



**Chad Mees, Mayor**  
**Vickie Cooper, Mayor Pro-Tempore**  
**Gayle Jones, Council Member**  
**Jackie Ivicic, Council Member**  
**Jesse Luna, Council Member**  
**Tom Zimmer, Council Member**

**NOTICE AND AGENDA OF A SPECIAL CALLED MEETING OF THE CITY COUNCIL OF THE CITY OF BARTLETT, TEXAS**

Notice is hereby given that the City Council of the City of Bartlett, Texas will hold a

**Special Called Meeting**

**6:00 PM**  
**Friday, January 30<sup>th</sup>, 2026**  
**Bartlett City Hall**  
**140 W Clark Street, Bartlett, TX 76511**

For citizen comments, please contact Brenda Kelley, City Secretary at ([municipalcourt@bartlett-tx.us](mailto:municipalcourt@bartlett-tx.us)).

**CALL TO ORDER, DECLARE A QUORUM, PLEDGE OF ALLEGIANCE, AND INVOCATION**

**CITIZENS COMMUNICATION**

*(The City Council welcomes public comments on items not listed on the agenda. However, the Council cannot respond until the item is posted on a future meeting agenda. Public comments are limited to 3 minutes.)*

**CONSENT AGENDA**

*(The Consent Agenda includes non-controversial and routine items the Council may act on with one single vote. Any Council member may pull any item from the Consent Agenda to discuss and act upon individually on the Regular Agenda.)*

1. Receive monthly department reports:
  - a. Monthly Report from City Administrator

**SPECIAL AGENDA: REVIEW/DISCUSS AND CONSIDER ACTION**

1. Discuss, review, and take any necessary action to consider the Audit Engagement Agreement.
2. Discuss, review, and take any necessary action to consider the Crossroads Administrative Utility Services Agreement.

**FUTURE AGENDA ITEMS**

**ADJOURN**

*All items listed on the agenda are eligible for discussion and/or action. The City Council reserves the right to retire into executive session at any time during the course of this meeting to deliberate any of the matters listed, as authorized by Texas Government 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about gifts and donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.086 (Economic Development). All final deliberations and actions of the governing body shall be held in an open meeting as required by Texas Government Code 551.102.*

*Potential Notice of Quorum  
The Planning and Zoning Commission may be present at this meeting.*




**Chad Mees, Mayor**  
**Vickie Cooper, Mayor Pro-Tempore**  
**Gayle Jones, Council Member**  
**Jackie Ivicic, Council Member**  
**Jesse Luna, Council Member**  
**Tom Zimmer, Council Member**

---

I certify this agenda was posted, pursuant to Texas Government Code 551.043, at least 72 hours prior to the commencement of the meeting in accordance with the Texas Open Meetings Act.

Posted Monday, January 26<sup>th</sup>, 2026, at or before 6:00 P.M.

  
\_\_\_\_\_  
Posted by /s/ Adrian Flores – City Administrator

## SERVICE S AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (Agreement) is entered into and effective as of the \_\_\_\_ day of \_\_\_\_\_ 2026, by and between CITY OF BARTLETT ("Owner"), and CROSSROADS UTILITY SERVICES LLC, ("Contractor"). Owner desires to obtain services for regulatory compliance services and as-needed operational services of the Owner's water and wastewater facilities (the "Services", as more particularly defined below) on an ongoing basis. For purposes of this Agreement, Owner's water treatment plants, water distribution system, wastewater treatment plant, and wastewater collection system, together with all other water and wastewater related facilities equipment and appurtenances are hereinafter collectively referred to as the "Facilities."

### I. SERVICES

For purposes of this Agreement, the "Services" shall consist of the: (i) Regulatory Compliance Services; (ii) Special Consulting Services; and the (iii) As-needed Operational Services set forth in this Section I.

