



## CITY COUNCIL STAFF REPORT

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**TO:** Honorable Mayor and City Council      **DATE:** March 8, 2021  
**FROM:** Matthew Bronson City Manager  
**PREPARED BY:** Annette Muñoz, Finance Manager  
**SUBJECT:** Award of Contract for Independent Financial Audit Services

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### **RECOMMENDATION**

Authorize the City to enter into an agreement with Glenn Burdette for a three-year period with the potential for a two-year renewal and authorize the City Manager to execute the contract on behalf of the City.

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### **BACKGROUND**

Municipalities are required to obtain an independent auditor to produce annual financial statements and to evaluate the City's internal controls. The independent auditor is responsible for determining that the City's financial statements are void of material misstatements and that the financial statements do not misrepresent the City's financial condition. In the evaluation of internal controls, the auditor evaluates procedures that could allow for collusion, theft, or fraud.

The Government Finance Officers Association (GFOA) best practices recommend obtaining new auditors every five years. On December 30, 2020, staff issued a Request for Proposal (RFP) for auditing services for FY 2020-21, 2021-22, and 2022-23 with a potential for a two-year renewal. Staff mailed copies of the RFP to 15 firms and the RFP was also posted on the City's website. The City received the following six proposals from the following firms:

- CWDL
- Harshwal & Company LLP
- Glenn Burdette
- Moss, Levy & Hartzheim LLP
- Badawi & Associates
- Eadie and Payne LLP

Proposals were evaluated based on several criteria including, quality, clarity and responsiveness of the proposal, adherence to the RFP, competence and professional qualifications, recent experience in performing audit services, approach to completing the work in a timely manner and proposed fees. Although proposed fees are a component of the evaluation process, they are not the most important factor in evaluating the proposals.

Based on the evaluation of the proposals, staff recommends awarding the contract to Glenn Burdette based in San Luis Obispo. The firm has not worked with the City before and has experience with cities of similar nature, size, and complexity with similar services completed in the last three years in the cities of Pismo Beach, San Luis Obispo, and Lompoc, along with University Corporation at CSU Monterey Bay. The firm has a history of technical expertise with professionals that specialize in governmental accounting and is a local firm that can respond

immediately to our financial questions or concerns. The estimated cost of this audit service is \$39,750 for the FY 2020-21 audit with the cost increasing to \$43,990 by FY 2024-25 if the agreement was renewed up to that point.

### **FISCAL IMPACT**

The cost of this action is included in the City's operating budget.

### **ALTERNATIVES**

The Council has the following alternatives to consider:

1. Authorize the City to enter into an agreement with Glenn Burdette for a three-year period with the potential for a two-year renewal and authorize the City Manager to execute the contract on behalf of the City; or
2. Provide alternative direct to staff.

### **PUBLIC NOTIFICATION**

The agenda was posted in accordance with the Brown Act.

### **Attachments**

1. Proposal from Glenn Burdette for Audit Services

**Glenn Burdette**

1150 Palm Street  
San Luis Obispo, California 93401  
805.544.1441

**Erin M. Nagle, CPA**

Audit Principal  
erin.nagle@glennburdette.com

**Proposal for Professional Auditing Services  
for  
The City of Grover Beach  
For the Fiscal Years Ending June 30, 2021, 2022, and 2023  
With Option for Fiscal Years Ending 2024 and 2025**

**January 28, 2021**

**We do things  
differently**

We are not your typical CPA firm. By going beyond the norm, we help you prosper today while strengthening your plans for tomorrow.

Tax, Audit and Advisory Public Accounting Services. Serving the Central Coast since 1965.



