

**CITY OF BURLINGTON
KIT CARSON COUNTY
CITY COUNCIL
SPECIAL MEETING
AGENDA
COMMUNITY BUILDING ROOM
340 S 14TH STREET
November 7, 2016
6:00 PM**

1 Call to Order

2 Pledge of Allegiance

3 Awarding of bids for City of Burlington's water project.

Request to amend the agenda by adding a proposal from Professional Management Solutions for providing monthly financial services.

4 Council Comments

- A. Mayor Dale Franklin
- B. Rod Murray
- C. Mike Halde
- D. Mark Burghart
- E. Kamron Weisshaar
- F. Beth Crites
- G. Harold McNerney

5 Adjournment

Emergency matters that may come before Council may be discussed with decisions to be ratified at a subsequent Council meeting.

Professional Management Solutions

5023 W. 120th Avenue, #303, Broomfield, CO 80020-5606
(303) 910-9197

www.professionalmanagementsolutions.net

November 7 2016

Ms. Shelly Clark, Interim City Manager
City of Burlington
415 15th Street
Burlington, CO 80807

VIA ELECTRONIC MAIL

Dear Ms. Clark:

Please accept this letter as my **Proposal to Provide Monthly Financial Services** for the City of Burlington. **My company specializes in this field** and has provided similar services to various public employers in Colorado including the cities/towns of Edgewater, Kiowa, Elizabeth, Hudson, and Superior. In addition, I have served as Finance Director/Budget Officer of Englewood, CO and Avondale, AZ.

I am enclosing my personal resume which details my extensive experience as a municipal Finance Director, Budget Officer, and consultant in management and finance. I have **over 30 years of expertise in governmental accounting, budgeting, capital financing, debt management, and pension administration**. My Master of Public Administration degree is in Financial Management & Public Finance. In addition, I have managed the client side of approximately 35 audits of municipal governments and taught a course in Governmental Accounting for the MBA program at the University of Colorado—Denver.

I propose that the City of Burlington contract with Professional Management Solutions to provide up to twenty-four (24) hours per month of financial consulting services at a rate of \$2,520.00 per month. Unused consulting hours may be rolled over to the next month if the City so requests by the 15th of any month. Additional consulting services above the contracted amount of twenty-four (24) hours per month would be billed at the rate of \$135.00 per hour.

Services to be provided under this contract would include the following types of financial services as identified and requested by the City:

1. **Review or prepare monthly and/or quarterly financial transactions or reconciliations as desired, particularly where separation of duties issues may exist due to small staff size.**
2. **Review and/or prepare and analyze monthly and/or quarterly financial statements. Discuss with management/staff and/or present to City Council.**
3. **Oversee or handle issues, problems, or tasks associated with taxes, banking, payroll, grants, intergovernmental revenues, interfund transactions, or unusual financial items.**
4. **Manage, perform, or advise on special projects such as accounting system conversion, audit preparation, and desktop procedure development.**
5. **Performance of or assistance with financial duties during planned or unplanned staff leaves or vacancies.**
6. **Train City employees in financial duties and practices, including use of Caselle accounting software.**
7. **Advise or consult with management and staff on budgetary and financial issues.**

Please note that substantial non-routine projects such as the issuance of bonds would not fall under this contract as time involved for such projects varies from year to year and project to project. Nevertheless, I expect that the existence a monthly contract such as this will reduce the hours necessary for the performance of non-routine projects of a financial nature.

I appreciate your interest in my firm's services. Please let me know your thoughts regarding this proposal, and if you desire any additional information.

Sincerely,

Lorraine H. Trotter
Managing Partner

Enclosures: Resume of Managing Partner Lorraine Trotter

Lorraine H. Trotter

130 E. 11th Place · Broomfield, CO 80020 · Telephone (303) 910-9197
E-Mail Lhtrotter@professionalmanagementsolutions.com

SUMMARY OF EXPERIENCE

Board Member, Chief Executive Officer, Chief Financial Officer, and President of various municipal, financial, consulting, utility, cultural, and charitable organizations.

KEY STRENGTHS & ABILITIES

<u>Excellent Key Decision Maker</u>	<u>High Level of Ethics</u>	<u>Dynamic Problem Solver</u>
<u>Industry Leading Strategic Thinker</u>	<u>Extremely Politically Savvy</u>	<u>Wins Confidence of Others</u>
<u>Extensive Audit Committee Experience</u>	<u>Superb Political Connections</u>	<u>Positive Change Management</u>

