PONTIAC CITY COUNCIL

President Mike McGuinness, District 7 Pro Tem William A. Carrington, District 6 Melanie Rutherford, District 1 **Brett Nicholson, District 2** Mikal Goodman, District 3 Kathalee James, District 4 William Parker, Jr., District 5



Garland S. Doyle, M.P.A., MiPMC, City Clerk

Phone: (248) 758-3200

101st Session of the 11th Council – August 1, 2023 at 6:00 p.m.

Meeting Location: City Council Chambers, Pontiac City Hall, 47450 Woodward Pontiac, Michigan 48342 MEETING AGENDA

Call to Order

Invocation

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call of Councilmembers

Authorization to Excuse Councilmembers from the Meeting

Amendments to and Approval of the Agenda

Approval of the Consent Agenda

- A. July 22, 2023, Special Meeting Minutes
- B. July 25, 2023, City Council Meeting Minutes

Recognition of Elected Officials

Agenda Address (Two Minutes Time Limit)

Special Presentations

- 1. Announcing 855-YAK-TOWN Toll-Free City Hotline Presentation Presenter: Mayor Tim Greimel
- 2. Announcing SafePontiac.com Community Resources Site for Mental Health Services Presentation Presenter: Mayor Tim Greimel

Agenda Items

Ordinance

3. Adoption of Municipal Code Ordinance Text Amendments to Amend Article VI, Division 7, Chapter 22, Section 806 to clarify order to vacate and premises not to be occupied subsections and to add subsections (m) through (t) to include suspension of rent payments when rental property owners fail to comply with the requirements to obtain a Certificate of Compliance and/or register as a rental property. (Second Reading)

Resolutions

City Council

4. Resolution Honoring Football Accomplishments of Pontiac's Shontelle Shelton

5. Resolution to schedule a public hearing on August 8, 2023, at 6:00 p.m. on the sale of the Phoenix Center Parcel Number 14-29-484-006

Mayor's Office

6. Resolution from the Mayor regarding Memorandum of understanding with Oakland County

Finance

Purchasing Division

7. Resolution to authorize and execute an agreement with GOVHR to conduct a Wage Study

Grants and Philanthropy

- 8. Resolution to approve the proposed budget amendment for Fiscal Year 2023-24 to increase budgeted revenues in the amount of \$200,000 to account 212-000-675.000-LOWESH Contribution from private source, and appropriations in the amount of \$37,308 to account 212-813-818.000-LOWESH Other Professional Services, \$70,792 to account 212-813-976.001-LOWESH Building Additions and Improvements, and \$91,900 to account 212-813-977.008-LOWESH Special Equipment, reflecting the Lowe's Hometowns Grant Award
- 9. Resolution to approve the proposed budget amendment for Fiscal Year 2023-24 to establish budget appropriations in the amount of \$1,100,000 to account 285-699-818.000-ARPHRP Other Professional Services

Public Comment (Three Minutes Time Limit)

Discussion

10. Community Feedback Being Sought for Pontiac Youth Recreation Center Amenities

Closed Session

11. Resolution to proceed into Closed Session to consult with legal counsel regarding trail or settlement strategy in connection with Oakland County Circuit Court, Case No. 2022-197361-CH (Vanguard Equity management, LLC v. City of Pontiac) and to proceed in closed session to consider the purchase or lease of real property

Public Communications

City Council

- 12. Walk-N-Talk the "Doc," Honor Community Health Walking Club, Every Wednesday from May 17th to September 27, 2023, held at Wisner memorial Stadium, 441 Cesar E. Chavez, Pontiac 48342. For more information call (248) 724-7600.
- 13. Residents who are behind in paying their water bills or facing a service shut-off can get help from a partnership between the Oakland County Water Resources Commission and OLSHA. Those who qualify could get up to \$1,500 in payments on their water bills and stop a shut-off plan. This program is temporary and expires on September 30, 2023. Schedule an appointment with OLHSA to sign up by calling (248) 209-2600 or emailing info@olhsa.org.
- 14. Pontiac School District is seeking Mentors, Your Help is Needed for the Structured and Comprehensive Mentoring Program to Support Students at All Grade Levels, Email communications@pontiacschools.org for more information.
- 15. Open Streets for all ages, with free food and bounce houses, August 2, 2023, from 5:00 to 7:00 pm in Oakland Park at Montcalm and Glenwood in Pontiac, presented by Pontiac Community Foundation

- 16. Aniya Day at Oakland Park, August 5, 2023, from 1:00 to 8:00 pm, held at Oakland Park, 392 E. Montcalm in Pontiac, free admission, free Uncle Jerry's Barbeque, Dancing, Clowns, Games, Bowling, Petting Zoo, Bounce Houses, more
- 17. Movie Night at the Museum, presented by the Pontiac Community Foundation and Oakland History Center. August 11, 2023, with free food at 7:00 pm and free movie screening of "Wakanda Forever" at 8:30 pm. Held at the Oakland History Center, 405 Cesar E. Chavez Avenue, Pontiac 48342 with overflow parking at the Wisner Memorial Stadium next door. Bring your lawn chairs and blankets; popcorn, cotton candy, and ice cream provided.
- 18. 2023 Memorial VFW/AMVETS Classic Car Show, August 12, 2023, starting at 2:00 p.m., held at VFW Post 1370, 800 Cesar E. Chavez Avenue, Pontiac 48340, contact Keith Marbutt at (248) 425-4410.
- 19. M1 Concourse Cruise-In and Woodward Dream Parade, August 19, 2023, at 8:00 a.m., held at M1 Concourse, South Boulevard and Woodward Avenue in Pontiac.
- 20. Car Show in Downtown Pontiac During the Woodward Dream Cruise, as part of the M1 Concourse Woodward Dream Show, August 19, 2023, from 10:30 a.m. to 11:30 a.m., on North Saginaw Street between Pike and Huron Streets.
- 21. Save the Date: Rescheduled Battle of I-75 Basketball and Kickball Tournaments, August 26, 2023
- 22. Pontiac Second Annual Praise Festival, August 27, 2023, from 2:00 p.m. to 7:00 p.m., held at Wisner Stadium Track Field on Cesar Chavez Avenue in Pontiac.

Mayor's Office

- 23. Pontiac Music in the Parks Series has started. Shows include August 3 at Beaudette Park (Dirk Kroll with special guests Accent Pontiac), August 10 at Aaron Perry Park (The Firewalkers with special guest El Charrito), August 24 at Rotary Park (Melanie Rutherford Performing), September 7 at Murphy Park (Persuasion with special guest Consuming Arts). All showtimes are 6:30 pm.
- 24. Woodward Avenue Wide Track Loop Two-Way Conversation Public Information Open House August 7, 2023 4:30 p.m.-6:30 p.m. at the Bowens Senior Center 52 Bagley, Pontiac, MI 48341
- 25. Oakland County Pontiac Redevelopment Community Conservation with County Commissioners Angela Powell and Kristen Nelson on August 7, 2023 at 6:30 p.m. at the Crofoot 1 S. Saginaw St., Pontiac, MI 48342
- 26. The City of Pontiac's New Youth Recreation Center Listening Sessions with the Mayor August 8, 2023 1:00 p.m.-3:00 p.m. at the Bowens Senior Center 52 Bagley, Pontiac, MI 48341 August 10, 2023 6:00 p.m.-8:00 p.m. at the Ruth Peterson Senior Center 990 Joslyn, Pontiac, MI 48340 August 11, 2023 5:00 p.m.-7:00 p.m. at City Hall Council Chambers 47450 Woodward, Pontiac, MI 48342
- 27. RoadKill Nights Road Closures for August 11, 2023 starting at 9:00 a.m. through August 13, 2023 at 9:00 a.m.
- 28. Veterans Food Drive- August 17th from 9-12 noon

Closing Comments

Mayor Greimel (Seven Minutes Time Limit)
Clerk and City Council (Three Minutes Time Limit)

Adjournment

CONSENT AGENDA A

Official Proceedings Pontiac City Council 99th Session of the Eleventh Council

Call to order

A Special Meeting of the City Council of Pontiac, Michigan was called to order at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Saturday, July 22, 2023, at 8:05 a.m. by Council President Mike McGuinness.

Members Present – William Carrington, Mikal Goodman, Kathalee James, Mike McGuinness, Brett Nicholson, William Parker, Jr., and Melanie Rutherford

Deputy Mayor Stephens was present. A quorum was present.

Discussion

23-266 B Resolution to approve the hiring of Sherika Hawkins for the position of Pontiac City Council Chief of Staff. Moved by Councilperson Rutherford and second by Councilperson Nicholson.

NOW, THEREFORE, BE IT RESOLVED that the Pontiac City Council approves the hiring of Sherika Hawkins for Pontiac City Council Chief of Staff position.

Ayes: Carrington, Goodman, James, McGuinness, Nicholson, Parker and Rutherford No: None

Resolution Passed

Public Comment - None

Adjournment

Council President Mike McGuinness adjourn the meeting at 9:57 a.m.

Mike McGuinness Council President

CONSENT AGENDA B

Official Proceedings Pontiac City Council 100th Session of the Eleventh Council

Call to order

A Meeting of the City Council of Pontiac, Michigan was called to order at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Tuesday, July 25, 2023, at 6:07 p.m. by Council President Mike McGuinness.

