



City of Needles, California Request for City Council Action

☒ CITY COUNCIL ☐ NPUA ☐ SARDA ☒ Regular ☐ Special

Meeting Date: November 14, 2023

Title: Burke Consulting Group PLLC

Background: On November 6, 2023 staff completed a request for proposals (RFP) for Financial Accounting and Consulting Services. The City received the following two (2) bids:

Burke Consulting Group PLLC – Avg \$175/hr
Witten Resource Management Services - \$150/hr

The City of Needles is desiring to contract with a firm to provide specialized financial accounting and consulting services to the Finance Department. Some of the services the selected company will provide are on-call assistance and trainings and assistance with items such as audits and projects.

Although Burke Consulting Group is not the lowest bidder, we feel that the larger, diversified staff will be able to assist the City with the specialized services required.

Fiscal Impact: Not to exceed \$35,000 for a one year period. Funding will come from General Fund reserves.

Recommendation: Staff recommends retaining Burke Consulting Group PLLC for the Financial Accounting and Consulting Services for a one year period. Funding will come from General Fund reserves in an amount not to exceed \$35,000.

Submitted By: Barbara DiLeo, Finance Department

City Management Review:

Patricia M. G.

Date:

11-9-2023

Approved: ☐

Not Approved: ☐

Tabled: ☐

Other: ☐

Agenda Item: 10

Proposal

City of Needles

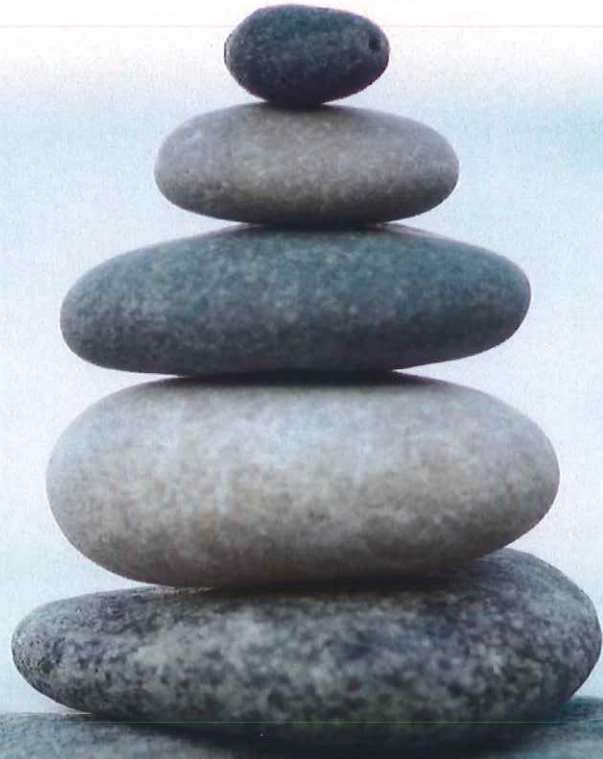


**Proposal to Perform Financial
Accounting and Consulting
Services**

Presented by
Burke Consulting Group PLLC
Vanessa Burke, CPA
Managing Principal

15411 W. Waddell Road
Ste 102252
Surprise, Arizona 85379
(480) 808-2875 | Office
(916) 230-7068 | Mobile

November 6, 2023





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November 6, 2023

Mr. Patrick Martinez
Interim City Manager
City of Needles
817 Third Street
Needles, CA 92363

Dear Mr. Martinez:

I am pleased to have an opportunity to respond to the City of Needles (City) Request for Proposal (RFP) to provide specialized Financial Accounting and Consulting Services (Project) and to provide our qualifications and experience for your evaluation and project needs. We understand that the time commitment to assist the City will begin upon contract execution and will continue for one year. Burke Consulting Group PLLC ("BCG") team's resumes are submitted for your consideration and participation in this opportunity. We value your confidence and feel strongly that our team's tenure with local governments throughout California and Arizona means that we will have the necessary experience to assist you in meeting your project demands.

One goal of BCG is to provide an alternative, and the necessary staffing relief, when agencies are facing transition periods to enable them to bridge the institutional knowledge gaps and to help advance its financial accounting and reporting functions. By engaging with BCG, we offer your staff more time to focus attention on the critical and most important aspects of operations such as the daily processing activities, hiring, automation, and process improvements.

We bring deep expertise and knowledge to our work, leveraging our experience and insights to provide innovative solutions to complex challenges.

BCG is a locally owned niche accounting and business advisory firm headquartered in Arizona that specializes in providing financial advisory and accounting services to governments and not-for-profits throughout the United States. Our proposed team has spent more than three decades focusing on public sector organizations, specifically in the areas of financial accounting, budgeting and organizational management and improvement. We can offer solutions that not only solve the problem but can be used in the future to stay on top of the forever changing and fast paced environment governments and not-for-profits face today. Gone is the old adage that government organizations do not need to be as nimble as fortune 500 companies. Today with all-eyes on government and not-for-profit agency financial performance, you face the same rigors of private companies while having to operate with limited budgets and revenue generation activities. Meaning agencies need to do more with less.

Burke Consulting Group, PLLC understands the services you have requested below and have provided the same or similar services to counties, special districts, and local governments:

- Provide on-call assistance and training in the areas of governmental accounting, budget, revenue and collection, auditing or other subjects within the consultant's specialized skill and expertise as requested.

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📞 Office | 4808082875
Direct | 9162307068
✉ vanessa@burkeconsulting.cpa
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- Assist with activities related to the preparation of schedules and reconciliations in support of the annual financial audit, other external audits or external reporting requirements as assigned.
- Provide training and assistance related to capital project accounting and grants as assigned.
- Assist with monthly close activities as assigned.
- Assist with other general accounting tasks as assigned.

We understand the highly technical expertise needed and have the experience to perform effectively and efficiently.

At the forefront of our vision, we operate under a philosophy of providing highly skilled and experienced professionals to our clients, without the high overhead costs in a traditional structure. We believe our qualifications and experience are unmatched in terms of our depth and breadth of expertise. Collectively, the proposed team has more than 60 years of experience with federal, state, and local government auditing, accounting, consulting, planning, budgeting, and debt and treasury functions.

