



**TOWN OF MILLIKEN  
TOWN BOARD OF TRUSTEES  
AGENDA MEMORANDUM**

To: Mayor Woodcock and Town Board of Trustees	Meeting Date:
From: Kent Brown, Town Administrator	Wednesday, August 24, 2016

Agenda Item #	Action: <b>X</b>	Discussion:	Information:
Agenda Title: Consideration of an Agreement between the Town of Milliken and Pinnacle Consulting Group for Finance/Accounting Services for the Town			
Attachments: Proposed agreement			

**PURPOSE**

To review and consider approval of an agreement by and between the Town of Milliken and Pinnacle Consulting Group to provide limited Finance/Accounting Services on an as needed basis for the Town.

**BACKGROUND**

In the hiring process for a finance director, it became apparent that staff might have to look at a different model. In a discussion with CSAFE representative, a recommendation was made to look into firms that could provide oversight and additional expertise on an as needed basis to assist current staff. To provide services in preparing quarterly financial reports, review budgets and prepare financial information for the annual audit process in coordination with staff was the primary considerations in meeting with these firms. Contact was made with 3 different firms. A proposal was received from Pinnacle Consulting Group, Inc. that met the criteria with the flexibility for adjustments as the services are reassessed according to the Town's needs. The proposal is for as needed services only and can be cancelled by the Town if necessary.

**BUDGET IMPLICATIONS**

By not hiring a finance director and using current staff, the cost for the consulting services can be met with the budget already set for 2016.

**RECOMMENDATION**

Staff recommends contracting with the Pinnacle Consulting Group, Inc. for finance/accounting services on an as needed basis in a professional services agreement based on the attached proposal.

## **SUGGESTED MOTION**

**"I move to approve the agreement by and between the Town of Milliken and Pinnacle Consulting Group, Inc. for finance/accounting services for 2016."**



August 5, 2016

Town of Milliken  
Attn: Kent Brown, Town Administrator

Via Email: [kbrown@millikenco.gov](mailto:kbrown@millikenco.gov)

Re: Finance / Accounting Services

Dear Kent:

We appreciate the opportunity to provide our proposal for Finance / Accounting Services for the Town of Milliken. Through the information provided we believe we have an understanding of the needed services for the Town.

#### Estimated Services and Associated Cost

Our recommendation is to work at your office 8 hours per week at an estimated cost of \$3,500 - \$4,500 per month, based on hourly rates ranging between \$110 to \$130 per hour in 2016. The proposed services are provided as an estimate and will be reassessed as the Town's needs are further determined. The provided services will be billed hourly per the contracted billing rate schedule. Additional management, administrative and financial services will be available upon request by the Town.

#### Pinnacle Team

To ensure your success we have identified the Pinnacle team that will be assigned to your Town. Leading the Financial / Accounting services will be Brendan Campbell and Molly Janzen.

#### Pinnacle Consulting Group, Inc. Overview

Pinnacle Consulting Group, Inc. was founded in late 2003 by the principals of the company Peggy Dowsell and Chad Walker. Pinnacle was founded to serve the needs of local governments. We understand the increasing service needs of governments with limited budgets.

Pinnacle Consulting Group, Inc. has a combined experience of over fifty years working with governmental entities. Our services are flexible enough to meet the needs of the Town in the most effective manner. Our expertise enables us to provide management and accounting services for counties, municipalities and special districts. Over the years we have developed strong, productive relationships with our boards, local towns, cities, counties and the State of Colorado. We acknowledge the necessity of strong relationships to promote long term mutual success.

Pinnacle Consulting Group, Inc. has managed over 100 governmental entities, including Title 32 special districts, special improvement districts, cities, and urban renewal authorities. The key to our districts success is the formal "Pinnacle Structure" of clear deadlines, defined scope, and standard operating policies and procedures. We understand that the success of Pinnacle is dependent upon the success of our individual clients.

With Pinnacle's experience with governmental entities, we are confident we will be able to efficiently serve you and your constituents' needs.

Loveland  
1627 East 18<sup>th</sup> Street, Loveland, CO 80538  
(970) 669.3611

Denver  
5300 DTC Parkway, Suite 260, Greenwood Village, CO 80111  
(303) 333.4380

[www.PinnacleConsultingGroupInc.com](http://www.PinnacleConsultingGroupInc.com)



We appreciate the opportunity to serve the Town's needs with our experienced and loyal staff. Please contact us at your earliest convenience to review and finalize the proposed services.

Sincerely,

A handwritten signature in black ink, appearing to read "Brendan Campbell".

Brendan Campbell, CPA  
Finance and Accounting

A handwritten signature in black ink, appearing to read "Chad Walker".

Chad Walker  
Principal

A handwritten signature in blue ink, appearing to read "Peggy Dowswell".

Peggy Dowswell, CPA  
Principal