

**A G E N D A**  
**WORK SESSION**  
**City of Moberly**  
**July 01, 2019**  
**6:00 PM**

**Requests, Ordinances, and Miscellaneous**

1. Review of Professional Services Agreement to Provide Consulting Services with Retail Strategies LLC.
2. Receipt of bids for the sidewalk/curb replacement program
3. An application submitted by Sean R. Miller for a zoning change from an M-1 (Industrial District) to an R-3 (Multifamily Dwell District) located at 1651 and 1663 North Buchanan. Both properties are currently zoned an M-1 (Industrial District).
4. Consideration of change in business policy regarding temporary liquor licenses.
5. A resolution authorizing the City Manager of the City of Moberly, MO to enter into an agreement with Williams Keepers, LLC for financial auditing services for the fiscal years ending June 30, 2019, 2020, and 2021.
6. Receipt of bids for fencing at the Waste Water Facilities
7. A request from Moberly High School to hold their annual Homecoming Parade on September 27, 2019.

# City of Moberly City Council Agenda Summary

Agenda Number: \_\_\_\_\_  
 Department: City Manager  
 Date: 7-01-2019

**Agenda Item:** Review of Professional Services Agreement to Provide Consulting Services with Retail Strategies LLC.

**Summary:** Retail Strategies has built an excellent reputation for its client services. They grow in size with their clients and attempt to maintain a healthy ratio of clients per staff member. This allows them to provide quality services and add new expertise. They recently acquired a downtown consulting company and have added this as an additional service. They have experience with retail, commercial and hospitality. Retail Strategies offers a complete service package where they do outreach and recruiting. Their model focuses on site development and real estate marketing. They also have several educational opportunities to train people locally to be better at retail recruitment. For a lower price point than our previous provider they are providing more services and will give Moberly a fresh approach to retail recruitment

**Recommended Action:** Direct staff to bring to the July 15<sup>th</sup> Council meeting for final approval

**Fund Name:** N/A

**Account Number:** N/A

**Available Budget \$:** N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	<b>Mayor</b>		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ <b>Jeffrey</b>	___	___
<input checked="" type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution	<b>Council Member</b>		
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M___ S___ <b>Brubaker</b>	___	___
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ <b>Kimmons</b>	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ <b>Davis</b>	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ <b>Kyser</b>	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice			
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other_____		Passed	Failed

**PROFESSIONAL SERVICES AGREEMENT TO PROVIDE  
CONSULTING SERVICES**

This Professional Services Agreement to Provide Consulting Services (this “Agreement”) sets forth the mutual understanding of (the “Client”) City of Moberly, MO and Retail Strategies, LLC, an Alabama limited liability company (the “Consultant”) on this the \_\_\_\_ day of \_\_\_\_\_, 2019 (the “Execution Date”), for the provision of professional consulting services as more fully set forth below.

**R E C I T A L S:**

The Consultant possesses a high degree of professional skill and experience and is a unique provider of professional consulting services in retail recruitment.

The Client desires to hire the Consultant to provide professional consulting services because of its professional skill and experience.

**NOW, THEREFORE**, in consideration of the foregoing and the mutual covenants and agreements set forth in this Agreement, the Client and the Consultant, intending to be legally bound, do hereby agree as follows:

**1. CONSULTING SERVICES.** The Consultant agrees to provide the following professional consulting services to the Client (the “Services”):

- A. Research.** The Consultant will identify the Client’s retail trade area using a blend of demographics, political boundaries, drive times and/or custom boundaries. The Consultant will perform market and retail analysis based on current industry standards at the time such reports are run. The Consultant will map retail locations and analyze opportunities given local and macro retail trends.
- B. In-Market Real Estate Analysis.** The Consultant will analyze existing shopping centers and retail corridors and actively reach out to local brokers and real estate owners. The Consultant will identify, evaluate and catalogue priority commercial properties for development or redevelopment based on their highest-and-best-use. The Consultant will identify priority business categories to expand locally and to recruit to the area.
- C. Retail Recruitment.** The Consultant will proactively recruit businesses for targeted zones through the contact of a minimum of 30 retailers, restaurants, brokers or developers. The Consultant will regularly update the Client Representative on retail recruitment efforts via email, telephone and the Consultant’s client web portal known as “Basecamp.” One market visit per calendar year is included in this agreement, additional travel outside of this agreement and requested by the Client shall be approved and paid for by the Client. The Consultant will represent the Client at International Council of Shopping Center conferences and provide updates according to the yearly conference schedule.
- D. Updates.** The Consultant will provide the Client Representative with updates within three business days of receipt of a request from the Client Representative (as defined in Section 4 below).

2. **TERM.** The Consultant’s engagement and provision of Services will commence upon the Execution Date as set forth above. The Consultant’s engagement and this Agreement will terminate automatically on the third anniversary of the Execution Date (the “Term”) unless earlier terminated as provided in Section 6 below. At the end of the Term, the Client, acting by and through the Client Representative, may extend the Term at its option for successive one year periods on such terms and conditions as the Client Representative, acting for and on behalf of the Client, and the Consultant may agree upon in writing.

3. **CONSULTING FEE.**

A. **Consulting Fee.** In consideration for providing the Services, the Client agrees to pay the Consultant a consulting fee (the “Consulting Fee”) in an amount equal to \$105,000 The Consulting Fee will be paid in installments of immediately available funds as follows:

Contract Period	Payment Date	Payment Amount
Year One	Upon execution of this agreement	\$25,000
Year Two	On or before the 1st anniversary of the Effective Date	\$40,000
Year Three	On or before the 2 <sup>nd</sup> anniversary of the Effective Date	\$40,000

B. **Payment Default.** If the Client fails to pay any portion of the Consulting Fee on the requisite payment date, the Consultant will immediately cease all Services, including but not limited to: (1) negotiation of incentive agreements; (2) all recruiting and marketing efforts; (3) representation of the Client at trade shows; (4) booking meetings for the Client with prospective retailers; and (5) including the Client in marketing materials.

C. **Web Platform Service Fees.** Consultant will update demographic information annually during the Term of this Agreement. Modifications, corrections, and/or additions to the Client’s Web Platform (As described in Section 4 Below) within the first thirty (30) days of delivery to Client are included within the Consulting Fee as set forth above. Should the Client request Web Platform changes, modifications, or corrections after the designated thirty (30) day Consultant will bill an hourly rate not to exceed One Hundred and no Dollars (\$100) per hour for time spent (“Web Platform Service Fee”). Request for Web Platform service must be made to the Consultant in writing. Consultant will use good faith effort to complete such requests within ten (10) days of receiving written request from client. Upon completion of performing Web Platform service, the Consultant shall submit invoices to the Client supported by information in such detail as may be required by the Client and shall be sufficient to substantiate that the Consultant has performed the services.

4. **CLIENT INFORMATION AND ACCESS.**

A. To the extent permitted by law, the Client will provide the Consultant with access to relevant personnel, facilities, records, reports and other information (including any



information specified in the Consultant's proposal to the Client) accessible by the Client that the Consultant may reasonably request from time-to-time during the Term. The Client acknowledges and agrees that the Consultant's scheduled delivery of the Services is dependent upon the timely access to such personnel, facilities, records, reports and other requested information.

- B. To facilitate such access and Consultant's delivery of the Services, the Client designates the City Manager (the "Client Representative"), currently Brian Crane. The Client Representative will serve as the primary liaison between the Consultant and the Client. The Client Representative will have responsibility for regular communications between the Client and the Consultant, including providing updates in a timely manner through Basecamp. The Client Representative's communications to the Consultant will include information regarding retail growth and development, such as actual and prospective business openings and closings, changes in economic drivers (e.g., significant increases or decreases in workforce of major employers, school enrollments, housing or healthcare services) and changes in the ownership of targeted real estate (e.g., transfers of real estate or changes in the finances of ownership). The Client Representative will also be responsible for disseminating updates relative to consultants' activities related to scope of work to members of local stakeholder groups of the Client (e.g. City Council, Economic Development Boards, and Chamber of Commerce etc.).
- C. The Client hereby authorizes the Client Representative (i) to act on behalf of the Client in the day-to-day administration and operation of this Agreement and the arrangements it contemplates and (ii) to execute and deliver, on behalf of the Client, such notices, approvals, consents, instruments, amendments or other documents as may be necessary or desirable to facilitate or assist the Consultant with the provision of the Services.

**5. INTELLECTUAL PROPERTY.** As part of the Services, the Consultant will prepare periodic and final reports including demographic and other research reports that will become the property of the Client upon delivery from the Consultant. Any other reports, memoranda, electronic mail, facsimile transmissions or other written documents prepared or used by the Consultants in connection with the Services will remain the property of the Consultant. With the Consultant's prior permission, the Client may use other information provided by the Consultant, such as specifics related to retailers, developers, site information or other "confidential information" for internal purposes while taking reasonable steps to so limit the use of such materials and maintain its confidentiality.

**6. TERMINATION.**

- A. **By the Client Upon the Consultant's Default.** The Client may notify the Consultant within 90 days of the day that the Client knows or should have known that the Consultant breached this Agreement. The Consultant will have 30 days following receipt of such notice to cure any alleged breach. If the Consultant fails to cure any alleged breach within that 30-day period, then the Client may terminate this Agreement. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the contract period during which such termination occurs based upon the number of days remaining in such contract period.

**B. By the Consultant At-Will.** The Consultant may terminate this Agreement at any time for any or no reason upon delivery of 30 days' prior written notice to the Client. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the period during which such termination occurs based upon the number of days remaining in such period.

**C. By the Consultant Upon the Client's Default.** The Consultant may notify the Client within 90 days of the day that the Consultant knows or should have known that the Client breached this Agreement. The Client will have 30 days following receipt of such notice to cure any alleged breach. If the Client fails to cure any alleged breach within that 30-day period, then the Consultant may terminate this Agreement. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.

**7. NOTICES.** Any notice or communication in connection with this Agreement will be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, delivered by a recognized overnight courier service, or transmitted via facsimile or other electronic transmission, addressed as follows:

Client: City of Moberly, Missouri  
101 W Reed St.  
Moberly, MO 65270  
Attention: Brian Crane

Consultant: Retail Strategies, LLC  
2200 Magnolia Ave. South, Suite 100  
Birmingham, AL 35205  
Email: sleara@retailstrategies.com  
Fax: (205) 313-3677  
Attention: Stephen P. Leara, Esq – EVP | General Counsel

or to such other address as may be furnished in writing by either party in the preceding manner. Notice shall be deemed to have been properly given for all purposes: (i) if sent by a nationally recognized overnight carrier for next business day delivery, on the first business day following deposit of such notice with such carrier, (ii) if personally delivered, on the actual date of delivery, (iii) if sent by certified U.S. Mail, return receipt requested postage prepaid, on the third business day following the date of mailing, or (iv) if sent by facsimile or email of a PDF document (with confirmation of transmission), then on the actual date of delivery if sent prior to 5 p.m. Central Time, and on the next business day if sent after such time.

**8. INDEPENDENT CONTRACTOR.** The Consultant, in its capacity as a professional consultant to the Client, is and will be at all times an independent contractor. The Consultant does not have the express, implied or apparent authority either (A) to act as the Client's agent or legal representative or (B) to legally bind the Client, its officers, agents or employees.

**9. STANDARD TERMS.**

- A. **Affiliated Services:** The Client acknowledges that certain affiliates of the Consultant provide real estate brokerage and management services for which they are paid brokerage, development, leasing, management and similar fees. In connection with the Services and with the prior written permission of the Client, such affiliates may be engaged to provide such services in consideration for the payment of such fees.
- B. **Applicable Laws:** The Consultant will abide by all laws, rules and regulations applicable to the provision of the Services.
- C. **Insurance:** The Consultant will carry all employee insurance necessary to comply with applicable state and federal laws.
- D. **Third Party Beneficiaries:** This Agreement is for the sole benefit of the parties to this Agreement and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, is intended to or will confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- E. **Publicity:** The Client agrees that the Consultant may, from time-to-time, use the Client's name, logo and other identifying information on the Consultant's website and in marketing and sales materials.
- F. **Entire Agreement:** This Agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. Any prior written or oral understandings and agreements between the parties are merged into this Agreement, which alone fully and completely expresses their understanding. No representation, warranty, or covenant made by any party which is not contained in this Agreement or expressly referred to herein has been relied on by any party in entering into this Agreement.
- G. **Further Assurances:** Each party hereby agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.
- H. **Force Majeure:** Neither party to this Agreement will hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.
- I. **Limitation on Liability; Sole Remedy:** Each party's liability to the other party arising out of or related to this Agreement or the Services will not exceed the amount of the Consulting Fee. The Client's sole remedy in the event of any alleged breach of this Agreement by the Consultant will be the notice, cure and refund provisions of Section 6(B) of this Agreement.
- J. **Amendment in Writing:** This Agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by a duly authorized officer of the Consultant and the Client Representative, acting for and on behalf of the Client.

- K. **Binding Effect:** This Agreement will bind the parties and their respective successors and assigns. If any provision in this Agreement will be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby.
- L. **Captions:** The captions of this Agreement are for convenience and reference only, are not a part of this Agreement and in no way define, describe, extend, or limit the scope or intent of this Agreement.
- M. **Construction:** This Agreement will be construed in its entirety according to its plain meaning and will not be construed against the party who provided or drafted it.
- N. **Prohibition on Assignment:** No party to this Agreement may assign its interests or obligations hereunder without the written consent of the other party obtained in advance of any such assignment. No such assignment will in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning party will in all respects remain liable hereunder irrespective of such assignment.
- O. **Waiver:** Non-enforcement of any provision of this Agreement by either party will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remaining terms and conditions of this Agreement.
- P. **Survival:** Section 5 and Section 9(H) will survive termination of this Agreement.
- Q. **Counterparts; Electronic Transmission:** This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will, together, constitute and be one and the same instrument. A signed copy of this Agreement delivered by telecopy, electronic transmission or other similar means will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Client and the Consultant have caused this Agreement to be executed by their duly authorized officers to be effective as of the Effective Date.

**CLIENT:**  
MOBERLY, MISSOURI

By: \_\_\_\_\_  
Name:  
Title:  
Date:

**CONSULTANT:**  
RETAIL STRATEGIES, LLC

By: \_\_\_\_\_  
Name:  
Title:  
Date

## EXHIBIT A

### **I. CONSULTANT AGREEMENT**

*This section outlines what Retail Strategies (the “consultant”) will provide to Moberly, Missouri (the “client”).*

#### **A. Research**

1. Identify market retail trade area using political boundaries, drive times and radii and custom boundary geographies
2. Perform market and retail GAP analysis for trade area (i.e. leakage and surplus)
3. Conduct retail peer market analysis
4. Competition analysis of identified target zones trade area(s)
5. Tapestry lifestyles – psychographic profile of trade area / market segmentation analysis
6. Customized retail market guide including aerial map with existing national retailer brands and traffic counts
7. Retail competitor mapping/analysis
8. Analysis of future retail space requirements in relation to the retail market analysis, the market’s growth potential and trends in the retail industry
9. Identification of at minimum 30 retail prospects to be targeted for recruitment over two-year engagement
10. Updates provided on retail industry trends
11. Custom on-demand demographic research – historical, current, and projected demographics – to include market trade areas by radius/drive time, and custom trade area

#### **B. Boots on the Ground Analysis**

1. Identify/Evaluate/Catalog priority commercial properties for development, re-development and higher and best use opportunities
2. Identification of priority business categories for recruitment and/or local expansion
3. Perform competitive analysis of existing shopping centers and retail corridors
4. Active outreach to local brokers and land owners

#### **C. Retail Recruitment**

1. Pro-active retail recruitment for targeted zones
2. Will contact a minimum of 30 retailers, restaurants, brokers and/or developers
3. Updates on new activity will be provided to Client’s designated primary point of contact (Sec. II-A) via Basecamp, telephone, or email on a monthly and/or as needed basis
4. One market visit per calendar year included in agreement, any travel outside of the agreement shall be approved and paid for by the contracting entity
5. ICSC conference representation- updates provided according to the yearly conference schedule



# City of Moberly City Council Agenda Summary

Agenda Number: \_\_\_\_\_  
 Department: Public Works  
 Date: July 1, 2019

**Agenda Item:** Receipt of bids for the sidewalk replacement program

**Summary:** We advertised for bids on the sidewalk replacement program. The bids were opened June 24, 2019 at 10:00am. We only received one bid from DMC Concrete. Attached is the bid. Staff recommends accepting the bid.

**Recommended Action:** Bring forward to the July 15, 2019 regular City Council meeting for final approval.

**Fund Name:** N/A

**Account Number:** N/A

**Available Budget \$:** N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	<b>Mayor</b>		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ <b>Jeffrey</b>	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution			
<input checked="" type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	<b>Council Member</b>		
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ <b>Brubaker</b>	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ <b>Kimmons</b>	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ <b>Davis</b>	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice	M___ S___ <b>Kyser</b>	___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed



## ADVERTISEMENT FOR BIDS

The City of Moberly is currently accepting sealed bids for the **Sidewalk/Driveway Approach & Curb Replacement program for the 2019-2020 fiscal year**. This is **NOT** a prevailing wage job. The program format is as follows: The locations are yet to be determined. The Contractor would be required to provide turn key service from removal of deteriorated area to finish grading, seed and mulch. Work must meet ADA requirements. The Contractor must possess a City business license and insurance to the City's requirements and if **any job would total over \$50,000** the City would require a payment bond. Please contact the Community Development office for a bid sheet. Bids must be submitted in the required format. Sealed bids marked "**SIDEWALK & CURB REPLACEMENT**" will be opened on **June 24, 2019 at 10:00 a.m.** so please have bids submitted to the office of the City Clerk, 101 W. Reed St., Moberly, MO 65270 before then if you would like to be considered for the program. The City reserves the right to accept or reject any or all bids.

For further information, please contact the office of Community Development at (660) 263-4420.

SUBMITTED BY TOM SANDERS  
CITY OF MOBERLY  
Director of Community Development

PLEASE PUBLISH ONE (1) TIME IN THE FOLLOWING EDITION OF THE  
MONITOR INDEX: **THURSDAY, JUNE 6, 2019**

# BID SHEET

Cost per square foot 4" thick sidewalk \$ 6.40

Cost per square foot 6" thick sidewalk \$ 7.50

Cost per linear foot 6' curb & gutter \$ 27.00

Company Name: DMC Concrete LLC

Main Contact Name: Dustin McCormick

Address: 3658 Hwy JJ

City, State, and Zip: Moberly MO 65270

Phone Number: 660-657-5694

\*Price to include all labor & materials

- Concrete to be 6 Bag (minimum) with Fiber
- Grass seed will be Speedy Lawn or equivalent
- All concrete work must be completed within 2 weeks of Initiation, Dress up and Seed must be completed within 30 days.
- Failure to complete within the allotted time frame will result in a penalty of 2% of gross project daily.
- We occasionally have ADA Ramps with ADA Mats required. In that case City will provide the Mats.

# City of Moberly City Council Agenda Summary

Agenda Number: \_\_\_\_\_  
 Department: Comm. Dev.  
 Date: July 1, 2019

**Agenda Item:** An application submitted by Sean R. Miller for a zoning change from an M-1 (Industrial District) to an R-3 (Multifamily Dwell District) located at 1651 and 1663 North Buchanan. Both properties are currently zoned an M-1 (Industrial District).

**Summary:** The Planning & Zoning Commission recommended approval for the request of the zoning change at the meeting on June 24, 2019. Attached is the application submitted by Sean Miller, a copy of the re-zoning approval permit, a copy of the staff report and a map of the area in question.

**Recommended Action:** Bring forward to the July 15, 2019 regular City Council meeting for final approval.

**Fund Name:** N/A

**Account Number:** N/A

**Available Budget \$:** N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	<b>Mayor</b>		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M__ S__ <b>Jeffrey</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution	<b>Council Member</b>		
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M__ S__ <b>Brubaker</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M__ S__ <b>Kimmons</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M__ S__ <b>Davis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M__ S__ <b>Kyser</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice			
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

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*To: Planning and Zoning Commission*

*From: Planning Staff*

*Subject: AGENDA ITEM NO. 1*

*Meeting: June 24, 2019*

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**Public Hearing to consider:**

Public Hearing for an application submitted by Sean Miller.

**COMMENTS:**

*The applicant is proposing a Rezoning for a group of properties located on North Buchanan as required by the Procedure Manual of the City of Moberly Missouri.*

*The properties are located: 1651 & 1663 N Buchanan.*

*The two sites combined contain approximately 6.67 acres and are a current residential lot and an undeveloped lot. The applicant has requested to rezone the properties from M-1 Industrial to R-3 residential. The rezoning meets the specifications for the City of Moberly according to the surrounding properties (Residential uses to the north) and future use of the properties.*

Submitted by Aaron Decker

Article 10 – Planned Development Procedure

RECEIVED  
MAY 16 PAID  
CITY OF MOBERLY

CITY OF MOBERLY, MISSOURI  
REZONING APPLICATION

Return Form to:  
Community Development Director  
City of Moberly  
101 West Reed Street  
Moberly, MO 65270-1551  
(660) 263-4420  
(660) 263-9398 (fax)

For Office Use Only  
Case ID.: \_\_\_\_\_  
Date Advertised: \_\_\_\_\_  
Date Notices Sent: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

APPLICANT INFORMATION:

Applicant: Sean R. Miller Phone: 660-353-9006  
Address: 1007 Taylor St. Moberly, MO. 65270 Zip: 65270  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_

PROPERTY INFORMATION:

Street Address or General Location of Property: 1651 & 1663 North Buchanan  
Property is Located In (Legal Description): \_\_\_\_\_

1651 North Buchanan = 4 acres  
Present Zoning M1 Requested Zoning: R3 Acreage: 1663 North Buchanan = 2.67 acres  
Present Use of Property: Residential & AG  
Character of the Neighborhood: business & residential

**SURROUNDING LAND USE AND ZONING:**

	<u>Land Use</u>	<u>Zoning</u>
North	<u>Residential</u>	<u>M1 / outside city limits</u>
South	<u>Industrial</u>	<u>M1</u>
East	<u>Open field / AG</u>	<u>M1</u>
West	<u>Open field / AG</u>	<u>M1</u>

**RELATIONSHIP TO EXISTING ZONING PATTERN:**

1. Would the proposed change create a small, isolated district unrelated to surrounding districts? Yes \_\_\_ No

If yes, explain: \_\_\_\_\_

2. Are there substantial reasons why the property cannot be used in accordance with existing zoning? Yes  No \_\_\_

If yes, explain: there is a large drainage ditch in the middle of the field.

**CONFORMANCE WITH COMPREHENSIVE PLAN:**

1. Is the proposed change consistent with the goals, objectives and policies set forth in the Comprehensive Plan?

Yes \_\_\_ No \_\_\_

2. Is the proposed change consistent with the Future Land Use Map?

Yes \_\_\_ No \_\_\_

**TRAFFIC CONDITIONS:**

1. Identify the street(s) with access to the property: North Buchanan

CITY OF MOBERLY, MISSOURI – PROCEDURES MANUAL

Article 10 – Planned Development Procedure

2. Identify the classification of those street(s) as Arterial, Collector or Local and each Right-of-Way width:

Street Name	Classification	Right-of-Way Width
North Buchanan	Collector	60'

3. Will turning movements caused by the proposed use create an undue traffic hazard?  
Yes \_\_\_\_\_ No

IS PLATTING OR REPLATTING REQUIRED TO PROVIDE FOR:

- |  |           |  |
|--|-----------|--|
| 1. Appropriately Sized Lots?           | Yes _____ | No <input checked="" type="checkbox"/> |
| 2. Properly Sized Street Right-of-Way? | Yes _____ | No <input checked="" type="checkbox"/> |
| 3. Drainage Easements?                 | Yes _____ | No _____                               |
| 4. Utility Easements:                  |           |  |
| Electricity?                           | Yes _____ | No <input checked="" type="checkbox"/> |
| Gas?                                   | Yes _____ | No <input checked="" type="checkbox"/> |
| Sewers?                                | Yes _____ | No <input checked="" type="checkbox"/> |
| Water?                                 | Yes _____ | No <input checked="" type="checkbox"/> |

5. Additional Comments: \_\_\_\_\_

UNIQUE CHARACTERISTICS OF PROPERTY AND ADDITIONAL COMMENTS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION:

1. One copy of a legal description of the property proposed to be rezoned.
2. One copy of a statement describing the impact of the proposed change, including any traffic conditions that may result; any danger from fire hazards; how the proposed change may affect the character of the surrounding properties; and how the proposed change will benefit the City of Moberly.
3. A list of property owners within 185 feet of the property.



4. If the proposed zoning requires a conditional use permit, the rezoning application shall be accompanied by a use permit application defining the specifically requested use or list of uses.

*Joe [Signature]*

Applicant's Signature

*5/13/19*

Date



# Moberly, MO



B-3  
1 in. = 125ft.

## Legend

- Roads
- Corporate Limit
- Parcel
- Original Lot
- Stream
- Lots
- South Ridge Lot Line
- Zoning**
- B-1
- B-2/H
- B-3
- B-3(PD)
- M-1
- M-P
- N-1
- R-1
- R-1(PD)
- R-2
- R-2(PD)
- R-3
- R-3(PD)
- Cross Section**
- Flood Zone**
- 2% Chance Flood Hazard
- 100 Year No BFE
- 100 Year With BFE

## Notes

This Cadastral Map is for informational purposes only. It does not purport to represent a property boundary survey of the parcels shown and shall not be used for conveyances or the establishment of property boundaries.

**THIS MAP IS NOT TO BE USED FOR NAVIGATION**

**CITY OF MOBERLY, MISSOURI  
RE-ZONING PERMIT  
REASONS FOR DETERMINATION**

Submit Questions To:  
Zoning Administrator  
City of Moberly  
101 West Reed Street  
Moberly, MO 65270-1551  
(660) 263-4420  
(660) 263-9398 (fax)

For Office Use Only:  
Date of Action: June 24, 2019  
Action: APPROVAL

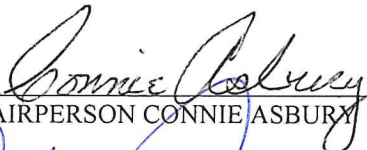
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ON JUNE 24, 20 19, THE CITY OF MOBERLY PLANNING AND ZONING COMMISSION AT ITS REGULAR MEETING, RECOMMENDED APPROVAL (ACTION: APPROVAL, CONDITIONAL APPROVAL, DENIAL) OF A RE-ZONING REQUEST FROM A(N) M-1 TO A (N) R-3 (ZONE) TO BE LOCATED AT 1651 AND 1663 NORTH BUCHANAN STREET, MOBERLY, MISSOURI. (ADDRESS OR LOCATION).

THE CITY COUNCIL WILL CONSIDER THE RECOMMENDATION OF THE PLANNING AND ZONING COMMISSION AT THE JULY 1, 20 19 MEETING OF THE MOBERLY CITY COUNCIL.

IN RECOMMENDING APPROVAL (ACTION) OF THIS RE-ZONING REQUEST, THE PLANNING AND ZONING COMMISSION CONSIDERED ALL STANDARDS LISTED IN THE ZONING REGULATION, AND ALL OTHER CONDITIONS LISTED FOR THAT USE IN OTHER SECTIONS OF THESE REGULATIONS. IN ADDITION, THE PLANNING AND ZONING COMMISSION FOUND THAT THE PROPOSED USE DID (DID/DID NOT) PROVIDE SAFEGUARDS TO ASSURE ITS COMPATIBILITY WITH THE SURROUNDING AREA.