Ms. Vanessa Burke will actively serve as the lead project manager. Ms. Burke has substantial government experience including turnaround experience having led one of the largest and most successful chapter 9 bankruptcies in U.S. history. Ms. Burke also has conducted hundreds of Financial Audits, Single Audits under Uniform Guidance for cities throughout California and Arizona, and for the University of California, and K-12 agencies. As the lead engagement partner for federal subrecipient monitoring programs for two of the top ten largest cities in the United States, she understands the federal rules and regulations that encompass federal grant funding programs and more. As the CFO for City of Stockton, Ms. Burke led all efforts in supporting the Single Audit which included large public works projects. Ms. Burke has also led accounting cleanup efforts as interim finance officer throughout local governments in California.

Ms. Burke has a team of professionals with a proven track record on similar projects. Ms. Susan Segovia was the finance director and debt and treasury manager where she led the accounting efforts for grants and debt management for two large Bay Area municipalities and for one of the largest not-for-profits focused on ending homelessness and providing affordable housing and shelter services to the community. Ms. Segovia also supported Ms. Burke and was critical in the turnaround and fiscal clean-up efforts, at the City of Oxnard. Mr. Russ Branson was the Deputy City Manager/Treasurer for the City of Roseville responsible for all Treasury and Finance functions and has worked on several projects with Ms. Burke. Most recently, he collaborated with Ms. Burke on two years of budget development and turnaround efforts for La Paz County, Arizona.

We expect that this Proposal demonstrates our team's ability to render the high-quality services you may require and within your timeframe. However, we feel strongly that relationships are built face to face and that meeting the complete team could be beneficial. We will make ourselves available and can answer any questions once you have had an opportunity to review our qualification.

This Proposal is a firm and irrevocable offer for the period covered by the contract.

Please feel free to contact me directly at 480-808-2875 or vanessa@burkeconsulting.cpa.

Very truly yours,

Vanessa I. Burke, CPA
Managing Principal



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Statement of Qualifications and Experience

Firm Overview

Burke Consulting Group PLLC was founded by Ms. Vanessa Burke. Ms. Burke has over 30 years of experience working with all levels of government but has primarily focused on local government, with specialized skill in distressed municipalities and financial crisis management. As an experienced Certified Public Accountant, it has been her passion in life to empower others and by founding her own firm to focus on lifting others up in the government and not-for-profit industries.

Ms Burke has devoted her life to “acts of service” which led her to establish a consulting practice that prioritizes helping individuals and organizations attain their objectives with confidence and ease. With more than three decades of experience in auditing, accounting, consulting, and finance, she has the expertise and insight to guide your business to the next level. As a situational leader and catalyst for change, she brings a unique skill set that combines finance and accounting with a commitment to authenticity and truth. You will find Ms. Burke actively communicating and engaging with her clients as she takes on their problems as her own. She is sincerely committed to finding practical solutions to help those she works alongside to succeed.

Ms. Burke has been privileged to have served clients across a wide range of industries, from large-scale public pension plans, insurance companies, risk management pools, not-for-profit, healthcare, technology, manufacturing and distribution and state, local and federal government entities. Throughout her professional career, she has held C-Suite executive leadership positions and as both CFO and Controller, tackled financial restructurings, turnarounds, municipal bankruptcies, distressed municipalities, and start-up companies. Her and her team’s vast experience



We can't become what we want by remaining where we are.

and trusted advisory status makes her and her team unique and well-equipped to address complex issues affecting governments and businesses alike.

If you're searching for a team of consultants who are experienced, knowledgeable, have an established track record in improving organizations and is genuinely dedicated to your success, look no further! Please schedule a meeting so that I can get to work to help you realize the goals you've set for your business's future.

Vanessa Burke
Managing Principal



Our Values

Diversity and Inclusion

Diversity and inclusion means recognizing the unique perspectives and experiences that everyone brings to our team and our work and drives everything we do. We believe in empowering the individual, not just the company.

Excellence

Excellence is more than just driving high-quality work. It means we inspire the people around us, build trust and set the standards of success for our teams and our client retention.

Client's Matter

We build strong partnerships with our clients, working collaboratively to achieve shared goals and create sustainable solutions that deliver long-term results.

Integrity and Honesty

We uphold the highest standards of ethical behavior, acting with honesty, fairness, and transparency in all our interactions with clients, colleagues, and stakeholders.

Skilled Experts

We bring deep expertise and knowledge to our work, leveraging our experience and insights to provide innovative solutions to complex challenges.

Continuous Learning

We are committed to continuous learning and improvement, staying up to date with the latest trends and best practices to ensure that we provide the most effective solutions to our clients.

Our Mission

Our mission is to provide high-quality, reliable, and exceptional client service. We strive to create a positive impact on the communities we serve and the environment by promoting sustainable business practices and supporting local organizations. We will be recognized as a leading employer because our work environment fosters individual growth and empowers our professionals to reach their full potential.

Our Vision

Our vision is to become a leader in providing innovative and sustainable solutions that enhance the lives of our client in ways that allow them to contribute to a better society. We aspire to build loyal customers and a diverse and inclusive workplace where our employees and their families can grow and thrive.



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Our Approach

Our service approach is to develop a partnership with you by creating a long-term business relationship that is rooted in a customer-centric philosophy, leveraging innovative strategies and personalized solutions to exceed your expectations and achieve your unique goals.





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Our Approach

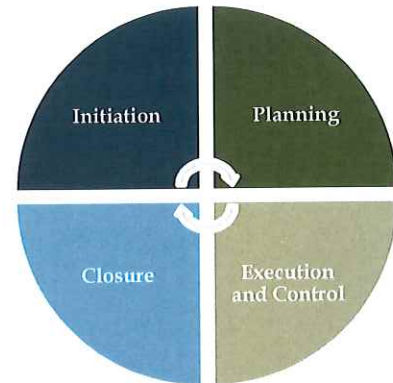
Our approach to project management follows a standard project lifecycle methodology. Though there are many alternative approaches to project management, we believe that these four core functions, when utilized together in a collaborative manner with our clients, provide the best possible outcomes. Why change what is working? To keep our internal teams informed we utilize Monday™ and Teams Meetings to communicate regularly on status of tasks and deliverables. We will schedule periodic update meetings with you to inform you of the status of the project and issues that may need your assistance in resolving.