Invocation – Minister Veronica Taylor

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

Members Present – William Carrington, Mikal Goodman, Kathalee James, Mike McGuinness, Brett Nicholson, William Parker, Jr., and Melanie Rutherford

Mayor Greimel was present. A quorum was announced.

Amendments to and Approval of the Agenda

Motion to approve the agenda. Moved by Councilperson Rutherford and second by Councilperson Carrington. Discussion.

Motion to add-on a special presentation regarding Labor Issues at the Amazon Facility. Moved by Councilperson Goodman and second by Councilperson Rutherford.

Ayes: Goodman, James, McGuinness, Nicholson, Parker, Rutherford, and Carrington No: None

Motion Carried

Motion to add-on a discussion regarding the Phoenix Center Next Steps. Moved by Councilperson Rutherford and second by Councilperson Carrington.

Ayes: James, McGuinness, Nicholson, Parker, Rutherford, Carrington, and Goodman No: None

Motion Carried

The vote was taken to approve the agenda as amended.

Ayes: Carrington, Goodman, James, McGuinness, Nicholson, Parker, and Rutherford No: None

Motion Carried

Consent Agenda

23-267 **Resolution to approve the consent agenda for July 25, 2023.** Moved by Councilperson Rutherford and second by Councilperson Carrington.

Whereas, the City Council has reviewed the consent agenda for July 25, 2023.

July 25, 2023, Draft

NOW, THEREFORE, BE IT RESOLVED that the City Council approves the consent agenda for July 25, 2023, including July 18, 2023, City Council Minutes.

Ayes: McGuinness, Nicholson, Parker, Rutherford, Carrington, Goodman, and James

No: None

Resolution Passed

Recognition of Elected Officials - None

Agenda Address

- 1. Norman Elam addressed item #2
- 2. Carlton Jones addressed items #2 & #4
- 3. Alicia Ozier addressed labor issues at Amazon Facility
- 4. Dave Hughes addressed labor issues at Amazon Facility
- 5. Dr. Deirdre Waterman addressed the Phoenix Center Next Steps
- 6. Darlene Clark addressed item #3

Special Presentation (Agenda Add-on)

Labor Issues at Amazon Facility

Public Hearing

President Mike McGuinness open public hearing at 6:58 p.m. on the establishment of Obsolete Property Rehabilitation District for 46 N. Saginaw Street Pontiac, Michigan. There were eight (8) individuals who addressed the body during public hearing.

- 1. Darlene Clark Is downtown considered a historic district? What types of businesses do you want downtown?
- 2. Carlton Jones Is it a district or is it building by building? What are the boundaries of the district?
- 3. Dr. Deirdre Waterman CN study if we developed the downtown, OPRA is a way to redevelop downtown. An OPRA can be for six (6) or twelve (12) years.
- 4. Robert Cavin Home ownership. Are any of the apartment's lease to own?
- 5. Sandra Carr She is requested information on wetlands.
- 6. Beatrice Wright In favor of development. We are continuing to court apartment living. What is the entire cost of the venture?
- 7. Gloria Miller Downtown, downtown. What is the starting lease rate for the apartments? Young people can not afford to live in Pontiac.
- 8. Chuck Johnson Downtown needs foot traffic. In order to build the City back, we have to start in downtown.

President McGuinness closed public hearing at 7:12 p.m.

Agenda Items

Ordinances

Adoption of an Ordinance to amend the City of Pontiac Zoning Ordinance Map to rezone the ten (10) parcels 7.7 acres at 31 N. Astor Street; specifically, to amend the Zoning Ordinance Map which list these properties as R-1 One-Family Dwelling to R-3 Multiple Family Dwelling. (Second Reading) Moved by Councilperson Parker and second by Councilperson Goodman. Discussion.

Motion to call for the vote (end debate) of an Adoption of an Ordinance to amend the City of Pontiac Zoning Ordinance Map to rezone the ten (10) parcels 7.7 acres at 31 N. Astor Street; specifically, to amend the Zoning Ordinance Map which list these properties as R-1 One-Family

July 25, 2023, Draft

Dwelling to R-3 Multiple Family Dwelling. (Second Reading) Moved by Councilperson James and second by Councilperson Nicholson.

Ayes: Parker, Rutherford, Carrington, Goodman, James, McGuinness, and Nicholson No: None

Motion Carried

Adoption of an Ordinance to amend the City of Pontiac Zoning Ordinance Map to rezone the ten (10) parcels 7.7 acres at 31 N. Astor Street; specifically, to amend the Zoning Ordinance Map which list these properties as R-1 One-Family Dwelling to R-3 Multiple Family Dwelling. (Second Reading) Moved by Councilperson Parker and second by Councilperson Goodman.

Ayes: Nicholson, Parker, Rutherford, James, and McGuinness No: Carrington, and Goodman

Ordinance Passed

See Ordinance #2420 as Exhibit A after the minutes

Resolution to approve the first reading of the Municipal Code Ordinance Text Amendments to Amend Article VI, Division 7, Chapter 22, Section 806 to clarify order to vacate and premises not to be occupied subsections and to add subsections (m) through (t) to include suspension of rent payments when rental property owners fail to comply with the requirements to obtain a Certificate of Compliance and/or register as a rental property. (First Reading) Moved by Councilperson Rutherford and second by Councilperson Parker.

WHEREAS, before the City of Pontiac City Council for consideration is an Ordinance to amend the City of Pontiac Municipal Code Ordinance to amend Article VI, Division 7, Chapter 22, Section 806 (Certificate of Compliance) to clarify order to vacate and premises not to be occupied subsections and to add subsections (m) through (t) to include suspension of rent payments when rental property owner fails to comply with the requirements to obtain a Certificate of Compliance and/or register as a rental property.

Whereas, the City of Pontiac City Council find it is in the best interest for the health, safety, and welfare, to approve the first reading of the amendments to the Municipal Code Ordinance Text Amendments as presented.

Now, Therefore, Be It Resolved by the Pontiac City Council that it hereby adopts the first reading of the text amendments as presented to the City Council on July 25, 2023, to the City's Municipal Code.

Ayes: Rutherford, Carrington, Goodman, James, McGuinness, and Parker No: None

Resolution Passed

Councilman Brett Nicholson was absent during the vote.

Planning

23-269 Resolution to approve the conditional rezoning agreement between Red Chickweed LLC and the City regarding 31 N. Astor. Moved by Councilperson Rutherford and second by Councilperson Parker.

Now, Therefore, Be It Resolved, that the Pontiac City Council approves the conditional rezoning agreement between the City of Pontiac and Red Chickweed LLC regarding 31 N. Astor.

Ayes: James, McGuinness, Parker, and Rutherford No: Carrington, and Goodman

Resolution Passed

Councilman Brett Nicholson was absent during the vote.

See Conditional Rezoning Agreement as Exhibit B after the minutes

Councilman Mikal Goodman left the meeting.

Public Comment

- 1. Carlton Jones
- 2. Beatrice Wright
- 3. Dr. Deirdre Waterman
- 4. Darlene Clark
- 5. Chuck Johnson
- 6. Gloria Miller

Discussion

Phoenix Center Next Steps (Agenda add-on)

Closed Session

23-270 Resolution to proceed into closed session at 9:07 p.m. pursuant to Section 8(d) of the Open Meetings Act, MCL 15.268(d) to consider the purchase or lease of real property. Moved by Councilperson Rutherford and second by Councilperson Parker.

WHEREAS, the City Council wishes to consider the purchase or lease of real property and WHEREAS, the Michigan Open Meetings Act Section 8(d) of MCL 15,268 provides that a public body may meet in closed session to consider the purchase or lease of real property up to the time an option to purchase or lease such real property is obtained.

NOW, THEREFORE BE IT RESOLVED, the City Council will proceed in Closed Session pursuant to Section 8(d) of the Open Meetings Act, MCL 15.268(d) to consider the purchase or lease of real property.

> Ayes: James, McGuinness, Parker, Rutherford, and Carrington No: None

Resolution Passed

Councilman Brett Nicholson was absent during the vote.

Councilman Brett Nicholson left the meeting during closed session.

Motion to come out of closed session at 10:06 p.m. Moved by Councilperson Rutherford and second by Councilperson Parker.

> Ayes: James, McGuinness, Parker, Rutherford, and Carrington No: None **Motion Carried**

Communications

City Council and Mayor's Office

Mayor, Clerk and Council Closing Comments

Mayor Tim Greimel, Councilman William Parker Jr., Councilwoman Kathalee James, Councilwoman Melanie Rutherford, and Council President Mike McGuinness made closing comments.

July 25, 2023, Draft

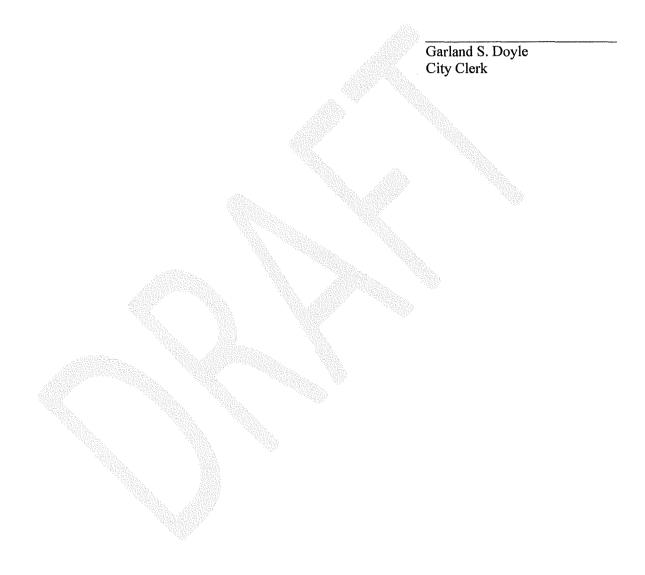
Adjournment

Motion to adjourn the meeting. Moved by Councilperson Rutherford and second by Councilperson Parker.

