

**TWIN OAKS BOARD OF ALDERMEN  
NOTICE OF WORK SESSION  
VALLEY PARK FIRE PROTECTION DISTRICT STATION #2  
47 CRESCENT AVE.  
WEDNESDAY, MARCH 1, 2023, 6:15 P.M.**

TENTATIVE AGENDA

- 1) Proposal for Accounting Services
- 2) Dunkin Donuts Commissary
- 3) ADJOURNMENT

Frank Johnson  
City Clerk/Administrator

POSTED: Feb. 27, 2023, 10 a.m.

**Please note:** Any person requiring physical or verbal accommodations should contact the city office 12 hours prior to meeting at 636-225-7873. Copies of public records for this agenda are available for public inspection before and at the time of the meeting.

**David V. Watson**  
**2446 Driftwood Lane**  
**Saint Louis, Missouri 63146**  
**Phone: (314) 608-6144**  
**Email: dave63146@yahoo.com**

February 9, 2023

Frank Johnson, City Administrator/City Clerk  
City of Twin Oaks  
1381 Big Bend Road  
Twin Oaks, MO 63021

**Re: Proposal for Accountant/Financial Consultant**

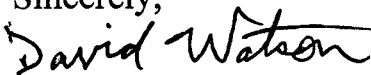
Dear Mr. Johnson,

After reviewing the "Request for Proposals for Accountant/Financial Consultant," I feel my vast experience and knowledge in municipal finance and accounting would provide the City of Twin Oaks with all the required services at a high level. I sincerely believe the City's financial management is currently in good hands and would make for a good fit and an easy transition.

Please consider the enclosed information as my submission; feel free to contact me if you need any more information or wish to further discuss any of my qualifications or experience. I would be happy to provide references if desired.

Thanks for your consideration.

Sincerely,



David Watson

**David V. Watson  
2446 Driftwood Lane  
Saint Louis, Missouri 63146**

**PROPOSAL TO PROVIDE ACCOUNTING AND FINANCIAL  
CONSULTING SERVICES**

**SCOPE OF SERVICES**

Provide services that include:

- Preparation of monthly financial statements as desired by the board and City administrator/City Clerk. Generally, the statements will be presented at the second regular board meeting of each month.
- Prepare State of Missouri required financial reports including a semi-annual statement of receipts and expenditures and disclosure of indebtedness of the City of Twin Oaks as provided by Section 79.160 RSMo.
- Assist the City Administrator/City Clerk in calculating and submission of the City's ad valorem property tax.
- Assist the City Administrator/City Clerk in preparation and modifications of the City annual budget of all funds in accordance with State and City laws, regulations and practices.
- Provide supervision and coordination with City auditors on the annual audit and preparation of the Comprehensive Annual Financial Report of the City's financial statements and submission to the Government Finance Officers and the Missouri State Auditors office.
- Continuously consult and provide accounting and financial assistance to the City Administrator/City Clerk on all issues related to the City's finances including investments, cash reconciliations, debt management, pension (LAGERS), software, and strategic plans.

**QUALIFICATIONS**

Please consider the attached resume detailing over forty (40) years of experience in municipal accounting and finance experience as part of this proposal.

TERMS AND PROPOSED FEES

Services will commence on a mutually agreed dated for a period of two years but may be terminated by the City without notice and by David Watson with ninety (90) days' notice.

Fees shall be \$600 per month, billed on a quarterly basis.