1. Project Initiation:

- Define the project objectives, scope, and deliverables.
- Identify key stakeholders and establish communication channels.
- Formulate a project team and assign roles and responsibilities.
- Develop a project charter or kickoff document to outline the project's purpose and high-level plan.

2. Project Planning:

- Conduct a detailed assessment of project requirements, constraints, and risks.
- Create a work breakdown structure (WBS) to define project tasks and sub-tasks and assignments.
- Identify dependencies, milestones, and critical path.
- Develop a project schedule, including task durations and resource allocation.
- Estimate project costs and establish a budget.
- Define project quality standards and establish a quality management plan.
- Develop a communication plan to ensure effective information flow.



3. Execution and Control:

- Execute the project plan by assigning tasks and monitoring progress.
- Conduct regular project status meetings to review progress, address issues, and adjust as needed.
- Monitor project risks and implement risk mitigation strategies.
- Manage project resources.
- Track project expenses and ensure adherence to the budget.
- Monitor and control project quality through review and corrective actions.
- Maintain open communication with stakeholders and provide regular project updates.
- Document and manage project changes through a formal change control process.

4. Project Closure:

- Perform a final review and assessment of project deliverables against the defined objectives.
- Conduct project acceptance activities and obtain necessary approvals.
- Complete all project documentation, including lessons learned and final reports.
- Conduct a project review meeting to evaluate project success and identify areas for improvement.
- Transition project deliverables to the appropriate stakeholders or operational teams.
- Celebrate project completion and recognize the contributions of the project team members.



Our Understanding

Our understanding of the current situation confronting the City is that the City is looking for an alternative while the organization is undergoing staffing transitions in several key positions and is navigating the current talent shortage. We can assure you that your agency is not alone. A recent study by GFOA and Lightcast, *"Meeting Demand for State and Local Government Finance Jobs"* reiterates that this shortfall is real and that the search for alternatives to the traditional staffing models is now necessary. With several key departures in the Finance Department this can have a significant impact on capacity and existing resources requirements to complete the monthly and year-end accounting work. This in turn may impact your readiness for the year-end financial audit by your external auditors.

The City's longer-term need is to find advisory services to assist with the training and development of procedures and policies related to accounting and monitoring, or to strengthen the existing policies and procedures and to streamline the operation.

We understand that the scope of work under this project may vary but will include the following areas in the near term:

- Provide on-call assistance and training in the areas of governmental accounting, budget, revenue and collection, auditing or other subjects within the consultant's specialized skill and expertise as requested.
- Assist with activities related to the preparation of schedules and reconciliations in support of the annual financial audit, other external audits or external reporting requirements as assigned.
- Provide training and assistance related to capital project accounting and grants as assigned.
- Assist with monthly close activities as assigned.
- Assist with other general accounting tasks as assigned.

We understand that as a recipient of federal and other large capital project funding, these funds are intended to be used for specific purposes and the City must ensure that the funds are used appropriately. The goal of this project is to ensure the City can accomplish this, through its project accounting and we will use a variety of approaches to ensure that the City can meet the following:

1. Compliance Requirements: The government establishes compliance requirements that stipulate how the funds must be used and what documentation must be provided to demonstrate compliance. The recipients of federal funds are required to comply with these requirements and provide documentation to the government to demonstrate compliance.

2. Audits: The government may conduct audits of the recipients of federal funds to verify compliance with the compliance requirements. These audits may be conducted by the government or by independent auditors hired by the government.

3. Site Visits: The government may conduct site visits to the recipients or subrecipients of federal funds to verify compliance with the compliance requirements. During these site visits, the government may review documentation, observe operations, and interview staff to verify compliance.

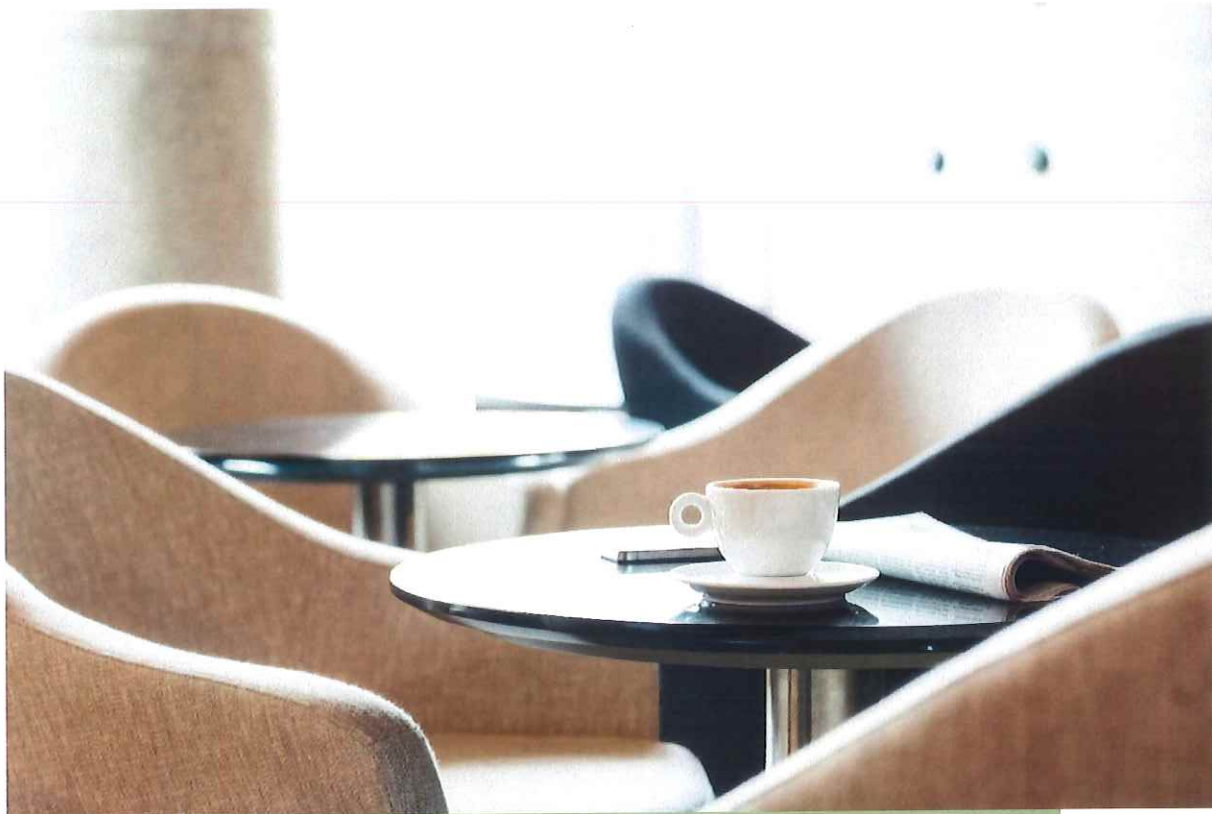
4. Reporting: The recipients of federal funds are required to submit regular reports to the government that demonstrate compliance with the compliance requirements. These reports may include financial reports, program reports, and progress reports.

