

# CHRISTOPHER J. LOWE

Monument, CO | [REDACTED] | [REDACTED] | [LinkedIn](#)

December 15, 2022

Hiring Authority  
Town of Fraser  
PO BOX 120  
Fraser, CO 80442-0120

Dear Hiring Authority:

I am pleased to submit my application for consideration of the Town Manager position advertised on ICMA. As a motivated municipal administrator/attorney with over 20 years of transferable experiences developing and executing dynamic strategies in highly visible leadership roles, I am well positioned to support the Town's mission of providing the highest quality of life possible for residents to live, work and play.

My passion and energy allow me to approach each role with dedication and enthusiasm while maintaining balance with the organization's core mission. Comfortable in collaborative and independently driven roles, I am a future-focused leader with refined analytical and critical thinking skills. I am a strong communicator with natural interpersonal strengths that drive me to engage with my peers and other stakeholders to both identify needs and develop problem resolutions.

A sample of my career highlights to date include:

- Significant experience in influential leadership roles providing counsel and advice to municipal governments, districts, and commissions.
- Extensive knowledge of management, administrative, and professional duties involving legal counsel supporting contracts, policies, procedures, employment, operations, funding, and service delivery.
- Provided oversight for numerous improvements and problem resolutions for various towns and cities within Colorado, Missouri, and Kansas.

Ed Cannon is a fine colleague and I know that he has highly recommended your current Assistant Town Manager for this position. I value Ed's opinion highly and I am impressed by his fine work and that of your current Town staff. However, if you are interested in having a discussion to consider what alternatives there might be to your already solid leadership team, I would very much like the opportunity to discuss how I can meet the demands of this role and add value to the community. I am ready for my next challenge and would be proud to commit my time and talents with your team, calling the Town of Fraser my professional home. Thank you for reviewing this letter and the accompanying material.

Sincerely,

Christopher J. Lowe

# CHRISTOPHER J. LOWE

Monument, CO | [REDACTED] | [REDACTED] | [LinkedIn](#)

## City Manager/Attorney

Influential, analytical, and proactive professional with both legal and municipal administrative experience. Provides thorough knowledge of principles and procedures of municipal law, land use, construction, contract, employment, criminal, civil law, and legal ethics. Skilled in problem resolution, negotiation, updating processes, and demonstrating diplomacy and tact in politically charged community issues. Astute at detailed and data-driven research. Proficient presenter – building consensus with cross-functional stakeholders around difficult issues to implement logical, effective, timely, and cost-effective solutions.

### CORE PROFICIENCIES

Public Policy | Intergovernmental Relations | Local, State, and Federal Rules and Regulations | Municipal Law | Legal Counsel  
Public Administration | Judicial Procedure | Budget Management | Legal Research | Contract Negotiation

### EDUCATION & LICENSURE

Master of Administrative Management and Public Administration  
Bowie State University, Prince George's County, MD

Juris Doctor  
Marquette University Law School, Milwaukee, WI

Bachelor of Arts in Political Science with Honors  
University of Kansas, Lawrence, KS

License to Practice Law, Kansas (Bar # 19677), Missouri (Bar #50642)

### PROFESSIONAL EXPERIENCE

Government Professional Solutions, LLC., (GPS), Gun Barrel City, TX 2019 to Present  
Partner

Provide counseling and advice to local governments, districts, and commissions. Offer various services involving but not limited to executive searches, leadership training, budgeting, utility management, project management, and human resources. Complete data-driven strategic plans to improve policies, practices, and procedures that elevate organizational operations and improve Return on Investment across all organizational activities.