**GLENN BURDETTE**

**City of Grover Beach**  
**Proposal for Independent Audit Accounting Support Services**  
**For the Fiscal Years Ending**  
**June 30, 2021, 2022, and 2023**  
**(with option for Fiscal Years Ending 2024 and 2025)**

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January 28, 2021

City of Grover Beach  
Administrative Services Department  
Attn: Annette Muñoz, Finance Manager  
154 South 8th Street  
Grover Beach, CA 93433

Attached is our proposal to audit the agency-wide financial statements for the City of Grover Beach (the City) for the years ending June 30, 2021, 2022 and 2023, with the option of to renew the contract for an additional two fiscal years for the years ending June 30, 2024 and 2025. We propose to perform the work as described in the Request for Proposals (RFP) for Auditing Services and we commit to perform the work within the time frame as specified in the RFP.

We believe we are uniquely qualified to serve your organization. There are a number of sound reasons why you should select us as your independent certified public accountants.

- We are able to provide technical and quality services commensurate with that of the largest certified public accounting firms. All of our audit principals and the supervisor who would be involved with your account have experience with national or international firms. However . . .
- Since we are a local firm, we can respond immediately to your financial questions or concerns. We are available for meetings at the City as needed without additional travel time or costs.
- We are available to present local seminars of governmental accounting or related matters to City staff.
- Our approach to auditing is management oriented. We will concentrate on maintaining a close and constructive relationship with you throughout the year.
- Our Firm has a continuity of personnel from year-to-year, to assure you of the most efficient, and correspondingly, the least costly accounting services.
- We are a service organization. We understand the obligation we have on a continuing basis, to earn your patronage through responsible service and on-going attention to your needs.
- We have tailored our Firm to meet the needs of local business, nonprofit organizations and governmental agencies which make up the economic climate of the Central Coast. We feel our approach has been successful as evidenced by our continued growth.
- The Firm has a full-time audit department which specializes in financial and compliance audits. We attend various seminars and education courses throughout the year related specifically to auditing to assure we are current on any new developments in the field.

As a local CPA firm, we sincerely appreciate the opportunity to submit this proposal. By selecting a local CPA firm, the City will receive personalized professional services. There are no out-of-town living expenses in the fee.

Erin Nagle, CPA is authorized to make representations on behalf of Glenn Burdette Attest Corporation. She is a principal of the firm and may be contacted at Glenn Burdette, 1150 Palm Street, San Luis Obispo, California, 93401, 805-544-1441.

This proposal is a firm and irrevocable offer for ninety days. We look forward to the opportunity of serving you. If there are any questions, please do not hesitate to contact me.

Sincerely,

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

Erin M. Nagle, CPA

for

Glenn Burdette Attest Corporation

Certified Public Accountants

## Response to Proposal for Professional Auditing Services

### Personnel

We anticipate that the principal, manager and supervisor identified would remain the same throughout the term of the contract. However, if those personnel leave the Firm, are promoted or are assigned to another office, we would be able to provide replacement staff who have substantially the same qualifications and experience. If those personnel are changed for other reasons, we would obtain the City's express prior written approval. We acknowledge that the City retains the right to approve or reject replacements. Likewise, we could provide replacement staff for other personnel as required during the term of the contract, with substantially the same qualifications and experience.

To assure the quality of all staff over the term of the contract, all our CPA's and professional staff conducting audits subject to *Government Auditing Standards* are required to take at least 80 hours of continuing professional education (CPE) classes every two years with at least 24 hours in CPE directly related to the government environment and government auditing. Professional staff assigned to the engagement would continue to obtain relevant continuing professional education and all new staff will be subject to our hiring standards.

We are members of the American Institute of Certified Public Accountants, the California Society of Certified Public Accountants, the California Society of Municipal Finance Officers, and the Government Finance Officers Association. We subscribe to all current pronouncements of the Financial Accounting Standards Board and the Governmental Accounting Standards Board. As such, we have access to the AICPA technical hotline, CalCPA technical hotline, GFOA technical services staff, and GASB and FASB technical staff when questions arise related to accounting or disclosure during the course of the audit.

The Firm and all assigned key professional staff are properly licensed to practice as certified public accountants in the State of California. The CPA license numbers for the professional staff who will be performing the audit services are indicated below.