5. Training: The government may provide training to the recipients of federal funds to ensure that they understand the compliance requirements and are able to comply with them.



6. Corrective Action Plans: Assist with identifying and establishing a comprehensive list of corrective actions that have been identified in past audits and develop monitoring tools to identify potential compliance issues and the status of the corrective action.

The above scope of work will be confirmed at an entrance conference with you upon our engagement and final contract terms.



Project Team Qualifications and Experience

Our Project Team will consist of professionals that have broad but deep expertise in public sector operations, accounting, budgeting, finance, and planning.

Burke Consulting Group offers access to a wide range of technical capabilities and can provide not only technical support in financial operations audits but also offer problem-solving capabilities governments and not-for-profits need as they encounter issues that can range from new funding sources to project planning and implementation of new standards and regulations. You can expect personal involvement of the complete project team.

Resumes of the Project Team are submitted for your consideration on the following pages. Burke Consulting Group PLLC is an Equal Opportunity employer and complies with all Federal and State hiring requirements.

VANESSA BURKE

Managing Principal

ABOUT ME

As an experienced Certified Public Accountant, it is my passion in life to empower others. My purpose is realized through "acts of service" which has led me to establish a consulting practice and build a highly skilled team that prioritizes helping individuals and organizations attain their objectives with confidence and ease and to place priority on people over profits. With over three decades of experience in public sector and not-for-profit auditing, accounting, consulting, and finance, I have developed the expertise and insight to not only lead a team through complex projects but to help guide your business to the next level.

With over thirty years of experience in auditing and accounting, I have been privileged to serve clients across a wide range of industries, from small local governments to large-scale insurance companies, not-for-profits, healthcare, technology, and manufacturing and distribution and government entities. Throughout my career I have also held executive leadership positions as both CFO and Controller, tackling financial restructurings, turnarounds, municipal bankruptcies, and distressed municipalities. My vast experience and trusted advisory status make me well-equipped to address complex issues affecting government and businesses alike.

My professional career was established and grounded with large National firms including Grant Thornton LLP, Moss Adams LLP, and PricewaterhouseCoopers where I specialized in government and not-for-profit auditing, accounting, and consulting. In 2012, I was appointed as the Chief Financial Officer for the City of Stockton, with a team of nearly 100 employees in my department, successfully navigated the City's chapter 9 bankruptcy and testified on trial during the bankruptcy hearings.

As a frequently sought-after speaker, I have presented on a variety of technical and non-technical topics for the ASCPA, CalCPA, Women in Public Finance, CSU, San Francisco, Santa Clara University, CSMFO, League of California Cities, and Beta Alpha Psi.

Licensed as a CPA in the State of California (#67673).

EXPERIENCE

Agency

Rancho Murieta Community Services District

Community Facilities District 2014-01

City of Stockton

City of Patterson

City of Oxnard

City of San Bernardino

City of Hopewell, VA

La Paz County, Arizona

City of Beaumont, CA

City of Lodi

City of Napa

City of Redding

CalPERS

City of Cottonwood, AZ

City of Phoenix, Human Services Department

City of San Jose, Housing Department

Scope of Service

Restructuring / Accounting Close / Audit Readiness / Policy Review

Accounting Close / Audit Readiness / Process and Policy Review

Chief Financial Officer (2011-2015)

Interim Finance Director / Audit Readiness (2015-2016)

Audit Readiness

Chapter 9 Consultant / Financial Costing and Analysis School District – Accounting Close and Audit Readiness Annual Budget Process, Development and Adoption (2022 and 2023)

Financial Restructuring and Advisory Services, Litigation Support – Master Lease Revenue Bonds

Annual Financial Audit, Single Audit, AUP

Annual Financial Audit, Single Audit, AUP

Annual Financial Audit, Single Audit, AUP

Annual Financial Audit

Annual Financial Audit, Single Audit, AUP

Annual Subrecipient Monitoring for City – Workforce

Opportunity Investment Grants, Head Start, Victims Services, Homeless Services

Annual Subrecipient Monitoring for City – Community

Development Block Grant – Homeless and Housing Programs, Emergency Shelter Grants

EDUCATION

UNIVERSITY/COLLEGES

- BS, Business Administration, Concentration in Accounting, CSU, Sacramento, 1988

ACCOMPLISHMENTS

- Women to Watch Awards Nominee, CalCPA (2016)
- Certified Public Finance Officer (2017)

ORGANIZATIONS

- AICPA, Member
- CalCPA, Member
- ASCPA, Member
- American Bankruptcy Institute, Past-Member
- ASCPA Government Conference, Chair (2022, 2023)
- CalCPA Government Conference, Co-Chair (2013-2020)
- CalCPA Management of an Accounting Practice Committee, Member

PROFESSIONAL

CONTACT

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@ vanessa@burkeconsulting.cpa

California, Arizona, Nevada, Utah,
Virginia

SKILLS

Analytical (10/10)



Attention to Details (8/10)



Teamwork (10/10)



Interpersonal (9/10)



Adaptability (8/10)



Problem Solving (8/10)



RUSS BRANSON

Special Advisor

ABOUT ME

Russ Branson is the founder of Russ Branson Consulting. Russ works with local governments and special districts addressing difficult financial issues facing municipal governments today. Russ has developed budget forecasting models, performed financial condition analysis, and evaluated fees and special tax districts for his city, county, and special district clients. Prior to starting his own firm, Russ was a Director for Public Financial Management (PFM) responsible for overseeing a range of services including the development of long-range financial plans, ensuring sustainable financial health, and optimizing municipal performance.