CONDITIONS (IF ANY): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

  
\_\_\_\_\_  
CHAIRPERSON CONNIE ASBURY

  
\_\_\_\_\_  
ZONING ADMINISTRATOR



# City of Moberly City Council Agenda Summary

Agenda Number: \_\_\_\_\_  
 Department: Finance  
 Date: July 1, 2019

**Agenda Item:** Consideration of change in business policy regarding temporary liquor licenses.

**Summary:** See accompanying memo from the Finance Director.

**Recommended Action:** Provide direction to staff.

**Fund Name:** N/A

**Account Number:** N/A

**Available Budget \$:** N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input checked="" type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	<b>Mayor</b>		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ <b>Jeffrey</b>	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution			
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	<b>Council Member</b>		
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ <b>Brubaker</b>	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ <b>Kimmons</b>	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ <b>Davis</b>	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice	M___ S___ <b>Kyser</b>	___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

# MEMORANDUM

---

**To:** Moberly City Council; Brian Crane, City Manager  
**From:** Greg Hodge, Director of Finance  
**Re:** Picnic/catering permit policy change  
**Date:** July 1, 2019

---

The Finance Department regularly issues temporary licenses to liquor license holders for the serving and consumption of alcoholic beverages at locations outside of their regular places of business (picnic/catering licenses). Currently the licensee is required to complete a license application for each event and pay a \$10 fee. The license application is then routed to the Police Department for review and approval, then returned to Finance for issuance of the license. The licensee then advises State Liquor Control of the event.

We were recently made aware of State statutes that greatly simplify this process. State liquor license holders have 3 options for these licenses: single events @ \$10, 50 events @ \$500, and unlimited @ \$1,000. The licensee is not required to submit applications for the 50 event and unlimited packages, but provide a simple e-mail providing the event details at least three days in advance. Reviewing our records, we found the following licenses issued the past two years:

	<u>Eagles</u>	<u>Vertigo</u>	<u>Shady Tuesdays</u>	<u>Case-n-Keg</u>
2017-2018	24	18	13	8
2018-2019	17	17	5	4

City staff met and discussed the City's options and are recommending that our processes be amended to the following:

- Single licenses - \$10
- Unlimited licenses for the fiscal year - \$200 annually + e-mails with event details

Making this change will create less work for staff and the licensees with little to no change in license revenues. I welcome any comments that you might have concerning this proposed policy change.

# City of Moberly City Council Agenda Summary

Agenda Number: \_\_\_\_\_  
 Department: Finance  
 Date: July 1, 2019

**Agenda Item:** A resolution authorizing the City Manager of the City of Moberly, MO to enter into an agreement with Williams Keepers, LLC for financial auditing services for the fiscal years ending June 30, 2019, 2020, and 2021.

**Summary:** Proposals were solicited from 29 accounting firms in late May for financial auditing services for fiscal years 2019, 2020, and 2021, with the option of two three-year renewals. Five proposals were received and evaluated by a review committee composed of City staff members. The committee recommends entering into an agreement with Williams Keepers, LLC. They were the low bidder and meet all the qualifications to perform these services.

**Recommended Action:** Direct staff to prepare a resolution for the July 15 meeting authorizing entering into an agreement with Williams Keepers.

**Fund Name:** N/A

**Account Number:** N/A

**Available Budget \$:** N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	<b>Mayor</b>		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M__ S__ <b>Jeffrey</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Correspondence	<input checked="" type="checkbox"/> Proposed Resolution	<b>Council Member</b>		
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M__ S__ <b>Brubaker</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M__ S__ <b>Kimmons</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M__ S__ <b>Davis</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M__ S__ <b>Kyser</b>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice			
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

**Ranking According to 2019 Price**

	Firm	Hours	Bid	Single audit fee	Council presentation	Audit committee	Travel expenses	Comments
1	Williams Keepers	N/A	28,500	Standard hourly rates, personnel used	Included	Included	Included	
2	Cochran Head & Vick	246	28,700	3,500	Not presented	Not presented	Billed @ actual	Includes 20 hours of 1st year consultation @ \$0
3	Bergan KDV	200	29,475	Estimate provided at that time	Included	Included	Included	
4	Hochschild, Bloom & Co	300	32,000	3,500	Included	Included	Included	Will bill for actual hours used, fee could be less
5	Gerding Korte & Chitwood	N/A	34,000	2,000	500	200/hour	Included	

**Ranking According to Distance from Moberly**

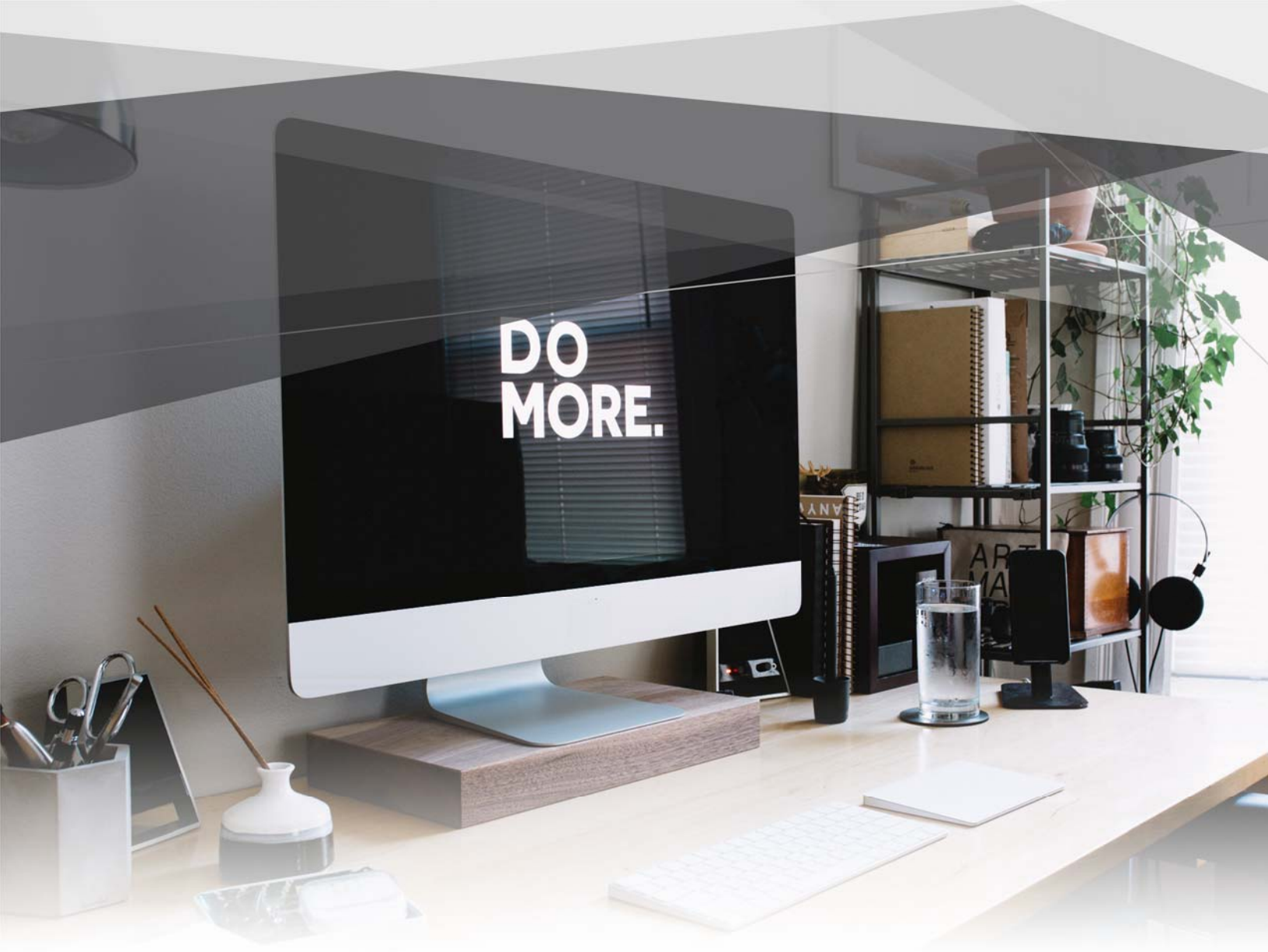
	Firm	Home Office	Distance
1	Williams Keepers	Columbia, MO	35
2	Cochran Head & Vick	Mexico, MO	45
3	Gerding Korte & Chitwood	Boonville, MO	47
4	Hochschild, Bloom & Co	Washington, MO	129
5	Bergan KDV	Omaha, NE	287

**Ranking According price per hour**

	Firm	Hours	Bid	Per hour
1	Hochschild, Bloom & Co	300	32,000	\$106.67
2	Cochran Head & Vick	246	28,700	\$116.67
3	Bergan KDV	200	29,475	\$147.38
4	Williams Keepers		28,500	N/A
5	Gerding Korte & Chitwood		34,000	N/A

**Ranking According to Total 3 year Contract Cost**

		2019	2020	2021	Total
1	Williams Keepers	28,500	29,355	30,236	88,091
2	Cochran Head & Vick	28,700	29,561	30,448	88,709
3	Bergan KDV	29,475	30,359	31,270	91,104
4	Hochschild, Bloom & Co	32,000	32,000	32,000	96,000
5	Gerding Korte & Chitwood	34,000	35,000	37,000	106,000



## CITY OF MOBERLY, MISSOURI

CONTACT: JODI L. RINNE  
[jodi.rinne@bergankdv.com](mailto:jodi.rinne@bergankdv.com)

bergankDV

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EMPOWERING PEOPLE and CREATING A WOW EXPERIENCE FOR OUR CLIENTS.

## LETTER OF TRANSMITTAL

D. Kay Galloway  
City Clerk  
101 W Reed Street  
Moberly, Missouri 65270

Dear Ms. Galloway,

On behalf of BerganKDV, I am pleased to submit this proposal for audit services for the City of Moberly. We appreciate the opportunity to bid these services and your consideration of our firm.

The attached proposal addresses the information you requested, including the unique qualifications of BerganKDV, the depth and breadth of the services we will provide your City, and our commitment to providing the highest-quality work through a process that is both efficient and effective.

We are especially qualified because of our extensive experience working with municipalities. What makes us unique is not so much what we do, but how we do it. We believe our technical expertise, combined with our attention to service, will provide you with an audit process that is beneficial to your City.

**Our services would include, but not be limited to, the following for year ending June 30, 2019 through 2021.**

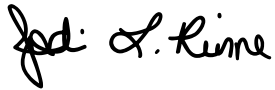
1. Performing an audit of the City in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards*, and other federal, state, and local requirements, as applicable.
2. Providing an opinion on the City's basic financial statements and an "in-relation to" report on the supporting schedules on the cash basis of accounting.
3. Providing separate reports required under *Government Auditing Standards*.
4. Preparing and Reviewing the City's financial statements and related note disclosures.
5. Reviewing, documenting, and providing recommendations on improving the City's internal control and financial operations.
6. Providing verbal and written guidance on new and ongoing Governmental Accounting Standards Board (GASB) Statements.
7. Meeting with City finance personnel and administration to review the financial statements and a draft of our letter of recommendations for improving the internal control and financial operations of the City.
8. Presenting the financial statements and communication letter to the City Council.
9. Providing bound copies of the report to the City of Moberly and the Auditor of the State, including a searchable pdf of the report, and the management letter.
10. Being available during the year to provide a wide range of consulting services and answer your questions as they arise.



We will work with your representatives to schedule specific fieldwork dates to ensure we are meeting your deadlines. The undersigned is a partner and is authorized to make representations for the firm. This proposal is a firm and irrevocable offer for 60 days.

Sincerely,

BerganKDV, LLC



Jodi L. Rinne, CPA  
Partner - Government Market Leader  
BerganKDV, LLC  
16924 Frances Street  
Omaha, NE 68130  
402.330.7008  
Jodi.Rinne@bergankdv.com

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## Profile of Firm Proposing – Why BerganKDV

Thank you for the opportunity to partner with the City of Moberly (the “City”) to deliver audit services. As sought-after experts in the government industry we’re confident that, as one of your trusted advisors, BerganKDV will be an integral part of your daily operations. You would work with a recognized leader in providing auditing and consulting services to Municipalities. We appreciate the time you spent with us on the phone regarding your needs and expectations. Our differentiators that tie to what we understand as important to your City follow:

- **Respect for Your Time:** Your fieldwork timelines and council presentations will drive our audit process. We will be clear with you on things we need for the audit including timing and deadlines. We work efficiently, with manager and partner review in the field, which provides for significantly less time on-site and follow-up. We will meet your expected timelines.
- **Effective Communication.** You would work with professionals who are willing to communicate effectively and collaboratively with you throughout the audit process and the year. You will never be surprised by our communication in reporting on your audits. We will provide practical suggestions for operational and internal control improvements, as needed, and as situations arise creating a positive two-way communication experience. We will always provide effective and professional communication with you, your staff, and the governing body. BerganKDV understands that the audit can be a positive learning experience.
- **A Personalized Approach to the Audit.** Our audit process includes an annual planning meeting with you to discuss any challenges and changes in the City over the past year, and to build future strategies. We enjoy learning about your City and will work to understand your City from an overall operational standpoint. We are not afraid to "roll up our sleeves" and delve into the details of your operations. This allows us to personalize our audit approach each year, bring best practices, and be a resource for you when it comes to GASB and other reporting standards.
- **Value for Time and Fees Invested.** Receiving value for your fee investment is critical in City government. In addition to offering highly competitive fees, we work diligently to not incur fee surprises. We encourage frequent calls throughout the year, **always at no cost to you.** Our goal is to be your first call when you experience organizational challenges, and our current clients report that this has helped them save time, reduce costs and build confidence when solving issues.
- **Government Finance Expertise.** Your audit firm needs to understand how municipalities operate and how the environment in which they function is regulated. Your audit firm also needs to understand the intricacies of these entities and how decisions that are made and affect the community as a whole. BerganKDV audit professionals are dedicated to your industry beyond the audit; we strive to be your trusted resource in all areas.

You would work with a firm that prides itself on our long-term client relationships. We have heard from clients about our team members’ commitment to their organization and how easy we are to do business with.

## Profile of Firm Proposing – Qualifications, Competencies and Capacity

BerganKDV has a high client retention record which demonstrates our commitment to *client satisfaction*. Nearly 60% of our governmental clients have worked with BerganKDV for over ten years. We are committed to achieving the highest level of expertise and providing it to our clients when they need it most. Our clients rely on us for our expertise and we work hard to continually earn their trust. We understand that it's not enough to simply know your business inside and out. We know that to perform at the highest level for our clients we must also understand the world in which our clients work as well.

### Extensive governmental auditing and consulting experience

With over *50 years of experience* serving the government community, we have a great appreciation for the unique issues and complexities that you face. We currently work with over 150 governmental entities, including municipalities, school districts, charter schools, colleges and universities, and other governmental entities, providing a wide array of services including accounting, auditing and consulting services.

We are dedicated to *keeping informed* of significant developments in the government community and the impact of those developments on our clients. We accomplish this through formal training, including annual seminars, workshops and professional sponsored classes on governmental accounting, auditing and reporting requirements. We are a member of the Governmental Audit Quality Center of the American Institute of Certified Public Accountants. The Center maintains standards for quality control in governmental audits for CPA firms nationwide.

In addition, many employees of our firm are members and have participated as instructors and speakers at seminars. These presentations have included the following topics:

- GASB Statement Nos. 34, 40, 45, 54, 63, 65, 68, 74, 75, 84 and 87 implementations
- Auditing standards updates, include independence and risk suite
- Levy process and related accounting
- Internal controls, segregation of duties and corrective action plans
- Property taxes and general fund budget
- Budget issues related to the state budget deficit
- Accounting and finance policies and procedures
- Overview of investing and related legal compliance
- Capital assets
- Fraud

### Peer review results

Our firm is a member of the Private Companies Section of the AICPA Division for CPA Firms. This Division was founded in 1977 by the AICPA to promote CPA excellence and to provide a voluntary, objective means of monitoring adherence to professional standards. Each member firm is required to periodically subject its audit and accounting practice to a comprehensive quality review by specially trained outside CPAs. Our last such review was in August of 2017, at which time we received a clean report on our practices and methods. This peer review included an inspection of five governmental engagements. A copy of our peer review report is included on page 19.

## Keeping you current

We continue to stay abreast of new GASB regulations and innovatively consider all solutions for our clients. Our involvement in government entities has been recognized in the community as well. Historically, we have viewed time spent to keep our clients current with recent technical changes as part of the audit and not billed separately. We also have the capacity to provide you with additional accounting resources and inform you of any necessary changes or updates that may affect you. You can be confident that we are current and have the capacity to keep you updated.

## Certifications and independence

We recognize when we audit a governmental entity, we are required to be familiar with certain rules, regulations and requirements and also, as a firm we are required to meet certain requirements. In that regard, we make the following affirmations:

- Our firm meets the independence requirements relating to the City defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.
- Our firm and all assigned key professional staff are properly licensed to practice in the State of Missouri.
- Our firm is a member of the American Institute of Certified Public Accountants and the Missouri Society of Certified Public Accountants.
- Our firm has never had a report rejected or classified as substandard by any state or federal agency, or by the Government Finance Officers Association.
- Our firm has never had and currently does not have any pending disciplinary actions or investigations for alleged improper, fraudulent, disreputable, or unfair activities against our firm with state regulatory bodies or professional organizations.
- We accept the professional obligation concerning the American Institute of Certified Public Accountants Interpretation 501-3 "Failure to Follow Standards and/or Procedures or Other Requirements in Governmental Audits."
- Our professional personnel have received adequate continuing education to be in compliance with *Government Auditing Standards*, and have received adequate continuing professional education over the past two years.
- Our firm is an equal opportunity employer and does not discriminate in employment of persons upon the basis of race, color, creed, national origin, sex, age, or physical handicap, and have an affirmative action plan in place.
- We do not expect any potential audit problems and are not aware of any conflicts of interest with regard to any work performed by the firm for the City.
- We acknowledge and have adequate personnel to comply with the audit schedule provided in the request for proposals.

## **Profile of Firm Proposing – Organization, Size and Structure**

BerganKDV is a leading professional services firm with a contagious culture; where growth is fostered and making a difference means something. Our values drive our decisions, and our passion is empowering people and creating a wow experience for our clients.

With more than 400 people in nine offices, we are powered by people who do business the Midwest way delivering comprehensive business, financial and technology solutions including business planning and consulting, tax, assurance and accounting, technology, wealth management and turnaround management services.

### **Our People and Our Values**

Relationships are at the core of everything we do and our products and services are designed to meet the specific needs of our clients. When working with BerganKDV, clients find that we focus on earning their trust by being actively involved and focused on helping them be successful in all they do. We continually work to align BerganKDV team member core values and sense of purpose with our firm core values and mission. We hire towards our core values and manage performance through real time feedback corresponding to our core values.

BerganKDV's leadership team recognizes the importance of collaboration and being accessible to all employees. When we say "open door," we mean it. Employees are encouraged to ask questions, discuss suggestions and address concerns with management in a comfortable, open and transparent environment.

Each quarter, employees participate in coaching sessions to share how they have lived those core values with peers and clients alike. They also obtain feedback and participate in a process to give live 360 feedback to supervisors so they can improve as leaders. The above processes contribute to more open and honest conversations at BerganKDV, which impacts employee engagement, and ultimately, client care.

### **Office Performing Audit**

Initially, a majority of the audit team for your City will be performed out of the Omaha, Nebraska office which currently has 27 employees, including 3 partners, 6 managers, 3 supervisors/seniors and 7 associates, of which 12 are CPAs. The Omaha office has a total of 12 individuals who have performed governmental audits and BerganKDV has a total of 28 individuals who have performed governmental audits. As our firm continues to grow our governmental practice in Missouri, we will also grow our governmental auditors in our Missouri office.

## Qualifications – Client References and Experience

A significant amount of our Omaha offices professional hours are spent in the governmental auditing and accounting service area. A few of our Governmental clients are listed below and we encourage you to contact them.

### Mr. Jeff Kooistra

City of Gretna, Nebraska  
 204 North McKenna Avenue  
 Gretna, NE 68028  
 402.332.3336  
 Years Served: 20+  
 Scope of Work: Audit of Financial Statements  
 and Consultation on Annual Budget

### Ms. Deanna McCusker

City of Cascade, Iowa  
 320 1<sup>st</sup> Avenue W  
 Cascade, IA 52033  
 563.852.3114  
 Years Served: 3  
 Scope of Work: Audit of Financial Statements

### Ms. Nancy Hypse

City of Papillion, Nebraska  
 122 East Third Street  
 Papillion, NE 68046  
 402.597.2020  
 Years Served: 14  
 Scope of Work: Audit of Financial Statements

### Ms. Cindy Miserez

City of La Vista, Nebraska  
 8116 Park View Boulevard  
 La Vista, NE 68128  
 402.331.4343  
 Years Served: 10  
 Scope of Work: Assistance with Preparation of  
 Financial Statements, Trial Balances and Work  
 papers

Over the past year, BergankDV has served as independent auditor or consultant for many governmental entities as listed below. Audit clients awarded the GFOA or ASBO Certificate of Excellence in Financial Reporting are identified with an asterisk.

## Cities and Townships

### Population (0-2,000)

Bock, MN  
 Browns Valley, MN  
 Carlton, MN  
 Clear Lake, MN  
 Clearwater, MN  
 Cyrus, MN  
 Eden Valley, MN  
 Freeport, MN  
 Hilltop, MN  
 Maine Prairie Township  
 Millerville, MN  
 Osakis, MN  
 Richmond, MN  
 Royalton, MN  
 Silver Bay, MN  
 Watkins, MN  
 Waverly

### Population (2,001-5,000)

Ashland, NE  
 Becker, MN  
 Cascade, IA  
 Deephaven, MN\*  
 Elko New Market, MN  
 Greenfield, MN  
 Hanover, MN  
 Haven Township  
 Park Rapids, MN  
 Princeton, MN  
 Princeton Township  
 Rockford Township  
 Rockville, MN  
 Two Harbors, MN

### Population (5,001-15,000)

Baldwin Township  
 Big Lake, MN  
 Corcoran, MN  
 Dayton, MN  
 Falcon Heights, MN\*  
 Fergus Falls, MN\*  
 Gretna, NE  
 Lake Elmo, MN  
 Mendota Heights, MN  
 Oak Grove, MN  
 Osseo, MN\*  
 Ostego, MN  
 Sauk Rapids, MN  
 St. Joseph, MN  
 Shorewood, MN

### Population (15,001-<)

Cottage Grove, MN\*  
 Crystal, MN\*  
 Eagan, MN\*  
 Faribault, MN\*  
 Forest Lake, MN\*  
 Hastings, MN\*  
 La Vista, NE  
 Maplewood, MN\*  
 New Brighton, MN\*  
 Papillion, NE\*  
 Richfield, MN\*  
 St. Cloud, MN\*  
 Sartell, MN  
 Shakopee, MN\*  
 Woodbury, MN\*  
 Wyoming, MN\*

## Qualifications – Dedicated Service Team Leaders

BerganKDV has a personalized team of professional to meet your unique needs. Your BerganKDV team is familiar with governments and has extensive experience working with Municipalities. This translates into a greater ability to understand your unique organization.

**Meet our team.** Your team will be selected from the below individuals after our first initial planning meeting with your team. The team will be selected based on personality and your City's needs.

Your team will consist of an Engagement Partner, a Concurring Review Partner, an Audit Director or Manager, an in-charge auditor and one to two additional staff auditors. A partner, director or manager will be on-site for most of the audit.



**JODI L. RINNE, CPA**

Government Market Leader, Partner

**Education:** Bachelor of Science in Business Administration, Midland University

### Experience, Professional and Civic Activities:

- Twenty+ years of experience in auditing governmental and nonprofit entities
- American Institute of Certified Public Accountants Member
  - AICPA Employee Benefits Plan Audit Quality Center Executive Committee (2016 – present)
  - AICPA National Peer Review Board Member (2010 – 2013)
- Nebraska State Board of Public Accountancy
  - Peer Review Committee (2016 – 2017)
- Nebraska Society of Certified Public Accountants Member
  - Continuing Professional Education Committee (2011 – 2015)
- Member of the Peer Review Committee that administers the AICPA peer review program for Nebraska CPAS and four other states (2018)
- CREW Omaha Metro Member, Board of Directors (2012 – 2018)
- Omaha Academy of Ballet, Board of Directors (2015 – present)
- Midland University, Board of Trustees (2008 – 2011)





## NANCY SCHULZETENBERG, CPA

Partner

**Education:** Bachelor of Science in Accounting from Mankato State University

### Experience, Professional and Civic Activities:

- Twenty+ years of experience in auditing governmental and nonprofit entities
- Chair of the Quality Control Committee for our firm
- Appointed by the Commissioner of Education to serve as a member of the Minnesota Department of Education's Advisory Committee on Financial Management, Accounting and Reporting
- Member of the Special Review Committee of the Government Finance Officers Association whose purpose is to review Comprehensive Annual Financial Reports to determine eligibility for the Certificate of Achievement for Excellence in Financial Reporting
- Member of Minnesota Society of CPAs School District and City Audit Review Task Forces whose purpose is to conduct reviews of financial statements to increase member awareness and understanding of accounting principles by providing specific constructive comments on reviews
- Presenter at the Minnesota Association of School Business Officials Annual Conference, the Central Minnesota Educational Research & Development Council's Annual Conference, the MN Government Finance Officer's Association's Annual Conference, and BerganKDV sponsored seminars
- Instructor at the Minnesota Association of School Business Officials Institute and the Minnesota Association of School Business Officials Certification Program
- Member of Minnesota Society of Certified Public Accountants, American Institute of Certified Public Accountants, Minnesota Association of School Business Officials, and Government Finance Officers Association
- Member of the Finance Committee at Holy Family School, Albany and Seven Dolors Church, Albany



## MATTHEW MAYER, CPA

Shareholder

**Education:** Bachelor of Science in Accounting from St. Cloud State University

### Experience, Professional and Civic Activities:

- Twenty+ years of experience in auditing governmental entities
- Speaker at Minnesota Association of School Business Officials, Minnesota Government Finance Officers Association, Minnesota Clerks and Finance Officers Association, Minnesota Society of Certified Public Accountants, Los Angeles Police Department, International Law Enforcement Auditors Association and BerganKDV sponsored seminars
- Past Member of the Special Review Committee of the Government Finance Officers Association whose purpose is to review Comprehensive Annual Financial Reports to determine eligibility for the Certificate of Achievement for Excellence in Financial Reporting
- Member of Minnesota Society of Certified Public Accountants, American Institute of Certified Public Accountants, and Government Finance Officers Association
- Hennepin Elementary Charter School, Founding Board Member/Treasurer (2009-2015)
- Minnesota Society of Certified Public Accountants Local Governments Conference Planning Task Force (Past Chair)
- Minnesota Society of Certified Public Accountants City Audit Review Task Force (Past Chair)
- Minnesota Society of Certified Public Accountants School District Conference Planning Task Force (Past Chair)
- Minnesota Society of Certified Public Accountants School District Audit Review Task Force (Past Chair)



**STEVE WISCHMANN, CPA, CFF, CFE, CCFE, MAFF, CGMA**

Partner

**Education:** Bachelor of Science in Accounting from St. Cloud State University

**Experience, Professional and Civic Activities:**

- Twenty+ years of experience in auditing governmental and nonprofit entities
- Member of the Special Review Committee of the Government Finance Officers Association whose purpose is to review Comprehensive Annual Financial Reports to determine eligibility for the Certificate of Achievement for Excellence in Financial Reporting
- Received AICPA Certificate of Educational Achievement in Governmental Accounting and Auditing
- Attends and instructs continuing education, workshops and conferences on local government and college and university accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education including MGFOA training, single audit, GASB updates and other local government updates
- Speaker and Instructor at Mn GFOA and various state, local and internal seminars
- Member of Minnesota Society of Certified Public Accountants, American Institute of Certified Public Accountants, including the Forensic and Valuation Services Membership Section, Minnesota Association of School Business Officials, Government Finance Officers Association, Association of Certified Fraud Examiners and Association of Certified Valuators and Analysts



**TIM LENS, CPA**

Audit Director

**Education:** Bachelor of Science in Business Administration from Midland University

**Experience, Professional and Civic Activities:**

- Fourteen years of experience in auditing governmental entities
- Responsible for the planning, fieldwork and reports for numerous audits of municipalities, school districts and other governmental entities
- Attends continuing education, workshops and conferences on city accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education
- Attends workshops on governmental and single audit accounting, auditing and reporting on an annual basis
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process
- Member of the American Institute of Certified Public Accountants, Nebraska Society of Certified Public Accountants and Association of Government Accountants
- Member of the Nebraska Society of Certified Public Accountants State & Local Governmental Accounting & Auditing Committee
- Omaha Running Club, Board of Directors



**ANDREW GRICE, CPA**  
Audit Manager

**Education:** Bachelor of Science in Accounting from St. Cloud State University

**Experience, Professional and Civic Activities:**

- Nine years of experience in auditing governmental entities
- Responsible for the planning, fieldwork and reports for numerous audits of municipalities, school districts and other governmental entities
- Attends continuing education, workshops and conferences on city accounting and reporting requirements on an annual basis that qualifies as “yellow book” continuing professional education
- Attends workshops on governmental and single audit accounting, auditing and reporting on an annual basis
- Financial statement and communication letter preparation
- Extensive use of computer and software applications to assist in the preparation and performance of the audit process
- Member of the American Institute of Certified Public Accountants, Minnesota Society of Certified Public Accountants, Minnesota Government finance Officers Association and Minnesota Association of School Business Officials

We also have an additional four managers that have experience in auditing governmental entities that serve our Minnesota governmental clients.