#### A. PROFESSIONAL SERVICES

The following services shall be provided by Contractor to Owner for the fees set forth Section II:

1. Personnel. Contractor shall provide Texas Commission on Environmental Quality (TCEQ) licensed personnel for consulting and operating the Facilities.
2. Regulatory Compliance Services. Contractor shall provide up to 10.0 hours per month in regulatory services for the Owner's Facilities for the flat fee specified in Section II(B)(i). Hours not utilized within the month will not roll month-to-month. Contractor will assist the City staff with regulatory activities each month as follows:
  - a. Report Submittals – Contractor will file necessary monthly and quarterly reports to the TCEQ on the City's behalf.
  - b. Chlorine Residual Monitoring – Contractor will assist City staff with tracking and monitoring daily chlorine residual levels using the Contractor's licensed BirdNest Software.
  - c. Bacteriological Monitoring– Contractor will assist City staff with tracking and monitoring monthly bacteriological samples using the Contractor's licensed software BirdNest.
  - d. Water Monitoring Plan – Contractor will help develop and update the City's water quality monitoring plan and send any updates to the TCEQ.
  - e. Wastewater Permit Monitoring – Contractor will log and report all wastewater permit parameters sampled at the treatment plant and required by permit that are taken by City staff. Contractor will notify City management if levels exceed TCEQ permitted levels. Contractor will assist City staff with filing the monthly Discharge Monitoring Report (DMR).
  - f. Monthly Facility Walk-thru – Contractor will inspect the

City's Facilities with City staff each month.

- g. On-Site TCEQ Compliance Support for TCEQ inspections – Contractor will assist the City in preparation for and attend any TCEQ compliance investigations.
- h. Consumer Confidence Report – Contractor will compile, develop, and provide the City with an annual consumer confidence report for distribution to the City's residents.
- i. Lead & Copper Program – Contractor will assist the City with developing a Lead and Copper Program and assist in implementing sampling programs and collection of samples. Costs for the collection of samples will be billed at an additional cost.

3. Special Consulting Services. Contractor will assist the City staff with development of any future TCEQ or EPA mandates, rules, regulations or changes that apply to the Facilities on a time and material basis in accordance with the Rates for Services described in Exhibit A.

4. Operational Services. Contractor will provide water and wastewater licensed operations on an as-needed basis as determined by City staff. City staff will provide at least a 48-hour notice via email to request Operational Services from the Contractor. Operations will be conducted by the Contractor's staff at the appropriate TCEQ-license level for the Facilities under operation. Operational Services will be billed for each Operator at \$126.00 per hour during regular business hours (Monday-Friday 8am-5pm) and \$165.40 per hour during after hours, Contractor-observed holidays, and weekends.

5. Monthly Compliance Summary Report. Contractor shall render via email a monthly regulatory report, as requested by Owner, which may include the following information:

- a. Correspondence to regulatory authorities as appropriate;
- b. Water production, bacteriological, and water quality results;
- c. Average daily wastewater flows or pump records, wastewater effluent parameter results and DMR copies; and
- d. Informational reports relating to compliance status of the Facilities.

6. Materials, Subcontractors, Equipment, and Supplies. Contractor shall be paid at cost plus the rate specified in the attached Schedule of Rates for all materials, subcontractors, equipment and supplies used to provide services under this Agreement.

7. Subcontractors. Contractor may subcontract such Services hereunder as may, in Contractor's opinion, be desirable. Contractor will obtain approval from the Owner prior to engaging any subcontractor for services provided under Section 1(2). Such subcontractors shall be

considered, for the purpose of this Agreement, as employees of Contractor with Contractor retaining responsibility for such subcontractor performance. Contractor shall be paid at cost plus the rate specified in the attached Schedule of Rates for all subcontractors used to provide services under this Agreement

## II. FEES

A. **Billing and Payment.** Contractor shall submit statements and/or invoices for services to Owner on a monthly basis. Owner shall pay such statements and/or invoices within 30 days of receipt. Owner agrees to pay interest at a rate of 10% per month to Contractor for all undisputed amounts unpaid after 30 days. Interest shall accrue from the 31st day following receipt of undisputed statements and/or invoices until the date payment in full is made. Items awaiting backup data shall be excluded from interest charges.