Submitted by:

David V. Watson

2/9/2023

David V. Watson

Date

Email: [dave63146@yahoo.com](mailto:dave63146@yahoo.com)

Phone: (314) 608-6144

Accepted by: City of Twin Oaks

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

**David V. Watson**  
**2446 Driftwood Lane**  
**Saint Louis, Missouri 63146**  
**Phone: (314) 608-6144**  
**Email: dave63146@yahoo.com**

## **Experience**

### **City of Maryland Heights, Missouri**

Director of Finance, October, 1985 to June, 2021 (Retired)

- Served as the first Director of Finance for the City of Maryland Heights
- Established all purchasing, accounting and internal control procedures and processes
- Provided all annual and interim financial reporting to the City Administrator and City Council
- Designed and procured employee benefits
- Assisted the City Administrator on the preparation of the annual budget document including all revenue projections, personnel cost projections, meetings with departments and City Council
- Served on a committee that established in 1986 the St. Louis Area Insurance Trust that provides liability, workers compensation and employee health insurance for over 20 cities in the St. Louis area. Served on the board of directors from 1986 to 2021
- Managed finance and information technology staff of seven. Responsible for hiring, training, evaluating and mentoring employees
- Managed investment portfolio of \$30M
- Prepared various presentations for Finance and Administration Committee and City Council workshops
- Attended Council meetings as a representative of the management team
- Oversaw and managed the budget process including monitoring and recommending adjustments throughout the year as appropriate
- Managed debt financing including working with bond trustee, bond counsel and financial advisors to ensure debt service payments were made and required notices posted
- Prepared, evaluated and recommended selection of bids related to the city's financial needs including software, treasury services, audit services, property and casualty insurance, and various employee benefit providers
- Prepared the comprehensive annual report, popular annual report and budget document in accordance with Government Finance Officers Association (GFOA) award program guidelines.
- Served as Acting City Administrator when needed
- Served as Interim City Administrator August, 2015 to January 2016

### **City of Crestwood, Missouri**

Finance Officer, September 1981 to October 1985

- Duties similar to Maryland Heights

### **City of Arnold, Missouri**

Assistant Director of Finance, January 1979 to September 1981

### **Office of the State Auditor of Missouri**

Audit Assistant, July 1978 to January 1979

Participated in audits of county governments and state agencies.

## **Education**

University of Missouri-St. Louis

Bachelor of Science in Accounting

## **Certifications and Memberships**

- Member of GFOA and GFOA of Missouri
- Recipient of the first Excellence in Financial Management Award from the GFOA of Missouri
- Served as president of the St. Louis Chapter of GFOA and the GFOA of Missouri
- Served on various local, state, and national committees
- The City of Maryland Heights received annual awards from GFOA for the annual budget, the comprehensive annual financial report as well as the popular annual financial report
- Passed CPA exam



# CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.cityoftwinoaks.com](http://www.cityoftwinoaks.com)

## COMMERCIAL BUILDING PERMIT APPLICATION

For fee and deposit information, see Section 400.500 of the City Code.  
Electric, Plumbing, Mechanical, Explosives, and Weights & Measures Permits  
must be applied for through St. Louis County.

TODAY'S DATE: \_\_\_\_\_ ESTIMATED COST OF PROJECT: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

OWNER'S NAME/ADDRESS: \_\_\_\_\_

**TYPE OF PROJECT:**

- Building Addition
- Building Alteration
- \*Demolition
- Other \_\_\_\_\_

\*Additional deposits & performance security required as well. (Section 500.120)

**WORK TO BE COMPLETED:**

- Patio
- Accessory Building/Shed
- Fire Damage
- Interior Finish
- Retaining Wall (2ft or higher)
- 