In addition to the above team members, the following additional BergankDV specialists will be available to the City:

<b>Specialist</b>	<b>Area of Expertise</b>
Steve Leen	Employee Benefit Tax Issues
Nicole Possehl	Exempt Tax Issues
Earl Edeburn	Information Technology
Steve Wischmann	Certified Fraud Examiner

**Supervision and continuity.** We believe that consistent team members are advantageous for both our firm and your City to keep continuity and efficiencies high. With our accounting and consulting expertise, you will never have to spend valuable time “training in” our staff. With BergankDV, you can be assured that your team, once assigned, will remain constant and will continue to remain your team. Our turnover is substantially less than other firms of our size, averaging less than 10% the last three years.

## Scope of Services and Proposed Project Schedule – What to Expect

Our goal for you is to create value and to minimize surprises. We do this through a specific, well planned audit. What makes BerganKDV unique from other firms is that we continually improve our audit process beyond what is expected by our profession. A few of the BerganKDV advantages:

- **Collaborative Audit Process.** We see the audit process as a joint effort with you and BerganKDV. We want to work together to make it as painless as possible.
- **A comprehensive view of the City’s financial health.** Through our extensive government experiences, we understand a City’s health is not only about the finances. The vision, mission and programming provide the blueprint for the City’s direction. We review this information in relation to the financial statements and provide our observations based on a comprehensive view of the City’s health.
- **Technology resource on internal controls.** Technology experts from the BerganKDV Technology Group are able to assist in evaluating your technology controls. Their expert advice has proven to be a valuable resource as they answer technical questions and offer specific recommendations.
- **Review of the work papers during fieldwork.** We complete the majority of our work in the field and provide a comprehensive exit conference. The exit conference includes a review of the draft financial statement numbers, any internal control, compliance and state statute findings.
- **Managers and partners on-site.** The involvement of our managers and partners in the field is essential to being a trusted partner and delivering an exceptional client experience. We believe it is important to be on-site and available to answer questions. This also allows our managers and partners to review documentation throughout the process.
- **Meeting communications.** Our presentations are designed to capture information that is useful and meaningful. Our presentations are focused on audit results, trends and other information relevant to your City and related entities, not details of the financial statement amounts.

### Beyond Expectations

BerganKDV takes a four-phased audit approach that gets results by:

- Leveraging what is working well.
- Focusing on pre audit planning, collaboration and communication.
- Staying accountable to a schedule.
- Meeting with you and your team to ensure every detail has been finalized and the audit is complete.
- Exchanging information regarding our performance, opportunities to enhance experiences and future

Our audits are designed to focus our energy and audit tests on the areas of your operations that contain the most risk. This equates to a better product for you.

To accomplish this, our audit programs are created during our audit planning meeting by the partner, manager, supervisor and senior assigned to your audit. There are no exceptions to this; those with the most expertise are designing the audit tests. We know this is different than other firms, but believe it is the best solution for our clients.

### PHASE ONE – Initial Planning and Program Development and Interim Work, if Requested

Our main objective is to get to know the City as a resident or employee would. We want to understand not only your finances, but also your operational goals and objectives. What makes your City unique? How can that knowledge help us perform the best audit possible? When those questions are answered, we know we achieved our goal for Phase One.

During this phase, we gather the information we need to create an effective audit program and make preliminary judgments of materiality. Highlights include:

- Reviewing and testing your internal control documents and interviewing your key employees and representatives to gain operational information.
- Creating the audit program and plan by the audit partner, manager, supervisor and senior.
- Obtaining population sizes ranging from 25-60 for certain transaction based finance systems and selecting which transactions we will test for internal control and compliance testing. Selections will be based on our data analysis results, analyzing transactions on a risk based level.
- Obtaining your current financial reports and budgets and perform overall analytical review procedures.
- Obtaining applicable City organizational charts, policies, bond documents, leases and other legal contracts.
- Reviewing with your staff our audit documentation requests. **We audit and request information that is used internally by your staff to manage operations, we do not require specific templates be used.**
- **Timing.** During this phase we will also develop a timeline with City personnel for ensuring that the audit is performed timely and that the final report is ready for Council consideration no later than the first Council meeting in January after the close of the audited fiscal year. With our personnel numbers, we can perform this audit when the City is ready for us.

#### BerganKDV's Special Services

BerganKDV's approach in providing auditing services features significant benefits. The more important benefits are:

- **An analysis of your internal accounting systems and practices.** We report to management and the Council our observations, findings and recommendations of specific actions that the School might consider improving and strengthening internal accounting systems and controls. We will also report our observations on what is working well for your City. You get a fresh annual perspective of your processes.
- **An evaluation of your technology controls to identify strengths and weaknesses.** We provide management and the Council with our constructive suggestions for enhancing the effectiveness of

As more knowledge is obtained through analytical review, inquiry and observation, the preliminary judgments will be modified to reflect the additional information.

**Your Expected Role:** Provide BerganKDV with policies, internal control documents, preliminary trial balance, set up appointments with key employees or board members for pre-fieldwork interviews (either in person or via phone, depending on your preference), review letter from BerganKDV and schedule a follow up meeting with management regarding fieldwork documentation expectations.

## PHASE TWO – Program Execution

In Phase Two, we execute on the plan we developed in Phase One. Using the materials requested in our PBC letter, we perform our test work with as little disruption as possible to City staff's regular duties. Just know that we are always cognizant of your time and will plan our interactions with you to maximize efficiency and let you get back to your other responsibilities.

Highlights of this phase include:

- Auditing year-end account balances, testing internal control, assessing compliance to determine if your systems and controls are functioning as designed.
- Discussing potential ideas and best practices with City personnel relating to our recommendations for improving internal control, procedures and processes.
- Using sampling techniques to test areas including transactions, internal controls and legal compliance using the scope mandated by the Office of the State Auditor. Sample sizes range from 25 to 60 based on our risk assessment.
- Using IDEAS data mining software, we look for trends and anomalies in your payroll, vendor payment, and cash receipts process.

**Your Expected Role:** Be available to answer questions during scheduled audit fieldwork, provide audit work papers or reconciliations with documentation that is reasonable and reviewed during Phase One.

## PHASE THREE – Post-Audit Critique

During this phase, we will review all of the components of the financial statements and prepare the communications letter and relevant financial trend data for the Board presentation. Finally, opinions on the financial statements, Minnesota Legal Compliance, Government Auditing Standards and Single Audit, if required, will be prepared. This Phase allows you time to review the financial statement reporting package prior to the Board and public presentation.

**Your Expected Role:** BerganKDV will provide a draft of the financial statements for your review. Review drafts of reports and opinions and provide BerganKDV staff with input and feedback.

## PHASE FOUR – Presentations

The final phase of the audits is the presentation of the reports, first to you, and then to the City Council. We will meet with management after the report and communications letter are preliminarily done. This allows us to present our message to you and for you to offer feedback. We provide information about the year’s financial activity compared to past trends and expected results. We also provide other relevant and interesting facts relating to your financial statistics, that will help provide the Board with a deeper understanding of your operations. We understand all Cities and related entities have individual needs, and we look forward to getting your feedback on graphs and statistics.

Professional standards require that we provide you with information regarding the auditor’s responsibility under generally accepted auditing standards, significant accounting policies, accounting estimates and management judgments, significant audit adjustments, other information in documents containing audited financial statements, disagreements with management, consultation with other accountants, major issues discussed with management prior to retention as auditors and difficulties encountered in performing the audit. We will provide this information in written form via the communications letter and will discuss with administration during the review of the preliminary audit report.

***Your Expected Role:*** *Provide BergankDV with information and feedback for presentation preferences.*

## Fees and Compensation

Our fees for services are based on the assumptions that all necessary audit preparation is completed when audit fieldwork begins. Upon your acceptance as your auditors, we will agree on a time for the written communication to occur. This written communication will include a letter provided by us with the information that is expected to be completed, that is customary in our profession. Our fees for services performed are also based on the assumption that your representatives will be available during fieldwork to answer questions. If at any time during the audit we believe that the information is not appropriately completed or representatives are not available and cause us additional unexpected time, we will discuss this issue with the appropriate School officials. ***At no time will we bill the City for extra time or charges unless we have verbal communication regarding the issues, your options and an agreement for additional fees.***

**Billings:** Our standard audit billing practice is to submit progress billings throughout the audit based on a schedule provided in our engagement letter.

Total all-inclusive maximum price for the City audits for the year ended June 30<sup>th</sup> will be as follows:

2019	\$29,475
2020	\$30,360
2021	\$31,270

For future years, our typical increases average 3%.

Should the City require a single audit under Uniform Guidance for any year, we will work with the City in providing a fee estimate for that additional audit.

Hours by professional will be as follows:

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	15	\$ 290	\$ 261	\$ 3,915
Manager(s)	30	220	198	5,940
Supervisor(s)	80	160	144	11,520
Staff	75	120	108	8,100
Subtotal	<u>200</u>			<u>\$ 29,475</u>



## Peer Review



### Report on the Firm's System of Quality Control

October 16, 2017

To the Partners of BerganKDV, Ltd.  
and the Peer Review Committee of the Minnesota Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of BerganKDV, Ltd. (the firm) in effect for the year ended March 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

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211 S. 84th Street  
Lincoln, NE 68510  
[www.bmgcpas.com](http://www.bmgcpas.com)


Phone: 402.483.7781  
Fax: 402.483.5198  
Email: [info@bmgcpas.com](mailto:info@bmgcpas.com)

## PEER REVIEW (CONTINUED)

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of BerganKDV, Ltd. in effect for the year ended March 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. BerganKDV, Ltd. has received a peer review rating of *pass*.

BMG Certified Public Accountants, LLP

Handwritten signature in black ink, consisting of the letters 'B', 'M', and 'G' in a stylized, cursive font.

Lincoln, Nebraska

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## **CITY OF MOBERLY, MISSOURI**

**PROPOSAL FOR PROFESSIONAL  
AUDITING SERVICES**

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**Submitted by:**

**Tamber M. Alsop, CPA, CFE, Partner  
Hochschild, Bloom & Company LLP  
Certified Public Accountants  
1000 Washington Square  
P.O. Box 1457  
Washington, MO 63090-8457  
Phone: 636-239-4785  
Fax: 636-239-5448  
E-mail: [tammy@hbclp.com](mailto:tammy@hbclp.com)  
Date: June 19, 2019**



**Hochschild, Bloom & Company LLP**  
Certified Public Accountants  
Consultants and Advisors

June 19, 2019

Honorable Mayor and City Council  
City of Moberly, Missouri

Thank you for the opportunity to present our qualifications and proposal to the City of Moberly, Missouri (the City). We have reviewed your situation and have a good understanding of the scope of your needs.

As a Firm, we are committed to providing governmental services that will help our clients consistently maintain a high standard of recordkeeping, reporting, and operations. HB&Co. personnel have the experience and knowledge in providing various services to governmental organizations similar to the City. The following is a list demonstrating our commitment to our governmental organizations and specifically how we can meet your needs:

- ◇ The City wants its auditors to be able to efficiently provide services to help meet deadlines and provide knowledge to the City. Since our Firm maintains a concentration in governmental accounting, our audit staff understands your accounting issues.
- ◇ We are members of the GFOA, GFOA St. Louis Chapter, St. Louis Area City Clerks and Finance Officers Association, East Central Missouri City Clerks and Finance Officers Association, Missouri Municipal Attorney's Association, Missouri Society of CPAs Governmental Committee, Municipal League, and the Missouri City/County Management Association.
- ◇ HB&Co. has over 60 current references throughout the Midwest you may contact concerning our governmental services, including those with similar Federal programs, economic development activities, and funds.
- ◇ The City wants comprehensive, proactive services from its audit team. HB&Co.'s governmental service team has served many cities for a number of years. Our familiarity with these cities will be an advantage for the City by having auditors who will provide a knowledgeable perspective on a wide range of accounting practices.
- ◇ The City wants individuals who have the additional experience and training required to audit various governmental assistance programs under *Government Auditing Standards*, issued by the Comptroller General of the United States. All key team members have completed the experience and training required under *Government Auditing Standards* throughout the last three years. This training is required when the City receives enough federal grant money to require an audit of its federal programs.
- ◇ We are members of the Governmental Audit Quality Center which provides resources to maintain the highest level of quality governmental reporting.

□ 15450 South Outer Forty Road, Suite 135, Chesterfield, Missouri 63017-2066, 636-532-9525, Fax 636-532-9055

□ 1000 Washington Square, P. O. Box 1457, Washington, Missouri 63090-8457, 636-239-4785, Fax 636-239-5448

- ◇ We have over 70 years of experience providing governmental services.
- ◇ HB&Co. communicates and shares information to improve our clients' business. We provide regular follow-up, internet website information, newsletters, and tips to clients.
- ◇ The City wants a firm that will be able to provide the highest level of tax reporting to provide support for payroll, employee benefit programs, contributors, vendors, and customers. We have a tax department with research capabilities and tax planning experience needed to help you when necessary.
- ◇ We are members of PrimeGlobal, a worldwide association of independent accounting firms and business advisors that can provide additional national and international research capabilities and resources.
- ◇ Our Firm is a member of the AICPA and the Private Companies Practice Section of the AICPA. Members of the AICPA are subject to regular peer reviews on which we have received the highest rating. Also, our most recent peer review resulted in no letter of comments issued, which is only achieved by the top quality firms. The fact that we have voluntarily taken on these responsibilities ensures that you receive the highest quality work available.
- ◇ Our Firm is one of the top 15 largest regional accounting firms based in the St. Louis area, according to the 2018 *St. Louis Business Journal*.
- ◇ HB&Co. has an experienced specialized team of governmental consultants who will work effectively and efficiently with minimum interference with the City's business and provide the highest quality service at a reasonable fee.

Our audit services team has the ability and capacity to complete the work timely and are properly licensed to practice in the State of Missouri. We have a flexible schedule and will work with the City in a cooperative manner. In addition, we will remain accessible and available throughout the year for consultation purposes and to answer questions from time to time.

We appreciate the opportunity to be of service to you and believe this proposal 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, please sign below and return one copy to us.

Very truly yours,



Tamber M. Alsop, CPA, CFE  
Partner

TMA/smm

Enclosures

**RESPONSE:**

This proposal correctly sets forth the understanding of the **CITY OF MOBERLY, MISSOURI**. Either party may cancel this agreement or both parties may extend this agreement in subsequent years.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CITY OF MOBERLY, MISSOURI  
PROPOSAL**

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### Affton Fire Protection District

Nick Fahs, Chief of Fire and EMS Services  
9282 Gravois Road  
St. Louis, MO 63123  
314-631-1803

**Services:** Various Years (20+), Current  
Audit of financial statements, interim financial consulting including pension plan, and various consulting including fixed assets, purchasing procedures policies, and property tax levy computation.

### City of Arnold, Missouri

Bill Lehmann, Finance Director  
2101 Jeffco Blvd.  
Arnold, MO 63010  
636-296-6533

**Services:** Various Years (20+), Current  
Audit of financial statements including pension, Single Audit, and GFOA CAFR consulting and personnel consulting.

### City of Bellefontaine Neighbors, Missouri

Deni Donovan, City Clerk  
9641 Bellefontaine Road  
Bellefontaine Neighbors, MO 63137  
314-867-0076

**Services:** 2002 - 2019, Current  
Audit of financial statements, Single Audit, and MIRMA reporting.

### City of Black Jack, Missouri

Patricia Grubb, Finance Director  
12500 Old Jamestown Road  
Black Jack, MO 63033  
314-355-0400

**Services:** Various Years (20+), Current  
Audit of financial statements, interim financial consulting, consulting for computer systems, employee benefits, federal programs, personnel issues, policies and procedures manual, and MIRMA reporting.

### City of Breckenridge Hills, Missouri

Sheree Leamon, City Clerk  
9623 St. Charles Rock Road  
Breckenridge Hills, MO 63114-2637  
314-427-6868

**Services:** 2001 - 2019, Current  
Audit of financial statements and various consulting.

### Brentwood Pointe Transportation Development District

Brent Beumer, Chairman  
16690 Swingley Ridge Road  
Chesterfield, MO 63017  
636-812-1364

**Services:** 2001 - 2019, Current  
Audit of financial statements.

### City of Calverton Park, Missouri

Jeanne Blanton, Village Clerk  
52 Young Drive  
Calverton, MO 63135  
314-524-1212

**Services:** 2010 - 2019, Current  
Audit of financial statements.

### City of Cameron, Missouri

Carmen Wiegand, Accounting Specialist  
205 North Main  
Cameron, MO 64429  
816-632-2177

**Services:** 2014 - 2019, Current  
Audit of financial statements.



### CB 5421/5975 Transportation Development District

Joe Edwards  
6504 Delmar Blvd.  
University City, MO 63130  
314-727-4444

**Services:** 2009 - 2019, Current  
Complete accounting and administrative services, financial reporting, and budgeting.

### Community and Children's Resource Board

Bruce Sowatsky, Executive Director  
2440 Executive Drive, #214  
St. Charles, MO 63303  
636-939-6200

**Services:** 2009 - 2019, Current  
Audit of financial statements.

### City of Collinsville, Illinois

Pam Reid, Finance Director  
125 South Center Street  
Collinsville, IL 62234  
618-346-5200

**Services:** 2016 - 2019, Current  
Audit of financial statements and GFOA CAFR consulting.

### City of Cool Valley, Missouri

Deborah Jones, City Clerk  
100 Signal Hill Drive  
Cool Valley, MO 63121-1202  
314-521-3500

**Services:** Various Years (20+), Current  
Audit of financial statements including TIF districts, monthly financial consulting, business license examinations, and property tax levy computations.

### City of Desloge, Missouri

Steffanie Daffron, City Clerk  
300 North Lincoln  
Desloge, MO 63601  
573-431-3700

**Services:** 2010 - 2019, Current  
Audit of financial statements.

### Duckett Creek Sanitary District

Julie O'Guinn, Director of Finance and Administration  
3550 Hwy. K  
O'Fallon, MO 63368-8384  
636-441-1244

**Services:** 2013 - 2019, Current  
Audit of financial statements and GFOA CAFR consulting.

### East Central Dispatch Center

Sara J. Fox, Finance Director  
1330 S. Big Bend Blvd.  
Richmond Heights, MO 63117-2202  
314-645-0404

**Services:** 2007 - 2019, Current  
Audit of financial statements.

### City of Fenton, Missouri

Lisa Peck, City Administrator  
625 New Smizer Mill Road  
Fenton, MO 63026  
636-343-2080

**Services:** 2013 - 2019, Current  
Monthly accounting and consulting.

### Firemen's Retirement System of St. Louis

John D. Brewer, Executive Director  
1601 South Broadway  
St. Louis, MO 63104-3845  
314-588-2288

**Services:** Various Years (20+), Current  
Audit of financial statements, various consulting,  
and oversee elections of Board members.

### City of Florissant, Missouri

Kimberlee Johnson, Finance Director  
955 Rue St. Francois  
Florissant, MO 63031  
314-921-5700

**Services:** Various Years (20+), Current  
Audit of financial statements including pension, Sin-  
gle Audit, TIF district, and component unit IDA.

### City of Foristell, Missouri

Sandra Stokes, City Clerk  
121 Mulberry Street  
Foristell, MO 63348-1483  
636-463-2123

**Services:** 2003 - 2019, Current  
Audit of financial statements.

### Franklin County, Missouri

Tammy Vemmer, Auditor  
400 East Locust, Room 201  
Union, MO 63084  
636-584-6252

**Services:** Various Years (20+), Current  
Year-end financial consulting, audit of financial  
statements, Single Audit, consulting work for EDP  
systems evaluation and various computer systems  
installation, and GFOA for CAFR consulting, in-  
cluding first-time application for certificate.

### City of Frontenac, Missouri

Lea Ann Bennett, Finance Officer  
10555 Clayton Road  
Frontenac, MO 63131  
314-994-3200

**Services:** 2012 - 2019, Current  
Audit of financial statements and GFOA for CAFR  
consulting, including first-time application for certifi-  
cate.

### City of Green Park, Missouri

James Mello, City Administrator/Clerk  
11100 Mueller Road, Ste. 6  
Green Park, MO 63123-7819  
314-894-7336

**Services:** Various Years (20+), Current  
Audit of financial statements, Single Audit, interim  
consulting, and consulting for computer systems, in-  
vestments, policies and procedures, and budgeting.

### Hanley/Eager Road Transportation Development District

Walter Lamkin, Executive Director  
8300 Eager Road, #601  
St. Louis, MO 63144-1419  
314-727-9300

**Services:** 2003 - 2019, Current  
Audit of financial statements and various consulting.

### City of Hermann, Missouri

Patricia Heaney, City Clerk  
1902 Jefferson Street  
Hermann, MO 65041  
573-486-5400

**Services:** 2007 - 2019, Current  
Audit of financial statements.

### Jefferson County Water Authority

Michelle Guidicy, JCWA Treasurer  
1682 Crystal Heights Road  
Festus, MO 63028  
636-937-4694

**Services:** 2011 - 2019, Current  
Audit of financial statements and Single Audit.

### City of Jennings, Missouri

Brenda Williams, Finance Director  
2120 Hord Avenue  
Jennings, MO 63136  
314-388-1164

**Services:** 2001 - 2019, Current  
Audit of financial statements, including TIF district, interim consulting, and consulting for computer systems.

### City of Kirksville, Missouri

Lacy King, Finance Director  
201 S. Franklin  
Kirksville, MO 63501  
660-627-1251

**Services:** 2010 - 2019, Current  
Audit of financial statements including Single Audit, TIF districts, and GFOA CAFR consulting.

### City of Kirkwood, Missouri

John Adams, Finance Director  
139 S. Kirkwood Road  
Kirkwood, MO 63122  
314-822-5833

**Services:** 2011 - 2019, Current  
Audit of financial statements, pension fund, and GFOA CAFR consulting.

### City of Lake St. Louis, Missouri

Renee M. Roettger, Director of Finance  
200 Civic Center Drive  
Lake St. Louis, MO 63367  
636-625-7945

**Services:** 2012 - 2019, Current  
Audit of financial statements and GFOA CAFR consulting.

### City of Lebanon, Missouri

Kat Gill, Finance Director  
401 South Jefferson Avenue  
Lebanon, MO 65536  
417-991-2324

**Services:** 2016 - 2019, Current  
Audit of financial statements and Single Audit.

### Lemay Fire Protection District

Chief Dan Bertelsmeier  
1201 Telegraph Road  
St. Louis, MO 63125  
314-631-4500

**Services:** 2008 - 2019, Current  
Audit of financial statements.

### Lift for Life Academy, Inc. (charter school)

Marshall Cohen, Executive Director  
1731 South Broadway  
St. Louis, MO 63104  
314-231-2337

**Services:** Various Years (20+), Current  
Audit of financial statements, schedule of selected statistics by DESE, Uniform Guidance, and various consulting.

### Loop Trolley Transportation Development District

c/o Chris Poehler  
5875 Delmar Blvd.  
St. Louis, MO, MO 63112  
314-727-4444

**Services:** 2009 - 2019, Current  
Complete accounting and administrative services, financial reporting, and budgeting.

### City of Maryland Heights, Missouri

David Watson, Finance Director  
11911 Dorsett Road  
Maryland Heights, MO 63043-2512  
314-291-6550

**Services:** 2003 - 2019, Current  
Audit of financial statements including Single Audit, TIF district, and GFOA CAFR consulting.

### City of Maryville, Missouri

Denise Town, Finance Director  
415 North Market Street  
P.O. Box 438  
Maryville, MO 64468  
660-562-8009

**Services:** 2010 - 2019, Current  
Audit of financial statements including Single Audit, TIF district, and GFOA CAFR consulting.

### Mehlville Fire Protection District

Brian Bond, CFO  
11020 Mueller Road  
St. Louis, MO 63123-2757  
314-894-0420

**Services:** Various Years (20+), Current  
Audit of financial statements including pension and component unit, other various consulting, preparation of accounting procedures manual, and GFOA CAFR consulting, including first-time application for certificate.

### Metro West Fire Protection District

Chief Michael Krause  
P.O. Box 310  
Wildwood, MO 63040  
636-458-2100

**Services:** 2004 - 2019, Current  
Audit of financial statements.

### Missouri Intergovernmental Risk Management Association

Jenne Auck, Finance Director  
3002 Falling Leaf Court  
Columbia, MO 65201  
573-817-2554

**Services:** 2002 - 2019, Current  
Audit of financial statements.

### Monarch Fire Protection District

Michelle Depew, Controller  
13725 Olive Boulevard  
Chesterfield, MO 63017-2640  
314-514-0900

**Services:** 2016 - 2019, Current  
Audit of financial statements.

### City of Normandy, Missouri

Sharon Warren, City Clerk  
7700 Natural Bridge Road  
Normandy, MO 63121  
314-385-3300

**Services:** Various Years (20+), Current  
Compilations of financial statements, EDP systems evaluation and computer systems installation, and various business license examinations and monthly accounting consulting.

### City of Northwoods, Missouri

Denise Griffin, City Administrator  
4600 Oakridge Blvd.  
Northwoods, MO 63121  
314-385-8000

**Services:** 2001 - 2019, Current  
Audit of financial statements and various consulting.

### City of O'Fallon, Missouri

Vicki M. Boschert, CPA, Director of Finance  
100 North Main Street  
O'Fallon, MO 63366  
636-379-5522

**Services:** 2005 - 2019, Current  
Audit of financial statements including Single Audit,  
TIF district, and GFOA CAFR consulting.

### City of Pacific, Missouri

Kim Barfield, City Clerk  
300 Hoven Drive  
Pacific, MO 63069  
636-271-0500

**Services:** 2015 - 2019, Current  
Audit of financial statements and Single Audit.

### The Police Retirement System of St. Louis

Stephen G. Olish, Executive Director  
2020 Market Street  
St. Louis, MO 63103-2210  
314-241-0800

**Services:** Various Years (20+), Current  
Audit of financial statements, oversee elections of  
Board member, interim financial consulting, and de-  
velop board policy manual.

### Public Water Supply District #1 of Jefferson County, Missouri

Mike Siedler, Executive Director  
P.O. Box 646  
2970 Schneider Drive  
Arnold, MO 63010  
636-296-0659

**Services:** 2008 - 2019, Current  
Audit of financial statements.

### Public Water Supply District #2 of Jefferson County, Missouri

Patty Mundinger, Office Manager  
195 Old Sugar Creek Road  
High Ridge, MO 63049  
636-326-0200

**Services:** Various Years (20+), Current  
Audit of financial statements, consulting work for  
EDP systems evaluation for billing and accounting  
computer systems installation, and monthly financial  
consulting.

### City of Richmond Heights, Missouri

Sara J. Fox, Finance Director  
1330 S. Big Bend Blvd.  
Richmond Heights, MO 63117-2202  
314-655-3540

**Services:** 2005 - 2019, Current  
Audit of financial statements including TIF district,  
Single Audit, and GFOA CAFR consulting.