Ayes: McGuinness, Parker, Rutherford, Carrington, and James No: None

Motion Carried

Council President Mike McGuinness adjourn the meeting at 10:16 p.m.



STATE OF MICHIGAN COUNTY OF OAKLAND CITY OF PONTIAC

ORDINANCE NO. 2420

ZONING ORDINANCE MAP AMENDMENT

AN ORDINANCE TO AMEND APPENDIX B OF THE MUNICIPAL CODE OF THE CITY OF PONTIAC, AMENDING ARTICLE 2, SECTION 2.103—ZONING MAP, TO CHANGE THE ZONING CLASSIFICATIONS FOR TEN (10) SPECIFIC PARCELS ON THE EAST SIDE OF MARTIN LUTHER KING JR. BOULEVARD NORTH BETWEEN PIKE STREET AND NORTHWAY STREET.

THE CITY OF PONTIAC ORDAINS:

Section 1. Amendments.

That the Zoning Map of the City of Pontiac, said map being incorporated by reference in the Zoning Ordinance for the City of Pontiac pursuant to Article 2 therefor, be and the same is hereby amended, changed, and altered so that hereafter the zoning classifications for the below legal description, commonly referred to as 31 N. Astor St., Parcel IDs: 14-27-306-014, 14-27-306-002, 14-27-306-003, 14-27-306-004, 14-24-306-005, 14-24-306-006, 14-24-306-007, 14-24-306-008, 14-24-306-009, and 14-24-306-010 from R-1 One Family Dwelling to R-3 Multiple Family Dwelling.

Provided Legal Description:

14-27-306-014, T3N, R10E, SEC 27 HOMESTEAD PARK NO. 1 LOT 186 to 189 INC & E 236 FT OF LOT 10 A.P. NO 105 ADJ ON WEST.

14-27-306-02 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 1 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-03 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 2 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-04 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 3 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-05 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 4 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-06 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 5 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-07 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 6 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-08 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 7 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-09 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 8 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

14-27-306-10 , T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 9 EXC W 30 FT TAKEN FOR

Section 2. Repealer and Severability.

All other parts and provisions of the Zoning Ordinance shall remain in effect, amended only as provided above. If any section, clause or provision of this Ordinance shall be declared to be unconstitutional, void, illegal or ineffective by any Court of competent jurisdiction, such section, clause or provision declared to be unconstitutional, void or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

Section 3. Effective Date

The foregoing amendment to the City of Pontiac Z	oning Map was approved and adopted by the
City Council on, 2023, after	a public hearing as required pursuant to the
Michigan Act 110 of 2006, as amended. The O	rdinance shall be effective on
, 2023, which date is the	eighth day after publication of a Notice of
Adoption and Posting of the Zoning Map Amendm	ent in a publication in a newspaper of general
circulation in the zoning district as required by Se	ection 401 of Act 110 of 2006, as amended.
However, this effective date shall be extended as r	necessary to comply with the requirements of
Section 402 of Act 110, as amended.	

ORDINANCE DECLARED ADOPTED.

CITY OF PONTIAC CONDITIONAL REZONING AGREEMENT

	This Conditional	Rezoning	Agreement	(the	"Agreer	nent")) is 1	made this _		day o	ρf
	, 2023	, by and b	etween THE	CIT	Y OF PO	ATTAC	AC, v	with its offic	ces loc	ated	at
47450	Woodward Ave.,	Pontiac,	MI 48342	(the	"City"),	and	Red	Chickweed	LLC	("Re	d
Chicky	weed") with its prin	cipal offic	e located at	735 V	V Huron S	St., Po	ntiac	, MI 48342.			

THE PARTIES RECITE THAT:

WHEREAS, Red Chickweed owns a certain parcel of real property located within the City of Pontiac, Parcel ID: 14-27-306-014 which is commonly described as 31 N. Astor, Pontiac, Michigan, 14-27-306-002, 14-27-306-003, 14-27-306-004, 14-27-306-005, 14-27-306-006, 14-27-306-007, 14-27-306-008, 14-27-306-009, and 14-27-306-310.

WHEREAS, Red Chickweed seeks re-zoning of the referenced parcel, as shown on Exhibit A. The parcels where rezoning is sought shall be referred to herein as the "Property." The Property is currently zoned as follows and the legal description for the Property is on Exhibit A attached hereto:

Table A1:

Parcel Number	Previous Zoning District	Rezoned to the following Zoning District:
14-27-306-014, 14-27-306-002,	R-1 One Family Dwelling	R-3 Multiple Family Dwelling
14-27-306-003, 14-27-306-004,		
14-24-306-005, 14-24-306-006, 14-24-306-007,		
14-24-306-008, 14-24-306-009,		
14-24-306-010.		

WHEREAS, under, and pursuant to, Section 405 of the Michigan Zoning Enabling Act, 2008 PA 110, as amended (codified at MCL §125.3405 *et seq*), certain conditions voluntarily offered by the owner of land, including an agreement between the City and Red Chickweed, may become a condition of rezoning of the Property; and

WHEREAS, Red Chickweed submitted the Application for Conditional Rezoning, which was supplemented by the Offer of Conditions on June 29, 2023, attached as **Exhibit B** (collectively "Application"), voluntarily offering, in writing, certain conditions to rezone the Property as set forth in the table above, subject to the conditions of this Agreement; and

WHEREAS, the City Council on July 25, 2023, voted to approve the request for Conditional Rezoning and adopted Ordinance No. [add Ordinance number] to amend the City's Zoning Map Ordinance based upon the conditions set forth in this Agreement and the attached Exhibits;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises hereinafter set forth, the City and Red Chickweed agree as follows:

1. CONDITIONAL REZONING, PROJECT DEVELOPMENT, AND CONDITIONS AND EXCEPTIONS TO USE OF PROPERTY

- A. <u>Conditional Rezoning</u>. Consistent with MCL §125.3405, the Property has been conditionally rezoned from the classification(s) One Family Dwelling (R-1) to Multiple Family Dwelling (R-3), as set forth in Table A1 above, with conditions as approved by the City Council based upon Red Chickweed's Offer of Conditions, subject to, and in accordance with, this Agreement, unless this Agreement is amended by mutual agreement of the City and Red Chickweed, following public hearing, or unless Red Chickweed determines to use the Property in accordance with the zoning applicable to the Property under and in accordance with the termination provisions set forth herein. Red Chickweed and future owners of the Property shall not develop and use the Property in a manner inconsistent with this Agreement.
- B. <u>Project Definition</u>. The Project shall be based on Red Chickweed's Site Plan Approval Application Submittal Package that is to be submitted subsequent to the approval and execution of this Agreement and is a condition of this Agreement as more fully set forth below. Except as modified herein, or pursuant to any variances or deviations approved by the City, the Property shall remain subject to all other zoning and use district regulations of the City Zoning Ordinance, for property zoned One Family Dwelling (R-1) and Multiple Family Dwelling (R-3), as applicable in accordance with the zoning of each respective parcel as set forth in Table A1 above, and as limited by Red Chickweed's Offer of Conditions, and shall remain subject to all other requirements of the City's building, zoning, and other land use regulations.

C. <u>Offered Conditions</u>. Red Chickweed has voluntarily offered the following condition in consideration for the City's granting of the rezoning:

Red Chickweed agrees to the renovation or demolition of the vacant building known as the former Longfellow School Facility (the "Building") prior to the commencement of any vertical construction of any new building, home, or other permanent structure on the rezoned Property. The Applicant shall renovate the Building if it is structurally and/or financially feasible. If it is not structurally or financially feasible to renovate the Building, the Applicant shall demolish the Building. In the event Applicant renovates the building, the vertical construction can begin upon the issuance of one or more Certificate(s) of Occupancy by the City for at least a minimum of 2,600 square feet of the non-residential space and a minimum of 2,700 square feet of the multifamily residential space. Additionally, in the event any one or more of the ten (10) vacant land parcels included in this conditional rezoning are removed or separated from the project site, it shall revert to its original zoning as it exists on Thursday, July 6, 2023.

- D. <u>Acknowledgement</u>. Red Chickweed hereby acknowledges that the rezoning with conditions was proposed by Red Chickweed to induce the City to grant the rezoning, and that the City relied upon such proposal and would not have granted the rezoning but for the terms spelled out in the Conditional Rezoning Agreement; and, Red Chickweed further agrees and acknowledges that the conditions and Conditional Rezoning Agreement are authorized by all applicable state and federal laws and constitution, and that the Agreement is valid and was entered into on a voluntary basis, and represents a permissible exercise of authority by the City. Red Chickweed further represents and warrants that it agrees to all of the following:
 - i. That the property in question shall not be developed or used in a manner inconsistent with this conditional rezoning agreement.
 - ii. That each of the requirements and conditions set forth in this Agreement represents a necessary and reasonable measure which, when considered with all other conditions and requirements, is roughly proportional to the increased impact created by the use represented in the approved rezoning with conditions, taking into consideration the changed zoning district classification and the specific use authorization granted.
 - iii. Nothing in this Agreement shall be construed as replacing the requirement for Red Chickweed to obtain preliminary and final Site Plan, subdivision, condominium, or special land use review and approval, as applicable.