#### ***Erin M. Nagle, Certified Public Accountant (License #75111) – Audit Principal***

Ms. Nagle graduated from the University of California at Santa Barbara in June 1995. She was employed as an auditor at BDO Seidman LLP in San Francisco for three years where she worked on public and private companies in retail and manufacturing as well as large non-profits. Ms. Nagle joined the firm in 1998 and became a principal in 2017. She has worked extensively with attest clients in the governmental and nonprofit industries, as well as those in the winery and construction fields. Ms. Nagle is responsible for the education and quality control of the audit department and is a graduate of the Emerging Leaders Academy for CPA's. She is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

Ms. Nagle has served in a supervisory capacity in the following relevant audits:

- Cities of San Luis Obispo, Lompoc and Guadalupe
- University Corporation at Monterey Bay
- City of Morro Bay and Cayucos Sanitary District
- Foundation of CSU, Monterey Bay
- California Polytechnic State University Foundation
- Santa Barbara and Allan Hancock Community College Districts

The significant relevant continuing professional education that Ms. Nagle has obtained during the last three years relates to governmental accounting and auditing updates, preparing governmental financial statements, Single Audits, Government Auditing Standards “Yellow Book” and accounting updates.

***Sarah K. Riis-Vestergaard, Certified Public Accountant (License #124755) – Audit Manager***

Ms. Riis-Vestergaard graduated from California Polytechnic State University, San Luis Obispo in March of 2010. She was employed as an intern by Glenn Burdette before joining the firm full time as an audit professional associate in May of 2013. Ms. Riis-Vestergaard completed her graduate degree from Keller Graduate School of Management in October 2018 as a Master of Financial Management and Accounting with a CPA Emphasis. Ms. Riis-Vestergaard is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

Since joining the firm, Ms. Riis-Vestergaard has served on the following relevant governmental, nonprofit and A-133 single audits:

Cities of San Luis Obispo, Lompoc and Pismo Beach  
California Polytechnic State University Corporation  
California Polytechnic State University Foundation  
CSU Monterey Bay Corporation  
Foundation of CSU, Monterey Bay  
Santa Barbara and Allan Hancock Community College Districts

***Katie Olson, Certified Public Accountant (License #130484) – Senior Audit Associate***

Ms. Olson graduated from California Polytechnic State University, San Luis Obispo in June 2014 with a Bachelor of Science degree in Business Administration. She was employed as an intern at Glenn Burdette during her senior year. After graduation she joined a boutique public accounting firm in San Francisco, where she worked as a tax and audit professional associate before returning to Glenn Burdette as an audit professional in July 2016. Ms. Olson is a member of the American Institute of Certified Public Accountants and the California Society of Certified Public Accountants.

Since joining the firm, Ms. Olson has served on the following relevant governmental, nonprofit and single audits:

Cities of San Luis Obispo, Lompoc, Pismo Beach and Guadalupe  
City of Morro Bay and Cayucos Sanitary District  
Cal Poly Corporation  
Cal Poly Corporation VEBA Trust

The significant relevant continuing professional education that Ms. Olson has obtained during the last three years related to accounting and auditing updates, governmental accounting and auditing updates, preparing governmental financial statements, and performing single audits.



## **Company Background**

### ***Background***

Glenn Burdette, Certified Public Accountants, has offices in San Luis Obispo, Paso Robles, and Santa Maria. All of the work on this engagement will be performed from the San Luis Obispo office. We perform audit, accounting, tax services and management consulting services from our San Luis Obispo office. We have been performing financial and compliance nonprofit and governmental audits for over 30 years, and single audits for the past 20 years.

This Firm has 32 CPAs and 48 other employees (23 professional and 25 support staff). This includes two audit principals, one audit manager, and one audit senior who are Certified Public Accountants, plus four professional staff who perform governmental audit services. This makes us the area's largest audit practice. We anticipate having one principal, one manager, one senior professional associate and two professional staff employed in this engagement on a full-time basis. Biographies of the supervisory professional staff expected to perform significant services under this contract are contained under "Personnel."

