

ORDINANCE/RESOLUTION REQUEST

Please email requests to the Mayor's Legislative Team
at MailHighOrdinance@DenverGov.org by **3:00pm on Monday**.

**All fields must be completed.*
Incomplete request forms will be returned to sender which may cause a delay in processing.*

Date of Request: July 2, 2014

Please mark one: Bill Request or Resolution Request

1. Has your agency submitted this request in the last 12 months?

Yes No

If yes, please explain:

2. **Title:** *(Include a concise, one sentence description – please include name of company or contractor and contract control number - that clearly indicates the type of request: grant acceptance, contract execution, amendment, municipal code change, supplemental request, etc.)*

To approve the Mayoral appointment of Catherine Dockery to the Denver Commission on Aging for terms effective immediately and expiring August 31, 2016 OR until a successor is duly appointed.

3. **Requesting Agency:** Mayor's Office

4. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

5. **Contact Person:** *(With actual knowledge of proposed ordinance/resolution who will present the item at Mayor-Council and who will be available for first and second reading, if necessary.)*

- **Name:** Anthony Aragon
- **Phone:** 720-865-9032
- **Email:** anthony.aragon@denvergov.org

6. **General description of proposed ordinance including contract scope of work if applicable:**

[Insert general description here.]

****Please complete the following fields:** *(Incomplete fields may result in a delay in processing. If a field is not applicable, please enter N/A for that field – please do not leave blank.)*

- a. **Contract Control Number:**
- b. **Duration:** Terms effective immediately and expiring August 31, 2016
- c. **Location:**
- d. **Affected Council District:**
- e. **Benefits:**
- f. **Costs:**

7. **Is there any controversy surrounding this ordinance?** *(Groups or individuals who may have concerns about it?) Please explain.*

[Start typing here.]

To be completed by Mayor's Legislative Team:

SIRE Tracking Number: _____

Date Entered: _____

CATHERINE DOCKERY

720-913-5539 * 1526 W. FAIR AVE. * LITTLETON, CO 80120 * CATHERINE.DOCKERY@DENVERGOV.ORG

SUMMARY OF QUALIFICATIONS

- ♣ B.A in Communications
- ♣ MPA in Public Administration
- ♣ Understanding of Government Institutions and Processes
- ♣ Understanding of Citizen Engagement
- ♣ State and local government experience
- ♣ Extensive strategic planning
- ♣ Successful team member
- ♣ Broad writing experience

WORK EXPERIENCE

CITY AND COUNTY OF DENVER – BUDGET AND MANAGEMENT OFFICE (JUNE 2007-PRESENT)

SENIOR FINANCIAL MANAGEMENT ANALYST

- Assist in developing the Mayor's budget and have been responsible for analyzing operating and capital budgets.
- Analyze agency operations and city-wide systems in order to deliver services more efficiently and effectively. Responsible for writing findings and recommendations made to the Chief Financial Officer and the Mayor.
- Participated in citywide strategic planning committees such as the Mayor's Parking Policy Council, Special Districts Advisory Council and the Facility Management Shared Services Committee. Responsible for facilitating the outcome of the final strategic plan.
- Work with assigned agencies on performance management and various special projects.
- Facilitated and led citywide team to implement the lease/purchase of \$6 million in capital equipment. Coordinated the work of the team to ensure that city processes were navigated successfully.
- Researched best practices for the capital equipment replacement process to be used in the 2011 budget cycle. The process incorporates efficiency measures for evaluating proposals for new and replacement equipment.
- Conduct policy analysis, specifically on retirement incentive, lease/purchase financing, parking, special districts, fleet utilization, highway report, solid waste management including fee for service.
- Conduct training to city staff on the budget process and the use of the BRASS budget software.

GOVERNOR'S OFFICE OF STATE PLANNING AND BUDGETING (JAN 2006-JAN 2007)

BUDGET ANALYST

- Analyzed state agency budgets (Public Safety and Local Affairs) and made recommendations to the Governor and the legislature.
- Conducted and synthesized research on emerging trends/models affecting broad agency strategic policies. Presented findings in written reports and issue papers.
- Analyzed agency goals and priorities, staffing patterns, organizational structure, and management practices.
- Recommended budgetary, organization and programmatic changes from a fiscal perspective to enhance the state agency's ability to carry out the Governor's policies.
- Allocated funds, monitored expenditures and made budget adjustments.
- Assess the impact of proposed legislation on organizational budgets and operations.
- Recommended budgetary and public policy responses to new programs or legislation, or the need to seek legislative or regulatory change.

HOUSE MINORITY COMMUNICATIONS, COLORADO LEGISLATURE (JUNE 2004-MAY 2005)

PRESS SECRETARY

- Directly managed the contact between Legislative House members and the media.

- Attended committee hearings, floor session debates, caucuses, and press conferences with lawmakers.
- Conducted research on issues that reached the policy level of the legislature.
- Provided internet and legislative research on citizen initiatives and legislative referendums.
- Wrote press releases, articles, and letters-to-the-editor for members of the House of Representatives.
- Compiled and disseminated state-wide daily news coverage of current issues for House members.
- Supervised the work of a staff of six interns.

FUHRMANN ENGINEERING SERVICES (MARCH 1997 -- JULY 2002)

CO-OWNER

- Responsible for managing the work process for nine staff to maintain efficiency, accuracy, and accountability in the final work product.
- Established and documented formal work procedures.
- Responsible for identifying the appropriate work functions and matching that to employee skills. This enabled the company to hire more appropriately resulting in a reduction in staff turnover and created the foundation for the company to retain long term staff.
- Compiled job descriptions, compensation studies, and performance standards to evaluate employees.
- Created work flow documentation to organize work orders, kept track of work performed, assigned responsibility to work being performed, and tied the work to contracts and billing.
- Reviewed financial statements and made appropriate recommendations.

STATE OF COLORADO, STATE AUDITOR'S OFFICE (JANUARY 1990 – JANUARY 1994)

PERFORMANCE AUDITOR / PROGRAM EVALUATION

- Conducted comprehensive performance audits of state agencies.
- Evaluated an agency's systems of operations, its processes, and controls that allow the efficient and effective operation of an agency's objectives.
- Planned the scope of audits and developed audit objectives.
- Identified controls for the effective management of agency activities.
- Concluded on potential risks and made recommendations to the Legislative Audit Committee.
- Developed data collection methods and audit procedures.
- Interpreted applicable laws, rules, regulations, and policies and evaluated agency compliance.
- Conducted surveys and interpreted results using statistical sampling methods.
- Prepared formal audit reports and made recommendations.

EDUCATION

Bachelor of Arts – Communications, University of Colorado at Denver 1989

Master of Arts – Graduate School of Public Administration, University of Colorado at Denver 2006

SOFTWARE

MicroSoft products
 Desktop Publishing
 PeopleSoft
 BRASS