SELECTED ACCOMPLISHMENTS

-
- **Board Member of profitable utility company** that successfully negotiated with governmental regulatory agencies to expand operations.
 - **Initiated and developed financial plans and capital financing** to accomplish significant fixed asset construction in advance of offsetting revenues. Prepared award-winning Financial Reports that contributed to an improved credit rating for a client, enabling it to issue ratable debt based on its own creditworthiness, reducing cost of issuance fees for its debt, and resulting in hundreds of thousands of dollars saved annually in debt service expenses. Raised private contributions sufficient to finance an 80-piece orchestra's two-week European tour.
 - **Managed corporation audits** by independent accountants for twelve years, securing "clean" audit opinions and eliminating management issues. Assisted a client (\$50 million annual revenues) whose chief financial officer quit unexpectedly shortly before the annual audit, enabling the audit to proceed within three weeks and conclude successfully within three months.
 - **Board Member of charitable Christian foundation** that seeks to maximize lasting impacts of contributions to feed, shelter, clothe, and minister to those in need. Serve as chair of audit committee.
 - **Downsized a highly diversified corporation** to weather an economic downturn projected to last several years. Assisted a Colorado Town in designing and implementing a successful plan to take over three independent political special districts that resulted in documented savings of over \$250,000 in the first year alone. Developed a Strategic Hiring Plan that enabled a client to effectively budget for its current and future human resource needs, and improve employee morale by identifying opportunities for career advancement.
 - **Developed process improvements equating to millions of dollars** in several corporations by identifying and solving organizational problems including flawed hierarchies, work flow bottlenecks, misused financial systems, negative customer perceptions, and insufficient short-term and long-range planning.
 - **Managed a major economic development initiative** resulting in the demolition of an outdated urban mall and the construction of a successful mixed-use development with light rail interface. Managed the successful planning and construction of a new wastewater treatment plant: coordinated the internal players, managed the political aspects of site selection and property acquisition, arranged the capital financing, pursued and received a Congressional line item to pay for 20% of the project, and oversaw the selection of project engineers and contractors. Successfully turned around the negative "you can't" culture of a finance department and instilled a "let us help you" orientation in the department resulting in improved morale and cooperation throughout the department and the entire company.
 - **Quickly and effectively gained union support for management position**, building trust with employees while effectuating budget cuts and position eliminations. Recognized and diffused a "constructive discharge" situation resulting in avoided lawsuits, more efficient operations, and improved supervision.
 - **Developed election strategies that resulted in voter approval of complex tax changes** and reorganization of service delivery, resulting in significant savings to the taxpayers.

PROFESSIONAL WORK HISTORY

President 1994 - Present
Professional Management Systems, LLC Broomfield, CO
Provide contractual C-Level management services and business advisory services in Accounting, Budgeting, Audit Preparation, Financial Reporting, Capital Raising, Pension Management, Employee Relations, Project Management, Employee & Executive Pay Plans, and Organizational Analysis. Direct all aspects of company business operations including business development, taxation, and process improvement.

Director, Board of Directors 2012 - Present
FaithBridge Foundation Boulder, CO
Direct start-up charitable foundation in Non-profit Board Development issues including Board Governance, Capital Campaign Management, Value Creation, Board Relations with Major Donors, Board of Directors Presentations, Grant Awards, and developing and advancing Mission Statement, Website, Marketing Materials, and Outreach efforts.

Faculty Member, University of Colorado-Denver, Graduate School of Business 2007 - 2008
University of Colorado-Denver, Graduate School of Business Denver, CO
Taught financial reporting and accounting classes including "Analyzing & Interpreting Accounting Information" to MBA candidates.

Director, Board of Directors 1993 - 1994
Littleton/Englewood Wastewater Treatment Plant Joint Venture Englewood, CO
Directed joint venture in expansion of treatment capacity, process improvements, and improvement of financial position while ensuring that restrictive environmental regulations were met. Oversaw Annual Audit for Board.

City Manager (CEO) & Finance Director (CFO) 1991 - 1994
City of Englewood Englewood, CO
Led highly diversified municipal corporation through time of economic downturn and organizational change. Directed major economic development and organizational change projects. Successfully negotiated with collective bargaining units and various political jurisdictions. Improved internal work processes and successfully reduced costs, ensuring financial integrity. Reported to seven-member board. Managed all financial operations, accounting, and reporting.

Finance Director (CFO) & Budget Officer 1987 - 1991
City of Avondale Avondale, AZ
Managed capital financing, risk management, payroll, utility billing, budgeting, purchasing, accounting, financial reporting, debt administration, data processing, treasury, federal grants, tax audits, cash receipts, and accounts payable functions for highly diversified municipal corporation. Managed special projects including building acquisition, remodeling, construction projects, economic development, transportation planning, public relations, and land acquisition during high-growth years.

ADDITIONAL PROFESSIONAL WORK HISTORY

Fiscal Analyst
City of Boulder Boulder, CO
Developed solutions to financial, managerial, and operational problems throughout the organization by diagnosing problems, researching alternatives, achieving consensus on required actions, and implementing adopted recommendations. Achieved annual savings of over \$250,000.

Administrative Intern
City of Mesa Mesa, AZ
Circulated through all departments in management training program, including Airport, Electric Utility, Gas Utility, Street Construction, and Community Development. Assisted with and eventually managed Dial-A-Ride program. Assisted with and eventually managed franchise agreements with local cable television operators. Served as liaison to Arizona Energy Conservation Office. Received Governor's award for Energy Conscious Community.

Budget Analyst
City of Fort Collins Fort Collins, CO
Supervised budget preparation and monitored expenditures for various funds and departments. Assisted in preparation of revenue forecasts for all funds during period of rapid growth. Conducted cost/benefit analyses of various company projects and practices.

EDUCATION

MPA, Financial Management New York University 1982
1st in Class New York, NY

B.A., (Government, Economics) Harvard University 1979
Cum laude Cambridge, MA