Russ spent 13½ years with the City of Roseville, California in financial leadership positions, including Assistant City Manager and Treasurer, overseeing Finance and Administrative Services. The City of Roseville is a full-service City which also has electric, water, wastewater, and solid waste utilities.

Before joining the City of Roseville, Russ was a principal with Economic and Planning Systems (EPS), an urban economics consultancy, where he spent more than a decade providing clients with services including impact fee studies, infrastructure financing plans, and the establishment of special taxing districts. He spent the early years of his career with the Sacramento Area Council of Governments.

EXPERIENCE

2019-Present

Russ Branson Consulting - Founder

Leader of consulting practice servicing municipal clients in analyzing and addressing issues of poor fiscal condition, work force issues, budget forecasting, and organizational assessment. In this capacity, Mr. Branson works cooperatively with clients to identify and address the most intractable issues facing governmental agencies today. Work has included budget forecasts, fee analysis, special taxing districts, and financial condition analysis for arbitration and Fact-Finding hearings.

2013 to 2019

Public Financial Management - Director

Responsible for growing the Municipal and Budget Consulting (MBC) practice for PFM in the western United States. PFM's MBC practice works with a variety of municipal clients on strategic consulting issues related to all aspects of municipal governance and budget management. In this role, Mr. Branson has led engagements focused on long-term budget forecasts and financial planning, utility capital facility financing, organizational analysis, and workforce support analysis. Mr. Branson is responsible for generating work, managing the completion of consulting assignments, and maintaining positive client relations. Has presented results of work to City Councils, County and special district boards, and State legislators.

2000 to 2013

City of Roseville - Assistant City Manager / Treasurer

Served on the leadership team with the City Manager and one other ACM; oversaw the operations of the City of Roseville. Had responsibility over the Human Resources, Information Technology, Central Services (fleet maintenance, building maintenance, purchasing), and City Clerk departments. Oversaw all aspects of the Finance department as well as the issuance and tracking of City debt, meter reading, and utility billing. Was the City's Treasurer for all cash management and investment of \$500 million in idle funds. Also held the positions of Administrative Services Director/Treasurer and Finance Director/Treasurer during this time period. Successfully managed City finances through economic crisis by recognizing coming issues early and providing budget solutions in a proactive fashion. Provided support to 15 operating departments in all facets of municipal finance, functioning as an in-house consultant.

1998 to 2000

Economic and Planning Systems - Principal

EPS is a large urban economics consulting firm with offices in Berkeley, Sacramento, and Denver. Performed work across many disciplines, including: establishment of special financing districts, impact fee studies, wastewater rate studies, market analysis, fiscal studies, school funding, infrastructure financing plans, and redevelopment plans. Accomplishments: Grew the Sacramento office from two employees to more than 25 over a ten-year period; Maintained ten to fifteen active client relationships at any given time; Collaborated with public sector staff, land use/bond attorneys, engineers, planners, developers, and the public statewide to accomplish client goals; Managed professional staff across disciplines and between various EPS offices.

EDUCATION

UNIVERSITY/COLLEGES

- BA, Psychology, CSU, Sacramento, 1980
- MBA, CSU Sacramento, 1990

ACCOMPLISHMENTS

- Public Agency CFO of the Year, Sacramento Business Journal (2012)
- Award of Excellence in Public Finance, California Public Securities Association (2013)
- Local Agency Investment Board, Appointed by the CA State Treasurer

ORGANIZATIONS

- CSMFO, Member
- One-Community Health, Sacramento, CA – Audit Committee Member
- UC Davis Extension Instructor – Financial Aspects of Planning

PROFESSIONAL

CONTACT



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+1 916 747 7834 cell



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California, Arizona, Washington,
New York

SKILLS

Analytical (10/10)



Attention to Details (7/10)



Teamwork (8/10)



Interpersonal (9/10)



Adaptability (9/10)



Problem Solving (10/10)



SUSAN SEGOVIA

Senior Financial Manager

ABOUT ME

During Susan's 30-year career in Public Sector Finance, she has specialized in all functional areas of finance for both local governments and not-for-profits. Her work has included leadership and supervisory roles within Debt, Budget, Treasury, General Accounting and Grants.

At the City of Richmond, Susan was responsible for the management of the City's \$500 million debt portfolio which consisted of the issuance of revenue bonds, certificates of participation, general obligation bonds and pension obligation bonds. During her 11-year tenure in this role, she achieved over \$75 million in cost savings for the city through strategic structuring. Additionally, she was responsible for the City's three non-PERS pension plans, including the actuarial analysis, recording of the expense and liability, and analysis of available funding strategies.

Susan has been the lead for external financial and compliance audits including Single Audits under Uniform Guidance. She has overseen the production of all PBC items, including reconciliations of general ledger accounts, preparation of year-end schedules, and preparation of the Schedule of Expenditure of Federal Awards and the Annual Comprehensive Financial Report. She has also been primarily responsible for all post-award administration of grants including the filing of cost reimbursement claims, indirect costs, and other oversight responsibilities such as subrecipient monitoring.