B. **Monthly Fees.** For and in consideration of the Services outlined in Section I of this Agreement, Owner shall pay to Contractor, each month, a base fee in accordance with the following:

(i) **Regulatory Services:** \$1,950.00 monthly fee for up to 10.0 hours of regulatory compliance services. If hours are unused or provided below 10.0 hours per month, the hours will not roll over month-to-month. For Special Consulting Services specified in Section 1(3), Contractor will bill in accordance with the labor rates specified in Exhibit A.

(ii) **Operational Services:** \$126.00/hour regular time (M-F 8-5) and \$165.40/hour (S-S, after hrs. holidays).

C. **CPI Adjustment.** The compensation specified in Section II(B) will remain in effect for 12 months. The compensation will be adjusted for the 12-month period annually thereafter, all in accordance with the procedures and formula set forth below. Contractor will calculate the revised compensation annually utilizing the latest CPI data available at the time of calculation. Contractor's revised compensation will be based on the Consumer Price Index – All Urban Consumers – United States Bureau of Labor Statistics, South Urban Area ("CPI-U"), and will be calculated using the following formula:

(i).  $\text{Current Compensation} \times 1 + A = \text{Adjusted Compensation}$ , where A is equal to the lesser of 10% or the percentage difference between the most recently available monthly CPI-U and the CPI-U for the same month in the previous year.

D. **Insurance**

Following The Execution of this agreement, contractor shall furnish to owner certificates of liability insurance evidencing the following minimum insurance coverage:

1. Comprehensive General Liability, Bodily injury and property damage  
\$500,000

2. Comprehensive Automobile Liability Bodily Injury and Property damage  
\$500,000

**E. Responsibilities**

1. **Contractor Responsibilities.** Contractor shall exercise a reasonable degree of care and diligence in the Services in conformance with applicable laws, rules and regulation. However, Contractor is not responsible for the failure of the Facilities to meet local, state or federal wastewater collection or disposal standards, or for any direct or indirect loss, injury or damage resulting from the diminution or interruption of service within the Facilities.

2. **Owner Responsibilities.** Owner represents that the Facilities is in good working order, does not contain any known defective equipment or facilities, is suitable and adequate for the needs of its customers and that all of its facilities are, or shall be, built in accordance with local, state and federal regulations. Owner shall provide a complete set of "As Built" drawings of the Facilities and any improvements and any other information necessary for the administration of the Facilities.

**F. Relationship of Owner to Contractor**

Contractor shall serve in the capacity of an independent contractor for Owner during the period of this Agreement.

**G. Force Majeure**

In the event that Contractor or Owner is rendered unable, wholly or in part, by force majeure to carry out its obligations under this Agreement, it is agreed that each party shall give written notice of such force majeure to the other party as soon as possible after the occurrence of the cause relied on and shall, therefore, be relieved of its obligations, so far as they are affected by such force majeure, during the continuance of any inabilities so caused, but for no longer. In the event that the period of suspension shall extend longer than thirty (30) days, either party shall have the privilege of terminating this Agreement. In such event, Owner shall pay Contractor compensation pursuant to this Agreement up to the date of termination. The term "force majeure," as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, orders of any kind of the government of the United States or of the state or any civil or military authority, insurrections, riots, epidemics, landslides, lightning, earthquakes, fires, hurricanes, storms, floods, washouts, disturbances, explosions, partial or entire failure of utilities, shortages of labor, material, supplies or transportation, or any other similar or different cause not reasonably within the control of the party claiming such inability.

**H. Term and Termination**

This Agreement will commence on \_\_\_\_\_ (the "Effective Date") and shall continue thereafter from month-to-month subject, however, to termination by either Owner or Contractor for any reason at any time by giving Thirty (30) days advance written notice to the other. In the event that this Agreement is terminated for any reason, all materials pertaining to the operations of the Facilities shall be promptly delivered by Contractor to Owner at no cost to Owner.

