate this opportunity to serve you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copies and return a copy to us.

We look forward to serving you.

Sincerely,

Cary Riggs & Ingram, L.L.C.

APPROVED:

City of Harahan, Louisiana

Signed: *Tina Miceli*

Printed Name: Tina Miceli

Title: Mayor

Date: 11/19/15