### Village of Riverview, Missouri

Sarah Jurgena, Village Clerk  
9699 Lilac Drive  
Riverview, MO 63137-3224  
314-868-0700

**Services:** Various Years (20+), Current  
Audit of financial statements, monthly consulting,  
special court procedures, computer program installa-  
tion and training, and financial advisor.

### City of Rolla, Missouri

Steffanie D. Rogers, Finance Director  
901 N. Elm Street  
Rolla, MO 65402-0979  
573-426-6980

**Services:** 2014 - 2019, Current  
Audit of financial statements and Single Audit.

### Rolla Municipal Utilities

Dennis Roberts, Business/Finance Manager  
102 West 9<sup>th</sup> Street  
Rolla, MO 65402-0767  
573-364-1572

**Services:** 2014 - 2019, Current  
Audit of financial statements.

### City of St. Ann, Missouri

Matt Conley, City Administrator  
10405 St. Charles Rock Road  
St. Ann, MO 63074  
314-427-8009

**Services:** 2003 - 2019, Current  
Audit of financial statements, TIF district, and Single Audit.

### St. Charles County Ambulance District

Angela Dollens, Finance Director  
4169 Old Mill Parkway  
St. Peters, MO 63376  
636-344-7631

**Services:** 2014 - 2019, Current  
Audit of financial statements and GFOA CAFR consulting.

### City of St. Clair, Missouri

Travis Dierker, City Administrator  
#1 Paul Parks Drive  
St. Clair, MO 63077  
636-629-0333

**Services:** 2001 - 2019, Current  
Audit of financial statements and various consulting.

### St. Clair Ambulance District

Danny Shadrick, Controller  
#3 Paul Parks Drive  
St. Clair, MO 63077  
636-629-2216

**Services:** Various Years (20+), Current  
Audit of financial statements, review of billing systems, and various consulting.

### Salt Lick Road Transportation Development District

John J. Powderly, Treasurer  
11850 Studt Avenue  
P.O. Box 419121  
St. Louis, MO 63141  
314-991-8900, ext. 237

**Services:** 2003 - 2019, Current  
Audit of financial statements.

### City of Town & Country, Missouri

Bob Shelton, City Administrator  
1011 Municipal Center Drive  
Town & Country, MO 63131  
314-432-6606

**Services:** 2009 - 2019, Current  
Audit of financial statements, Single Audit, and GFOA CAFR consulting, including first-time application of certificate.

### City of Union, Missouri

Heather Keith, Finance Officer  
500 East Locust Street  
Union, MO 63084  
636-583-3600

**Services:** 2006 - 2019, Current  
Audit of financial statements, Single Audit, and  
GFOA CAFR consulting, including first-time appli-  
cation of certificate.

### City of Warson Woods, Missouri

Kathy Mahany, City Clerk  
10015 Manchester Road  
Warson Woods, MO 63122-1825  
314-965-3100

**Services:** Various Years (20+), Current  
Audit of financial statements and monthly financial  
analysis consulting.

### City of Washington, Missouri

Mary Sprung, CPA, Finance Manager  
405 Jefferson Street  
Washington, MO 63090  
636-390-1041

**Services:** Various Years (20+), Current  
Audit of financial statements, Single Audit, GFOA  
CAFR consulting, including first-time application  
for certificate, consulting work for EDP and ac-  
counting systems evaluation, and various computer  
systems installation, consulting for fixed assets gen-  
eral ledger application, budgeting and employee  
benefits, and accounting policies and procedures  
manual. Consulting with regard to rate determina-  
tion for solid waste program, issuance of Revenue  
Bonds and General Obligation Bonds related to in-  
dustrial development and Section 353 Redvelop-  
ment Corporation.

### Washington Area Ambulance District

Chief Terry Buddemeyer  
515 Washington Avenue  
Washington, MO 63090  
636-239-6354

**Services:** 2000 - 2019, Current  
Audit of financial statements.

### City of Webster Groves, Missouri

Joan Jadali, Finance Director  
4 E. Lockwood Avenue  
Webster Groves, MO 63119  
314-963-5323

**Services:** 2003 - 2019, Current  
Audit of financial statements, Single Audit, and  
GFOA CAFR consulting, including first-time appli-  
cation for certificate.

### City of Wright City, Missouri

Karen Girondo, City Treasurer  
203 Veterans Memorial Parkway  
Wright City, MO 63390  
636-745-3101

**Services:** 2012 - 2019, Current  
Audit of financial statements.





**Hochschild, Bloom & Company LLP**  
Certified Public Accountants  
Consultants and Advisors

## Governmental Services

**An important factor when choosing a CPA firm is the firm's reputation among the clients it serves. Our Firm, partners, and professional employees have earned and continue to maintain a reputation of excellence with our clients.**

### Qualifications and Experience

We provide constant updates on important governmental accounting changes. Our specialized experience will save your staff time and cost yet provide a high quality audit on a more timely basis.

- Report preparation for approximately 20 governmental organizations which have received the annual GFOA Certificate of Achievement Award.
- Two HB&Co. partners are on the GFOA Special Review Committee who review CAFRs for the GFOA Certificate of Achievement.
- Governmental services partner currently serves on and was chairman of the Missouri Society of CPAs Committee on Governmental Accounting, following two of our partners past service on the same committee.
- Focus on your accounting system to maximize efficiency, effectiveness, and opportunities for improvement.
- Active membership in Governmental Audit Quality Center to maintain highest level of quality governmental reporting.
- Active membership in the Government Finance Officers Association, GFOA St. Louis Chapter, Missouri Municipal League, Missouri Municipal Attorneys Association, City Clerks Association, and Missouri City/County Management Association.
- Performance of speaking engagements on government topics.
- Governmental audit staff have exceeded the education requirements of *Government Auditing Standards*, issued by the Comptroller General of the United States.
- Governmental services partner and director with Certified Fraud Examiner (CFE) certification.
- Two partners who have received the AICPA's Certificate of Educational Achievement in the Governmental Accounting and Auditing Program.

“Thanks to Hochschild, Bloom & Company for their able assistance and for the professional manner in which they helped prepare and complete our comprehensive annual financial report in a timely manner.”

County Clerk



# Governmental Services Available

Hochschild, Bloom & Company LLP ensures technical competence of its staff by dedicating specialized expertise to individuals with broad experience and training which enhances the value of our services and solves problems for our clients.

“As independent auditors, Hochschild, Bloom & Company also provide an objective outside review of management’s performance in reporting operating results and financial condition.”

Treasurer  
Public Water Supply District

## Accounting and Auditing

- Audits/Reviews/Compilations
- Employee Benefits Audits
- Fixed Assets (Capital) Compilation Reviews
- Monthly Accounting and Payroll
- Staff Training
- Due Diligence Reporting
- GFOA Certificate of Achievement Compliance
- New GASB Implementation Guidance
- Outsourced CFO Services
- Assistance with TIFs, TDDs, and NIDs

## Compliance Auditing

- *Government Auditing Standards* Audits
- Individual Contract Audits
- Single Audits of Federal Programs under Uniform Guidance (formerly A-133)
- Debt Compliance Auditing
- Business License Reviews
- MIRMA Reporting

## Management Consulting

- Budgeting and Forecasting
- Internal Control Reviews
- Performance Management
- Operational Reviews
- Municipal Court Reviews
- Community Center Controls
- Financing Analysis and Review
- Cash Management - Investment Policies
- Accounting Policies and Procedures Manuals
- Cost/Pricing/Fee Studies
- Department Reviews
- Health and Pension Employee Benefit Programs
- Cash Flow Review

## Tax Issues

- Payroll Processing and Reporting
- IRS and State Tax Notices
- Pension and Employee Benefit Compliance
- Independent Contractor Guidance

**We are members of PrimeGlobal, a worldwide association of independent accounting firms and business advisors that can provide additional national and international research capabilities and resources.**

15450 South Outer Forty Road, Suite 135  
Chesterfield, Missouri 63017-2066  
Telephone 636-532-9525  
Fax 636-532-9055

1000 Washington Square, P.O. Box 1457  
Washington, Missouri 63090-8457  
Telephone 636-239-4785  
Fax 636-239-5448

[www.hbclp.com](http://www.hbclp.com)



**Hochschild, Bloom & Company LLP**  
 Certified Public Accountants  
 Consultants and Advisors  
 www.hbclp.com

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 Chesterfield, MO 63017-2066, 636-532-9525  
 1000 Washington Square, P.O. Box 1457  
 Washington, MO 63090-8457, 636-239-4785

**SELECTION CRITERIA CHECKLIST -  
 RELIABILITY FOR YOUR GOVERNMENTAL AUDIT NEEDS**

SELECTION CRITERIA	Hochschild, Bloom & Company LLP	Firm No. 2	Firm No. 3
The highest qualifications and reputation	✓		
Specialized governmental services team	✓		
Over 70 years providing governmental services	✓		
The most experience of a similar nature and current references	✓		
Personal involvement by firm partners and directors	✓		
Firm has multiple GFOA Special Review Committee members	✓		
Number of staff professionals with extensive governmental experience	✓		
Active member of Missouri Society of CPAs Governmental Committee	✓		
Meets requirements of <i>Government Auditing Standards</i> , issued by the Comptroller General of the United States	✓		
Competent and experienced consulting team	✓		
Online research capabilities and international affiliation	✓		
GFOA Certificate of Achievement experience	✓		
Flexible schedules to meet your needs	✓		
Similar grant audit experience to prevent loss of funding	✓		
Regularly performs governmental speaking engagements	✓		
“Clean” opinion on peer review to assure you of the highest quality services	✓		
Tax department for consulting support for payroll, employee benefit programs, and contributions	✓		
Provides regular communication on important information	✓		
Experience providing other needed services consulting	✓		
Member of the Missouri Municipal League, City Clerks Association, Missouri Municipal Attorney’s Association, and GFOA	✓		



Lisa M. Altschaffl, CPA  
 Jeffrey P. Anzovino, CPA, MSA  
 Charles A. Deluzio, CPA

Joseph E. Petrillo, CPA  
 Stacey A. Sanders, CPA, CSEP  
 Daniel W. Wilkins, CPA

### Report on the Firm's System of Quality Control

To the Partners of Hochschild, Bloom & Company LLP  
 and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Hochschild, Bloom & Company LLP (the firm) in effect for the year ended May 31, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under Single Audit Act and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

#### **Opinion**

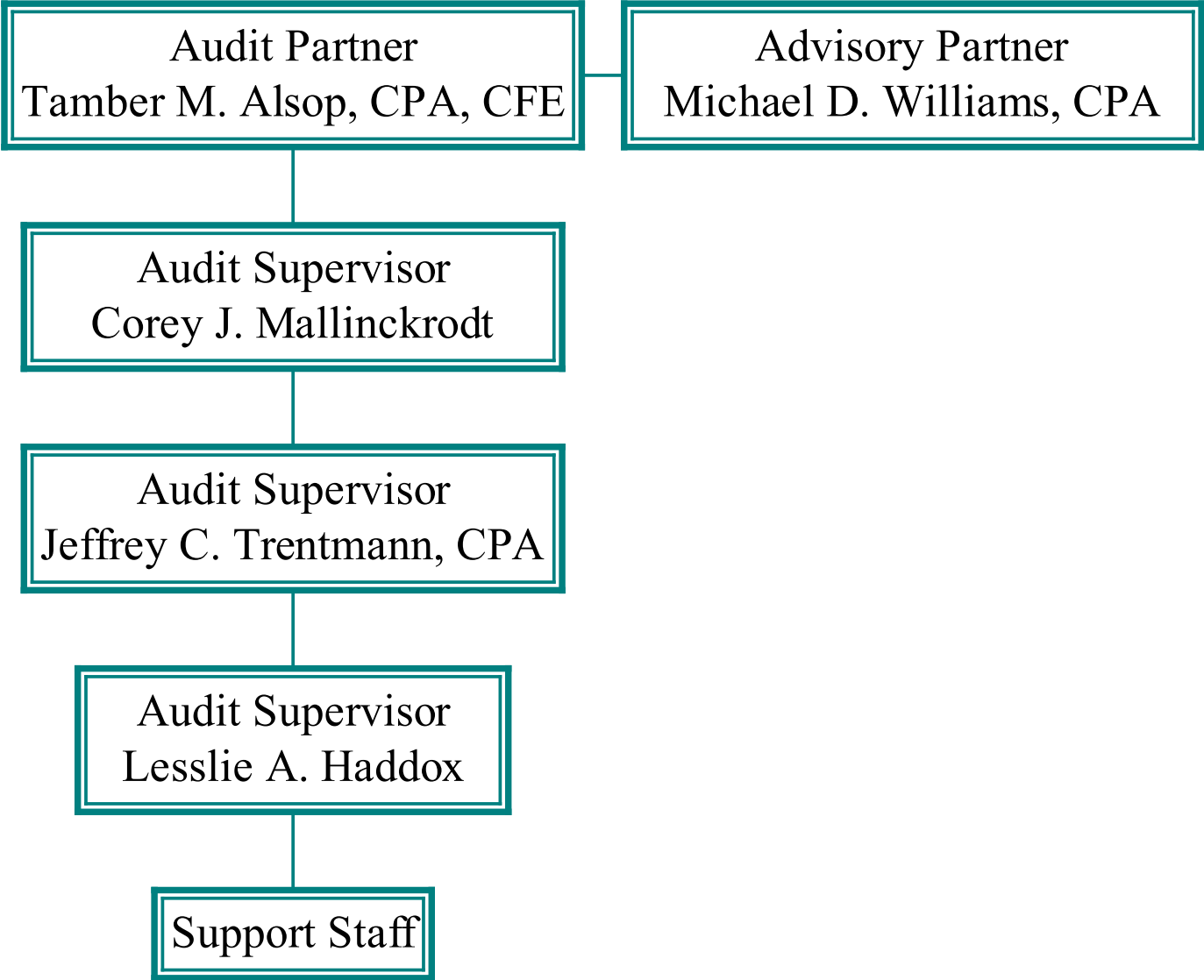
In our opinion, the system of quality control for the accounting and auditing practice of Hochschild, Bloom & Company LLP in effect for the year ended May 31, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Hochschild, Bloom & Company LLP has received a peer review rating of pass.

A handwritten signature in black ink that reads 'Deluzio &amp; Company LLP'. The signature is written in a cursive, flowing style.

Deluzio & Company LLP  
 August 24, 2018



We have designed a client service team that will become familiar with the City’s operations. Our service team has the qualifications and experience to provide the highest level of service in the field of governmental auditing, accounting, and consulting.



*Tamber M. Alsop, CPA, CFE*  
*Partner*

**Professional Background And Responsibilities**

Tamber M. Alsop joined Hochschild, Bloom & Company LLP in 1994 as a staff accountant. Mrs. Alsop has 27 years public accounting experience. She was promoted to accounting and auditing director in 1999 and became partner in 2002. Prior to joining the Firm, she was an accountant at a local St. Louis public accounting firm. She has many supervisory audit responsibilities in audits of nonprofit agencies, cities, other political subdivisions, and corporations. She has experience with fraud audits, HUD audits, Federal programs and other “Yellow Book,” and Single Audits. She performs compilation, review, and taxation services for major clients of the Firm. She performs audits for many governmental clients and has specialized experience in fraud investigations, federal programs, and internal control system reviews. She is a Certified Fraud Examiner (CFE). As partner for the Firm, her primary function is to direct engagements, supervise senior and staff accountants, and review the work completed to ensure accuracy, completeness, suitable presentation, and adequate disclosures. She tailors audit procedures to achieve the most effective audit, given the size and complexity of the plan and develops positive client relationships by ensuring value-added service are provided to each client.

**Educational Background And Certification**

Mrs. Alsop graduated from Northeast Missouri State University in 1988 with a Bachelor of Science degree in Accounting. She received her CPA certificate (CPA certificate number 15830) in 1992 and is licensed to practice public accounting in the State of Missouri. She received her CFE designation in 2001.

**Continuing Education**

Mrs. Alsop attends various professional development courses sponsored by the Missouri State Board of Accountancy and has received over 40 hours per year of Continuing Professional Education, including those required of governmental auditors and certified fraud examiners. She also attends various in-house seminars and income tax workshops throughout the year. In the last three years, she has attended conferences on detecting fraud, grant program compliance, and accounting for construction contractors. She has been a speaker at various courses related to fraud, internal controls, and accounting and audit topics.

**Professional Memberships**

Mrs. Alsop is a member of the American Institute of Certified Public Accountants, Missouri Society of Certified Public Accountants, and Association of Certified Fraud Examiners. She is an active member of the Chesterfield Rotary Club and other charitable and community activities and associations. She is also the past president of the St. Clair Rotary Club. In addition, Mrs. Alsop serves on the Government Finance Officers Association Special Review Committee, which decides if a government should be awarded a Certificate of Achievement for Excellence in Financial Reporting.



*Michael D. Williams, CPA*  
*Audit Partner*

Professional Background And Responsibilities

Michael D. Williams joined Hochschild, Bloom & Company LLP in 1987 as a member of the professional accounting staff and accepted as partner in 1998 and managing partner in 2018. He has managed work done for various cities, districts and other political subdivisions, and nonprofit agencies, including consulting projects and work with federal program audits. He has reviewed audited financial statements for the Missouri State Board of Accountancy for issuance of consultant's reports concerning governmental reporting deficiencies. Mr. Williams also performs compilation, review, and taxation services for major clients of the Firm.

As a partner for the Firm, his primary function is to conduct all aspects of governmental accounting, auditing, and consulting services. He has detailed knowledge of the current accounting systems used by many governmental audit clients of the Firm. He is on-site for many of our governmental engagements. During each of these engagements under his direction, he reviews accounting and related operating procedures in detail in order to furnish management with reports and advice regarding internal control and compliance issues.

He has been a speaker on technical subjects at various conferences including the GFOA St. Louis Chapter, Missouri County Treasurers' Association, Association of Missouri County Auditors, City Clerks and Finance Officers of St. Louis, and AAIM. Mr. Williams has co-authored articles for publication related to governmental sector topics.

Educational Background And Certification

Mr. Williams graduated from Southeast Missouri State University in 1987 with a Bachelor of Science degree in Accounting. He received his certificate in 1989 and is licensed to practice in the State of Missouri. CPA Certificate number 14421. In 1992, he was awarded the Certificate of Educational Achievement in the Governmental Accounting and Auditing Program of the American Institute of Certified Public Accountants (AICPA).

Continuing Education

Mr. Williams participates in various professional development courses and has consistently exceeded the requirements of the profession and of his specialties. He has also attended various in-house seminars and income tax workshops. In the last three years, he has attended conferences on detecting fraud, internal controls, grant program compliance, and employee benefits.

Professional Society Memberships

Mr. Williams was the chairman of the Governmental Accounting Committee of the Missouri Society of Certified Public Accountants for six years and was its liaison member to the Technical Standards Review Committee. He has been a member of the Government Finance Officers Association's Special Review Committee since 1992 and has reviewed audit reports for the Missouri Society of Certified Public Accountants' Technical Standards Review Committee. He is an active member of the Missouri GFOA St. Louis Chapter.

*Corey J. Mallinckrodt*  
*Audit Supervisor*

**Professional Background And Responsibilities**

Corey J. Mallinckrodt joined Hochschild, Bloom & Company LLP as a staff accountant in December 1999 and was promoted to supervisor in 2008. He has performed audits on various cities, manufacturing companies, and water districts. Mr. Mallinckrodt has a broad range of experience in performing compilations, reviews, audits, and taxation services for various clients of the Firm. Mr. Mallinckrodt's duties with the Firm include supervising engagements and professional staff supervision.

**Educational Background**

Mr. Mallinckrodt graduated from Missouri State University in 1998 with a Bachelor of Science degree in Accounting. He completed his Master of Business Administration degree from Missouri State University in December 1999.

**Continuing Education**

Mr. Mallinckrodt participates in various professional development courses throughout the year and receives at least 40 hours of continuing professional education each year including governmental courses. He also attends various in-house seminars and income tax workshops.

*Jeffrey C. Trentmann, CPA*  
*Audit Supervisor*

**Professional Background And Responsibilities**

Jeffrey Trentmann rejoined the firm of Hochschild, Bloom & Company LLP in September 2018. He has experience auditing governmental entities, non-profits, and employee benefit plans. Mr. Trentmann performs compilations, reviews, audits, and taxation services for various clients of the Firm.

**Educational Background And Certification**

Mr. Trentmann graduated from Southeast Missouri State University with a Bachelor of Science in Business Administration in 2010. Additionally, Mr. Trentmann graduated in 2011 with his Masters in Business Administration from Southeast Missouri State University. He received his CPA certificate in 2014 and is licensed to practice public accounting in the State of Missouri.

**Continuing Education**

Mr. Trentmann participates in various professional development courses throughout the year and receives at least 40 hours of continuing professional education each year including governmental courses. He also attends various in-house seminars and income tax workshops.

**Professional Membership**

Mr. Trentmann is a member of the Missouri Society of Certified Public Accountants.



*Leslie A. Haddox*  
*Audit Supervisor*

**Professional Background And Responsibilities**

Leslie A. Haddox joined Hochschild, Bloom & Company LLP in February 2007. She has performed many governmental audits. Mrs. Haddox also performs compilations, reviews, audits, and taxation services for various clients of the Firm.

**Educational Background**

Mrs. Haddox graduated from Missouri State University with a Bachelor of Science degree in Accounting.

**Continuing Education**

Mrs. Haddox participates in various professional development courses throughout the year and receives at least 40 hours of continuing professional education each year including governmental courses. She also attends various in-house seminars and income tax workshops.

**CITY OF MOBERLY, MISSOURI**  
**AUDIT APPROACH AND TIMELINE**

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<u>Task Or Event</u>	<u>Approximate Timeline</u>
<b>1. Pre-engagement activities</b> Entrance conference Provide list of schedules to be prepared by the City Determine confirmation requests needed	August 2019
<b>2. Preliminary visit</b> Review accounting systems and related documentation Review understanding of internal control Determine walk-through procedures and complete	August 2019
<b>3. Continuing planning procedures</b> Perform preliminary analytical review Determine preliminary materiality Consider engagement risk Prepare a detailed final audit plan	August 2019
<b>4. Performing the audit fieldwork</b> Perform substantive audit procedures Review subsequent events Review for contingencies and obtain legal representation letters Fieldwork exit conference and provide final adjustments, if any Perform final analytical review Review audit documentation Prepare draft financial statements Form preliminary opinion Prepare reports: Report on audit of financial statements Reports on internal controls and compliance Required communication/management letter	September 2019
<b>5. Final review and evaluation</b> Final review of workpapers Evaluate audit results Final review of financial statements Form final opinion Finalize required client communications Technical, final review	October 2019
<b>6. Provide draft financial statements</b>	October 2019
<b>7. Management approval of financial statements</b>	November 2019
<b>8. Deliver final reports and presentation to the City Council</b>	November 2019

**Independence**

Our Firm and all employees are independent of the City, as defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Conflict of Interest**

Our Firm has had no conflict of interest with regard to any other work performed for the City.

**License to Practice in Missouri**

Our Firm and all assigned key professional staff are properly registered and licensed to practice in Missouri.

**Insurance**

Our Firm carries professional liability, commercial general liability, automobile liability, and workers' compensation and is available upon request.

**Adherence to Contract**

We have thoroughly reviewed the Professional Services Agreement and we agree to comply with its terms.

**Qualifications and Experience**

As noted in the transmittal letter and references list, our Firm has considerable municipal qualifications and experience. Founded in 1946, our Firm has approximately 40 personnel and 15 professionals of our staff have substantial training and experience with governmental services. The audit team is comprised of members from both our Chesterfield and Washington offices.

Our professional team consists of five full-time professionals all with extensive experience in providing governmental services. This team includes two partners, two supervisors, and associate professional staff members. In addition, the key team members will be on site for 100% of the audit fieldwork.

Our most recent quality control review, on which we received the highest rating with no letter of comments, did specifically include governmental engagements.

We have had no desk review or field review and no disciplinary actions taken or pending.

**Staff Qualifications and Experience**

Our Firm requires all government auditors to have a minimum of 24 hours training every two years in accordance with guidelines and all professional staff to receive annual training for accounting and tax consulting. More detailed information on the key individuals assigned is presented in the biographical briefs.

**Audit of Financial Statements**

We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements.

We will subject the supplemental information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and to report on the fairness of the supplemental information when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the governing board. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reason(s) with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states: 1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing and not to provide an opinion on the effectiveness of the City's internal control on compliance, and 2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures--General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement whether from: 1) errors, 2) fraudulent financial reporting, 3) misappropriation of assets, or 4) violations of laws or governmental regulations that are attributable to the City or to acts by management or employees acting on behalf of the City. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements

may exist and not be detected by us, even though the audit is properly planned and performed in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors. Our audit engagement ends upon delivery of our audit report.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of this engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will also require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

#### **Audit Procedures--Internal Controls**

Our audit will include obtaining an understanding of the City and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

#### **Audit Procedures--Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

#### **Other Services**

We will also assist in preparing the financial statements and related notes based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the modified cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with: 1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, 2) additional information that we may request for the purpose of the audit, and 3) unrestricted access to persons within the City from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the City involving: 1) management, 2) employees who have significant roles in internal control, and 3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the City received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the City complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplemental information, which we have been engaged to report on in conformity with the modified cash basis of accounting. You agree to include our report on the supplemental information in any document that contains and indicates that we have reported on the supplemental information. You also agree to include the audited financial statements with any presentation of the supplemental information that includes our report thereon or make the audited financial statements readily available to users of the supplemental information no later than the date the supplemental information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: 1) you are responsible for presentation of the supplemental information in accordance with the modified cash basis of accounting; 2) you believe the supplemental information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; 3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and 4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplemental information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits attestation engagement, performance

audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Single Audit**

If required by you, our audit will be conducted in accordance with the Single Audit Act Amendments of 1996; and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). The objective includes reporting on internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance.

The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. This report will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with the Single Audit Act Amendments of 1996 and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the governing board. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Management is responsible for the schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein. Management is also responsible for identifying all federal awards received and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. As part of the audit, we will assist with preparation of your schedule of expenditures of federal awards, and related notes. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the schedule of expenditures of federal awards, related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information. Additionally, as required by the Uniform Guidance, it is management's responsibility to follow-up and take corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that: 1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; 2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; 3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and 4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit.

At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by auditing standards generally accepted in the United States of America.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under the Uniform Guidance.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the major programs. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. If applicable, we will provide copies of our report for you to include with the reporting package you will submit to pass-through entities. The



Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditor's reports or nine months after the end of the audit period.

**Audit Administration and Other**

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing. Our approach includes the preparation of an audit program which is tailored from the leading national guidance based upon your individual circumstances. Our audit program conforms to the latest and most thorough guidelines regarding analytical procedures, sampling, and compliance testing.

The audit documentation for this engagement is the property of Hochschild, Bloom & Company LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Hochschild, Bloom & Company LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the date the auditor's report is issued or for any additional period requested by a regulator. If we are aware that a federal awarding agency, or auditee is contesting an audit finding, we will contact the parties contesting the audit finding for guidance prior to destroying the audit documentation.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any subsequent peer review reports received during the period of the contract. Our latest peer review accompanies this letter.

The engagement partner signing this proposal is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

**CITY OF MOBERLY, MISSOURI**  
**FEE SCHEDULE**

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<u>For The Years Ended June 30</u>	<u>Maximum Audit Fee</u>	<u>Estimated Hours</u>
2019	\$32,000	300
2020	32,000	300
2021	32,000	300

Our additional fee for a Single Audit will be \$3,500 in any year it is required.

Our fees noted above are inclusive of all out-of-pocket costs, all related meetings with the City's officials, and periodic consulting concerning routine matters. Our fees for this engagement will be based on the actual time spent at our quoted hourly rates. Should this time at our standard hourly rates be less than our total fee noted above, we will bill you accordingly. We will be available for other consultations throughout the year at our standard hourly rates, or we may be engaged through a separate contract for other projects.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. (Factors causing additional time include grossly inadequate schedules, excessive audit journal entries, improper internal control procedures, missing records, additional funds or accounts, and additional accounting pronouncements.) Our invoices for these fees will be rendered as work progresses and are payable on presentation upon completion of fieldwork and upon report delivery. In accordance with our Firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full.