Other \_\_\_\_\_

DESCRIPTION OF PROJECT AND WORK TO BE COMPLETED: \_\_\_\_\_

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

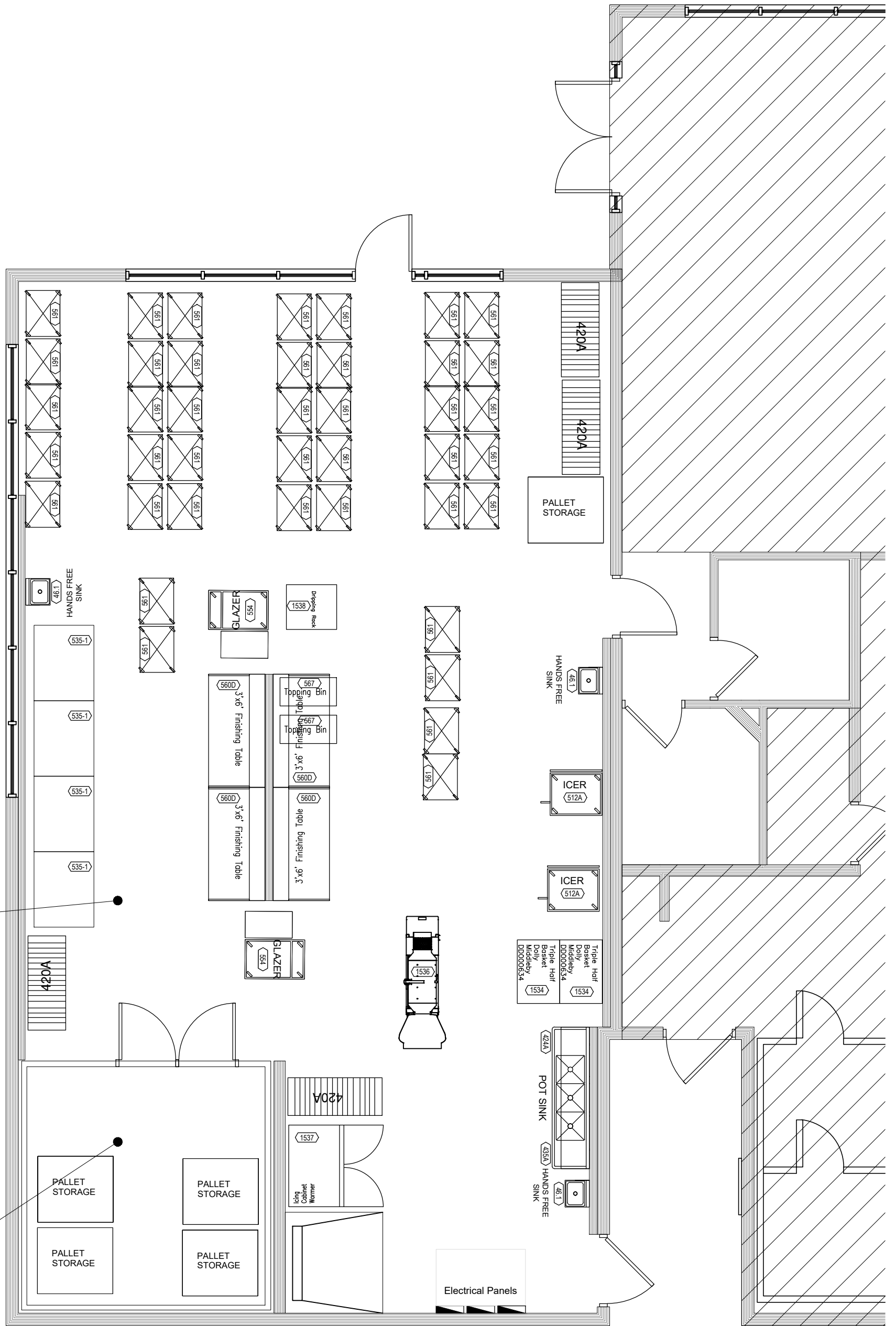
WORK BEING COMPLETED BY:  Yourself  Outside Contractor(s)

Contractor Name/Address/Phone: \_\_\_\_\_

Applicant Signature:  \_\_\_\_\_

**\*\* FOR OFFICE USE ONLY \*\***

Application Fee: \_\_\_\_\_ Amount Received: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Cash/Check: \_\_\_\_\_ Municipal Zoning Letter Attached: \_\_\_\_\_



ARCHITECT:



828 DAVIS STREET  
SUITE 300  
EVANSTON, IL 60201  
Ph 847.492.1992

PROJECT:  
ATI - Twin Oaks, MO  
1410 Big Bend Rd, Suite B  
Twin Oaks, MO 63088

Proposed Floor Plan

3/16" = 1'-0"



Job No.	1502.119
Issue Date	02/15/2023
Project Area	1,800 SQ FT