### ***Peer Review Report and Audit Quality***

Our Firm had its quality control system reviewed in September 2020 as required by the American Institute of Certified Public Accountants. The quality control review included a review of specific governmental engagements including single audits. Firms can receive a rating of pass, pass with deficiencies or fail. We received a peer review rating of pass. A copy of the opinion is at the end of the proposal.

Every federal and state desk review of our audits has indicated that the reports generally meet the requirements of OMB Uniform Guidance, the State Controller's audit Standards and Procedures for Audits of California K-12 Local Educational Agencies and the California Community Colleges Chancellor's Office Contracted District Audit Manual, as applicable.

The Firm and any of its employees have never had a record of sub-standard work, or unsatisfactory performance pending with the State Board of Accountancy. There has been no disciplinary action taken or pending against the Firm with state regulatory bodies or professional organizations.

### ***Independence***

We are independent of the City as defined by generally accepted auditing standards and the U.S. General Accounting Office's *Government Auditing Standards*, issued by the Comptroller General of the United States. As part of our internal quality control procedures, each employee is required to attest to their independence with regard to the current client listing.

## **Audit Approach**

### ***Work Plan***

We will perform the audits in accordance with U.S. generally accepted auditing standards (GAAS) as set forth by the American Institute of Certified Public Accountants (AICPA), the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, issued by the Comptroller General of the United States, the provisions of the Single Audit Act, and the provisions of U.S. Office of Management and Budget Uniform Guidance, Audits of State and Local Governments and Non-Profit Organizations.

We acknowledge our commitment to the proposed schedule for the 2020-21 audit and to the deadlines detailed in the RFP.

In the required reports on internal controls, we will communicate any matters considered to be significant deficiencies under standards established by the AICPA. Significant deficiencies that are also material weaknesses will be identified as such in the report. Other matters involving the internal control that are not significant deficiencies nor material weaknesses will be reported in a separate letter to management which will be referred to in the required reports on internal controls. Reports on compliance will include all material instances of noncompliance. All nonmaterial instances of noncompliance will be reported in a separate letter to management which will be referred to in the required reports on compliance. We acknowledge our responsibility to make immediate, written report of all irregularities and illegal acts or indications of which we become aware to the City Council, City Manager, and the Administrative Services Director. We understand that your expectation is that the auditors will prepare the basic financial statements, the Comprehensive Annual Financial Report and the footnotes to the financial statements.

Our Firm uses personal computers extensively in our audit practice. We have portable laptop computers, scanners and printers that we take into the field to assist in preparing working papers and financial statements. Our work papers are prepared and maintained electronically so we attempt to get as many of the City's documents in electronic form. We use sampling in our audit approach when it is deemed cost beneficial and provides the best approach to auditing a specific audit area. When possible, we would like to use the City's data files for testing rather than manually preparing information.

We agree to retain all working papers and reports at our expense for a minimum of five years and make them available to the City or its designees.

### ***Proposed Segmentation for the Engagement***

It is our practice to divide an audit into (1) interim field work - to be performed after July 1 and (2) year-end field work - to be performed in October. We will work with the City to establish fieldwork dates that are mutually agreeable.

Our audit approach will be designed to provide for the most effective and efficient use of resources. During interim field work, we will review the basic accounting systems of the City, and will use questionnaires and checklists to document our understanding of the internal control system including the control environment, risk assessment, control activities, information and communication, and monitoring. This will be supplemented by narratives of our understanding of the flow of

information through the accounting system. We will need to interview various City staff, including the Finance Manager, finance staff and information technology staff, in order to gain an understanding of the internal control system and complete these forms and narratives. We will also reference the City's organizational charts and policy manuals and programs to aid in our understanding.