EXPERIENCE

2020-2023

Shelter, Inc. – Accounting Manager

Provided leadership, guidance and oversight of Shelter, Inc. and its affiliated organization's financial resources. Provided on-going support using ERP systems for budgeting, financial reporting activities, grants and audits. Utilized established finance practices and ensure compliance with policies and procedures for the accounting activities of the organizations, including accounts payable, general ledger entries and reconciliations, grants and payroll and related regulatory filings. Also provided technology administration oversight for financial systems utilized by the organization(s).

2016 to 2020

City of Albany – Senior Accountant

Under direction of the Finance Director, assists in developing plans, organizes and directs the programs and activities of the Finance Department; performs professional level work in support of all City financial activities; coordinates and assists in the production and administration of the City's budget; City's purchasing functions; oversees activities and performance of many of the reporting, auditing, contract interpretation and other day-to-day functions; implements departmental planning and operational goals and objectives that furthers City goals and objectives; provides highly responsible and complex professional assistance to the Finance Director, and ultimately City Council and operating departments.

2016 to 2016

Regional Government Solutions - Financial Analyst

Performed a full range of varied, responsible, professional, and complex technical administrative and analytical duties of assigned department and/or division; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; develops, summarizes, and maintains administrative and fiscal records; oversees the Billing process and manages Account Receivable; manages special projects, and studies, and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

1995 to 2016

City of Richmond, CA – Debt Analyst

Provided lead and backup support to bond financing. Reviewed agency cash flow projections to ensure adequate sources of repayment and sound financial structure of bonds issued. Coordinated the preparation of related documents, including loan documents on private placements and preliminary and final official statements on public offerings. Ensured adequate disclosure of relevant material and compliance with rules, laws and issuance procedures. Coordinate closing and settlement arrangements for bond transactions. Determined legal compliance with prescribed guidelines, rules and laws. Worked with the Division Director to ensure debt is correctly tracked and bond data is accurately disseminated. Developed the city's debt policy, swap policy and reserve policy. Prepared requests for proposals (RFP), analyzed applicants and assisted in the selection of bond professionals such as bond counsel, underwriter, financial advisor and trustee.

EDUCATION

UNIVERSITY

Holy Names University

PROFESSIONAL

ORGANIZATIONS

CSMFO, GFOA, Women in Public Finance, National Grants Management Assoc

CONTACT

+1 480 808 3875 office
+1 510 939 4318 cell

@ Susan.segovia@munihelpllc.com

📍 Nevada, Arizona, California, Utah

SKILLS

Analytical (8/10)

●●●●●●●●○○

Attention to Details (9/10)

●●●●●●●●●○

Teamwork (10/10)

●●●●●●●●●●

Interpersonal (8/10)

●●●●●●●●○○

Adaptability (7/10)

●●●●●●○○○

Problem Solving (7/10)

●●●●●●○○○



Our Services

Our comprehensive range of services combines innovative solutions, expert guidance, and unparalleled dedication to deliver exceptional results and drive your business forward.



Our clients are served by a collaborative team of professionals committed to creating a non-disruptive and efficient environment. Our project team is staffed with experienced professionals that can quickly resolve issues in the areas of accounting, auditing, finance, budget, personnel, and other operational areas. Our service goal is to offer timely resolution of unique or complex transactions as they occur, but to also provide you with industry-focused technical expertise that is on the horizon and best practices within the industry. We firmly believe in effective two-way communication and partnering with you on these matters in a collaborative way.



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Our Services

As certified public accountants (CPAs) and public sector consultants, we offer a wide range of consulting services to our clients beyond traditional bookkeeping, tax preparation and financial reporting. By leveraging our deep expertise and skills in the public sector and not-for-profit industries, we are poised to help you to make better financial decisions and ultimately achieve your goals.

Our CPAs and public sector consultants are invaluable resources to businesses and individuals seeking to improve their financial health and to make better strategic decisions overall.



- **Annual Comprehensive Financial Reports:** Assist with the preparation and review of the annual comprehensive financial reports and disclosures against the Government Financial Officers Association standards for excellence in financial reporting.
- **Monthly Accounting and Year-End Close:** Assist in monthly accounting and year-end close activities of the organization in areas of revenue and expenses, assets, liabilities, and net position/fund balance.
- **Preparation of Budget and Actual Reports:** Oversee preparation and submission of budget comparison financial reports to governing bodies and stakeholders, as well as ensure compliance with financial reporting standards and regulations.
- **Audit Readiness:** Assist with the preparation or review of financial records including reconciliations and schedules to ensure accuracy, compliance with regulations and adherence to accounting standards. Support audit activities for external financial audits and by regulatory bodies.
- **Training and Development:** Provide in-house or virtual training on public sector and not-for-profit topics including the principles, concepts and practices related to financial record-keeping, analysis, and reporting to provide individuals with the necessary knowledge and skills to perform accounting tasks accurately and efficiently.
- **Financial Planning and Analysis:** Provide financial planning and analysis services to help our clients make informed decisions about their financial strategy. This includes developing financial models, forecasting future cash flows, and analyzing financial data to identify trends and opportunities for growth.
- **Budgeting and Forecasting:** Assist in budget development and management, including forecasting revenue and expenses, and identifying areas where costs can be reduced, or revenue can be increased.
- **Grant Reporting and Compliance:** Oversee the preparation and submission of grant financial reports to regulatory agencies, as well as ensure compliance with financial reporting standards and regulations.
- **Cash Flow Management:** Assisting with cash flow management, including monitoring cash balances, managing working capital, and developing strategies to optimize cash management.
- **Risk Management:** Identify and manage financial risks, including credit risk, market risk, and operational risk.
- **Strategic Planning:** We can help your business develop long-term strategies for growth and success. This involves analyzing market trends, identifying opportunities and threats, and developing a plan to achieve short and long-term goals.
- **Budget Development:** The budget serves as a financial blueprint for the organization. Services include planning, preparing, and delivering the annual budget, both preliminary and final, for adoption.
- **Revenue Projections:** Analyze identified revenue streams for the organization against expectations from various sources, economic indicators, historical data, and future forecasted trends.
- **Policies and Procedure:** Oversee the review of current policies and processes in place against practices. Identify best practices. Develop or revise existing policies including drafting, reviewing, and revising the policy documents with key stakeholders.
- **Fractional / Interim CFO:** A fractional or interim CFO may be a cost-effective solution to aid the organization when there is turnover in key positions or during periods of rapid growth or decline. Our financial professionals provide strategic guidance and oversight on a part-time or project basis and leadership collaboration with those charged with governance.
- **Studies, Research and Analysis:** Complex issues may require research and analysis to gather quantitative and qualitative evidence, conduct studies, and offer written alternatives and solutions to solve the problem.