We may continue to provide accounting and auditing services to the City for years ending beyond June 30, 2021.

**GERDING, KORTE & CHITWOOD,  
PROFESSIONAL CORPORATION  
PROPOSAL TO PROVIDE AUDIT SERVICES  
FOR  
CITY OF MOBERLY, MISSOURI**

Date of Proposal- June 18, 2019

Contact Person – Jeffrey Chitwood, CPA

Address - 723 Main Street  
Boonville, MO 65233

Telephone Number - (660) 882-7000

# CITY OF MOBERLY, MISSOURI

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June 18, 2019

723 Main St.  
Boonville, MO 65233  
(660) 882-7000  
Fax: (660) 882-7765  
[www.gkccpas.com](http://www.gkccpas.com)

Ms. D.K. Galloway, City Clerk  
City of Moberly  
101 W. Reed Street  
Moberly, MO 65270

Dear Ms. Galloway:

We appreciate the opportunity to submit our proposal for conducting the annual audits of the City of Moberly for the years to end June 30, 2019 through June 30, 2027. As you are aware, the audit serves a very useful purpose by providing management, the Mayor and Council and your citizens with a comprehensive financial report of the year's activities. Additionally, the audit serves to provide assurance that the information presented in the annual financial statements is fairly stated in accordance with the cash basis of accounting.

Obviously, there are considerations other than price when selecting a product of service for consumption. The same is true for the selection of your Certified Public Accountants. As you evaluate our proposal against all others, we suggest you use some or all of the following criteria and weigh each of the factors depending upon its relative importance to you.

**Cost**

The cost of the annual audit must properly be one of the key factors in influencing your decision. As a public entity, it is your responsibility to spend the taxpayers' money wisely. Since money is a measurable commodity, it is important to compare dollar cost and time commitment proposed by each firm. Our pricing is competitive with other firms, especially when compared on the basis of fee charged to time commitment and the experience of our audit staff.

PARTNERS  
*Fred W. Korte, Jr.*  
*Joseph E. Chitwood*  
*Travis W. Hundley*  
*Jeffrey A. Chitwood*  
*Amy L. Watson*  
*Heidi N. Ross*

PARTNER EMERITUS  
*Robert A. Gerding*

## **Personnel and Experience**

We believe the quality and experience of the personnel assigned to your audit is even more important than cost. There are several factors in determining the quality of the personnel to be assigned to the audit of the City. The key factors are education, experience and technical knowledge. As a firm, we audit numerous governmental entities throughout central Missouri. The team of auditors to be assigned to this engagement has audited an average of twenty-two cities each year, for the last five years. Consequently, we have experience in dealing with a vast number of problems and issues facing cities.

Our firm's policy is to staff audit engagements with experienced individuals. In fact, the partners of our firm generally perform much of the fieldwork on engagements. We believe this approach is essential to providing quality service.

By reviewing the brief resumes of the personnel to be assigned to this engagement, included in this proposal under Section III, we hope you will conclude that we can match or exceed the qualifications and experience of the personnel of any firm you are considering. We are an aggressive firm committed to the importance of a sound educational background coupled with a continuing educational program to continually improve our knowledge and experience. We believe we are particularly well suited to perform governmental audits.

## **Service**

Of importance to the City is not only the quality of service rendered, but also the availability of service. With our offices in Boonville and Columbia, we will be able to serve your needs both during the annual audit and throughout the year. As problems arise, it is important that you be able to contact your accountants readily. It is also important that your accountants be available for on-site assistance or presentations as needed. Obviously, we would be able to assist you at any time due to our proximity.

We place a great deal of importance on having the City on our client list, not only for financial reasons, but also for the pride we take in serving a quality organization. The City of Moberly, Missouri is important to us and as such you can expect to continue to receive the service and attention you deserve.

We appreciate your consideration of our proposal. We hope you will weigh all the above factors in making your decision. We welcome the opportunity to meet with you and/or the Council regarding any aspect of our proposal.

Very truly yours,

GERDING, KORTE & CHITWOOD



Jeffrey Chitwood, CPA

## SECTION I

### SCOPE OF AUDIT

We will audit the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information, and combining and individual fund statements, which collectively comprise the entity's basic financial statements, of the City as of and for the years ended June 30, 2019 through June 30, 2027. As part of our engagement, we will apply certain limited procedures to the City's other information in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following other information will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis;

We have also been engaged to report on supplementary information other than required supplementary information that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Non-major funds financial statements;
2. Detailed major fund budgetary schedules.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with the cash basis of accounting and to report on the fairness of the additional information referred to in the second paragraph when considered in relation to the basic financial statements taken as a whole. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the City Council of the City. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis of matter or other-matter paragraphs. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors or any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements; compliance with laws, regulations, contracts, and grant agreements, and other responsibilities required by generally accepted auditing standards.



### **Audit Procedures - Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statement and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to Government Auditing Standards.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during our audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the City in conformity with the cash basis of accounting based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

### **Management Responsibilities**

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with the cash basis of accounting, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with the cash basis of accounting. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the cash basis of accounting; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with the cash basis of accounting; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

### **Engagement Administration, Fees, and Other**

We understand that your employees will perform the following procedures for us:

- Document internal control procedures for our review and consideration.
- Type all confirmation letters.
- Assist us in tracking down any exceptions noted in the returned confirmation letters.
- Pull all invoices selected in our test selection, and subsequently refile those invoices.
- Pull all other items in our test selections and subsequently refile those items.
- Perform detailed account analysis as directed by our staff.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

In the interest of facilitating our services to your City, we may communicate by facsimile transmission or send electronic mail over the internet. Such communications may include information that is confidential to your City. While we will use our best efforts to keep such communications secure in accordance with our obligations under applicable laws and professional standards, you recognize and accept that we have no control over the unauthorized interception of these communications once they have been sent and consent to our use of these electronic devices during this engagement.

The audit documentation for this engagement is the property of Gerding, Korte & Chitwood and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a Cognizant or Oversight Agency for Audit or its designee, a federal agency providing direct or indirect funding, or the U.S. General Accounting Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gerding, Korte & Chitwood personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

It is our policy to retain engagement documentation for a period of seven years, after which time we will commence the process of destroying the contents of our engagement files. To the extent we accumulate any of your original records during the engagement, those documents will be returned to you promptly upon completion of the engagement. The balance of our engagement file, other than the financial statement, which we will provide to you at the conclusion of the engagement, is our property, and we will provide copies of such documents at our discretion and if compensated for any time and costs associated with the effort.

In the event we are required to respond to a subpoena, court order or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this engagement, you agree to compensate us at our standard hourly rates, for the time we expend in connection with such response, and to reimburse us for all of our out-of-pocket costs incurred in that regard.

In the event that we become obligated to pay any judgment or similar award, agree to pay any amount in settlement, and/or incur any costs as a result of any inaccurate or incomplete information that you provide to us during the course of this engagement, you agree to indemnify us, defend us, and hold us harmless against such obligations, agreements, and/or costs.

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation, and that you will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this engagement shall be administered within the County of Cooper, State of Missouri, by the American Arbitration Association, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Missouri law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

Our fee for these services will be as listed on the accompanying proposal form. The proposed fees do not include any additional audit work that would be required for any new debt, debt refunding, or new GASB pronouncements. The additional time required would be billed at our standard rates.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Jeffrey Chitwood is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2017 peer review report accompanies this letter.

Auditing is an important part of our practice. We currently audit eighteen cities in Central Missouri. Because of this experience, we are familiar with the accounting and auditing standards applicable to cities.

### **Independence**

The firm of Gerding, Korte and Chitwood is independent with respect to the City of Moberly, Missouri.

### **Licenses to Practice**

The firm of Gerding, Korte and Chitwood is licensed to practice as Certified Public Accountants in the State of Missouri. Also, all partners and supervisory staff are licensed certified public accountants in the State of Missouri.

### **Disciplinary Action**

There has been no disciplinary action taken against the firm during the life of the firm, nor is any pending.

### **Litigation**

There has been no litigation settled or pending against the firm during the life of the firm.

### **Continuing Education**

All professional staff members attend various continuing education seminar throughout the year. Each professional is required to obtain a minimum of twelve hours in governmental accounting training annually.

## SECTION II

### AUDIT APPROACH

#### **Specific Scope and Timing Requirements**

The engagement will be broken into the following phases:

- 1) Planning;
- 2) Compliance testing;
- 3) General fieldwork; and
- 4) Report preparation and review.

Each of these phases will be conducted by a partner of our firm who may be assisted by a staff member. We believe this approach differs from many firms and provides clients with the highest possible level of service.

The **planning phase** of the audit will be conducted by one or more members of our staff. This phase will involve analysis of the City's financial condition, as well as analysis of revenue sources and expenditures compared to the prior year and budget. This phase will also include obtaining an understanding of the City's internal control structure and testing of the internal control features that can be relied upon to efficiently reduce substantive audit testing.

The **compliance testing phase** of the audit will be conducted by one or more members of our staff. Compliance testing will primarily be focused on testing compliance with federal rules and regulations governing federal financial assistance; and testing for general compliance with Missouri statutes governing the financial aspects of cities.

The **general fieldwork phase** of the engagement will involve substantive tests of account balances and other audit procedures necessary to adequately disclose the financial position and results of operations of the City. Usually testing of receipt and disbursement control are performed during this phase of the audit. There will be some compliance testing in this phase as well. Several of our partners and staff will be involved in this phase of the audit.

The **report preparation and review phase** will be conducted primarily at our office and will involve summarization and review of the audit evidence obtained during the other phases. This phase will also involve the preparation of our auditors' reports and management letter. Jeff Chitwood and Fred Korte will be the only staff involved at this stage of the engagement.

**Other Relevant Information**

In evaluating the City's internal control structure we use check-lists, questionnaires and narrative memorandum. The City's policies and procedures will be evaluated.

We generally structure our audits to not rely on a client's EDP structure. Instead we treat the EDP structure as a manual system and audit the integrity of the input and output.

We utilize non-statistical, risk based sampling. We assess materiality by fund and develop appropriate risk models. Sample sizes are determined based on risk models.

We realize that it is not your staff's normal job to serve the auditors, so we try to make the fieldwork phase as pleasant as possible. We try to bring enough people to an engagement to finish the fieldwork as quickly and efficiently as possible.

In order to meet the December 15 deadline, as discussed in Section IV of the Auditing Services Professional Services Agreement, the City must provide a trial balance and other requested preliminary items to our office by August 15<sup>th</sup> of each year.

**Other Services**

We typically answer routine questions from City personnel at no charge.

Substantive work in other areas, such as, quarterly reviews, internal control review, management services, etc. would be billed at our usual hourly rates as follows:

Partner	\$200-250
Manager	\$100
Staff	\$75

## SECTION III

### PROFILE OF FIRM

#### **Firm Qualifications and Experience**

The firm of Gerding, Korte and Chitwood was officially organized May 1, 1981. We are a local firm with offices in Boonville and Columbia. We have a permit to practice with the Missouri State Board of Accountancy. Each CPA employed by our firm is an active member of both the Missouri Society of CPA's and the American Institute of Certified Public Accountants.

Our firm participates in an on-site peer review program as a requirement of membership in the American Institute of Certified Public Accountants. In the last inspection of our firm dated December 9, 2014, we received an unqualified opinion. The peer review included reviews of several governmental/utility engagements. A copy of that report is attached.

Governmental entities are a very important part of our accounting practice. We provide audit and advisory services to a large number of governmental entities. Section IV presents a partial list of governmental organizations served by our firm with similar operating characteristics and reporting requirements to yours. You may use any of these clients as references. In addition to these governmental clients we also serve many other governmental entities.

#### **Staffing**

Gerding, Korte and Chitwood currently employs eight certified public accountants, six of which are partners. There are currently two non-certified public accountant members of our professional firm. Our total staff size is sixteen. Each professional staff member is required to obtain at least 40 hours of continuing education each year. A minimum of 12 hours is obtained in governmental continuing education.

The audit will be coordinated from our Boonville office. However, to fully utilize the expertise of others within our firm with substantial governmental audit experience, personnel primarily working from our Columbia office may also be used on this engagement.

Our firm's practice is to staff engagements with experienced personnel. The staff expected to perform this engagement are as follows:



### **JEFFREY A. CHITWOOD, CPA - PARTNER IN CHARGE**

Jeffrey joined our firm in May, 2004. He graduated summa cum laude with a Masters of Accounting Degree from the University of Missouri - Columbia in May, 2001 and became a licensed CPA in September, 2002. Jeffrey has considerable auditing experience gained while working for a national accounting firm prior to joining our firm.

### **FRED W. KORTE, JR, CPA - PARTNER**

Fred is a Certified Public Accountant licensed in the State of Missouri. Fred graduated from the University of Missouri - Columbia with a Bachelor of Science degree in Business Administration. He became a licensed CPA in 1974. In 1981, Fred founded Gerding, Korte and Chitwood, CPA's with Bob Gerding and Joe Chitwood.

### **JOSEPH E. CHITWOOD, CPA - PARTNER**

Joe is a Certified Public Accountant licensed in the State of Missouri. He is a graduate of the University of Missouri - Columbia, earning a Bachelor of Science degree in Business Administration. Joe earned his CPA license in 1979. In 1981, Joe founded Gerding, Korte and Chitwood, CPA's with Bob Gerding and Fred Korte.

### **TRAVIS HUNDLEY, CPA - PARTNER**

Travis joined our firm in May, 1994 upon his graduation from Central Missouri State University in Warrensburg, Missouri. He graduated with a Bachelor of Science in Business Administration in Accounting and became a licensed CPA in 1996.

### **BRITTNEY L. KAHR, CPA - EMPLOYEE**

Brittney joined our firm in July, 2013. She graduated magna cum laude with a Masters of Accounting Degree from the University of Missouri - Columbia in May, 2011 and became a licensed CPA in November, 2012. Brittney has considerable auditing experience gained while working for a national accounting firm prior to joining our firm.

### **TIMOTHY M. JEFFRIES, CPA – CONSULTANT**

Tim is a 1969 graduate of the University of Missouri – Columbia, with a Bachelor of Science degree in Business Administration and earned his CPA license in 1975. Tim has worked in public accounting since graduating from college and formed his own firm in 1998. Tim has considerable experience in auditing governmental entities. He has attended numerous seminars and conferences related to governmental auditing requirements and techniques.

All partners and staff have considerable experience auditing all types of governmental entities.

**SECTION IV**

**REFERENCES**

The following is a partial list of clients whom we have audited in the past year with similar audit characteristics and complexities:

Governmental Entities: (Done in accordance with Governmental Auditing Standards)

<u>Name of Entity</u>	<u>Primary Contact</u>	<u>Phone Numbers</u>
City of Marshall	Melissa Schure, Finance Director	660-886-2226
City of Boonville	Irl Tessendorf, Administrator	660-882-2332
City of Higginsville	Jeanette Dobson, Administrator	660-584-2106

Additional references are available upon request.



## Report on the Firm's System of Quality Control

February 9, 2018

To Gerding, Korte & Chitwood, PC and the Peer Review Committee of the Missouri Society of CPA's

We have reviewed the system of quality control for the accounting and auditing practice of Gerding, Korte & Chitwood, PC in effect for the year ended September 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firms' Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards* including compliance audits under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

[www.kpmcpa.com](http://www.kpmcpa.com)

1445 E. Republic Road Springfield, MO 65804 | 417-882-4300 | fax 417-882-4343  
500 W. Main Street, Suite 200 Branson, MO 65616 | 417-334-2987 | fax 417-336-3403  
Member of The Leading Edge Alliance

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Gerding, Korte & Chitwood, PC in effect for the year ended September 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Gerding, Korte & Chitwood, PC has received a peer review rating of *pass*.

KPM CPAs, PC

KPM CPAs, PC

## City of Moberly Fee Proposal

We, the undersigned, propose to perform the annual audit(s) for the City of Moberly as detailed in the request for proposal.

For services performed as specified, the full cost shall be as follows:

Year Ended June 30,	Base Fee	Additional Fee for a Single Audit if Required by Uniform Guidance	Additional Fee for Council Meeting Attendance to Present Audit Report	Additional Fee for Presentation to City's Finance/Audit Committee (including travel)
2019	\$ 34,000	\$ 2,000	\$ 500	\$200 per hour
2020	35,000	2,000	500	\$200 per hour
2021	37,000	2,000	500	\$200 per hour
2022	38,000	2,000	500	\$200 per hour
2023	40,000	2,000	500	\$200 per hour
2024	41,500	2,000	500	\$200 per hour
2025	43,000	2,000	500	\$200 per hour
2026	44,500	2,000	500	\$200 per hour
2027	46,000	2,000	500	\$200 per hour

We, the undersigned, propose to perform the annual audit(s) for the City of Moberly, Missouri as detailed in the request for proposal.



\_\_\_\_\_  
Authorized Signature

June 18, 2019  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Gerding, Korte & Chitwood, P.C.  
Company

If the bid by the above auditing firm is accepted, this form will serve as a contract between the bidder and the City, when signed by an authorized representative.

\_\_\_\_\_  
City Authorized Signature

\_\_\_\_\_  
Date

■ Proposal for  
Professional Services

■■ Prepared for  
**City of Moberly,  
Missouri**

■■■ June 14, 2019



Amanda M. Schultz, CPA – Contact Member Owner  
2005 West Broadway, Suite 100, Columbia, MO 65203  
OFFICE (573) 442-6171 FAX (573) 777-7800

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June 14, 2019

Attn: Ms. D. K. Galloway, City Clerk  
City of Moberly, Missouri  
101 West Reed Street  
Moberly, MO 65270

On behalf of the partners and associates at Williams-Keepers LLC (WK), it is my sincere pleasure to present this proposal for audit services for the City of Moberly, Missouri (the City) for each of the fiscal years ending June 30, 2019, 2020 and 2021 as well as for two option periods for the fiscal years ending June 30, 2022, 2023 and 2024 and the fiscal years ending June 30, 2025, 2026 and 2027.

Based on our review of the City's request for proposal, we are confident we possess the experience, technical expertise and resources necessary to meet the City's scope of services for its independent auditor. WK is uniquely positioned, both from the standpoint of professional qualifications and availability as a local resource, to help the City fulfill its commitments to its citizens.

With roots that can be traced back to 1923 when our business started as the "Columbia Accounting Company," WK has grown considerably over the years. With 50 certified public accountants on staff, WK has grown to become one of the largest independently held public accounting firms in the State of Missouri.

As it relates to service to governmental entities, WK's combination of experience and technical recourses is unmatched locally and compares very well with other regional and national accounting firms. Members of our governmental industry team, many of whom will play an active role in providing service to the City, have extensive experience with the most important parts of the City's operations. We provide audit services to more than 30 governmental entities, including eight municipalities that provide municipal constituent services that are similar to those provided by the City. Our governmental industry team members participate in continuing professional education opportunities throughout the year and are active members of the Government Finance Officers Association (GFOA) and the Missouri Society of Certified Public Accountants (MOCPA).

WK is also a member of the American Institute for Certified Public Accountants' (AICPA) Governmental Audit Quality Center. Additionally, our membership in Allinial Global (Allinial), a national association of similarly sized public accounting firms, affords us the opportunity to consult with Allinial members who serve on Special Review Committees of the GFOA Certificate of Achievement Program and have other experience applicable to the City engagement.

This proposal for service includes our proposed method of performing the City's audit, information about the engagement team and our firm, information about our related experience and our proposed pricing structure.

My colleagues and I sincerely appreciate the opportunity to be considered for this engagement. I am hopeful you will agree that our combination of relevant experience and our availability as a local resource makes WK a logical choice to provide audit services for the City. We would greatly appreciate the opportunity to discuss our qualifications.



If I can answer any questions about our proposal or to arrange an appointment, please contact me at (573) 499-6854 or by e-mail at [aschultz@williamskeepers.com](mailto:aschultz@williamskeepers.com).

Sincerely,  
WILLIAMS-KEEPERS LLC

A handwritten signature in black ink that reads "Amanda Schultz". The signature is written in a cursive, flowing style.

Amanda M. Schultz, CPA  
Member Owner

## ■ GOVERNMENT EXPERIENCE

### WK's Governmental Industry Team

WK has developed a dedicated, highly trained and experienced governmental industry team that provides depth and flexibility in serving entities that follow governmental accounting standards. We have developed this team using a variety of methods, including:

- early identification of staff to be assigned to governmental audits and those who will receive governmental and Single Audit specific training;
- development of governmental and Single Audit master engagements, which have audit programs, checklists, tools and aids specific to governmental audits and Single Audits;
- assignment of staff to a variety of governmental audits and Single Audits to gain experience;
- participation in GFOA training programs;
- sponsorship of in-house presentation of GFOA webcasts;
- annual governmental industry team retreats to discuss accounting and auditing issues for governmental entities;
- participation in the MOCPA's annual governmental conference and other MOCPA governmental-specific courses; and
- participation in the AICPA's annual national governmental conference and subsequent in-house training.

### Government Finance Officers Association (GFOA)



The purpose of the GFOA is to enhance and promote the professional management of governments for the public benefit by identifying and developing financial policies and practices and promoting them through education, training and leadership.

As members of GFOA, members of WK's staff participate in training programs offered throughout the year. As an additional benefit to our clients, WK hosts GFOA web-based courses in our offices at a minimal charge or free of charge.

Our client base includes those clients who are very knowledgeable, make all adjustments, and prepare their CAFR or financial statements. However, our client base also includes those that need assistance and consulting in performing these functions. Because our staff is involved in that assistance, they develop a good understanding of the basic underlying accounting to the financial statements and the actual preparation of a complete set of financial statements.

The table that follows provides a summary of the depth of our experience and team available to work on the City's audit.

	<b>Total</b>	<b>Staff with Experience in</b>			<b>Number of Engagements within Last 3 Years</b>		
		<b>Governmental</b>	<b>PERS</b>	<b>Single Audit</b>	<b>Governmental</b>	<b>PERS</b>	<b>Single Audit</b>
Audit member owners	7	3	4	4	102	30	87
Audit managers	3	2	1	1	24	12	45
Audit seniors	8	4	3	3	60	15	54
Audit staff	10	4	3	3	75	27	54
Other	1	0	0	0	0	0	0
<b>Total</b>	<b>29</b>	<b>13</b>	<b>11</b>	<b>11</b>	<b>261</b>	<b>84</b>	<b>240</b>

Additional information, including client references, is available in the "References/Experience" section of this document.

## ■ ■ FIRM OVERVIEW

Williams-Keepers LLC (WK) is a certified public accounting (CPA) firm formed 96 years ago in Columbia, Missouri, and the firm currently has offices in Columbia and Jefferson City. The largest firm in Central Missouri, WK is one of the largest independently held CPA firms in the state of Missouri, based on the number of CPAs on staff. \*

Our firm does not operate as separate offices. Instead, our teams are comprised of staff from both offices, ensuring the best mix of expertise is assembled for each engagement. WK members and associates collaborate to work on industry-specific teams that serve the needs of a variety of industries, including governmental entities, not-for-profit entities, agribusinesses, family/closely held businesses, financial institutions, healthcare, higher education, insurance, real estate development and construction.

Our collaborative approach allows members of our industry teams to participate in frequent continuing professional education opportunities and remain up-to-date on changing industry trends, ensuring that our clients are served with the efficiency, expertise and resources required in today's marketplace.

### Our Commitment to Our Clients

WK's mission lies at the forefront of our work with clients and valuable relationships we enjoy in the Central Missouri community. WK pledges to deliver superior service and creative solutions to exceptional clients using extensive specialization and resources with unmatched dedication. This commitment applies to all our clients, no matter how small or large they might be or the complexity of their need for professional financial services and consulting.

Our staff is the key to helping us deliver on this commitment. Detailed information about our staff follows.



*WK's Columbia office is in the Shelter Office Plaza at 2005 West Broadway, at the intersection of West Broadway and Stadium Boulevard.*



*WK's Jefferson City office is located at 3220 West Edgewood on the city's rapidly expanding west side.*

#### Staff Listing - Departments

Tax	42
Audit	28
Administration	23
Special Services	3
<b>Total</b>	<b><u>96</u></b>

#### Staff Listing - Professional Levels

Member Owner	15
Manager/Director	19
Supervisor	4
Senior	17
Staff	36
Seasonal	5
<b>Total</b>	<b><u>96</u></b>

#### Total Staff - By Office

Columbia	63
Jefferson City	33
<b>Total</b>	<b><u>96</u></b>

#### CPAs - By Office/Firmwide

Columbia	33
Jefferson City	17
<b>Total</b>	<b><u>50</u></b>

\* - Based on information compiled by Williams-Keepers LLC.

## Independence

WK is independent with respect to the City as defined by U.S. generally accepted auditing standards and *Government Auditing Standards* issued by the Comptroller General of the United States. We are not aware of any conflicts of interest with respect to the City.

## License To Practice In The State of Missouri

WK and key professional staff are appropriately licensed in the State of Missouri.

## Benefits WK Provides Compared With National and Regional Firms

WK is an attractive alternative to national and regional CPA firms. Our professionals provide comparable quality and many of the services typically associated with national and regional CPA firms while offering the benefits of a local firm. We believe we offer many significant advantages compared with these firms, including the following considerations.

**Excellent services for a lower cost.** We provide the variety and quality of services typically associated with national and regional CPA firms. Our standard hourly rates, however, are typically less than a national or regional CPA firm partner/member owner or staff member with comparable experience. Additionally, due to our location in Central Missouri, travel expenses for WK staff are insignificant compared with firms located outside the area.

**Member involvement.** The engagement member owner assigned to our audits typically spends significantly more time in providing services than a national or regional CPA firm partner/member owner. This means that the average years of experience of the service team weighted for the time involved may significantly exceed that for an audit conducted by these firms.

**Additional services rarely provided by national and regional firms.** The fee structure of most national and regional CPA firms can be a barrier to providing general accounting assistance, informal consultation and compliance assistance at a reasonable cost. WK, however, provides a wide range of these services.

## Benefits WK Provides Compared With Local Firms

WK is a unique alternative to other local accounting firms in Central Missouri. We believe we offer many significant advantages when compared to these firms, including the following considerations.

**Relevant expertise.** We can assign to your engagement professionals who have expertise relevant to the City. Through specialized continuing education and specific experience in working with various types of governmental entities, members of our team stay abreast of the latest issues facing you. Our governmental industry team includes three members owners and approximately 10 other members of our professional staff, which provides substantial depth of experience in your engagement team.

**Allinial Global.** Our Allinial Global membership provides us with national resources typically available only to a national CPA firm. This affiliation has proven very beneficial in accessing specialized skills and knowledge that we might not have within our firm.

**Multiple and varied services at every level.** We offer the greater variety of services that organizations like the City typically require in today's marketplace. This broad base of services typically would allow you to utilize one firm for all your professional accounting, attestation, tax and other related services, even as your needs change.

**Business Owners' Strategy Series (BOSS) seminars.** WK's BOSS seminars are designed to provide business owners with effective strategies for managing their businesses and addressing key financial challenges through a series of planned informational seminars and associated resources and materials. BOSS seminars are offered bi-monthly in both Columbia and Jefferson City and are open to WK clients, prospective clients and other friends of the firm. Additional information about upcoming BOSS seminars is available at [http://bit.ly/WK\\_BOSS](http://bit.ly/WK_BOSS).

## How our Clients Benefit from Allinial Global

Because we recognize the complex nature of the practice of public accounting, we augment our internal capabilities through our membership in Allinial Global (Allinial, [www.allinialglobal.com](http://www.allinialglobal.com)). This affiliation has been of significant benefit to us in providing quality service to our clients. Allinial is an association of accounting and consulting firms whose members reinforce client service by exchanging expertise, resources, and advice in a wide range of industries. Founded in 1969, Allinial is 100 members strong and growing, with locations throughout the US, Canada, Mexico, Caribbean and the larger world, generating approximately \$1.6 billion in collective revenues.

As an Allinial member, WK is proud to be an independently owned firm that has passed the high threshold of association membership. Though each accepted firm excels, the strong relationships developed between peer firms combined with a free and fruitful exchange of ideas ultimately advance all our service outcomes.