We anticipate documenting our understanding of the following internal controls processes during interim field work: purchasing/cash disbursements, personnel/ payroll, revenue/cash receipts, bid process and budget amendments. Based on the controls present within the respective processes and our preliminary evaluation of such controls, a determination will be made as to the extent of controls testing procedures to be performed. In addition, we anticipate performing detail testing of fixed asset additions and disposals during interim field work.

During interim field work, we will also perform a preliminary determination of major programs, if applicable, for the Uniform Guidance single audit. We will assess each major program in accordance with OMB Uniform Guidance in order to determine the level of testing required. We will determine the way in which funds received from federal grantor agencies flow through the City's accounting systems. We will perform tests of compliance with the matrix of compliance requirements contained in the Uniform Guidance's Compliance Supplement for each major program. These are: activities allowed or unallowed; allowable costs/cost principles; cash management; eligibility; equipment and real property management; matching, level of effort, earmarking; period of availability of federal funds; procurement and suspension and debarment; program income; real property acquisition/relocation assistance; reporting; subrecipient monitoring; and special tests and provisions. For major programs listed in the Agency Program Requirements section of the Uniform Guidance Compliance Supplement, we will also perform these compliance tests. For those major programs which are not listed in the Agency Program Requirements section, we will determine applicable laws and regulations and develop compliance tests for these programs by interviewing City staff, reviewing grant documents, considering the program objectives, procedures and compliance requirements, then determining which compliance requirements could have a direct and material effect on a major program and testing those requirements.

During year-end field work, we will perform substantive tests of account balances including vouching to supporting documentation or confirmation with outside parties as determined appropriate. We expect the following to be significant audit areas: investments, capital assets, long-term liabilities, grants revenue and Uniform Guidance single audit, if applicable. We will apply preliminary analytical procedures by comparing account balances for the current year to the prior year amounts and the current year budget in order to identify unusual or unexpected balances or relationships and in order to consider risks when preparing audit work programs. Analytical procedures will also be applied to significant revenues and expenses/expenditures as a portion of our substantive audit program.

We will also perform a final determination of major programs for the Uniform Guidance single audit and assess the need to audit additional programs, as well as complete any final controls and compliance testing, during final audit fieldwork. In addition, we will perform agreed-upon procedures of the City's GANN limit.

### ***Sample Sizes and Sampling – Substantive and Compliance Tests***

Sample sizes will vary depending on our assessment of risk, as well as whether we are performing tests of controls, tests of compliance or substantive tests. For the tests of controls described above, we anticipate sample sizes between 25 and 40. This equates to a tolerable risk of 5% - 12%. For tests of compliance with laws and regulations, we anticipate a sample size of between 25 and 40 for each major federal program. Sample sizes for substantive tests depend on the account balance or transaction class being tested compared to the tolerable misstatement of the financial statements as a whole.

We intend to use nonstatistical sampling procedures and worksheets as contained in the Practitioners Publishing Company Guide to Audits of Local Governments. Whenever possible, we will use a random selection method specific to the population (ex. the City's range of check numbers, receipt numbers, etc.).

We will determine the population of transactions related to major federal programs and select our sample from this population in order to test for compliance. Likewise, populations of cash disbursements, payroll disbursements and cash receipts will be identified in order to draw samples for tests of controls.

### ***Analytical Procedures***

As discussed previously, we will apply preliminary analytical procedures by comparing account balances for the current year to the prior year amounts and to the current year budget in order to identify unusual or unexpected balances or relationships and in order to consider risks when preparing audit work programs as part of our year-end testing procedures. Analytical procedures will also be applied to significant revenues and expenses/expenditures as a portion of our substantive audit program.

### ***Internal Control Structure***

As discussed previously, we will review the basic accounting systems of the City, and will use questionnaires and checklists and interview City staff to document our understanding of the internal control structure as part of our interim testing procedures.