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Professional Fees and Expenses

Because there are a variety of tasks within this initial scope of services, we believe having an hourly time and materials contract is best suited for the City for these services as opposed to a monthly retainer. As work is underway and defined tasks are established on a routine basis, we would re-evaluate that with the City.

The following rates are applicable to the scope of services as outlined in *Our Understanding* of services that are being requested by the City. These rates do not include out-of-pocket expenses which may include lodging, air and ground transportation, travel meals at per diem rates and other incidental expenses to the travel.

Position	Hourly Rate
Managing Principal/Special Advisor	\$260
Principal/Senior Manager	\$225
Supervisory Consultant	\$200
Senior Consultant/Financial Manager	\$175
Staff Consultant	\$150
Analyst	\$125
Administrative	\$100

We may add additional positions and personnel to the project as the nature of the project may change, but not without your mutual agreement and review in advance of rendering those services.

Where possible we will leverage our work to the lowest rates possible and work performed by the district's personnel given the complexity of the assignments involved. This may involve utilizing, at our discretion, other subcontractors. We will take responsibility for the quality control, accuracy and completion of all work performed by subcontractors.

With our remote work environment, we will keep travel to a minimum, absent our or your need to have face-to-face meetings with your team and other City personnel and to access records.

Additional services may be requested that are beyond the initial scope of this proposal. Should those services be required, we will work with you to develop a mutual scope of work and those services will be billed at our below standard hourly rates:

Position	All-Inclusive Hourly Rate
Managing Principal/Special Advisor	\$290
Principal/Senior Manager	\$255
Supervisory Consultant	\$230
Senior Consultant/Financial Manager	\$200
Staff Consultant	\$180
Analyst	\$155
Administrative	\$100



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BURKE

CONSULTING GROUP PLLC

October 24th, 2023

**Proposal Response for Request for Proposal
City of Needles
Financial Accounting & Consulting Services**

Respondent:

Company Name: Witten Resource Management Services

Staff: Kim Witten, Owner, Resource Specialist

Address:

41302 Avenue 11

Madera, CA 93636

Phone: 559-416-6667

Email: kwitten@wittenresourcemgmt.com

Website: www.wittenresourcemgmt.com

**Witten Resource Management Services
Proposal for City of Needles
Financial Accounting & Consulting Services**

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I, Kim Witten, Owner of Witten Resource Management Services fully understand the scope details outlined in the City of Needles RFP to provide financial accounting & consulting services such as on call assistance and training on governmental accounting, budgeting, and auditing, annual financial audits, capital project accounting and grants, monthly close out activities and any other general accounting tasks as needed by the City of Needles. You have our company's commitment and interest to perform the work within the stated time and to complete the work needed presented in the scope. While our firm takes on more than one project at a time, you have our dedication and availability to the City of Needles for financial accounting & consulting services.

Witten Resource Management Services has an educational background in business administration and accounting. Additionally, our firm has 5 years in grant management, 10 years working with counties and the state and 15 years in auditing services including budgets, general ledgers, financials, fees, reports, and overall demographics. Our Firm also has 15 years in accounting services (including budgets and fee structure), 15 years in administrative services, 10 years in reporting processes and 10 years in data analysis and configuration.

Witten Resource Management takes pride in the meticulous ways we conduct our audits and accounting services. Our company's goal is to provide the best service to our constituents and to continue to provide quality and efficient outcomes.

If you have any further questions, please feel free to contact me at (559)416-6667 or email me at kwitten@wittenresourcemgmt.com.

Kim Witten, Owner
Witten Resource Management

Firm's Background & Organization

Persons authorized to execute this proposal:

Kim Witten, Owner, Resource Specialist

Witten Resource Management Services was founded in 2023 with 1 employee, Kim Witten, Owner. This company specializes in business management, database management, data analysis, auditing & accounting, reporting and resource specialist activities. This company's local office is located at the residence of Kim Witten.

There will not be any use of subcontractors for this proposal.

Current & Previous Projects:

Madera County Water & Natural Resources:

Types of tasks performed -

- Financial Budget, General Ledger & Funds including fiscal year close out, monthly tracking & close out and auditing of multiple accounts.
- Fee Structure & Compliance including rate studies, user fees and auditing of all fees and accounts.
- Grant Awards & Contracts including tracking, management, invoicing, and reimbursement.
- Water Allocation Computation & Analysis
- Compliance with Regulatory Statutes & Laws
- Database Performance
- Standard Operating Procedures including writing and training of all SOPs for department for all activities.

Madera County Environmental Health:

Types of audits performed -

- Financial Budget, General Ledger & Funds including fiscal year close out, monthly tracking & close out and auditing of multiple accounts.
- Fee Structure & Compliance including rate studies, user fees and auditing of all fees and accounts.
- Compliance with Regulatory Statutes & Laws
- Database Performance
- Standard Operating Procedures including writing and training of all SOPs for department for all activities.