**III. EXECUTION OF AGREEMENT**

\_\_\_\_\_

BY: CITY OF BARTLETT

\_\_\_\_\_

Name

\_\_\_\_\_

Title

Date: \_\_\_\_\_

**CROSSROADS UTILITY SERVICES, LLC**

BY: \_\_\_\_\_

Name

Andrew Hunt  
Executive VP, C.O.O.

Date: \_\_\_\_\_



**EXHIBIT A. SCHEDULE OF RATES**

Personnel Rates

<b>Classification</b>	<b>Regular Time (M-F 8am-5pm)</b>	<b>Overtime (M-F 5pm-8am, Sat- Sun, holidays, all hours)</b>	<b>Billing Time Interval</b>
Administrative – Clerical	\$50.50	\$75.70	1 hr.
Field Service Representative	\$52.50	\$78.80	1 hr.
Field Service Representative II	\$56.10	\$84.10	1 hr.
FSR-CDL	\$64.00	\$97.90	1 hr.
Field Operator	\$61.00	\$91.50	1 hr.
Dispatcher	\$66.50	\$66.50	1 hr.
Senior Field Operator	\$78.80	\$118.20	1 hr.
Equipment Operator	\$77.80	\$116.70	1 hr.
Foreman	\$78.80	\$118.20	1 hr.
Chief Operator	\$84.00	\$126.00	1 hr.
Supervisor	\$84.20	\$126.20	1 hr.
Maintenance/Ops Manager	\$84.40	\$126.60	1 hr.
Mechanical Technician	\$87.20	\$130.80	1 hr.
Electrical Technician	\$90.30	\$135.40	1 hr.
Senior Manager	\$96.90	\$145.30	1 hr.
Master Electrician/SCADA Tech	\$136.40	\$204.60	1 hr.
District Manager	\$173.40	\$260.10	1 hr.
VP/President	\$178.50	\$267.80	1 hr.

Version 2025

Equipment rates

Crossroads Utility  
Services LLC

<b>Classification</b>	<b>Rate per hour</b>	<b>Billing Time Interval</b>
12 Volt Pump	\$11.50	1 Hr.
2-3" Pump	\$23.00	1 Hr.
A-Frame Winch	\$22.00	1 Hr.
Air Compressor	\$30.20	1 Hr.
Air Compressor (Small)	\$12.60	1 Hr.
Arrow Board	\$26.20	1 Hr.
Back Hoe & Trailer	\$88.00	2 Hr.
Blower	\$7.40	1 Hr.
Chain Saw	\$15.70	1 Hr.

Cordless Hand Tools	\$12.60	1 Hr.
Cutoff Saw (Plus cost of blades)	\$25.20	1 Hr.
Cutting Torch	\$18.90	1 Hr.
Dump Truck (Crossroads)	\$247.50	2 Hr.
Electric Hand Tools	\$18.90	1 Hr.
Extension Ladder (20')	\$11.50	1 Hr.
Fresh Air Blower	\$19.90	1 Hr.
Gas Generator – 110V	\$19.90	1 Hr.
HD Service Truck	\$57.70	2 Hr.
HD/Small Crane Truck	\$94.30	2 Hr.
Jack Hammer	\$34.60	1 Hr.
Jetting Trailer	\$114.30	2 Hr.
Jumping Jack	\$15.70	1 Hr.
Light Tower (1,000 Watt)	\$11.50	1 Hr.
Meg/Ohm Meter	\$11.50	1 Hr.
Metal Detector	\$35.70	1 Hr.
Plate Compactor	\$18.90	1 Hr.
Pressure Washer	\$26.20	1 Hr.
Road Plate	\$25.20	1 Hr.
Service Vehicle	\$47.20	1 Hr.
Shoring	\$44.00	1 Hr.
Skid Steer & Trailer	\$88.00	2 Hr.
Small camera (for televising)	\$104.90	1 Hr.
Tapping Tools	\$38.80	2 Hr.
Utility Dump Trailer	\$55.60	2 Hr.
Utility Line Locator	\$96.50	1 Hr.
Utility Trailer	\$27.30	2 Hr.
Wastewater Camera (Saturn)	\$3.15/linear ft. and \$750.00 minimum	2 Hr.
Wastewater Vacon Truck 1500 gal. (Crossroads)	\$375.00/hr. plus \$0.90 per gallon disposal	2 hr.
Wastewater Vacuum Trailer (Crossroads)	\$127.50	2 hr.
Weed eater	\$7.40	1 Hr.
Welding Machine	\$27.30	1 Hr.