- 2. **PERIOD OF APPROVAL.** Unless extended by the City Council for good cause, the rezoning with conditions shall expire following a period of two (2) years from the effective date of the rezoning, unless bona fide development of the property pursuant to approved building and other permits required by the City commences within the two (2) year period and proceeds diligently and in good faith as required by ordinance to completion.
 - A. <u>Expiration</u>. In the event *bona fide* development has not commenced within two (2) years from the effective date of the rezoning, the rezoning with conditions and the Conditional Rezoning Agreement shall be void and of no effect. Red Chickweed may apply for a one (1) year extension one (1) time. The request must be submitted to the City Clerk before the two (2) year time limit expires. Red Chickweed must show good cause as to why the extension should be granted.
 - B. <u>Effect of Expiration</u>. If the rezoning with conditions becomes void in the manner provided in this section, no development shall be undertaken or permits for development issued until a new zoning district classification of the property has been established. Either or both of the following actions may be taken:
 - i. Red Chickweed may seek a new rezoning of the property and the City may approve same; and/or
 - ii. Pursuant to MCL 125.3405, the land shall revert to its former zoning classification following the process for approval of a rezoning with conditions.
 - C. <u>Extension</u>. If an extension of approval is granted by the City Council, a new conditional rezoning agreement with the new expiration date shall be recorded.
- 3. **RECORDATION.** This Rezoning shall become effective following publication in the manner provided by law and recording of the Conditional Rezoning Agreement with the County Register of Deeds.
- 4. **DEFAULT.** If development and/or actions are undertaken on or with respect to the property in violation of the Conditional Rezoning Agreement, such development and/or actions shall constitute a *nuisance per se*. In such case, the City may issue a stop work order relative to the property and seek any other lawful remedies. Until curative action is taken to bring the property into compliance with the Conditional Rezoning Agreement, the City may withhold, or, following notice and an opportunity to be heard, revoke permits and certificates in addition to, or in lieu of, such other lawful action to achieve compliance. In the event that Red Chickweed defaults on the condition(s) of this Agreement, then, the City may, at its option and within its sole discretion, terminate this Agreement. In the event that this Agreement is terminated by then, by written notice given by the City to Red Chickweed within three (3) months following such failure by Red Chickweed, the City may, at its option and within its sole discretion, declare the

Property to revert back to its previous Zoning District(s) and terminate the approval of any Site Plan for the Project.

- 5. **ENTIRE AGREEMENT.** This Agreement, the exhibits attached hereto, if any, and the instruments which are to be executed in accordance with the requirements hereof set forth all the covenants, agreements, stipulations, promises, conditions, and understandings between the City and Red Chickweed concerning the Project as of the date hereof, and there are no covenants, agreements, stipulations, promises, conditions or understandings, either oral or written, between them other than as set forth herein.
- 6. **RELATIONSHIP OF THE PARTIES.** The relationship of the City and Red Chickweed shall be defined solely by the expressed terms of this Agreement, including the implementing documents described or contemplated herein, and neither the cooperation of the parties hereunder nor anything expressly or implicitly contained herein shall be deemed or construed to create a partnership, limited or general, or joint venture between the City and Red Chickweed, nor shall any party or their agent be deemed to be the agent or employee of any other party to this Agreement.
- 7. **MODIFICATION.** This Agreement can be modified or amended only by a written instrument expressly referring hereto and executed by the City and Red Chickweed.
- 8. **MICHIGAN LAW TO CONTROL.** This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with Michigan law.
- 9. **DUE AUTHORIZATION.** The City and Red Chickweed each warrant and represent to the other that this Agreement and the terms and conditions thereof have been duly authorized and approved by, in the case of the City, its City Board and all other governmental agencies whose approval may be required as a precondition to the effectiveness hereof, and as to Red Chickweed, by the members thereof, and that the persons who have executed this Agreement below have been duly authorized to do so. The parties hereto agree to provide such opinions of counsel as to the due authorization and binding effect of this Agreement and the collateral documents contemplated hereby as the other party shall reasonably request.
- 10. **SUCCESSORS AND ASSIGNS.** The approval of the terms, provisions, and conditions of this Agreement are for the benefit of the Property and shall run with the Property and shall bind and inure to the benefit of the parties to this Agreement and their respective successors, assigns, and transferees.

11. **NO PERSONAL LIABILITY.** The obligations hereunder of the City and Red Chickweed shall constitute solely the obligations of the respective entities to be satisfied solely from their respective assets, and no officer, Board member, agent, employee, or partner of any of said entities shall have any personal obligation, responsibility, or liability for the performance of the terms of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first set forth above.

WITNESSED:	SIGNED:
	CITY OF PONTIAC
	By: Its:
	By: Its:
WITNESSED:	SIGNED:
	RED CHICKWEED DEVELOPMENTS
	By: Niccolo G. Mastromatteo Its: President
Approved as to Form:	
By:	
Its:	

EXHIBIT A

(Legal Description)

Provided Legal Description:

14-27-306-014, T3N, R10E, SEC 27 HOMESTEAD PARK NO. 1 LOT 186 to 189 INC & E 236 FT OF LOT 10 A.P. NO 105 ADJ ON WEST.
14-27-306-002, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 1 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-003, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 2 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-004, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 3 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-005, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 4 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-006, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 5 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-007, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 6 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-008, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 7 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-009, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 8 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-009, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 8 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-010, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 8 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR 14-27-306-010, T3N, R10E, SEC 27 ASSESSOR'S PLAT NO. 162 LOT 9 EXC W 30 FT TAKEN FOR RD 11-10-10 CORR

#3 ORDINANCE

CITY OF PONTIAC

ORDINANCE No.

AN ORDINANCE TO AMEND THE CITY OF PONTIAC MUNICIPAL CODE ARTICLE VI. DIVISION 7, CHAPTER 22, SECTION 806 TO CLARIFY ORDER TO VACATE AND PREMISES NOT TO OCCUPIED SUBSECTIONS AND TO INCLUDE SUSPENSION OF RENT PAYMENTS WHEN RENTAL PROPERTY OWNER FAILS TO COMPLY WITH THE REQUIRMENTS TO OBTAIN A CERTIFICATION OF COMPLIANCE TO INCLUDE:

ARTICLE VI. DIVISION 7. CHAPTER 22, SECTION 806

The City of Pontiac Ordains:

Amend Article VI, Chapter 22. Division 7. Section 806- Certificate of compliance is amended to clarify order to vacate and premises not to be occupied subsections and to add subsections (m) through (t) to include suspension of rent payments when rental property owners fail comply with the requirements to obtain Certificate of Compliance and/or register as a rental property.

22-806 Certificate of compliance.

- (a) An owner or agent shall apply for a certificate of compliance. Inspection and issuance of certificates shall be in accordance with the requirements of this division and with rules and procedures established by the Building Code Official.
- (b) An application for a certificate of compliance shall be made when the owner enrolls in the registry of owners and premises. If the owner fails to register within the time required, any occupant of unregistered or uncertified premises may make application.
- (c) Single- and two-family dwellings regulated by this division shall not be occupied unless a certificate of compliance has been issued by the Department of Building Safety. The certificates shall be issued only upon prior inspection of the premises, except as provided in subsection (h) of this section. The certificate shall be issued within 15 days if the dwelling is entitled thereto at the date of inspection.
- (d) Inspections shall be made prior to first occupancy of single- and two-family dwellings regulated by this division when the construction or alteration is completed.

- (e) Upon finding that there is no condition that would constitute a hazard to the health and safety of the occupants, and the premises are otherwise fit for occupancy, the certificate of compliance shall be issued. If the finding is of a condition that would constitute a hazard to health or safety, no certificate shall be issued, and an order to comply with this division shall be issued immediately and served upon the owner in accordance with section <u>22-807</u>. On reinspection and proof of compliance, the order shall be rescinded, and a certificate issued.
- (f) When a certificate of compliance is withheld pending compliance, no premises that have not been occupied for dwelling purposes shall be so occupied, and those premises that have been or are occupied may be ordered vacated until reinspection and proof of compliance have been established by the Department of Building Safety.
- (g) A certificate of compliance shall be issued on condition that the premises remain in safe, healthful, and fit condition for occupancy. If upon reinspection the Department of Building Safety determines that conditions exist that constitute a hazard to health or safety, the certificate may be immediately suspended-and, a notice shall be served upon the owner to comply with this division, and the areas may be vacated as provided in subsection (f).
- (h) The Department of Building Safety may authorize the issuance of a temporary certificate without inspection for those premises in which there are no violations of record_τ and shall issue such temporary certificates upon application in cases where inspections are not made within a reasonable time. Temporary certificates may also be issued for premises with violations of record when the owner can show proof of having undertaken to correct such conditions.
- (i) A violation of this division shall not prevent the issuance of a certificate of compliance, but the Department of Building Safety shall not issue a certificate when the existing conditions constitute a hazard to the health or safety of those who may occupy the premises.
- (j) It shall be required, and the responsibility of the owner, to maintain and post on the inside of the main entrance to the dwelling unit one copy of the certificate of compliance, either temporary or permanent, as such certificates are issued, at the premises for which they have been issued.
- (k) No certificate of compliance shall be issued for any property unless all property taxes and water and sewer bills associated with the parcel in question are current and that the owner is in compliance with the provisions of the Pontiac Income Tax Ordinance.