- For the Town of Elizabeth, CO served as interim Town Administrator from 06 to 12, 2021 period to bridge the gap between Administrators. Reported to Mayor and assisted in day-to-day administration of town affairs and operations for municipality with ~2K residents, plus 30K surrounding residents and \$12M budget with \$3.4M general fund.
  - Contributed to creation and passing of 2022 budget by leading several budget workshops for both Board and public.
  - Led strategic planning efforts and identified several goals for General and Capital Improvement Funds leading to \$5M in project funding starting in 2022.
  - Revised Employee Handbook and Financial Policies Manual to update compliance with state and federal laws and to reflect actual operations.
  - Headed hiring process for Town Administrator, Assistant Public Works Director, and Community Development Director.
- For the Town of Paonia, CO, assisted in successful search for Chief of Police.
- Championed full cycle recruitment process for Chief Financial Officer and Director of Public Works for the City of Hutto, TX from initiating search, interview, contract negotiation, and offer.

Town of Monument, CO 2015 to 2018  
Town Manager

Led community of 7K residents and oversaw operations involving 50 employees with annual budget of \$10M and \$2M water utility.

# CHRISTOPHER LOWE

- Provided needed stability during challenging three-year period for town with three different Mayors and 17 different board members on seven-member Board of Trustees.
- Triumphed in land use resolution involving methadone clinic.
- Resolved insolvent water utility issue by developing innovative rate structure to allow operations to be solvent to provide funding for water reuse projects and acquire renewable water source.
- Saved town \$190K by creating public-private partnership for waterline construction in addition to storm waterline.

City of Baldwin City, Douglas County, KS  
City Administrator

2011 to 2015

Led the only full-service city in Douglas County with 5K citizens, 50 employees, and \$19M budget. Acted as Chief Administrative Officer of \$12M/year electric utility.

- Saved millions of dollars in debt service through refinancing and marketing \$15M in utility infrastructure debt financing.
- Negotiated 40-year water contract with City of Lawrence resulting in millions of dollars in savings.
- Formulated strategies to overturn negative general fund balance to achieve \$500K surplus within three years.
- Orchestrated competitive bond sales of \$15M to finance public infrastructure improvements.
- Accomplished and oversaw \$777K public library expansion on budget and on time.
- Negotiated economic development agreement to upgrade internet service for the City.
- Secured grant funding for \$1.5M intersection improvement with KDOT.
- Elected for two consecutive terms on Executive Committee of the Kansas Municipal Energy Agency (KMEA) and elected Vice President in 2015 for not-for-profit member-owned joint action agency advocating for municipal members at local, state and federal level to ensure energy decisions involve local control through transparency to increase energy independence, reliability, and cost-effectiveness.
- Initiated and implemented economic development project with private partners to extend sewer and electric service to City's business park facilitating business expansion.
- Created full-time economic development office by partnering with the Chamber of Commerce.
- Earned Baldwin City Chamber of Commerce Partnership Award, 2012.

City of Pleasant Hill, MO  
Assistant City Administrator

2009 to 2011

Served as department head for finance, human resources, and information technology for city of 10K residents. Prepared \$11M budget and oversaw operation of water and sewer utilities.

- Formulated new personnel policy ensuring compliance with current state and federal law.
- Negotiated sale of City's sewer treatment plant to regional sewer district resulting in significant revenue increases while slashing cost the sewer utility operations.
- Directed and coordinated several advance refundings of municipal corporate debt to capitalize on debt service savings.
- Devised and implemented accounting manual and investment policy for Finance Department.
- Secured grant funding through Mid-America Regional Council to replace all of the City's HPS streetlights with LED lights.
- Received Pleasant Hill Supervisor of the Year Award, 2012.

## Additional Experience:

- Assistant City Manager | City of Warrensburg, MO, 2007 - 2009; *lead negotiator in first collective bargaining agreement with City's fire union; directed \$19M capital improvement program; and drafted ordinances and resolutions.*
- Administrative Hearing Officer | State of Colorado, 2004 - 2007; *presided over administrative law hearings adjudicating all aspects of Colorado Employment Security Act with 99% of appealed cases upheld.*
- Assistant Professor | University of Maryland University College, Mannheim, Germany, 2000 - 2003; *taught coursework in government, law, and criminal justice.*
- Trial Attorney | Larson and Larson, P.C., Kansas City, MO, 1999 - 2000.

## Membership:

- Government Finance Officers Association (GFOA)
- International City/County Manager's Association (ICMA)