Version 2025

### 1. Maintenance / Subcontractor Rates

- a. Materials, Chemicals and Supplies Rate: Actual Cost plus a 15% surcharge
- b. Subcontract/Subcontractor Rate: Actual Cost plus a 15% surcharge

**ALG-CL-1.3: Audit Engagement Letter—Yellow Book**

Donald L Allman, CPA, PC 160 Owen Pass Liberty Hill, TX 78642

January 9, 2026

To the Mayor and City Council and Adrian Flores, City Administrator  
City of Bartlett

We are pleased to confirm our understanding of the services we are to provide the City of Bartlett for the year ended September 30, 2025.

**Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City of Bartlett as of and for the year ended September 30, 2025. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Bartlett's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Bartlett's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). 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 appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budget to Actual
- 3) Pension Information

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

**Auditor's Responsibilities for the Audit of the Financial Statements**

We will conduct our audit in accordance with GAAS 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 your accounting records of the City of Bartlett and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. 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 government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or 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 an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS 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, fraudulent financial reporting, or misappropriation of assets that comes 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 any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.<sup>1</sup>

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

[According to GAAS, significant risks include management override of controls, and GAAS presumes that revenue recognition is a significant risk. Accordingly, we have considered these as significant risks. Describe significant risk(s) identified, including specific revenue streams identified as significant risks.]

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Our audit of financial statements does not relieve you of your responsibilities.

#### **Audit Procedures—Internal Control**

We will obtain an understanding of the government and its environment, including the system of internal control, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. 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*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. 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 AICPA professional standards and *Government Auditing Standards*.

#### **ALG-CL-1.3**

(Continued)

## **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 of Bartlett's 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*.

## **Responsibilities of Management for the Financial Statements**

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for 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 accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us; for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for the 12 months after the financial statements date or shortly thereafter (for example, within an additional three months if currently known). 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, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (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.<sup>dd</sup> At the conclusion of our audit, we will 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 GAAS and *Government Auditing Standards*.

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 of each opinion unit 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 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 government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that we report.

You are responsible for the preparation of the supplementary information, which we have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). 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 OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary 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 supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (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 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 and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and 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.

### **Other Services**

We will also assist in preparing the financial statements and related notes of the City of Bartlett in conformity with accounting principles generally accepted in the United States of America 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.

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 prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Bartlett; 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.

The audit documentation for this engagement is the property of Donald L. Allman, CPA, PC 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 the County, Lender or Grantor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the 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 Donald L. Allman, CPA, PC 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 report release date or for any additional period requested by the County, Lender or Grantor. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Donald L. Allman is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our audit on approximately February 15, 2026 and to issue our reports no later than April 15, 2026.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, confirmation service provider fees, etc.) except that we agree that our gross fee, including expenses, will not exceed \$18,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. 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. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. 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.

**Reporting**

We will issue a written report upon completion of our audit of the City of Bartlett's financial statements. Our report will be addressed to the Mayor and City Council of the City of Bartlett. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our 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 we 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 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 state (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 report will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Bartlett 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.

We appreciate the opportunity to be of service to the City of Bartlett and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

Donald L Allman, CPA, PC

**RESPONSE:**

This letter correctly sets forth the understanding of the City of Bartlett

Management signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Governance signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Practical Considerations