- (l) Any certificate of compliance issued by the Department of Building Safety after September 1, 2011, with an expiration date less than one year from the date of issuance, shall be deemed to expire three years after the date of issuance. The Department of Building Safety shall correct all records to reflect this change.
- (m) It shall be unlawful for an owner to allow any unoccupied rental property to be occupied, or to collect rent from a tenant for occupancy of a rental property, during or for any time in which there is not a valid certificate of compliance for the rental property and/or the property is not registered as a rental property with the City of Pontiac. This subsection does not apply to a tenant where the owner established that the conditions which constitute a hazard to health or safety were caused by that same tenant.
- (n) Tenants of an occupied rental property that lacks a certificate of compliance and/or has not registered with the City of Pontiac as a rental property shall pay the rent that would otherwise have been due into an escrow account with the City of Pontiac under Municipal Code Chapter 22-765. This subsection does not apply to a tenant where the owner established that the conditions which constitute a hazard to health or safety were caused by that same tenant.

If the owner of the rental property obtains a certificate of compliance and/or registers the property as a rental property with the City of Pontiac within the first 30 days in which payments are made into the escrow account, the rent in the escrow account shall be paid to the owner, prorated based on a 30-day calendar, less the actual administrative fees charged by the City of Pontiac and third-party financial institution. If the owner fails to obtain a certificate of compliance and/or properly register the rental property within those first 30 days, the rent in the escrow account shall be paid, at the end of those 30 days, to the tenant and the administrative fees shall be paid by the owner.

Thereafter, the tenant shall continue paying rent into the escrow account until the owner obtains a certificate of compliance and/or properly registers the rental property with the City of Pontiac. At the end of every 30 days in which the owner fails to obtain a certificate of compliance and/or properly register the rental property, the rent in the escrow account shall be paid to the tenant, and the administrative fees shall be paid by the owner. If the owner of the rental property obtains a certificate of compliance and/or registers the rental property, the rent accrued in the escrow account shall be paid to the owner, prorated based on a 30-day calendar, less the actual administrative fees charged by the City of Pontiac and third-party financial institution.

- (o) The administrative fee is a monthly fee that will be accrued every month the escrow account remains open. The amount of that fee shall be established by the Building Department. If the rent held in escrow is being paid to the owner, the administrative fees will be deducted at that time. However, if the administrative fees are greater than the amount held in escrow, the remaining balance will be levied as a fine against the owner. If rent held in escrow is being paid to the tenant, all administrative fees will be levied as a fine against the owner. All cost in connection with this section, including administrative fees, shall be a lien upon the land and all the costs of such fees remaining unpaid each year, pursuant to provisions contained in the Charter of the City, shall be collected in the same manner that other special assessments are collected under the Charter.
- (p) When the certificate of compliance and/or registration of rental property has been suspended, or has not been issued, and the rents thereafter withheld are not paid into the escrow account, actions for rent and for possession of the premises for nonpayment of rent may be maintained, subject to such defenses as the tenant or occupant may have upon the lease or contract.
- (q) If the tenant terminates his or her tenancy or right to occupy prior to the owner's undertaking to repair or if an order to vacate is issued, the tenant shall be returned any unexpired part of the rent paid in escrow and the administrative fees shall be paid by the owner pursuant to subsection (o).
- (r) Nothing in this article shall be construed to permit eviction of an existing tenant from a rental property or to deprive existing tenants of their rights to possession of a rental property under the laws of this state and this Code, and such existing tenants shall have a right under this Code to retain possession of a rental property notwithstanding an owner's inability to collect rent from such tenants pursuant to this section. An owner may not use eviction as a form of retaliation.
- (s) Subsection (m) of this Code shall not be construed to penalize the tenant or occupant of a rental property for occupancy of a rental property that does not have a valid certificate of compliance.
- (t) An owner shall not retaliate in any way, including but not limited to using eviction against a tenant and/or increasing rental rates for a tenant exercising their rights under this section. If a court rules that an owner has retaliated against a tenant, the court shall award that tenant all fines and costs, including attorney fees incurred by the tenant in bringing or defending against any

associated court proceedings. The court shall award any actual damages incurred by the tenant or alternatively at the discretion of the court, liquidated damages treble the amount of the monthly rent payment the tenant is or had been paying to the owner.

Formatted: Font color: Black, Ligatures: None

Formatted: Space After: 12 pt, Line spacing: At least 19.2 pt, Font Alignment: Baseline

CITY OF PONTIAC

ORDINANCE No.

AN ORDINANCE TO AMEND THE CITY OF PONTIAC MUNICIPAL CODE ARTICLE VI, DIVISION 7, CHAPTER 22, SECTION 806 TO CLARIFY ORDER TO VACATE AND PREMISES NOT TO OCCUPIED SUBSECTIONS AND TO INCLUDE SUSPENSION OF RENT PAYMENTS WHEN RENTAL PROPERTY OWNER FAILS TO COMPLY WITH THE REQUIRMENTS TO OBTAIN A CERTIFICATION OF COMPLIANCE TO INCLUDE:

ARTICLE VI, DIVISION 7, CHAPTER 22, SECTION 806

The City of Pontiac Ordains:

Amend Article VI, Chapter 22, Division 7, Section 806- Certificate of compliance is amended to clarify order to vacate and premises not to be occupied subsections and to add subsections (m) through (t) to include suspension of rent payments when rental property owners fail comply with the requirements to obtain Certificate of Compliance and/or register as a rental property.

22-806 Certificate of compliance.

- (a) An owner or agent shall apply for a certificate of compliance. Inspection and issuance of certificates shall be in accordance with the requirements of this division and with rules and procedures established by the Building Code Official.
- (b) An application for a certificate of compliance shall be made when the owner enrolls in the registry of owners and premises. If the owner fails to register within the time required, any occupant of unregistered or uncertified premises may make application.
- (c) Single- and two-family dwellings regulated by this division shall not be occupied unless a certificate of compliance has been issued by the Department of Building Safety. The certificates shall be issued only upon prior inspection of the premises, except as provided in subsection (h) of this section. The certificate shall be issued within 15 days if the dwelling is entitled thereto at the date of inspection.
- (d) Inspections shall be made prior to first occupancy of single- and two-family dwellings regulated by this division when the construction or alteration is completed.

- (e) Upon finding that there is no condition that would constitute a hazard to the health and safety of the occupants, and the premises are otherwise fit for occupancy, the certificate of compliance shall be issued. If the finding is of a condition that would constitute a hazard to health or safety, no certificate shall be issued, and an order to comply with this division shall be issued immediately and served upon the owner in accordance with section 22-807. On reinspection and proof of compliance, the order shall be rescinded, and a certificate issued.
- (f) When a certificate of compliance is withheld pending compliance, no premises that have not been occupied for dwelling purposes shall be so occupied, and those premises that have been or are occupied may be ordered vacated until reinspection and proof of compliance have been established by the Department of Building Safety.
- (g) A certificate of compliance shall be issued on condition that the premises remain in safe, healthful, and fit condition for occupancy. If upon reinspection the Department of Building Safety determines that conditions exist that constitute a hazard to health or safety, the certificate may be immediately suspended, a notice shall be served upon the owner to comply with this division, and the areas may be vacated as provided in subsection (f).
- (h) The Department of Building Safety may authorize the issuance of a temporary certificate without inspection for those premises in which there are no violations of record and shall issue such temporary certificates upon application in cases where inspections are not made within a reasonable time. Temporary certificates may also be issued for premises with violations of record when the owner can show proof of having undertaken to correct such conditions.
- (i) A violation of this division shall not prevent the issuance of a certificate of compliance, but the Department of Building Safety shall not issue a certificate when the existing conditions constitute a hazard to the health or safety of those who may occupy the premises.
- (j) It shall be required, and the responsibility of the owner, to maintain and post on the inside of the main entrance to the dwelling unit one copy of the certificate of compliance, either temporary or permanent, as such certificates are issued, at the premises for which they have been issued.
- (k) No certificate of compliance shall be issued for any property unless all property taxes and water and sewer bills associated with the parcel in question are current and that the owner is in compliance with the provisions of the Pontiac Income Tax Ordinance.

- (l) Any certificate of compliance issued by the Department of Building Safety after September 1, 2011, with an expiration date less than one year from the date of issuance, shall be deemed to expire three years after the date of issuance. The Department of Building Safety shall correct all records to reflect this change.
- (m) It shall be unlawful for an owner to allow any unoccupied rental property to be occupied, or to collect rent from a tenant for occupancy of a rental property, during or for any time in which there is not a valid certificate of compliance for the rental property and/or the property is not registered as a rental property with the City of Pontiac. This subsection does not apply to a tenant where the owner established that the conditions which constitute a hazard to health or safety were caused by that same tenant.
- (n) Tenants of an occupied rental property that lacks a certificate of compliance and/or has not registered with the City of Pontiac as a rental property shall pay the rent that would otherwise have been due into an escrow account with the City of Pontiac under Municipal Code Chapter 22-765. This subsection does not apply to a tenant where the owner established that the conditions which constitute a hazard to health or safety were caused by that same tenant.