We also ensure our continual competitive improvement in the ever-evolving business landscape by taking advantage of Allinial's professional development and technical training, thought leadership and industry-specific resources. Due to their technical excellence, many Allinial members have been appointed to prestigious committees and boards, such as the AICPA's Technical Issues Committee, Employee Benefit Plans Expert Panel, Forensics and Valuation Services Executive Committee and numerous State Boards of Accountancy.

Most important, though, is the shared Allinial commitment to provide the most client-centric service possible. When needed, we leverage our membership in order to find not just an adequate solution to your business needs, but the best-in-class solution anywhere in the world.

## Quality Control

WK has a written quality control document that describes our quality control with respect to: independence, integrity and objectivity; personnel management; client acceptance and continuance; engagement performance; and monitoring for compliance with our quality control system.

We also ensure ongoing high-quality audit services by voluntarily subjecting our audit and accounting practice to a regular review in connection with our memberships in the AICPA's Governmental Audit Quality Center, Employee Benefit Plan Audit Quality Center, and Private Companies Practice Section. Every three years, WK undergoes a peer review, conducted by outside CPAs, of our audit and accounting practice. A copy of our most recent peer review report is included in Appendix A.

## Governmental Audit Quality Center



WK is a member of the AICPA Governmental Audit Quality Center, which was created in 2004. The Center's purpose is to, among other things, serve as a comprehensive resource on governmental audits for member firms, create a community of firms that demonstrate a commitment to governmental audit quality, and provide an online forum tool for members to share best practices and discuss governmental audit issues. Membership, which is voluntary, requires a firm's commitment to audit quality in the critical area of governmental audits, including those performed under *Government Auditing Standards* and the Office of Management and Budget's (OMB) Uniform Guidance. Additional information about the Center can be accessed at <http://gaqc.aicpa.org/>.

## Employee Benefit Plan Audit Quality Center



WK is a member of the Employee Benefit Plan Audit Quality Center, which is a voluntary membership organization for firms that perform ERISA employee benefit plan audits and have demonstrated a commitment to audit quality.

The Center provides members with communication of regulatory developments, best practices guidance, technical updates and an online forum for sharing discussions on audit, accounting, and regulatory issues. Member firms must meet on-going requirements covering quality control, education, and communication. Additional information about the Center can be accessed at <http://ebpaqc.aicpa.org/>.

## Continuing Education and Professional Development

Partners and members of our firm's professional staff have the benefit of a planned program of professional development and continuing education through conferences and seminars sponsored by Allinial and other national and state professional groups, in-house seminars, and disciplined self-study. In addition, our extensive client base provides ample opportunity for our staff to develop their skills in a structured environment of close supervision by experienced and talented professionals.

Generally, our audit staff receive on-going training in soft skills related to engagement management and supervision as well as technical training related to accounting and auditing standards in general, as well as in their specific industries. Staff are assigned to engagements in a manner designed to develop those skills and technical knowledge in an accelerated manner. In addition, we have a development plan for our industry teams where technical training and engagement assignments are designed to develop the specialized knowledge needed to fully serve clients in those industries.

## Related Services Available

WK offers a full complement of services to our clients. We are available throughout the year to provide these services, as well as informal consultations. A brief outline of these services follows. In addition, we respond to our clients' questions by email and telephone on a timely basis, and we strive to be proactive in identifying possible accounting, auditing, and tax issues that might affect our clients throughout the year. We also expect to have regular communication with the City's management to allow for adequate evaluation and implementation of new accounting standards, interpretations, and tax regulations.

**Industry Audit and Accounting Specialists.** The complexity of governmental and business regulations often requires an accounting professional's thorough knowledge of an industry and

specific functional areas. Because of our industry teams, our professionals develop specialized industry knowledge. In addition to traditional financial statement audits, our audit professionals also offer specialized attest and assurance services tailored to the needs of an organization. WK can also assist in the implementation of new accounting standards.

**Tax Services.** WK's tax department is equipped to help in the preparation of tax returns, dealing with taxing authorities, and performing advanced tax planning and tax consultation in income, estate, gift, exempt organizations, franchise, sales and payroll taxes at local, state, and federal levels. We maintain extensive electronic research services and have ready access to professionals outside our firm through Allinial Global.

**Management and Information Technology Services.** Many organizations, as support to their own internal staff, look to WK for management advisory services. These services include: accounting systems implementation; independent feasibility studies; business and strategic planning; board reviews and retreats; forecasts and projections; litigation support; cost segregation studies; and business valuations.

**Internal Control Reviews.** The goal of an internal control review engagement is to assist an entity in identifying weaknesses, lack of controls, or areas where controls are not functioning as they were designed. WK can perform a complete review of an entity's internal control structure. We can offer suggestions and best practices related to financial reporting based on our experience working with a variety of governmental and other entities.

**Controller Services.** Access to accurate financial information is imperative for every business owner. WK provides outsourced accounting services that afford business owners regular access to this important data and time to focus on other parts of their operations. From day-to-day accounting, accounts payable/receivable activities and payroll processing to more advanced level financial statement preparation to corporate controller responsibilities that include high-level analysis and forecasting, WK's Controller Services team offers a complement or alternative to in-house accounting activities.

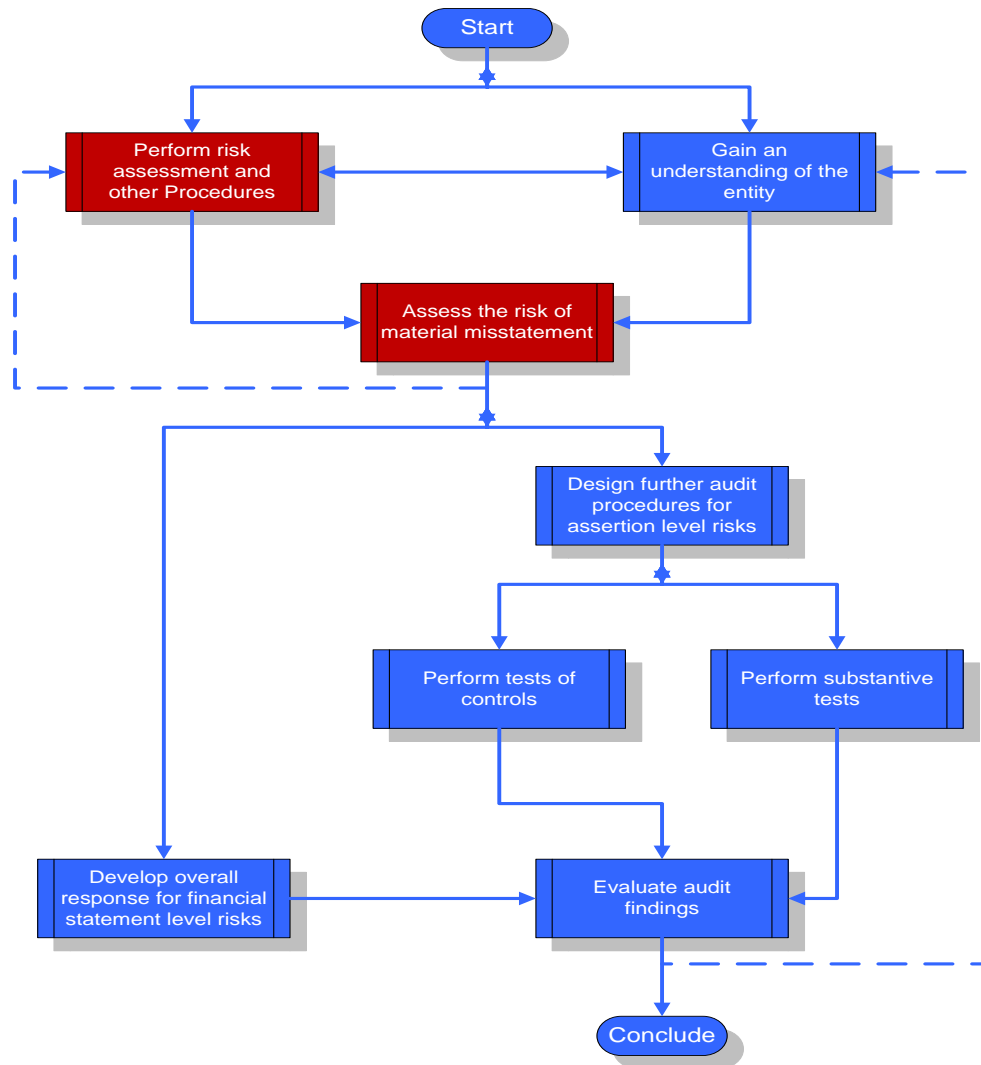
**Employee Benefit Planning Services.** A strong employee benefits plan can attract and help an employer retain the best talent available in the market. Our employee benefits consultants save our clients time and money while developing a comprehensive benefit plan to meet the needs of their employees. In addition, our employee benefit plan audit services can help satisfy Department of Labor requirements. WK offers services related to plan administration, plan design and implementation, retirement planning and consulting, cafeteria plans, plan documents and administrative forms, reports to participants, tax filing and plan audits.



# ■■■ APPROACH TO ENGAGEMENT

## Phases of the Engagement

WK provides value to our clients by creating a custom audit approach that is based on a client's specific needs, risks and opportunities. Our audit approach under generally accepted auditing standards is depicted in the graphic that follows.



Our professional responsibility is to obtain enough audit evidence before an opinion is rendered on any financial statements. To achieve this, we will conduct our work in the following phases:

- audit planning and risk assessment;
- interim fieldwork;
- year-end fieldwork;
- reporting; and
- closing conferences and formal presentation.

Detail about each of these phases is included on the following pages.

## Audit Planning and Risk Assessment

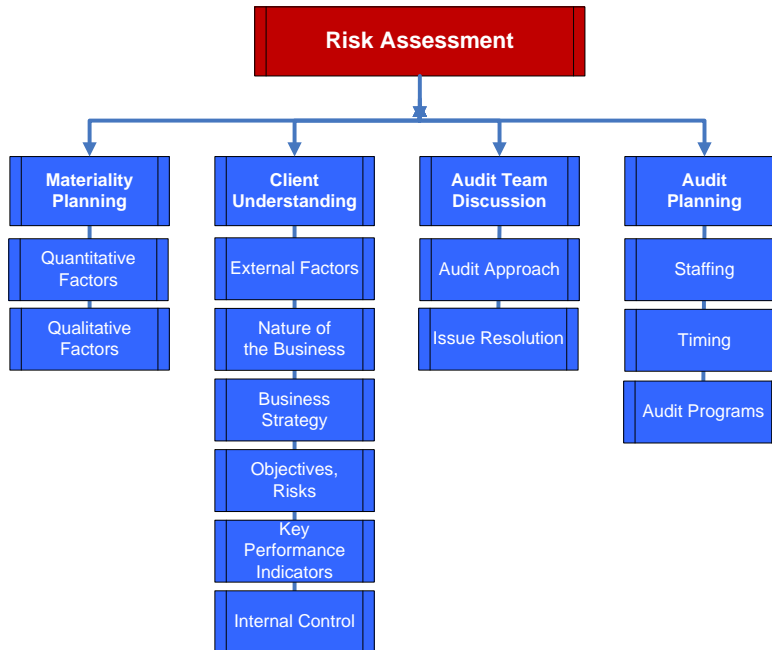
No other phase of the process affects the success of an engagement more than the time spent in planning the general scope and direction of the audit, including assessing the risks of financial statement misstatements. We will schedule audit planning and interim fieldwork to be done prior to year-end fieldwork with the City's personnel.

We will hold a planning work session by the key members of our engagement team and the City's personnel. The purpose of this session will be to plan for many important activities, including:

- obtaining an understanding of the City, its organizational structure and its environment, including its internal control;
- evaluating the design of the City's relevant controls and determining whether they have been implemented;
- reviewing financial statements, budget performance and minutes, making inquiries of management and others, and performing analytical review to familiarize ourselves with the City's year-to-date results and activities;
- obtaining an understanding of the key laws and regulations as well as significant grants and contracts;
- discussing any specific concerns with respect to the audit with City personnel and officials so they can be incorporated into our audit plan;
- identifying significant financial statement accounts on both a qualitative and quantitative basis, and the related risks of material misstatement;
- performing a risk assessment process to identify significant risks to be addressed by the audit;
- designing efficient and effective audit procedures to address identified significant risks;
- identifying opportunities for use of IDEA data extraction and analysis software;
- preparing a list of schedules and documentation to be prepared by the City ("PBC" listing);
- identifying confirmations and other correspondence needed to help ensure responses are received in a timely manner; and
- adjusting our time estimates and work assignment allocations among staff, as necessary.

As part of that process, we will conduct a pre-audit conference with the City's Director of Finance and the City Manager to discuss the scope and timing of the audit.

The risk assessment audit standards require assessments based on an understanding of internal controls over the City's financial reporting and determination of the areas that present risks of material misstatement to your financial statements. We then design our audit approach to include tests of specific internal controls and substantive audit procedures which are tailored to the identified risks. Our risk assessment includes consideration of the factors depicted on the chart that follows.



During our planning session with management we will also address Statement on Auditing Standards (SAS) No. 99, “*Consideration of Fraud in a Financial Statement Audit.*” This audit standard requires that we conduct certain meetings and interviews and perform and document certain procedures for identifying and responding to fraud risks.

## Interim Fieldwork

The planning process does not have a definite start and end date. Instead, it is an on-going process that will start prior to interim fieldwork, continue through interim fieldwork and into our year-end fieldwork. In addition to our previously identified planning and risk assessment procedures, WK will perform, at a mutually agreed upon date prior to the end of the City’s fiscal year, audit procedures designed to:

- document our understanding of the City’s internal controls and perform walk-throughs to test implementation of significant controls;
- test internal controls for effectiveness in areas where we plan to place reliance;
- test internal controls as required under the Single Audit;
- test internal controls as required by the Passenger Facility Charge Audit Guide for Public Agencies;
- develop permanent files of pertinent information, which will be useful on a continuing basis;
- review significant contracts and grant agreements;
- test certain substantive balances or transactions;
- review financial and other management information systems; and
- review and document IT operations and controls.

By performing interim procedures, less time is generally required at year-end, allowing a faster completion of the audit. Also, performing work at an interim date allows us to identify potential issues to be addressed prior to the year-end fieldwork.

Progress reporting will be made to the City’s Director of Finance during both interim and year-end fieldwork. These progress reports shall include, but are not limited to, discussions regarding the progress of the audit, problems encountered and resolution of audit issues.

## Year-End Fieldwork

During the year-end phase of our audit, we will complete our audit work based on the audit programs designed specifically for the City. This will include the results of our risk assessment and interim testing results.

This phase will include:

- follow-up on any confirmations outstanding and issues noted during our interim procedures;
- completion of substantive testing of the City's significant account balances and transaction cycles;
- completion of the Single Audit, if required;
- analytical testing of certain general ledger balances and financial statement amounts;
- inquiries related to procedures and corroborative techniques;
- review of the City's supporting documentation for disclosures in the financial statements; and
- correspondence with the City's attorneys regarding possible contingent liabilities and claims outstanding.

## Reporting Phase

This phase will include:

- reviewing the City's financial statements and agreement to underlying audited records;
- evaluating the City's financial statements for compliance with GAAP and GFOA requirements;
- formulating an opinion as to the fair presentation of the City's financial statements; and
- preparing the auditor's communication and management letters.

## Closing Conferences and Formal Presentation

We believe regular communication with City management will be a critical part of the success of our audit engagement. Therefore, we will provide regular updates to City management regarding the progress of the audit during meetings with key City personnel.

Additionally, the audit member owner and manager will meet with the City's Director of Finance, and if desired, with the City Manager, to review any potential adjusting journal entries and drafts of the audited financial statements and auditors' communication and management letters.

If desired, the audit member owner and manager will also meet with the City's Finance/Audit Committee to review the results of the audit and present draft copies of our reports.

We will complete our work in enough time to meet the City's December 15 deadline each year. We will make a formal presentation of the audit results and reports to the City Council and will be available to respond to its members' questions.

## Audit Focus

We assess risk of financial statement misstatement and concentrate our audit efforts in those areas most likely to have misstatements.

Our knowledge of the City's services and operations gained from your recently issued RFP, as well as our audit experience with audits of similar governmental entities, indicates the primary areas of audit focus in a typical year include:

- cash and cash equivalents;
- utility billings and costs;
- property, sales and other tax revenues;
- other revenue such as charges for services and grant revenue;
- debt service activity;
- retirement and other post-employment benefit plans;
- compliance with purchasing and expenditures policies and controls;
- compliance with laws and regulations;
- compliance auditing of major federal programs, if required;
- any special transactions or situations with financial management or reporting significance;
- commitments and contingencies; and
- implementation of pronouncements of the Governmental Accounting Standards Board (GASB), as applicable.

## Use of Technology

Our engagement team members use secure, encrypted, password-protected computers in the field. We use document management software to electronically organize and file our workpapers. Our electronic workpapers consist primarily of Microsoft Excel and Word files, as well as Adobe PDF files. Our engagement team members connect to a secure, password-protected wireless network in the field, so all files can be shared.

## Data Analysis Software Used in the Engagement

The data mining and extraction software program we use, IDEA, is one of the two programs typically used by external and internal auditors who have this ability and have invested in the software. This software enables us to expand the extent of our audit procedures on client's electronic data files, in many cases moving us from sample testing to 100% testing of electronic data files for certain attributes that have audit significance. We intend to utilize IDEA for certain audit procedures on the City's engagement.

## Working With City Personnel

Our clients have frequently commented about the ease in working with us. We will schedule work around your needs and remain sensitive to the timing that works best for your staff, while maintaining an organized and disciplined audit process. We will attempt to minimize interruptions to your staff. During the audit, we will look for opportunities to share our knowledge with your staff to help them improve their productivity.

The most efficient and cost-effective audit results from assistance provided by our clients' staff assisting the audit by providing and locating documentary evidence of balances to be reported in the financial statements, providing schedules of certain accounts or transactions, and being available during fieldwork to discuss operations and respond to questions.

We will work with the City's Finance Director to determine appropriate deadlines for providing information.

## Subsequent Years' Engagements

There will not be a significant change in our approach in subsequent years' engagements. There are certain areas and/or procedures of the audit we may choose to rotate from year to year, and we do analyze where to vary our audit procedures. However, our procedures conducted in our planning, interim and year-end fieldwork phases of the engagement remain essentially the same. We will work with the City's management to identify areas to increase efficiency of audit procedures and improve documentation.

## New Accounting and Auditing Standards

We constantly monitor various sources to anticipate and monitor changes in accounting and auditing standards. Part of our continuing education focus is to obtain training on new standards so we can pass the information on to both our staff and our clients. In addition, we regularly host webcasts and other training offered by the GFOA and similar organizations, and our governmental clients are invited to attend. We also distribute client alerts when significant issues arise. Our goal is to maintain our technical expertise, assess the potential impact of changes in standards for their impact on our audit practice and our clients, and alert our clients in advance of effective dates.

## ■■■■ ENGAGEMENT UNDERSTANDING AND REPORTING

We have reviewed the City's Request for Proposal (RFP), and we are fully capable of and more than willing to meet its requirements and needs as outlined, including compliance with necessary availability and performance expectations as well as all formal contracts that would engage WK for work with the City.

As a result of our engagement, we will issue a report on the fair presentation of the City's financial statements in accordance with the cash basis of accounting. We will also issue two additional reports: an auditors' communication letter required by Statements on Auditing Standards (SAS) 114, "*The Auditor's Communication With Those Charged With Governance*,"; and a management letter required by SAS 115, "*Communicating Internal Control Related Matters Identified in an Audit*." Additionally, WK will prepare the appropriate reports required for the Single Audit, if required.

We will audit the City's basic financial statements for each of the fiscal years ending June 30, 2019, 2020 and 2021 as well as for two option periods for the fiscal years ending June 30, 2022, 2023 and 2024 and the fiscal years ending June 30, 2025, 2026 and 2027. We will issue an opinion on the fair presentation of the City's financial statements for its governmental activities, business-type activities, each major fund and aggregate remaining fund information in accordance with the cash basis of accounting.

Our audit will be conducted in accordance with: U.S. generally accepted auditing standards; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the provisions of OMB's Uniform Guidance, if required.

Our auditors' opinion will cover the basic financial statements. Supplementary information such as management's discussion and analysis and combining fund financial statements will be subjected to auditing procedures applied in the audit of the basic financial statements and we will provide an opinion on that information in relation to the basic financial statements as a whole.

### Single Audit (if Required)

As part of our engagement, we will prepare all reports required by OMB's Uniform Guidance. The City will provide a complete and accurate Schedule of Expenditures of Federal Awards (SEFA) for use in performing the Single Audit.

The reporting package will include reports on compliance and internal control over financial reporting, as well as compliance with requirements applicable to each major program and internal control over compliance related to federal programs. Our report on the basic financial statements will refer to any supplemental information, including the SEFA. The reporting package will also include a Schedule of Findings and Questioned Costs and Summary Schedule of Prior Year's Audit Findings.

We will complete our portion of the Data Collection Form (DCF) electronic filing and assist the City, as needed, on completing their portion of the DCF electronic filing.

### Additional Services

WK offers a full complement of services to our clients. We are available throughout the year to provide these services, as well as informal consultations. In addition, we respond to our clients' questions by email and telephone on a timely basis, and we strive to be proactive in identifying possible accounting, auditing, and tax issues that might affect our clients throughout the year. Because of our office's proximity to Moberly, we can meet in person, which is generally more effective for discussion purposes, and on short notice if needed.

## ■■■■■ ENGAGEMENT TEAM

Each member of our engagement team has been selected based on the needs of the City's engagement, in consideration of the engagement's technical requirements and time period during which the engagement would be performed. Members of the City's engagement team are:

### WK Professionals

- Amanda M. Schultz, CPA - Client Contact and Audit Engagement Member Owner;
- Heidi A. Chick, CPA – Concurring Review Member Owner;
- Danielle N. Stafford, CPA - Audit Manager; and
- audit senior and staff assistants, to be named later.

Professional biographies for the City's engagement team leadership follow.



### Client Contact and Audit Engagement Member Owner Amanda M. Schultz, CPA

*Amanda will serve as the client contact and audit engagement member owner for the City engagement. She will ensure that all services provided to the City are in accordance with professional standards. Amanda will work with the audit manager to plan the engagement and provide on-site supervision for the audit senior and staff assistants assigned to the engagement. Amanda has been selected because she is one of WK's most experienced professionals with respect to audits of governmental entities.*

Amanda specializes in audits of governmental, not-for-profit and higher education entities. A leader of WK's governmental, not-for-profit and higher education industry teams, Amanda graduated magna cum laude from the University of Missouri with a Master of Accountancy degree. She joined WK in 2008.

She is a member of the AICPA, the MOCPA, and the GFOA. Amanda regularly attends continuing professional education courses related to audits of governmental entities.



### Concurring Review Member Owner Heidi A. Chick, CPA

*Heidi provides audit and consulting services for clients in the governmental, not-for-profit, for-profit and employee benefit plan industries. As concurring review member owner for the engagement, Heidi will provide technical and consulting assistance during the engagement and a final concurring review of the financial statements. She has been chosen because she is one of WK's most experienced professionals in governmental accounting and auditing.*

Heidi's specialty areas with WK include governmental entities, not-for-profit entities, employee benefit plans, and business advisory services. Prior to joining WK in October 2001, she began her career with Grant Thornton in Wichita, Kansas, and then served as the accounting and auditing member for a multi-office CPA firm in Nebraska. Heidi has been in the public accounting profession for more than 30 years and worked with a variety of industries. Her previous audit experience includes the audits of not-for profit entities and foundations, private colleges, various types of governmental entities and public and private pension plans. She has served as the engagement member owner on three public employee benefit plans with



extensive investment portfolios, as well as all of the firm’s municipal clients. She previously served as WK’s member owner in-charge of the firm’s audit and accounting services.

Heidi earned a bachelor of arts degree in French with a minor in business administration from Western Illinois University. She earned a master of business administration with an emphasis in accounting at Fort Hays State University in Kansas and was a Kansas Gold Key and Elijah Watt Sells recipient for the CPA examination.

Heidi, who is licensed to practice as a certified public accountant in the State of Missouri, is a member of the AICPA and the MOCPA. She is graduate of the Columbia Chamber of Commerce’s 2004 Leadership Columbia program. She also served as a board member for both the Boys and Girls Club of Columbia and the Girl Scouts of the Missouri Heartland.



## Audit Manager Danielle N. Stafford, CPA

***Danielle will serve as the audit manager for the City engagement. She will assist the client contact and audit engagement member owner in overseeing the on-site performance of the audit and will perform some of the more difficult aspects of the engagement. Danielle has been selected because of her experience working with the firm’s governmental clients.***

Danielle's specialty areas include government, not-for-profit and construction. Danielle is a member of the firm’s governmental and not-for-profit service teams.

Danielle joined WK in 2012. She graduated summa cum laude from Culver-Stockton College with a bachelor of science degree in accounting and a bachelor of science degree in finance.

Danielle is a member of the AICPA, the MOCPA and the GFOA, through which she has completed extensive continuing education training.

## ■ REFERENCES/EXPERIENCE

Listed below are relevant local government audits WK performs and appropriate officials to contact for a reference. All key WK professionals listed in this proposal have been involved in these audits.

### **City of Centralia, Missouri**

Heather Russell, City Administrator - 573.682.2139  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **City of Holts Summit, Missouri**

Hanna Lechner, City Administrator - 573.896.5600  
Years Served: 9  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **City of Meadville, Missouri**

Bobbi Jo Meneely, City Clerk - 660.938.4033  
Years Served: 5  
Services Provided: Audit  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **City of Osage Beach, Missouri (1)**

Karri Bell, City Treasurer - 573.302.2000  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **Missouri Joint Municipal Electric Utility Commission**

Mike Loethen, CFO - 573.445.3279  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **City of Fulton, Missouri (1)**

Kathy Holschlag, CFO - 573.592.3111  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **City of Macon, Missouri/Macon Municipal Utilities (1)**

Avis Marshall, City Administrator - 660.385.6421/ Stephanie Wilson, Executive Director - 660.385.3173  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **City of Mexico, Missouri (1)**

Roger Haynes, Administrative Services Director - 573.581.2100  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **Cole County, Missouri (1)**

Kristen Berhorst, County Auditor - 573.634.9122  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

### **Municipal Gas Commission of Missouri**

Mike Loethen, CFO - 573.445.3279  
Years Served: 10+  
Services Provided: Audit, Consulting  
Engagement Member Owner: Amanda Schultz, CPA  
Concurring Review Member Owner: Heidi Chick, CPA

(1) We have performed Single Audits for this entity.

## Single Audit Experience

WK professionals have significant knowledge and experience in auditing federal programs. The three audit member owners who serve on the firm’s governmental industry team, and an additional audit member owner who serves on the firm’s other industry teams (including not-for-profit and higher education), each have many years of experience performing and supervising federal program audits. One of the ways we maintain our expertise is through the educational opportunities and other resources provided to us through our membership in the AICPA’s Governmental Audit Quality Center, which is discussed in more detail in the “Firm Overview” section of this proposal.

To follow is information about the number of Single Audits we currently perform annually.

Higher education	7
Not-for-profit organizations	6
Municipalities	3
Other governmental entities	1
County	<u>1</u>
<b>Total</b>	<b><u><u>18</u></u></b>

The most relevant qualification for performing a Single Audit of federal programs is the general understanding of the requirements of and having significant experience in auditing federal programs. This is due to the common audit approach across federal programs for all federal departments and agencies that is inherent in the Uniform Guidance and the related Compliance Supplement. Although this is the best indicator of a CPA firm’s preparation for performing a Single Audit, efficiency and effectiveness of an entity’s Single Audit is typically improved by prior experience with an entity’s specific programs.

## Other Experience

In addition to financial statement audits and Single Audits, we have provided the following additional services to one or more of the aforementioned clients and other clients.