References:

- Stephanie Anagnoson, Director of Water & Natural Resources
559-662-8015 stephanie.anagnoson@maderacounty.com
- Dexter Marr, Deputy Director of Environmental Health
559-675-7823 d.marr@maderacounty.com
- Annette Kephart, Senior Planner Planning Division
559-675-7821 annette.kephart@maderacounty.com

Previous/Current workload:

Madera County Water & Natural Resource – Water Resource Specialist II (2018- Current)

- Assist in creating and building initial budget for Groundwater Sustainability Agency including fee generation and analysis of professional services needed for agency compliance including budget forecasting.
- Perform initial database set up, research and analysis of public information pertaining to the agency.
- Continuous audit analysis and maintenance of public information pertaining to the agency and its database, updates performed as needed (including changes, additions or deletions).
- Compile reports for public pertaining to fees and allocations from the Groundwater Sustainability Agency.
- Audit of allocations compared to other outside reporting systems as necessary for compliance.
- Generate penalty fees and generate mock invoices for future billing in accordance with the Madera County penalty guidelines.
- Supply annual change requests as needed and annually for overall changes made to the database systems within Madera County or outside correspondence.
- Generate mock monthly and annual allocation reports necessary in accordance with the Madera County resolutions for the Groundwater Sustainability Agency.
- Assists and reviews in continued annual department budget and revenue and provides necessary feedback or recommendations to staff for future needs of department.
- Data analysis of previous allocation data and relevance for future endeavors or programs needs of department.
- Audit fee structure, data sets and other software inputs and provides necessary feedback or recommendations to staff for future needs of department.
- Generates detailed reports or correspondence of analysis for constituents.

Madera County Environmental Health – Administrative Analyst II (2014- 2018)

- Maintain accounting and financial transactions and records for multiple general ledger accounts including accounts payable and receivable.
- Participate in budget and controlling expenditures, budget forecasting, auditing records and funds, monitoring multiple accounts on an annual basis.
- Generate reports for public entities or constituents for public service requests.
- Maintain database for public entities or constituents for compliance.
- Audit multiple general ledgers for accuracy and compliance with Madera County and provide feedback about needs for department as applicable.

Firm's Ability to Provide Services:

Kim Witten, Resource Specialist, will be the sole staff performing the tasks outlined in the scope. See the above section in technical abilities and experience for background. These tasks will be self-supervised with periodic check-ins and updates to the City of Needles as progress is made. If awarded, I will perform the outlined tasks to complete the scope of work detailed in the proposal provided by the City of Needles for the performance audit.

Task 1. On Call Services

- Provide on-call assistance and training in governmental accounting, revenue and collection, auditing, or other subjects our firm may be of assistance in.
- Assist with activities related to the preparation of schedules and reconciliations in support of the annual financial audit, other external audits or external reporting requirements as assigned.
- Provide training and assistance related to capital project accounting and grants as assigned.
- Assist with monthly close out activities as assigned.
- Assist with other general accounting tasks as assigned.

*The evaluation process will begin within 30 days of the awarded contract

Witten Resource Management does not have any past, current, or pending litigation resulting from professional services rendered over the past 5 years. Witten Resource Management has not had any security breaches in the life of the firm and this proposal does not fall into the public disclosure exemption.

Deliverables:

- Technical memorandum of tentative timeline of services
- Any documents our firm assists with for any of the above tasks as needed, we will provide a draft and a final copy to the City of Needles.
-

Needs from the City Needles:

- Main contact personnel for whom I will be contacting for any assigned tasks.
- Documents or access to programs needed to perform tasks as assigned.
- Any other items the City of Needles finds necessary for the success of completion of all tasks.



Kim Witten, Resource Specialist
Phone: 559-416-6667
Email: kwitten@wittenresourcemgmt.com

Proposed Timeline Schedule & Costs City of Needles Financial Accounting & Consulting Services

Please see below for the proposed timeline schedule and cost of our services.

Billing & Payment Expectations: Invoices will be submitted to the City of Needles at the beginning of each month for payment within 30 days of the date of the invoice. Deposit payment would be preferred but also can accept checks from the City of Needles.

Our timeline schedule and costs are averaged on a monthly schedule. Depending on the task associated with the needs for accounting, training, and auditing, hours may vary month to month. Total overall cost may vary depending on the amount of hours needed by our firm throughout the term and will not exceed the attached overall cost and may be lower or extended into an additional term.

Any additional services needed outside of the current scope will require an amendment to the contract with a new scope of services and costs. General rates are (Kim Witten, Sole staff, owner, resource specialist) \$150/Hour with tentative additional costs depending on the services needed by the City of Needles.

1. In person meeting breakdown for services (Zoom meetings would not include travel costs)

Meeting Cost (In Person) x 2 Days	
Resource Specialist (Half Day @ \$150/Hour)	\$ 1,200.00
Travel Cost	\$ 1,330.00
Total Meeting Cost	\$ 2,530.00

****Zoom meetings would exclude travel costs****

2. Breakdown of timeline and cost for completion of services

Financial Accounting & Consulting Services (On Call)	23-Dec	24-Jan	24-Feb	24-Mar	24-Apr	24-May	24-Jun	24-Jul	24-Aug	24-Sep	24-Oct	24-Nov
Task 1. On Call Services	80	80	80	80	80	80	80	80	80	80	80	80
Task 2. - Tentative Travel Costs												
Per Diem (Up to 3 nights) - Up to \$65/Day	0	200	0	200	0	200	0	200	0	200	0	200
Hotel (Up to 3 nights) - Up to \$125/Night	0	550	0	550	0	550	0	550	0	550	0	550
Mileage, Airfare, Car Rental	0	550	0	550	0	550	0	550	0	550	0	550
Incidentals (Up to 3 nights) - \$5 Per Incident	0	30	0	30	0	30	0	30	0	30	0	30
Hours Per Month	80	80	80	80	80	80	80	80	80	80	80	80
Travel Costs	\$ -	\$ 1,330.00	\$ -	\$ 1,330.00	\$ -	\$ 1,330.00	\$ -	\$ 1,330.00	\$ -	\$ 1,330.00	\$ -	\$ 1,330.00
Monthly Cost	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00	12,000.00
Grand Total	\$ 12,000.00	\$ 13,330.00	\$ 12,000.00	\$ 13,330.00	\$ 12,000.00	\$ 13,330.00	\$ 12,000.00	\$ 13,330.00	\$ 12,000.00	\$ 13,330.00	\$ 12,000.00	\$ 13,330.00

****Hours are approximate to the maxed hours possibly needed for services and may be lesser depending on analysis spectrum****

**** Travel costs may decrease if more tasks or meetings are done remotely****

Total Cost of Services	\$ 87,990.00
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