If the owner of the rental property obtains a certificate of compliance and/or registers the property as a rental property with the City of Pontiac within the first 30 days in which payments are made into the escrow account, the rent in the escrow account shall be paid to the owner, prorated based on a 30-day calendar, less the actual administrative fees charged by the City of Pontiac and third-party financial institution. If the owner fails to obtain a certificate of compliance and/or properly register the rental property within those first 30 days, the rent in the escrow account shall be paid, at the end of those 30 days, to the tenant and the administrative fees shall be paid by the owner.

Thereafter, the tenant shall continue paying rent into the escrow account until the owner obtains a certificate of compliance and/or properly registers the rental property with the City of Pontiac. At the end of every 30 days in which the owner fails to obtain a certificate of compliance and/or properly register the rental property, the rent in the escrow account shall be paid to the tenant, and the administrative fees shall be paid by the owner. If the owner of the rental property obtains a certificate of compliance and/or registers the rental property, the rent accrued in the escrow account shall be paid to the owner, prorated based on a 30-day calendar, less the actual administrative fees charged by the City of Pontiac and third-party financial institution.

- (o) The administrative fee is a monthly fee that will be accrued every month the escrow account remains open. The amount of that fee shall be established by the Building Department. If the rent held in escrow is being paid to the owner, the administrative fees will be deducted at that time. However, if the administrative fees are greater than the amount held in escrow, the remaining balance will be levied as a fine against the owner. If rent held in escrow is being paid to the tenant, all administrative fees will be levied as a fine against the owner. All costs in connection with this section, including administrative fees, shall be a lien upon the land and all the costs of such fees remaining unpaid each year, pursuant to provisions contained in the Charter of the City, shall be collected in the same manner that other special assessments are collected under the Charter.
- (p) When the certificate of compliance and/or registration of rental property has been suspended, or has not been issued, and the rents thereafter withheld are not paid into the escrow account, actions for rent and for possession of the premises for nonpayment of rent may be maintained, subject to such defenses as the tenant or occupant may have upon the lease or contract.
- (q) If the tenant terminates his or her tenancy or right to occupy prior to the owner's undertaking to repair or if an order to vacate is issued, the tenant shall be returned any unexpired part of the rent paid in escrow and the administrative fees shall be paid by the owner pursuant to subsection (o).
- (r) Nothing in this article shall be construed to permit eviction of an existing tenant from a rental property or to deprive existing tenants of their rights to possession of a rental property under the laws of this state and this Code, and such existing tenants shall have a right under this Code to retain possession of a rental property notwithstanding an owner's inability to collect rent from such tenants pursuant to this section. An owner may not use eviction as a form of retaliation.
- (s) Subsection (m) of this Code shall not be construed to penalize the tenant or occupant of a rental property for occupancy of a rental property that does not have a valid certificate of compliance.
- (t) An owner shall not retaliate in any way, including but not limited to using eviction against a tenant and/or increasing rental rates, for a tenant exercising their rights under this section. If a court rules that an owner has retaliated against a tenant, the court shall award that tenant all fines and costs, including attorney fees incurred by the tenant in bringing or defending against any

associated court proceedings. The court shall award any actual damages incurred by the tenant or alternatively at the discretion of the court, liquidated damages treble the amount of the monthly rent payment the tenant is or had been paying to the owner.

Exhibit A

HOUSING LAW OF MICHIGAN (EXCERPT) Act 167 of 1917

125.530 Certificate withheld; premises not to be occupied; conditions of issuance; suspension of rent payments, escrow; account for rent and possession.

- Sec. 130. (1) When a certificate is withheld pending compliance, no premises which have not been occupied for dwelling or rooming purposes shall be so occupied, and those premises which have been or are occupied for dwelling or rooming purposes may be ordered vacated until reinspection and proof of compliance in the discretion of the enforcing agency.
- (2) A certificate of compliance shall be issued on condition that the premises remain in safe, healthful and fit condition for occupancy. If upon reinspection the enforcing agency determines that conditions exist which constitute a hazard to health or safety, the certificate shall be immediately suspended as to affected areas, and the areas may be vacated as provided in subsection (1).
- (3) The duty to pay rent in accordance with the terms of any lease or agreement or under the provisions of any statute shall be suspended and the suspended rentals shall be paid into an escrow account as provided in subsection (4), during that period when the premises have not been issued a certificate of compliance, or when such certificate, once issued, has been suspended. This subsection does not apply until the owner has had a reasonable time after the effective date of this article or after notice of violations to make application for a temporary certificate, as provided in section 131. Nor does this subsection apply where the owner establishes that the conditions which constitute a hazard to health or safety were caused by the occupant or occupants. The rent, once suspended, shall again become due in accordance with the terms of the lease or agreement or statute from and after the time of reinstatement of the certificate, or where a temporary certificate has been issued, as provided in section 131.
- (4) Rents due for the period during which rent is suspended shall be paid into an escrow account established by the enforcing officer or agency, to be paid thereafter to the landlord or any other party authorized to make repairs, to defray the cost of correcting the violations. The enforcing agency shall return any unexpended part of sums paid under this section, attributable to the unexpired portion of the rental period, where the occupant terminates his tenancy or right to occupy prior to the undertaking to repair.
- (5) When the certificate of compliance has been suspended, or has not been issued, and the rents thereafter withheld are not paid into the escrow account, actions for rent and for possession of the premises for nonpayment of rent may be maintained, subject to such defenses as the tenant or occupant may have upon the lease or contract.

History: Add. 1968, Act 286, Eff. Nov. 15, 1968.

Exhibit B



Rental Property Non-Compliance Letter to Owner

Date

Name Address City, State, Zip

RE: Rental Property Address

Dear Mr./Mrs.,

In accordance with City of Pontiac Municipal Code Ordinance Article VI, Chapter 22, Division 7, Section 806, your tenant, TENANT NAME, at ADDRESS has suspended rental payments due to your failure to obtain a Certificate of Compliance, suspension of a Certificate of Compliance and/or failure to register your rental property with the City of Pontiac. All rental payments for the above property will be paid into an escrow account that has been set up with the City of Pontiac Treasurer's Office. An administrative fee of One Hundred Twenty-Five (\$125.00) Dollars has also been applied to your account.

Upon receipt of this letter, please immediately contact the City of Pontiac Building Department Monday through Friday 8:30am to 4:30pm at 248-758-2800 to obtain a Certificate of Compliance. Please direct all questions to the Building Department. Failure to obtain a Certificate of Compliance and/or properly register your property as a rental proeprty will result in rent escrow payments being released to the Tenant.

Sincerely,

Porché Prater City of Pontiac Treasurer 47450 Woodward Ave., Pontiac, MI 48342 248-758-3000

Exhibit C



Rental Property Non-Compliance Escrow Account Intake

Owner/ Landlord Information		
Name(s):		
Address:		
Phone Number:		
Email:		
Tenant Information		
Name(s):		
Address:		
Phone Number:		
Email:		
Rental Property Information		
Rental Property Address:		
Monthly Rent Payment:		
Monthly Rent Due Date:		
Lease Start Date:		
Lease End Date (if known):		
ACKNOWLEDGMENT:		
Tenant Name	. Date	
Tenant Signature		
Building Department Name	Date	
Building Department Signature		

#5 RESOLUTION

Resolution of the Pontiac City Council



NOW, THEREFORE BE IT RESOLVED, by the Pontiac City Council, that the Pontiac City Council hereby schedules a public hearing on the sale of the Phoenix Center Parcel Number 14-29-484-006 in the City of Pontiac, Oakland County, and State of Michigan, such hearing will be held on August 8, 2023 at 6:00 pm in the Council Chamber on the 2nd floor at 47450 Woodward Ave, Pontiac, Michigan 48342.

#6 RESOLUTION



CITY OF PONTIAC OFFICIAL MEMORANDUM

TO:

Honorable City Council President and City Council

FROM:

Khalfani Stephens, Deputy Mayor

CC:

Mayor Tim Greimel

DATE:

July 28, 2023

RE:

Resolution to approve Memorandum of Agreement with Oakland County

Oakland County passed a resolution to move forward on the purchase of the Ottawa Tower buildings. This resolution means that Oakland County will assume the remainder of the 99-year lease of the Phoenix Center parking garage.

The County has expressed a desire to acquire that facility for the purpose of demolishing it and constructing a new state of the art parking structure.