### ***Laws and Regulations Subject to Audit Test Work***

We will obtain a general understanding of the legal and regulatory framework applicable to the City and how the City is complying with that framework. We will obtain sufficient appropriate audit evidence regarding material amounts and disclosures in the financial statements that are determined by the provisions of those laws and regulations generally recognized to have a direct effect on them. We will inquire of management, and when appropriate, those charged with governance, about whether the entity is in compliance with such laws and regulations and will inspect correspondence, if any, with relevant licensing or regulatory authorities. During the audit, we will remain alert to the possibility that other audit procedures applied may bring instances of noncompliance or suspected noncompliance with laws and regulations to the auditor's attention and will investigate those instances further.

## References

Following is a list of similar services completed by our firm in the last three years, and the person associated with each who may be contacted for a professional reference:

Name of Agency	Scope of Work	Dates of Service(s) Within the Past 3 Years	Engagement Partner	Total Hours	Client Contact
City of Lompoc	Audit and Single Audit	June 30, 2018-2020	Erin M. Nagle	400	Dean Albro, Management Services Director (805) 875-8283
City of San Luis Obispo	Audit with CAFR Preparation, Single Audit, financial and compliance audits of Transportation Development Act funds	June 30, 2018	Allen E. Eschenbach	400	Derek Johnson, City Manager (805) 781-7112
City of Pismo Beach	Audit and CAFR Preparation	June 30, 2017	Allen E. Eschenbach	250	Nadia Freeser, Finance Director (805) 773-7010
City of San Luis Obispo	Consulting related to audit preparation, accounting and GASB reporting compliance	June 30, 2019	Erin M. Nagle	100	Derek Johnson, City Manager (805) 781-7112
University Corporation at CSU Monterey Bay	Audit and Single Audit	June 30, 2018-2020	Erin M. Nagle	450	Sherry Baggett, Controller (831) 582-3395

## Cost Summary

Following is a summary of the total all-inclusive maximum price for each major report by fiscal year and the total maximum price for the five-year engagement:

Service	Fiscal Year				
	2020-21	2021-22	2022-23	2023-24	2024-25
City Audit and Related Reports	\$ 30,000	\$ 30,750	\$ 31,520	\$ 32,310	\$ 33,120
Gann Limit Review	1,000	1,030	1,060	1,090	1,120
Single Audit and Related Reports	4,000	4,100	4,210	4,320	4,430
TDA Audit and Related Reports	3,000	3,080	3,160	3,240	3,330
Financial Transaction Report	1,250	1,290	1,330	1,370	1,410
Certification of Debt Service Coverage	500	520	540	560	580
Out of Pocket Expenses	-	-	-	-	-
<b>Total Fiscal Year</b>	<b>\$ 39,750</b>	<b>\$ 40,770</b>	<b>\$ 41,820</b>	<b>\$ 42,890</b>	<b>\$ 43,990</b>

Because we are a local firm, we do not charge for any meals, lodging, transportation and we also do not charge for incidental expenses such as printing and copying.

Any work performed during the audit and any additional services required or requested will be billed at our standard hourly rates. The standard hourly rates are currently as follows:

Position	Fiscal Year				
	2020-21	2021-22	2022-23	2023-24	2024-25
Principal	\$ 385	\$ 385	\$ 385	\$ 385	\$ 385
Manager	265	265	265	265	265
Supervisor	200	200	200	200	200
Senior Associate	175	175	175	175	175
Staff Associate	140	140	140	140	140
Administrative Associate	95	95	95	95	95

Standard rates may vary on a staff by staff or principal by principal basis.

Erin M. Nagle is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Grover Beach.

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Report on the Firm's System of Quality Control

September 21, 2020

To the shareholders of Glenn Burdette Attest Corporation  
and the Peer Review Committee of the California Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Glenn Burdette Attest Corporation (the firm) in effect for the year ended May 31, 2020. 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 an engagement performed under Government Auditing Standards, including a compliance audit 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 Glenn Burdette Attest Corporation in effect for the year ended May 31, 2020, 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*. Glenn Burdette Attest Corporation has received a peer review rating of *pass*.

*Watson Coon Ryan, LLC*

Greenwood Village, Colorado