- Benefit plan consulting
- Compensation plan design and consulting
- General accounting consultation
- Outsourced controller services
- PC system consulting
- Assistance with preparation of official statements for bond issues
- Fraud investigations
- Internal control reviews
- Financial statement analysis
- General ledger fund structure and chart of accounts coding design
- GASB 68 audits
- Agreed upon procedures engagements
- SOC engagements

## ■ ■ PRICING

WK's proposed fees for the fiscal year ending June 30, 2019 are summarized below. The maximum percentage increase for the fiscal years ending June 30, 2020 through June 30, 2027 also follows.

<b>Proposed Fees</b>	
<b>Fiscal Year Ending June 30, 2019</b>	
<b>Service</b>	<b>Firm, Lump Sum Price</b>
Annual Financial Statement Audit	\$ 28,500
<b>Maximum Percentage Increase</b>	
<b>For Fiscal Years Ending June 30</b>	
<b>2020</b>	<b>2021</b>
<b>2022</b>	<b>2023</b>
<b>2024</b>	<b>2025</b>
<b>2026</b>	<b>2027</b>
3%	3%
3%	3%
3%	3%
3%	3%
3%	3%
3%	3%
3%	3%

Our proposed fees are based on the following assumptions and representations.

- we will have access to work papers that support the amounts and disclosures in the prior year's financial statements;
- the books and records will be ready for audit by a mutually agreed upon date;
- adjusting entries needed to correct the books and records, if any, will be minimal;
- the books and records and requested supporting schedules will be prepared by the City's staff and will be ready for audit at prearranged dates, and the City's staff will be available and provide reasonable assistance during our audit fieldwork;
- the books and records will be maintained utilizing the cash basis of accounting;
- the City maintains, and makes available to us, adequate records and supporting documentation to test balances and transactions; and
- there will be no significant or unusual changes in the City's size, federal programs, accounting and regulatory requirements or services to be performed. Any such changes will be discussed with the City in advance so that a renegotiated fee, if appropriate, can be mutually agreed upon.

Our proposed fees also assume a Single Audit will not be required for the fiscal year ending June 30, 2019. If a Single Audit will be required, we will adjust our fee based on the increased time requirements at our standard hourly rates for the personnel utilized.

If significant additional time is necessary because of problems related to these assumptions, we will discuss it with the City's Director of Finance before we incur the additional costs. If additional time is required, we would arrive at a mutually agreeable fee arrangement. Typically, these additional fees would be based on our estimated time requirements at our standard hourly rates for the personnel utilized.

Our invoices for these fees will be rendered as work progresses and are payable on presentation.

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## Appendix A

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## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

To the Partners of Williams-Keepers, LLC  
and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Williams-Keepers, LLC (the firm) in effect for the year ended June 30, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### **Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### **Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### **Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and an examination of a service organization [SOC 1 engagement].

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Williams Keepers, LLC. in effect for the year ended June 30, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Williams Keepers, LLC has received a peer review rating of *pass*.

*Smith Elliott Heavens & Company, LLC*

Hagerstown, Maryland  
December 18, 2017



Superior service. Creative solutions. Exceptional clients.

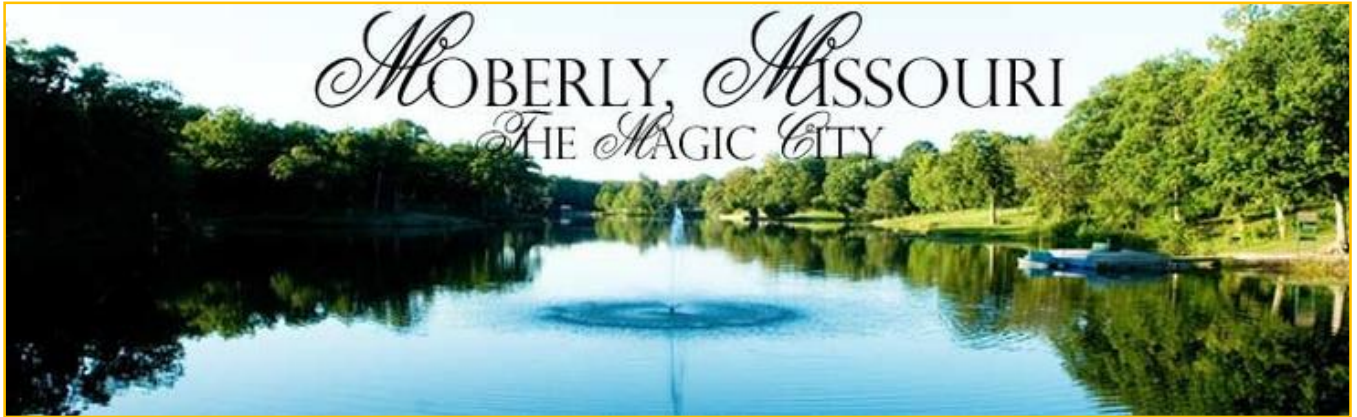
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3220 West Edgewood, Suite E, Jefferson City, MO 65109  
OFFICE (573) 635-6196 FAX (573) 644-7240

[www.williamskeepers.com](http://www.williamskeepers.com)



# THE CITY OF MOBERLY, MISSOURI



## Proposal For Professional Auditing Services

Submitted By:  
COCHRAN HEAD VICK & CO., P.C.  
510 South Muldrow  
Mexico, MO 65265  
(573) 581-6773

Contact Person:  
David Cochran, CPA

June 21, 2019

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**Appendices**

- A. Resumes and Continuing Professional Education

June 21, 2019

510 S. Muldrow Street  
Mexico, MO 65265  
(573) 581-6773  
(573) 581-3209 FAX

City of Moberly, Missouri  
101 West Reed Street  
Moberly, MO 65270

Re: Auditing Services

Other Offices in  
Missouri and Kansas

**Cochran Head Vick & Co., P.C. (CHV)** is pleased to submit our proposal to serve as independent auditors for the **City of Moberly, Missouri (the City)**.

**The City of Moberly, Missouri**

It is our understanding the audit will encompass the basic financial statements, and if required, a single audit for the **City of Moberly, Missouri** for the fiscal years ending June 30, 2019, 2020 and 2021 with the option for up to two (2) three-year renewals for fiscal years 2022 – 2024 and 2025 - 2027.

The audit will be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the provisions of the federal Single Audit Act of 1996, and the provisions of the Uniform Guidance, *Audits of States, Local Governments, and Non-Profit Organizations*, and the related OMB Compliance Supplement, and applicable state and local laws. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement(s). The audit will include examining on a test basis, evidence supporting the amounts and disclosures in the financial statements. The audit will also include assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. The accounting and reporting principles promulgated by the Governmental Accounting Standards Board will be applied.

Upon completion of the engagement, we will issue the following reports:

- Audit reports on the basic financial statements,
- Report on compliance and internal control over financial reporting on the audited financial statements,
- If required, Single Audit report and report on compliance and internal control over compliance applicable to each major federal program, and
- Required communications and management letter.

We can fulfill not only your independent audit needs but can additionally provide a variety of consulting skills. To summarize our strengths, you should select us because of:

- Our extensive local governmental experience,
- Our extensive single audit experience,
- Our experience in assisting governmental entities in obtaining the GFOA Certificate of Achievement,
- Our successful experience in assisting local governments in the implementation of Government Accounting Standards Board (GASB) Pronouncements,
- Our engagement team's qualifications,
- Our audits being performed effectively and efficiently at a high level of technical performance standards,
- Our ability to adhere to agreed upon timetable, due dates, and budgets,
- Our ability to provide governmental consulting services at a local level, and
- Our quality of professional service as demonstrated by our peer review.

We are cognizant of the time requirements and have the necessary resources to provide the requested services within the requested time period.

Our proposal is a firm and irrevocable offer for 90 days and the proposer certifies that the person signing this proposal is authorized to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City.

We have thoroughly reviewed your Professional Services Agreement and, if awarded this bid, we will comply with the terms stated therein.

**The bottom line is we truly want your business.** It is our sincere intent to serve you with the utmost professional competence, offering the full resources of our Firm. You will receive the best service and attention that our firm has to offer.

Very truly yours,  
COCHRAN HEAD VICK & CO., P.C.

By:  David L. Cochran, CPA  
For the Firm

## MEMBERSHIPS THAT ENHANCE OUR GOVERNMENTAL PRACTICE



### Independent Member of the BDO Alliance USA

**CHV has been an independent member of the BDO ALLIANCE USA since 2006. BDO ALLIANCE USA** is a nationwide association of independently owned local and regional accounting and consulting firms sharing a dedication to exemplary client service.

As a member firm, the BDO Alliance USA allows us to:

- Enhance our client services and broaden our capabilities overall
- Expand our geographical coverage
- Gain greater technical knowledge in specialty areas
- Utilize professionals with experience in a wide range of industries
- Access the most up-to-date technical information
- Participate in the latest training programs
- Utilize state-of-the-art, customized computer systems
- Provide our clients with key business contacts throughout the US

**As a member we are able to access a level of expertise in specialties, vast resources, and technical expertise which are usually available only from large national and international CPA firms.**

**BDO USA, LLP is the seventh largest professional CPA firm in the United States.** BDO USA, LLP is the U.S. Member Firm of BDO International, the fifth largest accounting and consulting network in the world. Established in 1910 BDO USA, LLP provides assurance, tax, financial advisory and consulting services to private and publicly traded businesses. For over 100 years, BDO has provided quality service and leadership through the active involvement of its most experienced and committed professionals.

BDO USA, LLP serves clients, including governmental and not-for-profit entities, through 60 offices and more than 400 independent alliance firm locations nationwide. As an independent member firm of BDO International, BDO USA, LLP serves clients by leveraging a global distribution network of resources comprised of nearly 1,401 member firm offices in 158 countries.

Our relationship with BDO and the other alliance firms is similar in some respects with that of a single large firm. We both receive assistance from and provide assistance to the BDO offices and the alliance firms. This assistance most often takes the form of providing services such as assistance in audit and related work and the sharing of research information about many areas of our respective practices. However, we are totally independent of BDO USA, LLP. There is no common ownership or control.



### [AICPA Governmental Audit Quality Center](#)

**CHV** is a member of the **American Institute of Certified Public Accountants' (AICPA) Governmental Audit Quality Center**. To meet the requirements of membership, CHV must demonstrate yearly that our quality control standards, specific to our governmental audit practice, complies with the applicable professional standards and other Center membership requirements. As a member we are provided with best practices, guidelines, and tools that we utilize to perform quality audits and better serve our not-for-profit and governmental clients. We have been a member since 2005.



### [AICPA Employee Benefit Plan Audit Quality Center](#)

**CHV** is a member of the **American Institute of Certified Public Accountants' (AICPA) Employee Benefit Plan Audit Quality Center**. To meet the requirements of membership, CHV must demonstrate yearly that our quality control standards, specific to our employee benefit plan audit practice, complies with the applicable professional standards and other Center membership requirements. Employee benefit plan audits include pension, health and welfare, and 401(k) plans subject to the Employee Retirement Income Security Act (ERISA) under the regulatory authority of the U.S. Department of Labor (DOL). As a member we are provided with the best and up to date practices, guidelines, and tools that are available to perform quality benefit plan audits and better serve our clients. We have been a member since 2004.

## INDEPENDENCE

CHV is an independent certified public accounting firm and as such is independent of the City as defined by the American Institute of Certified Public Accountants under generally accepted auditing standards and the provisions of *Government Auditing Standards* promulgated by the U.S. Government Accountability Office.

We have had no professional or other relationship involving the City. Consequently, we do not have any conflict of interest relative to performing the proposed audit. If any professional or other relationship develops, other than performing the audit, we will provide written notice to the City.

## LICENSE TO PRACTICE IN MISSOURI

Our firm and our key professional staff members of our client service team are properly licensed as Certified Public Accountants in the State of Missouri and hold appropriate permits to practice issued by the State of Missouri Board of Accountancy.

## FIRM PROFILE AND HISTORY

**Cochran Head Vick & Co., P.C.**  
**510 South Muldrow**  
**Mexico, MO 65265**

Phone: 573-581-6773  
Web Site: [www.chvcpa.com](http://www.chvcpa.com)  
Email: [cochran.d@chvcpa.com](mailto:cochran.d@chvcpa.com)

**CHV has successfully provided professional services primarily throughout Missouri and Kansas continuously since 1975.** We began with one client and one office in Kansas City, Kansas. With our hard work and our reputation of providing exemplary services, we pride ourselves in having grown to be one of the larger locally owned certified public accounting and consulting firms in Missouri and Kansas.

We currently have seven (7) offices located in Northwest Missouri, Mid-Missouri, and Northeast Kansas. Our office located at 510 South Muldrow, Mexico, MO will be the office from which the work will be performed.

Today CHV employs approximately sixty (60) associates, which consist of thirty-one (31) CPAs, twenty (20) paraprofessionals, and nine (9) administrative personnel. Seventeen (17) of our highly skilled CPAs and paraprofessionals make up our Governmental and Not-for-Profit Audit Team. We plan on staffing this engagement with only full time members of our Governmental Service Team. On page 12 of this proposal we list the names of our professional staff that will be assigned to this engagement.

### Audit Team Highlights:

- Two (2) professionals of our Government Service Team are current reviewers for the [GFOA Special Review Committee](#).
- One (1) of our specialists has completed and passed the intensive AICPA single audit examinations and was awarded the intermediate and advanced [AICPA Single Audit Certification](#).
- One (1) of our specialists is a member of the [AICPA Not-for-Profit Section](#).
- One (1) of our specialists has completed and passed the intensive AICPA Not-for-Profit examination and was awarded the [AICPA Not-for-Profit Certification I and II](#).

## QUALITY CONTROL POLICIES, PROCEDURES AND PEER REVIEW

CHV adheres to the professional standards policies and procedures of the American Institute of Certified Public Accountants Statement on Quality Control Standards, state CPA societies, state Boards of Accountancy, state statutes and other regulatory agencies where applicable.

Additionally, CHV is a member of the **American Institute of Certified Public Accountants' (AICPA) Governmental Audit Quality Center**. As a member, we must demonstrate, yearly, that our quality control standards specific to our governmental audit practice complies with the applicable professional standards and other Center membership requirements. Membership provides us with the best and up to date practices, guidelines, and tools that are available to perform quality governmental audits and better serve our clients.

In accordance with *Government Auditing Standards* and applicable professional standards, we participate in an external quality control review program.

CHV has received the highest rating given in all of our peer reviews. Our firm's most recent peer review report is included on the next pages. CHV's peer review includes the reviews of our governmental audit practices. The peer review team selects specific governmental engagements that include a financial and compliance audit under the Uniform Guidance and other related Federal audit standards.





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TROUTT, BEEMAN & CO., P.C. CERTIFIED PUBLIC ACCOUNTANTS

**Report on the Firm's System of Quality Control**

January 29, 2018

To the Owners of Cochran Head Vick & CO., P.C.  
and the Peer Review Committee of the Missouri Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Cochran Head Vick & CO., P.C. (the firm) in effect for the year ended July 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified are not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

1212 LOCUST  
PO BOX 160  
HARRISONVILLE, MO 64701  
PHONE: 816-380-5500  
FAX: 816-380-2580

13470 S ARAPAHO, SUITE 190  
PO BOX 4078  
OLATHE, KS 66063  
PHONE: 913-764-1922  
FAX: 913-764-8062

## Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Cochran Head Vick & CO., P.C. in effect for the year ended July 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies), or fail. Cochran Head Vick & CO., P.C. has received a peer review rating of pass.

*Troutt, Beeman & Co., P.C.*

**TROUTT, BEEMAN & CO., P C.**  
Harrisonville, Missouri



## CERTIFICATE OF EXCELLENCE PROGRAM EXPERIENCE

We serve as auditors for many local governments that annually submit their Comprehensive Annual Financial Reports (CAFRs) to the Government Finance Officers Association (GFOA) for a *Certificate of Achievement for Excellence in Financial Reporting*. **Two (2) members of our Governmental Service Team are current reviewers for the GFOA Special Review Committee who evaluate reports for awarding the Certificate of Achievement for Excellence in Financial Reporting.**

## UNIFORM GUIDANCE / SINGLE AUDIT EXPERIENCE

The amount of monies provided by the Federal Government to entities for various programs and projects has been an important source of revenues for several years. We provide audits to numerous governmental and not-for-profit entities which must comply with the Uniform Guidance. We have experience in not only auditing grant programs but assisting clients in obtaining grants, implementing systems and controls to ensure compliance with grant terms and evaluating programs.



**One (1) of our governmental specialists has completed and passed the intensive AICPA single audit examination and was awarded their Single Audit Certification.**

**Single Audits – On average we audit forty to fifty (40 to 50) major programs each year.**

## **TRANSITION FROM PREVIOUS AUDITORS**

A change in independent auditors is often a concern to management. Our team members are experienced with the transition of new governmental clients and can readily resolve any problems that may occur during this change. We assure you that we will devote the highest priority to the careful and thoughtful planning required to ensure a smooth transition to us with the least possible disruption to your personnel and your operations.

Upon engagement, we request that management write a letter to the previous auditors, requesting that we be allowed access to the prior year's audit workpapers. This assists in substantiating opening balances as required under generally accepted auditing standards. At a minimum, we need to examine the statement of financial position accounts and the related supporting workpapers, the final trial balance, and the adjusting journal entries related to the prior year.

Our experience indicates most firms cooperate as a matter of professional courtesy. Some allow us to visit their office and examine all files (including permanent and planning files) while others prefer to mail only the required workpapers that will substantiate the opening balances. A thorough review is advantageous as this will decrease your staff's time in the gathering of required documents.

## **COMPLIANCE WITH CHANGING REGULATORY REQUIREMENTS**

CHV is dedicated to ensuring that our clients are in full compliance with changing regulatory requirements and other related developments. Our firm has an extensive library of Checkpoint reference guides specific to governmental and not-for-profit accounting and auditing. In addition, we maintain a physical library and have access to online reference materials from CCH Tax Research Consultant Library, the American Institute of Certified Public Accountants and other regulatory bodies, which include professional standards, official pronouncements, audit guides and reference books specific to governmental and not-for-profit accounting and auditing.

**PARTNER, SUPERVISORY AND STAFF  
QUALIFICATIONS AND EXPERIENCE**

## **PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE**

We have extensive experience in completing multi-unit engagements for many counties, cities and other governmental entities of all sizes. As an example of our ability to serve an entity such as yours, we have listed below a few clients for which we have served as auditors:

City of Joplin, Missouri  
City of Independence, Missouri  
City of St. Joseph, Missouri  
City of Blue Springs, Missouri  
City of Sugar Creek, Missouri  
City of Branson, Missouri  
City of Gladstone, Missouri  
City of Grandview, Missouri  
City of Harrisonville, Missouri  
City of Raytown, Missouri  
City of Lexington, Missouri  
City of Parkville, Missouri  
City of Monett, Missouri

Buchanan County, Missouri  
Cass County, Missouri  
Platte County, Missouri  
Clay County, Missouri

City of Kansas City, Kansas  
City of Olathe, Kansas  
City of Lenexa, Kansas  
City of Merriam, Kansas  
City of Shawnee, Kansas  
City of Fairway, Kansas  
City of Leawood, Kansas

Wyandotte County, Kansas  
Unified Government of Wyandotte County/Kansas City, KS  
Johnson County, Kansas  
Shawnee County, Kansas  
Shawnee County Health Agency  
Leavenworth County, Kansas

Leavenworth County Fire District No. 1  
Sni Valley Fire Protection District  
Pettis County Fire Protection District  
Performing Arts Community Development District  
Thirty Ninth Street Transportation Development District  
Truman~~q~~ Marketplace Transportation Development District  
East Hills Community Improvement District  
Fall Creek Community Improvement District  
Truman~~q~~ Marketplace Community Improvement District  
City of Joplin MO Firemen and Policemen Pension Fund  
City of St. Joseph MO Police and Pension Fund  
Kansas and Missouri Metropolitan Culture District Commission  
The Police Department of Kansas City, Missouri  
St. Clair County Public Housing Authority  
Mid-Continent Public Library  
St. Joseph Public Library  
Joint Economic Development Organization (JEDO)  
St. Joseph Area Chamber of Commerce  
St. Joseph Museums, Inc.  
Kansas Public Employees Retirement System  
Kansas Lottery Commission  
Missouri Lottery Commission

## PERSONNEL ASSIGNED TO THIS ENGAGEMENT

We plan on staffing this engagement with only full time members of our Governmental Service Team. Additionally, many of the key personnel that will be assigned to your audit have worked together on many other engagements. The fact that they have worked together as an audit team means that the performance of the audit will be efficient and effective.

Michael D. Keenan, CPA	Acting Engagement Partner
David L. Cochran, CPA	Engagement Partner . ProTem
Molly Hanley, CPA	Principal - Engagement Manager
William Bryan, CPA	Senior Associate
Katelyn Lewis	Staff Associate
Other Staff as Needed	Staff Associate

We have included, in Appendix A of this proposal, the resumes and records of continuing education for each of the above named members.

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### Acting Engagement Partner – Michael D. Keenan, CPA

#### **Mr. Keenan, CPA**

- Licensed in Missouri, Kansas and North Carolina.
- Has over twenty-six (26) years of auditing experience primarily in governmental auditing.
- Member and reviewer of the GFOA Certificate of Achievement Review Committee.
- He will serve as the Acting Engagement Partner and technical specialist, providing his expertise as needed to the engagement team. He will be responsible for the development of the audit approach and detailed audit plan. He will be available to assist in resolving technical issues, consult with management, and respond to day-to-day inquiries that may arise during the engagement. He will work closely with the entire audit team throughout the audit.

### Engagement Partner Pro Tem – David L. Cochran, CPA

#### **Mr. Cochran, CPA**

- Licensed in Missouri and Kansas
- Has over forty (40) years of diversified experience, including extensive government and not-for-profit audit experience.
- He will be available in providing services to the City as requested. He will resolve technical issues and review the reports issued as a result of this engagement. He will be available to consult with management and respond to day-to-day inquiries that may arise during the engagement.

### Principal - Engagement Manager – Molly Hanley, CPA

#### **Ms. Hanley, CPA**

- Licensed in Missouri
- Has fourteen (14) years of auditing experience primarily in governmental and Not-for-profit auditing.
- She will serve as the Principal - Engagement Manager and technical specialist, providing her expertise as needed to the engagement team. She will be available to assist in resolving technical issues and perform a review of the reports issued as a result of this engagement. She will work closely with the entire audit team throughout the audit.

### Senior Associate – William Bryan, CPA

#### **Mr. Bryan, CPA**

- Licensed in Missouri and Kansas
- Has over five (5) years of public accounting audit experience, primarily in auditing governmental and not-for-profit entities.
- He will work closely with the Engagement Manager and the Staff Associates.

### Staff Associate – Katelyn Lewis

#### **Ms. Lewis**

- First year auditor.
- She will work closely with the Senior Associate.

All of our professional staff that will be assigned to the City audit meet the yellowbook CPE requirements, and therefore, have adequate training related to governmental and not-for-profit accounting and Federal grants. We will notify you regarding any change in partner, manager or supervisory staff assigned to the engagement.

## **PROFESSIONAL TRAINING**

We have made the commitment to provide the U.S. Government Accountability Office (GAO) required governmental (Yellow Book) continuing professional education to all of our audit staff. Consequently, all professionals assigned to this engagement will meet or exceed the GAO training requirements. Each individual professional receives over forty (40) hours of formal continuing education guidance on an annual basis.

- Key members of our Governmental Services Group have been invited to speak on governmental accounting and auditing topics at meetings/conferences at:
  - Missouri Government Finance Officers Association
  - Western Missouri Government Finance Officers Association
  - Kansas Government Finance Officers Association
  - Missouri Association of County Auditors
  - The City of Kansas City, Missouri and organizations it supports
- Our firm has established an annual sixteen (16) to thirty-two (32) hour in-house governmental accounting and auditing course for our professional staff.



**SIMILAR ENGAGEMENTS WITH OTHER  
GOVERNMENTAL ENTITIES**

## REFERENCES

Our firm has substantial experience in providing professional services to governmental entities. The following is a list of some of our current governmental engagements that you may contact for a reference:

---

Client: **City of Joplin, Missouri**

Services: CAFR, Audit of the basic financial statements, including compliance audit of Women, Infant, and Children (WIC) Program, audit of passenger facility charges, audit of the Firemen and Policemen Pension Fund, and Single Audit for the years ended October 31, 2004 to present.

Annual Professional Hours: 750

Personnel: Acting Engagement Partner . Michael Keenan, CPA  
Engagement Senior Manager . Brian Holst, CPA

Client Contact: Leslie Haase, Director of Finance (417) 624-082

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Client: **City of Sugar Creek, Missouri**

Services: CAFR, annual Audits of the basic financial statements including Single Audit for the years ended October 31, 2001 to present.

Annual Professional Hours: 240

Personnel: Engagement Partner . David L. Cochran, CPA  
Engagement Senior Manager . Michael Keenan, CPA

Client Contact: Deborah King, Finance Director (816) 252-4400

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Client: **City of Monett, Missouri**

Services: Audits of the basic financial statements, including Single Audit for the years ended March 31, 2017 to present.

Annual Professional Hours: 200

Personnel: Engagement Partner . David L. Cochran, CPA  
Engagement Senior Manager . Michael Keenan, CPA

Client Contact: Dennis Pyle, City Administrator - (417) 235-3355

Client: **City of Harrisonville, Missouri**

Services: CAFR, annual Audits of the basic financial statements, including Single Audits for the years ended December 31, 2017 to present.

Annual Professional Hours: 350

Personnel: Engagement Partner . David L. Cochran, CPA  
Engagement Senior Manager . Brian Holst, CPA

Client Contact: Marcella McCoy, Finance Director (816) 380-8920

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Client: **City of Grandview, Missouri**

Services: CAFR, annual Audits of the basic financial statements, including Single Audit for the years ended September 30, 2010 to present.

Annual Professional Hours: 320

Personnel: Engagement Partner . David L. Cochran, CPA  
Engagement Senior Manager . Brian Holst, CPA

Client Contact: Cemal Gungor, City Administrator (816) 316-4845

## **AUDIT PHILOSOPHY AND APPROACH**

## AUDIT PHILOSOPHY AND APPROACH

### Firm Mission and Philosophy

Our firm's mission is to be a solution for clients and to provide reliable and professional services, the continuity of an experienced engagement team, personal attention from partners and managers, and a fast response time. To that end, the following goals have been established:

- To keep, of utmost importance and concern, the interest of those parties that place reliance on the audit report.
- To provide our clients with the highest quality of services at reasonable rates.
- To provide timely service.
- The Firm's partner in charge will always be available to review progress on any engagement and to consult with the client on the status of work.
- To, at all times, maintain the highest ethical and technical standards that have been established by the accounting profession.

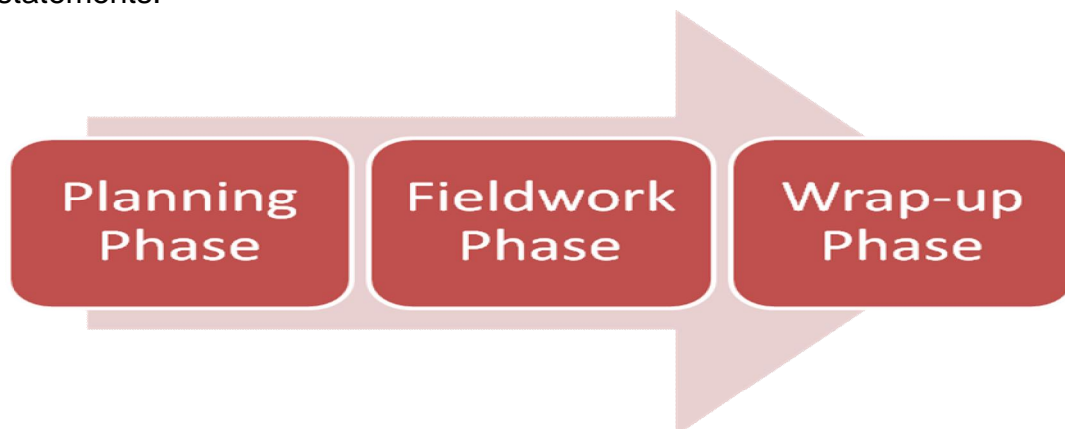
**We believe our knowledge and experience will provide you with a value equal or better than any other firm.**

### Communication Process

Typically during the course of the audit we have weekly meetings with members of your financial management team. These meetings establish a framework for a simple and rapid resolution of potential issues. **By identifying and resolving audit issues on a continuing basis, we help address issues before they develop into problems or "surprises" to management.**

### Audit Approach

The audit of the financial statements will be performed in phases. The first phase is planning, including staff assignments as well as transition planning. The second phase is the fieldwork audit. The final phase is the wrap-up that will result in the issuance of our report on your financial statements.