Although the county and the City were able to come to a tentative agreement (pending City Council approval) on general business terms for this, there are details of the final project that still need to be finalized. The attached resolution enacts a memorandum of agreement that sets in place the general points of business while leaving flexibility for the final project. Highlights of the memorandum include:

- City will convey the phoenix center to the county
- City will support the county in request for additional funding from the state
- County will convey not less than two acres of land with the same dimensions as the entertainment venue on the phoenix garage to the city of Pontiac. This land must be north of Auburn/Orchard Lake road.
- County will reconstruct Saginaw and connect north and south Saginaw
- County will make necessary upgrades to Orchard Lake/Auburn roads within 2 years
- County will demolish the existing parking garage
- County will construct a new parking garage
- County will abide by all city planning and zoning regulations
- County will work with the city to determine a land use plan for the footprint of what was the Phoenix center

CITY OF PONTIAC CITY COUNCIL

Council Resolution to authorize the Mayor to enter into a memorandum of Agreement with Oakland County

WHEREAS, Oakland County has declared an intent to purchase the Ottawa towers buildings; and

WHEREAS, as part of that purchase Oakland County will assume the remainder of the 99-year lease for the Phoenix Center garage; and

WHEREAS, the lease requires the lessee to do all maintenance and upkeep of the garage; and

WHEREAS, Oakland County is a non-taxable entity, so their leasing of the facility would not bring any monetary value to the city of Pontiac; and

WHEREAS, Oakland County and the City of Pontiac have come to an agreement on the demolition of the building, construction of a new parking facility, designation of new city-owned public space, and the reconstruction of the streets beneath the existing Phoenix garage;

NOW THEREFORE, BE IT RESOLVED, City Council hereby authorizes the Mayor or his designee to enter into the attached Memorandum of Agreement with Oakland County concerning the Phoenix Center building.

#7 RESOLUTION



CITY OF PONTIAC OFFICIAL MEMORANDUM

TO:

Honorable Mayor, Council President, and City Council Members

FROM:

Alicia Martin, Purchasing Manager

Angela Benitez, Human Resources Director

DATE:

July 28, 2023

RE:

The Purchasing Manager, Human Resources Director, and Finance Director request that City Council approves to execute an agreement with GovHR USA

to perform a compensation study for the City of Pontiac.

City administration and council is requesting a comprehensive Classification and Compensation Study for employees in approximately 65 positions in the City of Pontiac. The study will be conducted in two phases by GovHR USA; the first phase will include approximately 25 director and manager positions. The second phase will cover approximately 40 non-managerial positions. It is anticipated that it will take approximately 16 weeks. The cost proposal is for a not to exceed amount of \$33,000 for 220 hours to complete the scope of services.

WHEREAS,

The Purchasing Manager has ensured that the purchase is following the City's municipal code, Division II. Purchasing, Section 2-517, 2-518, and 2-519 pertaining to major purchases; and

WHEREAS,

the Purchasing Manager is requesting approval to approve GovHR USA's proposal and to execute a City agreement until the Scope of Service is complete, which is anticipated to be December 31, 2023;

NOW, THEREFORE RESOLVED,

The Pontiac City Council approves the Mayor or Mayor Designee to execute the contract with GovHR USA.

AM



CITY OF PONTIAC, MICHIGAN Proposal for a Classification and Compensation Study July 26, 2023

GovHR USA, LLC ("GovHR") is pleased to provide the City of Pontiac with this proposal for a comprehensive Classification and Compensation Study for employees in approximately 65 positions in the organization. The Study will include an evaluation of the City's overall employee compensation and pay structure to assure both internal and external (marketplace) equity, and a job audit for each position to determine appropriate classification. The Study conducted by GovHR will ensure that an equitable compensation system is in place that is both fair and competitive, enabling the City to recruit and retain qualified employees. The system will also be fairly easy to administer in an organized and consistent fashion, as well as sustainable for years to come.

The Study will be conducted in two phases, starting with approximately 25 Director/Manager positions. The second phase of the Study will be for the non-managerial positions in the City. We understand that the City is interested in beginning the Director phase as quickly as possible, and GovHR will do its best to accommodate. We are currently quoting timelines starting approximately 4 – 6 weeks after contract execution. We can schedule an initial project meeting with the City for the end of August if we have a signed contract in the first week of August. Preliminary findings are typically presented approximately 10 weeks after the initial project meeting, and the final report is usually completed in approximately 16 weeks.

FIRM QUALIFICATIONS AND EXPERIENCE

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Our headquarters offices are at 630 Dundee Road, Suite 225, in Northbrook, Illinois. GovHR is a limited liability company and is a certified Female Business Enterprise in the State of Illinois, working exclusively in the public sector. The company was formed as Voorhees Associates in February 2009, and changed its name to GovHR USA in 2013.

GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, including management, financial, and human resources assistance. GovHR has conducted more than 150 classification and compensation studies within the past ten years. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client. A list of the firm's studies and a complete list of GovHR's clients is located on our website at www.govhrusa.com.



PROJECT TEAM

Senior Vice President Rachel Skaggs will serve as the Project Manager for the City's Study. Ms. Skaggs' contact information is:

Rachel Skaggs
Senior Vice President
GovHR USA, LLC
Rskaggs@govhrusa.com
Telephone: 815-303-2187

Vice President Jaymes Vettraino, located in Rochester, Michigan, will serve as the Project Coordinator. Mr. Vettraino's contact information is:

Jaymes Vettraino Vice President GovHR USA, LLC <u>Jvettraino@govhrusa.com</u> Telephone: 248-379-8923

Ms. Skaggs and Mr. Vettraino will be assisted by GovHR Senior Vice President Sarah Schillerstrom, Human Resource Specialists Alice Bieszczat and Katy Yee, and Human Resources Manager Mysi Hall in study preparation, data gathering and employee interviews. Biographies for the Consultant Team are attached to this proposal.

PROJECT APPROACH

The City would like a comprehensive review and update of a classification and compensation system for employees in approximately 65 positions in the organization. One of the purposes of the Study is an evaluation of the labor market, and the Study data will allow the City to better understand its competitive pay position and to determine its strengths and weakness relative to the comparable labor market.

To accomplish these objectives, GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

Meetings, Salary Survey, Job Analysis. DELIVERABLE: Start Up Documents

DELIVERABLE: Job Analysis Questionnaire Form

• Study preparation and project meeting (via telephone or video conference call). Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the City. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual and any other relevant information related to salaries to make for a more productive initial meeting.



Establishing comparables

DELIVERABLE: Group of Comparable Communities

Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of "like" municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, taxable value, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Pontiac.

Please see Optional Services in the Cost Section of the proposal for a quote on including private sector companies for the Director/Manager phase of the Study.

Employee Kickoff Meeting (Project Manager)

Shortly after the initial project meeting with the City representatives, the Consultant will meet with employees virtually to explain the scope of the project and distribute Job Analysis Questionnaire (JAQ) forms. GovHR understands that many employees have not participated in this type of process before, and we take the time to carefully explain the purpose of the project to the employees and to answer any questions they may have. If any of the employees are not available when these first meetings are held, they can view a video presentation of the meeting. Employees will then be allowed two (2) weeks to complete the questionnaire. The questionnaires will also be reviewed by each employee's supervisor and returned to GovHR within three (3) weeks of distribution.

GovHR will schedule the initial project meeting for the Director/Manager employees first, and the non-managers a few weeks later.

Prepare and send out salary surveys.

GovHR will design and send out the salary surveys (under City letterhead) to gather salary data first for each of the 25 Director/Managerclassifications in the comparable entities, and a few weeks later for each of the 40 non-manager classifications. In addition to job titles, brief position descriptions are included in the survey to make sure we are receiving salary data for "like" positions in the comparable communities.

<u>Note</u>: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client's letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow-up contact to those municipalities that do not initially respond to the survey request.

Please see Optional Services in the Cost Section of the proposal for a quote on conducting a Benefits review for the Director/Manager positions in the City.

- <u>Job evaluation analysis and establishment of job classification system (Consultant Team)</u>. Upon return of the JAQs by the City, GovHR will perform the following:
 - Read each JAQ and corresponding Job Description (up to 25 in Phase 1; up to 40 in Phase 2), in their entirety.



- Personally interview at least one (1) employee (via Zoom) from each job classification to further understand the scope of their job.
- > Apply a measurement system of job evaluation factors, using nine (9) main factors used in our job evaluation instrument in order to evaluate the internal/comparable worth of each job classification. Upon completion of the job evaluation measurements, a new Classification Plan will be developed. It is important to emphasize that the job, not the qualifications or performance of the incumbents, is being evaluated. Part of this process will include the evaluation of current job titles and the recommendation for any changes to same, assuring that the job title and related recommended pay range matches what the employee is actually doing. Note: A formal job evaluation system, such as the one utilized by GovHR, is an attempt to objectify the reasons that jobs are compensated differently. Most compensation practitioners agree that three (3) basic factors are important in determining compensation. These are: (1) skills required; (2) responsibility; and (3) working conditions. The Equal Employment Opportunity Commission recognizes these three (3) basic factors, along with seniority and performance, as valid determinants of compensation. The nine (9) factors used by GovHR are essentially subdivisions of the first three (3) factors mentioned above. In addition, it is GovHR's practice that, under Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act (ADA), and the Age Discrimination of Employment Act (ADEA), it is illegal to discriminate in any aspect of employment. GovHR will not use discriminatory practices on the basis of race, color, religion, sex, national origin, disability, or age when performing a classification analysis. Decisions and recommendations will not be based on stereotypes or assumptions about the abilities, traits, or performance of individuals of a certain sex, race, age, religion, or ethnic group, or individuals with disabilities.
- > Based on the results of the job evaluation process outlined above, assign all classifications to skill levels.