## **TIMETABLE FOR THE AUDIT OF THE CITY OF MOBERLY**

We would begin our planning of the June 30, 2019 audit immediately upon notification of being awarded the contract.

### **Timetable for the audit of the City of Moberly:**

#### **Phase One – Planning Phase**

- Pre-audit/entrance conference will be held and Interim work will be performed in July 2019.
- Detailed audit plan and list of client prepared schedules will be provided shortly thereafter.

#### **Phase Two – Fieldwork Phase**

- Fieldwork to begin on a mutually agreed upon date approximately August 19, 2019 and will be completed on or before September 13, 2019. Our audit work schedule will be designed with no breaks once it has commenced. In addition, audit conferences will be held weekly with the City staff to update progress on the engagement and resolve technical issues that may arise.
- Draft reports will be ready no later than September 13, 2019 for review and approval by the City.

#### **Phase Three – Wrap-up Phase**

- Final reports and management letter will be delivered to the City in October, but no later than December 6, 2019.
- Audit presentation will be made at the regular meeting of the Moberly City Council. We understand that additional meetings with the Moberly City Council may be requested.

## CITY OF MOBERLY, MISSOURI

### SCHEDULE OF PROFESSIONAL FEES AND EXPENSES FOR THE AUDIT OF THE 2019 FINANCIAL STATEMENTS

	<u>Hours</u>	<u>Standard Hourly Rates</u>	<u>Quoted Hourly Rates</u>	<u>Totals</u>
Partner	23	\$260	\$190	\$4,370
Managers	31	\$190	\$150	\$4,650
Senior	96	\$140	\$115	\$11,040
Staff	96	\$110	\$ 90	\$8,640
<b>Total</b>	<u>246</u>			<u>\$28,700</u>

Total fee for 2019	<u>\$28,700</u>
Total fee for 2020	<u>\$29,561</u>
Total fee for 2021	<u>\$30,448</u>
Total fee for 2022	<u>\$31,361</u>
Total fee for 2023	<u>\$32,302</u>
Total fee for 2024	<u>\$33,271</u>
Total fee for 2025	<u>\$34,269</u>
Total fee for 2026	<u>\$35,297</u>
Total fee for 2027	<u>\$36,356</u>

*\*The hours and fee shown above include the audit of the City of Moberly, Missouri's basic financial statements. If a Single Audit of a major program is required to be audited, an additional fee of \$3,500 will apply. If additional major programs are required to be audited, an additional fee of \$2,000 per additional program will apply.*

We will also provide, **at no cost to the City**, twenty (20) hours of consultation during the first year, to be used at the City's discretion.

**APPENDIX A**  
**RESUMES**  
**AND**  
**CONTINUING PROFESSIONAL EDUCATION**





**MICHAEL D. KEENAN, CPA**  
**Acting Engagement Partner**  
**Cochran Head Vick & Co., P.C.**

**Michael D. Keenan, CPA**, will serve as the Acting Engagement Partner. Mr. Keenan graduated from the University of North Carolina, Asheville in 1990 with a B.S. in Accounting. He has worked in public accounting since 1990 and is licensed as a Certified Public Accountant in the States of Missouri, Kansas, and North Carolina. **He is a member of the Government Finance Officers Association Special Review Committee**, the Eastern Kansas Government Finance Officers Association and the Government Finance Officers Association of Missouri.

### **Cross-section of Professional Experience**

- Audit of the City of Independence, Missouri
- Audit of the City of Joplin, Missouri
- Audit of the City of Monett, Missouri
- Audit of the City of St. Joseph, Missouri
- Audit of the City of Branson, Missouri
- Audit of the City of Blue Springs, Missouri
- Audit of the City of Gladstone, Missouri
- Audit of The Police Department of Kansas City, Missouri
- Audit of Leavenworth County Fire District No. 1
- Audit of Sni Valley Fire Protection District
- Audits of Buchanan County, Missouri; Cass County, Missouri; and Clay County Missouri
- Controllership Services . Economic Development Corporation of Kansas City, Missouri and the Tax Increment Financing Commission
- Audit of Mid-Continent Public Library
- Audit of the City of Lenexa, Kansas
- Audit of Kansas City, Kansas
- Audit of Merriam, Kansas
- Audit of Shawnee, Kansas
- Audit of the City of Leawood, Kansas
- Audit of Shawnee County, Kansas
- Audit of Wyandotte County, Kansas
- Audit of Unified Government of Wyandotte County/Kansas City, Kansas
- Audit of Leavenworth County, Kansas
- Audit of the Kansas Lottery Commission

**MICHAEL D. KEENAN, CPA**  
**Acting Engagement Partner**  
**Cochran Head Vick & Co., P.C.**

**Continuing Education-**

	2016	2017	2018
*CPE total:	29	53	54
*GAS total:	25	40	52

List of Classes: Michael D. Keenan, CPA

2016

Annual Governmental GAAP Update  
GASB 34: Basic Financial Statements for State and Local Governments  
Audits of State and Local Governments  
Ethics for Missouri CPA $\Phi$  . Part I  
Ethics for Missouri CPA $\Phi$  . Part II

2017

2017 GAQC Annual Update Webcast  
Governmental Financial Reporting  
GAO Standards: Yellow Book  
Internal Control Over Governmental Financial Reporting  
Ethics: General Standards and Acts Discreditable  
Single Audits of Governmental and Nonprofit Entities  
Not-for-Profit Accounting and Reporting Made Simple  
Yellow Book and Single Audit Deficiencies

2018

Independence, Integrity and Objectivity  
Companion to PPC's Guide to Preparing Governmental Financial Statements - Course 1 - Operating Expenditures/Expenses and Liabilities (Other Than Employee Benefits) and Debt and Debt Service  
Companion to PPC's Guide to Preparing Governmental Financial Statements - Course 3 - Preparing Governmental Financial Statements and Fund Accounting  
Internal Control and Fraud in Governmental and Nonprofit Entities  
Companion to PPC's Guide to Preparing Governmental Financial Statements - Course 2 - Capital Assets, Including Intangibles and Infrastructure, and Management's Discussion and Analysis  
Audits of State and Local Governments



**DAVID COCHRAN, CPA**  
**Engagement Partner Pro Tem**  
**Cochran Head Vick & Co., P.C.**

**David L. Cochran, CPA**, serves as CHV& Engagement Partner Pro Tem. Mr. Cochran has over forty (40) years of experience in public accounting with primary emphasis in auditing governmental and not-for-profit entities. Mr. Cochran is a graduate of the University of Oklahoma with a Bachelor of Business Administration Degree. Mr. Cochran is a licensed Certified Public Accountant in the states of Missouri and Kansas. Mr. Cochran is a member of the American Institute of Certified Public Accountants, both the Missouri and Kansas Societies of Certified Public Accountants, and Western Missouri GFOA and the Eastern Kansas Chapter of the GFOA.

#### **Cross-section of Professional Experience**

- Audits of Buchanan County, Missouri; Cass County, Missouri; Clay County, Missouri; Platte County, Missouri; Wyandotte County, Kansas; Unified Government of Wyandotte County/Kansas City, Kansas; Leavenworth County, Kansas; Johnson County, Kansas; and Shawnee County, Kansas
- Audits of the Cities of Independence, Branson, Blue Springs, Gladstone, Grandview, Joplin, Lexington, Liberty, Maryville, Monett, St. Joseph, Sugar Creek, and Warsaw in Missouri
- Audits of the Cities of Edwardsville, Fairway, Leawood, Lenexa, Merriam, Olathe, and Shawnee in Kansas
- Audit of Leavenworth County Fire District No. 1; Sni Valley Fire Protection District; and Pettis County Fire Protection District
- Audits of Cornerstones of Care, Gillis Center, Spofford, Spofford Foundation, Ozanam, Ozanam Foundation, Marillac Center, Marillac Foundation, and Healthy Families Counseling and Support
- Audit of the University of Kansas Center for Research, Inc.
- Audit of Northland Cathedral Assembly of God, Inc.
- Audit of The Police Department of Kansas City, Missouri
- Audit of the Central Missouri State University Foundation, Inc.
- Audit of the Economic Development Corporation of Kansas City, Missouri
- Audit of Mid-America Regional Council
- Audit of Mid Continent Public Library; Kansas City, Missouri Public Library; St. Joseph Public Library; and Trails Regional Public Library
- Audit of the Kansas Public Employees Retirement System
- Audits of the Missouri Lottery Commission and the Kansas Lottery Commission
- Audits of IBEW Local #124 Benefit Plans, Painters District Council No. 3 Benefit Plans, Mo-Kan Iron Workers Benefit Plans, Mo-Kan Teamsters Benefit Plans, and Operating Engineers 101 Benefit Plans
- Audit of the Kansas City Area Transportation Authority and the Salaried Employees Retirement Plan
- Audit of Oklahoma City University; Shawnee Mission, Kansas USD No. 512; Kansas City, Kansas USD No. 500
- Gold Medal winner for highest score on CPA exam . Oklahoma
- Former President of Metro Chapter of CPA& and Former Board Member of Kansas Society of CPA&
- Former Chairman Central States Conference of CPA&

**DAVID L. COCHRAN, CPA**  
**Engagement Partner Pro Tem**  
**Cochran Head Vick & Co., P.C.**

**Continuing Education-**

	2016	2017	2018
*CPE total:	47	46	34
*GAS total:	25	42	17

2016

EBPAQC Designated Partner 2016 Audit Planning  
2016 GAQC Annual Update  
Audits of 401(k) Plans  
Audits of State and Local Governments  
Ethics for Kansas CPA~~s~~  
Ethics for Missouri CPA~~s~~  
Yellow Book and Single Audit Deficiencies  
GASB Statement No. 54 Fund Balance Reporting and Governmental Fund  
2016 Tax Update

2017

EBPAQC Partners 2017 Audit Planning  
2017 GAQC Annual Update  
Ethics General Standards  
Audits of State, Local Governments and Not for Profits  
Governmental Financial Reporting  
Single Audits  
Yellow Book & Single Audit Deficiencies  
Accounting of Governmental Entities  
Trends in Governmental Accounting  
Annual Governmental GAAP Update

2018

Mandatory EBPAQC Designated Partners 2018 Audit Planning Webinar  
2018 GAQC Annual Update Webcast  
Governmental Special Purpose Reporting  
Independence, Integrity and Objectivity  
Audits of 401K Plans  
Single Audits Under the Uniform Guidance  
Revenue Recognition Implementation  
New Lease Accounting

\*CPE = Continuing Professional Education

\*GAS = Government Auditing Standards



**Molly M. Hanley, CPA**  
**Principal – Engagement Manager**  
**Cochran Head Vick & Co., P.C.**

**Molly M. Hanley, CPA**, serves as CHV's Principal-Engagement Manager. Ms. Hanley has fourteen (14) years of public accounting and auditing experience and is licensed to practice in Missouri. She has a Bachelor of Science Degree in Accounting and Business Administration with a concentration in Finance from William Woods University, Fulton, Missouri.

### **Cross-section of Professional Experience**

- Audit of Audrain Developmental Disabilities Services
- Audit of The Wellness Center
- Audit of The Pasta House Co.
- Audit of Millstone-Bangert
- Audit of Oklahoma National Stockyards
- Audit of Roller Derby Skate Corp.
- Numerous other audits

### **Professional and Volunteer Experience**

- Miss Missouri Organization Board Member
  - Scholarship Treasurer
- William Woods University Alumni Board Member
- First Presbyterian Church
  - Deacon
  - Stewardship Committee
  - Fellowship Committee Chair
- Altrusa Foundation Treasurer
- Mexico Jaycees
- Mexico Rotary Club

**Molly M. Hanley, CPA**  
**Principal – Engagement Manager**  
**Cochran Head Vick & Co., P.C.**

**Continuing Education-**

	2016	2017	2018
*CPE total:	21	61	38.5

List of Classes: Molly M. Hanley, CPA

2016

Ethics for Accountants  
Emerging Accounting Issues for 2017  
Advanced Controller & CFO Skills  
Toolkit of Best Practices for Today's Controller  
Accounting Close: Influencing Business Performance  
Improving Process Handoffs

2017

Financial Forecasting & Decision Making  
Excel Magic  
High-Performing Finance Teams  
World Class Time Management  
Financial Statement Analysis  
1040 Tax Return Workshop  
Choice of Entity Considerations Under the Current Tax Law  
Hottest Tax Topics for 2017  
Annual Tax Update  
Real World Business Ethics

2018

Planning for Tax Reform  
Summer Tax School  
Tax Reform Basics for Small Business & Pass Through Entities  
The Tax Cuts & Jobs Act: What you need to know  
Cracking the Code: Efficient & Thorough tax research tech  
Help your clients navigate the evolving sales tax landscape  
The new qualified business income deduction  
Social Security retirement: Do I take it now?  
Choice of Business Entity  
Tax Planning for High Income Clients  
Tax Reform Basics for Qualified Business income deduction  
Cracking the Code: Advanced Tax Research  
The Evolution of IRC Sec. 199A - IRS proposed regulations  
Monthly Corporate Tax Update  
What's New on 2018 Tax Forms? Almost Everything  
Monthly Tax Alert  
Ethics for Tax professionals  
Federal Tax Update



**William Bryan IV, CPA**  
**Senior Associate**  
**Cochran Head Vick & Co., P.C.**

**William Bryan IV, CPA**, serves as a CHV Senior Associate. Mr. Bryan is licensed to practice in the states of Missouri and Kansas. Mr. Bryan has five (5) years of experience in public accounting with a primary emphasis in auditing. Mr. Bryan graduated in May of 2013 with a Masters in Accountancy and a Bachelor of Science in Accounting & Finance from Truman State University in Kirksville, MO.

### **Cross-section of Professional Experience**

- Audit of Leavenworth County Fire District No. 1
- Audit of Kansas City, Missouri Police Department
- Audit of the City of Lexington, Missouri
- Audit of Mid-Continent Public Library
- Audit of Mark Twain Regional Council of Governments
- Audit of Specialty Industries of St. Joseph, Missouri
- Audit of St. Joseph Area Chamber of Commerce
- Audit of St. Joseph Downtown Partnership
- Audit of the Community Foundation of Northwest Missouri Inc.
- Audit of numerous For-Profit entities
- Performed audits and attest services surrounding Financial Statement audits including SOX 404 Control Testwork and Agreed-Upon Procedures while working for another Firm.



**William Bryan IV, CPA  
Senior Associate  
Cochran Head Vick & Co., P.C.**

**Continuing Education-**

	2016	2017	2018
*CPE total:	81	11	44
*GAS total:			28

List of Classes: William Bryan IV, CPA

2016

Assurance Transformation  
Senior School I  
Coaching Across Differences  
Current Accounting and Reporting Developments  
AICPA Audit Workshop  
Industry Insight  
Auditing Accounting Estimates  
Accounting for the New Revenue Standard  
Non-Public Control Reliance Strategies and Tips  
Non-GAAP Measures  
Auditing Services, Methods & Tools  
Statements of Cash Flows  
SEC Comment Letter Trends for Products and Services Companies

2017

Implementing Audit Advisor: IT Dependencies Tools & Templates  
Revenue Recognition . Retail and Consumer  
Revenue Recognition with a Dive into Service Based Industries  
Lease Accounting: Trends, Strategy, and Practical Insights on Implementation  
Introduction to Business Valuation  
Business Valuation Approaches, Methods & Procedures

2018

Independence, Integrity and Objectivity  
CPAs and Independence  
Independence for CPAs  
Government Accounting Principles  
CPAs in Trouble - Ethical Considerations  
Audits of States, Local Governments and Non-Profit Organizations  
Journal Entry Testing - Applying AU-C 240  
ASU 2016-14, Nonprofit Financial Statements  
Accounting for Governmental Assets and Liabilities  
GASB 34 - Basic Financial Statements for State and Local Governments  
Employee Benefit Plans I - Accounting Principles

\*CPE = Continuing Professional Education

\*GAS = Government Auditing Standards





**Katelyn Lewis**  
**Staff Associate**  
**Cochran Head Vick & Co., P.C.**

**Katelyn Lewis**, serves as CHV's Staff Associate. Ms. Lewis is a first year Staff Associate and has been an Intern with our Firm since February 2019. She has a Bachelor of Science Degree in Accounting and a minor in Business Administration from Missouri Baptist University, St. Louis, Missouri. Ms. Lewis is CPA eligible and will begin the process of completing the CPA examination.

### **Professional and Volunteer Experience**

- Jelly Bean Foundation
- Ronald McDonald House
- SSM Health Cardinal Glennon Children's Foundation
- Miss America Organization
  - Advocate for Digital Citizenship; Your Digital Compass
- Girl Scouts of Eastern Missouri

# City of Moberly City Council Agenda Summary

Agenda Number: \_\_\_\_\_  
 Department: Public Utilities  
 Date: 7-1-2019

**Agenda Item:** Receipt of bids for fencing at the Waste Water Facilities

**Summary:** The Public Utilities department advertised for a bid for fencing around the solar panel area arrays and to replace some damaged gates, as well as adding some gates as necessary. We received two bids. Ames Fencing for \$13,700. M.S. Contracting LLC for \$21,400.00. Through a thorough reference check of the lowest bidder, we believe that James Fencing is responsible and competent and able to complete the requested job.

**Recommended Action:** To move the acceptance of the low bid for the fencing replacement to the next meeting on July 15<sup>th</sup>, 2019.

**Fund Name:** N/A

**Account Number:** N/A

**Available Budget \$:** N/A

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	<b>Mayor</b>		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ <b>Jeffrey</b>	___	___
<input type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution			
<input checked="" type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	<b>Council Member</b>		
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ <b>Brubaker</b>	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ <b>Kimmons</b>	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ <b>Davis</b>	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice	M___ S___ <b>Kyser</b>	___	___
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

## Request for Bids

The Moberly Utilities Department is requesting bids for materials and installation of fencing and gates at various locations. The project includes approximately 1400' of woven wire fence including posts, (2) 16' gates with new corner posts and gate posts where necessary, 350' of chain link fence 6' tall with 3 strands of barbed wire around top, (1) 4' gate with a new gate post. A detailed list of projects being bid can be obtained at the City of Moberly, 159 Park's Office or by emailing pbennett@cityof-moberly. Bids shall be delivered to the City Clerk, City of Moberly, 101 W. Reed St., Moberly, MO 65270. Bids shall be in a sealed envelope marked on the outside "Utility Fencing Bid". Bids must be submitted by 10:00 am on June 24, 2019.

CITY OF MOBERLY

"BID OPENING"

Date: 6/24/19

James Fencing

gate (chain link) 500.00  
woven wire 6200.00  
\$ chain link 7,000.00

M.S. Contracting LLC

\$ total bid † 21,400.00

\_\_\_\_\_

\$ \_\_\_\_\_

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06.13.2019

Quote:

<b>To: City of Moberly</b>	<b>Attr: Ben 660-353-8041</b>
<b>Job @: Wastewater Plant; 1429 County Rd. 2350. Moberly Mo.</b>	
<b>IN ACCOUNT WITH:</b>	
<b>JAMES FENCING LLC</b>	
<b>720 N. GRACE LANE STE A. COLUMBIA, MO. 65201</b>	

Quantity	Description	Unit Price	Total
Bid 1&2:			
	Install 47" woven-wire w/ 2 barbs Plus install DD gate& repair 2 holes in woven-wire		6200.00
	<b>PAYMENT IS DUE UPON RECEIPT</b>		
	<b>WE APPRECIATE YOUR BUSSINESS</b>		
	<b>THANK YOU!</b>		
	Subtotal		
	Sales Tax		
	Additional Fees		
	<b>Total Due</b>		<b>\$</b>

Due upon receipt

Thank you! We appreciate your business!

## JAMES FENCING LLC

Tel 573-474-6880  
Fax 573-474-3661

720 N Grace LN Ste. A  
Columbia, MO. 65201

Jamesfence.com  
jamesfencing@centurytel.net



06.13.2019

Quote:

<b>To: City of Moberly</b>	<b>Attn: Ben 660-353-8041</b>
<b>Job @: McKinsey Lift Station; 1650 E. Mckinsey St. Moberly Mo.</b>	
<b>IN ACCOUNT WITH:</b>	
<b>JAMES FENCING LLC</b>	
<b>720 N. GRACE LANE STE A. COLUMBIA, MO. 65201</b>	

Quantity	Description	Unit Price	Total
Bid 3:			
	Install 6' C/L w/ 3- barbs Remove 1 side, reuse if possible		7000.00
	<b>PAYMENT IS DUE UPON RECEIPT</b>		
	<b>WE APPRECIATE YOUR BUSSINESS</b>		
	<b>THANK YOU!</b>		
		Subtotal	
		Sales Tax	
		Additional Fees	
		<b>Total Due</b>	<b>\$</b>

Due upon receipt

Thank you! We appreciate your business!

## JAMES FENCING LLC

Tel 573-474-6880  
Fax 573-474-3661

720 N Grace LN Ste. A  
Columbia, MO. 65201

Jamesfence.com  
jamesfencing@centurytel.net



06.13.2019

Quote:

<b>To: City of Moberly</b>	<b>Attn: Ben 660-353-8041</b>
<b>Job @: Rollins Lagoon; 191 W. Outer Rd. Moberly, Mo.</b>	
<b>IN ACCOUNT WITH:</b>	
<b>JAMES FENCING LLC</b>	
<b>720 N. GRACE LANE STE A. COLUMBIA, MO. 65201</b>	

Quantity	Description	Unit Price	Total
Bid 4:			
	Install 4' x4' tall C/L gate w/ 1 new post		500.00
	<b>PAYMENT IS DUE UPON RECEIPT</b>		
	<b>WE APPRECIATE YOUR BUSSINESS</b>		
	<b>THANK YOU!</b>		
	Subtotal		
	Sales Tax		
	Additional Fees		
	<b>Total Due</b>		<b>\$</b>

Due upon receipt

Thank you! We appreciate your business!

## JAMES FENCING LLC

Tel 573-474-6880  
Fax 573-474-3661

720 N Grace LN Ste. A  
Columbia, MO. 65201

Jamesfence.com  
jamesfencing@centurytel.net





MS CONTRACTING MICHAEL SATTMAN

# BID

## MS CONTRACTING

P.O. BOX 194 25851 HWY M  
BROOKFIELD, MO 64628  
660-258-2081 CELL 660-375-1886  
MSATTMAN@ATT.NET

BID CITY OR MOBERLY  
DATE June 21, 2019  
CUSTOMER ID BEN RILES

TO CITY OF MOBERLY  
101 WEST REED STREET  
MOBERLY, MO 65270

BEN RILES-CHIEF WASTWATER OPERATOR

SALESPERSON	JOB	PAYMENT TERMS	DUE DATE
MICHAEL SATTMAN	FENCE WORK	DUE	DUE DATE

QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	#2 BID 200' Woven Wire FOR WATER PLANT REPAIRS		\$ 1,600.00
	#3 BID 1200' OF WOVEN WIRE FENCE AND 2-16' GATES WITH NEW CORNER POST AND GATE POSTS WHERE NEEDED		8,800.00
	#4 BID MCKINNEY LIFT STATION 6' TALL CHAIN LINK AROUND SOLAR PANELS 350' OF FENCE WITH 3 BARBS		9,800.00
	#5 BID ADD 1-4 GATE TO RAWLINS LOGOON PIPE GATE WITH NEW GATE POST		1,200.00

PRICES INCLUDE ALL INSURANCE NEEDED  
PRICES DO NOT INCLUDE ANY TEAR OUT OF OLD FENCE OR GRADE WORK IF NEEDED WILL BE EXTRA  
NO PREVAILING WAGES FIGURED IN JOB  
NO BID BOND FIGURED IN BID OR NO PREFORMANCE BOND

SUBTOTAL \$	21,400.00
SALES TAX	
TOTAL \$	21,400.00

THANK YOU MICHAEL SATTMAN



# City of Moberly City Council Agenda Summary

Agenda Number: \_\_\_\_\_

Department: Police

Date: 07-01-2019

**Agenda Item:** A request from Moberly High School to hold their annual Homecoming Parade on September 27, 2019.

**Summary:** If approved the 2019 Moberly High School Homecoming Parade will be held on September 27, 2019 beginning at 3:00PM. The parade will begin at Adams and Johnson Street, travel East on Reed Street to Clark and Reed, turn North on Clark Street to Clark and Coates, turn West on Coates Street and disband at Coates and Williams. The parade will stage beginning in the 600 block of Adams and continue west along Reed Street. Contact person is Patrick McGuire, 636-359-5815. Approximate 85 units are expected to participate in the parade and police are requested to provide traffic control along the parade route and to lead the parade. Police and Fire approve this request

**Recommended Action:** Direct staff to bring to the July 15<sup>th</sup> Council meeting for final approval.

**Fund Name:** NA

**Account Number:** NA

**Available Budget \$:** NA

ATTACHMENTS:		Roll Call	Aye	Nay
<input type="checkbox"/> Memo	<input type="checkbox"/> Council Minutes	<b>Mayor</b>		
<input type="checkbox"/> Staff Report	<input type="checkbox"/> Proposed Ordinance	M___ S___ <b>Jeffrey</b>	___	___
<input checked="" type="checkbox"/> Correspondence	<input type="checkbox"/> Proposed Resolution	<b>Council Member</b>		
<input type="checkbox"/> Bid Tabulation	<input type="checkbox"/> Attorney's Report	M___ S___ <b>Brubaker</b>	___	___
<input type="checkbox"/> P/C Recommendation	<input type="checkbox"/> Petition	M___ S___ <b>Kimmons</b>	___	___
<input type="checkbox"/> P/C Minutes	<input type="checkbox"/> Contract	M___ S___ <b>Davis</b>	___	___
<input type="checkbox"/> Application	<input type="checkbox"/> Budget Amendment	M___ S___ <b>Kyser</b>	___	___
<input type="checkbox"/> Citizen	<input type="checkbox"/> Legal Notice			
<input type="checkbox"/> Consultant Report	<input type="checkbox"/> Other _____		Passed	Failed

Submit completed form with  
any attachments to:  
Moberly Police Department  
ATTN: Chief of Police

APPLICATION FOR PARADE PERMIT  
City of Moberly, Missouri  
Date: 5/31/19

1. Organization/Agency requesting permit: **Moberly High School—Homecoming Parade**

2. Name/Address of Person making Application: **Patrick McGuire**

Name: **Moberly High School Homecoming Parade c/o Patrick McGuire**

Mailing Address: **1625 Gratz Brown Road, Moberly MO 65270**

Contact Person: **Patrick McGuire** Phone: **636-359-5815**

3. Date of Parade: **September 27, 2019** Start Time: **3:00 p.m.**

4. Staging Area: **Adams and Reed Streets (See Attached)**

5. Approximate Number of Units Participating in Parade:

A. Bands **3** D. Foot Units **25**

B. Motorized Units **40** E. Animal Units **1**

C. Floats **15** F. Others \_\_\_\_\_

Total Number of Units: **approx. 85 (based off of interest and previous years)**

6. Parade Route and ending point: **Parade will start at the corner of Adams and Johnson moving east on Reed St. Will turn left on to Clark St. and then left on to Coates St. It will end at the corner of Johnson and Coates. Same as previous years.**


7. Will organization or parade participants be dispersing any items during the parade? Yes  No  If yes, what? **Various items promoting organizations**

8. Will organization or agency furnish personnel to assist the police with security or traffic along the parade route? Yes  No  If so, how many? **3-4**

9. Have read and agree to the rules outlined in the parade permit. Yes  No

10. Signature of Applicant: 

11. Approved:  Disapproved \_\_\_\_\_

12. By authority of:  Date **06 25 19**  
(Chief of Police)