<u>Note</u>: Logical breaks in the continuum of points determine the skill levels used for determining the classification system. For example, skill level 1 might contain jobs that scored between 185 and 200 points, skill level 2 between 205 and 220 points, and so on.

> Review the results of the job evaluation exercise with City representatives and revise as necessary.

II. Salary Survey Analysis.

DELIVERABLE: Salary Survey Data **DELIVERABLE:** New Salary Schedules

The following steps will be included in this component of the Study:

Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City's salaries for the surveyed positions with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction in each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City's present pay for each class and the survey data.

The Consultants will work with the City at the initial meeting to determine its policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for the City's 25 Director/Manager and 40 non-manager classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move



through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

Please see Optional Services in the Cost Section of the proposal for a quote to include private sector data for specific positions.

III. Progress Reports (via email and video/conference calls)

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative and other key staff such as department heads to participate in a question-and-answer session and to review the results of the job evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report (one for each phase) will be prepared by the Consultants and sent electronically to the City that includes:

- > an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report.
- > a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans.
- > pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option.
- > assignment of each position to an appropriate classification and pay grade based on internal equity and marketplace considerations.
- recommendations on keeping the plan current, equitable and up to date over the next ten years.
- > An implementation plan and cost estimates of implementing the Study's findings and recommendations.

Once the City representatives return review comments, a final report for each phase will be prepared and sent to the City.

V. Presentation of Findings (Project Manager/Project Coordinator)

The Project Manager or Project Coordinator will make a presentation of findings to the City Council detailing the final results of the Study, if desired.



VI. Training

GovHR will provide the City with a procedure manual on the use of the system and will train designated staff on the maintenance and upkeep of the classification and compensation plan.

VII. Updates to Job Descriptions (Optional)

GovHR will identify any job descriptions in need of update or rewrite and will provide the City with a template for updating the position descriptions. Alternatively, GovHR will update the City's job descriptions for an additional fee. See Optional Services/Cost Proposal.

PROPOSED PROJECT TIMELINE

GovHR is available to start Phase 1 of this project within four weeks of acceptance of its proposal, and will agree on a start date for Phase 2 during the initial project meeting. The timeline below will be adjusted accordingly for Phase 2. A Study of this size would normally take approximately 120 days. This timetable below is contingent upon the timely response from the comparable entities supplying the salary data, as well as the timely response of the City employees in returning the JAQs.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with City representatives to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary surveys to comparable municipalities.
- Week 3: Meet with employees to hand out JAQs and explain the purpose of the Study and the process.
- Week 4 to 6: Return of JAQs and salary surveys.
- Week 7: Reading of JAQs and job descriptions; interview employees.
- Week 8 and 9: Analyze data; prepare new classification and compensation plans.
- Week 10: Send draft findings to the City.
- Week 11: Meet with key City representatives to review preliminary findings.
- Week 12: Prepare Draft Report(s) and send to the City.
- Week 13: Get return comments from the City.
- Week 14: Prepare Final Report.
- Week 15: Present Report to the Common Council (either after each Phase, or at the conclusion of the entire Study.)

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time.



REFERENCES

City of Ferndale, Michigan

Compensation Study (2022) – 60 positions Dan Jacey, Director of Human Resources 248.546.2378 djacey@ferndalemi.gov

City of Allegan, Michigan

Classification and Compensation Study (2019/2020)
Contact: Joel Dye, City Manager
269.673.5511
jdye@cityofallegan.org

Village of Lisle, Illinois

Classification and Compensation Study (2021/22) – 33 Positions
Patti Anderson, Human Resources Manager
630-271-4146
panderson@villageoflisle.org

Sun Prairie, Wisconsin (2023)

Classification and Compensation Study – 125 positions Brenda Sukenik, Human Resources Director 608-825-1172 bsukenik@cityofsunprairie.com

Port Washington, Wisconsin (2022)

Classification and Compensation Study including Benefits – 50 positions Emily R. Blakeslee, Assistant City Administrator / HR Director 262-284-5585 x1003 eblakeslee@portwashingtonwi.gov



COST PROPOSAL

The Cost Proposal for this Study is based on a Professional Services Agreement dated March 14, 2023 with the City of Rochester Hills, Michigan (attached). Rochester Hills has authorized that the terms of this agreement be extended to the City of Pontiac (a "piggyback" agreement), an authorization letter is attached. All pricing is based on the executed agreement with the City of Rochester Hills.

We have proposed that the Study be conducted primarily virtually, with only two (2) in person meetings scheduled with the Project Coordinator; if the City requests in-person meetings, GovHR will provide the City with an additional estimate for travel and related expenses. GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients.

We estimate the fee for the entire study to be \$33,300 (\$33,000 for professional fees and \$300 for expenses) and will agree to complete the study for this **fixed fee of \$33,300.** Payment will be due as follows: 40% of the professional fees (\$13,200) will be due after the initial project meeting, 40% after delivery of the preliminary findings, and the balance of fees and expenses will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt, after which a 2% monthly interest charge will accrue.

<u>Study Phase Breakdown</u>	<u>Hour</u> <u>Breakdown</u>	<u>Cost</u>
I. Meetings, Salary Survey, Job Analysis		
Study preparation and project meeting (via video conference call)	4 hours	\$600
Establishing comparables	10 hours	\$1,500
Employee kickoff meetings/distribute JAQs		
Phase 1	2 hours	\$300
Phase 2	2 hours	\$300
Prepare and send out salary surveys		
Phase 1	10 hours	\$1,500
Phase 2	18 hours	\$2,700
Job evaluation analysis and establishment of job classification system		
reading of JAQs/up to 65 JDs	12 hours	\$1,800
employee interviews via Zoom calls (Consultant Team)	36 hours	\$5,400
analyzing data and establishing classes	12 hours	\$1,800
assigning of skill levels	12 hours	\$1,800
review and evaluation of preliminary analysis with City representatives (via email and conference calls)	10 hours	\$1,500
II. Salary Survey Analysis		
Analyzing salary survey data		
Phase 1	16 hours	\$2,400
Phase 2	24 hours	\$3,600
Establishing new salary schedules	12 hours	\$1,800



III. Meetings with City representatives and Department Heads to	10 hours	\$1,500
Review Survey Data and Job Classifications (via conference calls)		
	1	
IV. Draft and Final Report Preparation		
Writing 2 draft report(s)	16 hours	\$2,400
Final report	8 hours	\$1,200
V. Presentation of Findings		
Phase 1	2 hours	\$300
Phase 2 (deduct if only 1 final presentation)	2 hours	\$300
VI. Training on Use of System	2 hours	\$300
PROJECT HOUR AND COST TOTAL	220 Hours	\$33,000

<u>NOTE:</u> If the City accepts our proposal for this project, GovHR will for one (1) year from the date of the signature of this agreement, provide support services at no additional cost. This will include any telephone communication necessary by the staff with regard to any questions concerning the report.

OPTIONAL SERVICES/EXPENSES:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits — If the City chooses to have the Consultants make any additional on-site visits for meetings, employee interviews and/or presentation of findings, there would be additional costs for consultant travel and related expenses.

Private Sector – If the City would like to include a review of private sector data for the Director/Manager positions, add \$3,000 for the comps determination, salary survey and analysis. Note: there will be very few positions at the Director/Manager level that have comparable positions in the private sector, so the collection of private sector data may not be available.

Benefits Review – If the City would like a review of benefits in the comparable communities, there would be additional fees of \$3,000 for the benefits survey and analysis.

Job Descriptions – Updates to existing job descriptions cost \$200.00 each; new job descriptions, if needed, cost \$300.00 each. The job descriptions are done after the rest of the Study is complete and are billed separately.

Additional Services – any additional services not covered in this Proposal and requested by the City will be billed at the rate of \$150 an hour plus expenses.

This quote is good for a period of three months, after which prices may increase.



CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled to conduct the proposed study for the City of Pontiac is of the highest caliber and qualifications. GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work with you on this important project.

Sincerely,

Judith M. Schmittgens

Corporate Secretary and Compliance Manager

Judvil Th. Schmittgers

Attachments:

Consultant Biographies

Rochester Hills Cooperative Purchasing Letter and March 14, 2023 Agreement



RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012) The Legacy Project ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

• City Manager, Princeton, IL 2015 - 2019

 Management Analyst, Village of Schaumburg, IL
 2012 - 2015

 Management Analyst/HR Manager, Village of Montgomery, IL
 2009 - 2012



P: 847.380.3240

www.govhrusa.com



JAYMES VETTRAINO



Jaymes Vettraino is a Vice President with GovHR USA and provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, classification/compensation, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, MI. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes was also the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

PROFESSIONAL EDUCATION

- Master of Business Administration in Management, Lehigh University
- Bachelor of Science in Political Science, Michigan State University, MI

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Assistant Professor at Rochester University, Rochester, Michigan
- Adjunct Professor at Oakland University, Rochester, MI
- Former Adjunct Professor at Alvernia College, Reading, PA

MEMBERSHIPS AND AFFILIATIONS

- International City and County Managers Association
- Michigan Local Government Management Association
- Leadership Oakland County
- Pennsylvania Association of Municipal Managers
- American Public Power Association
- Pennsylvania Electric Association

AWARDS

- Distinguished Faculty Award, Rochester University, 2019
- Community Advocacy Award, Rochester Regional Chamber of Commerce, 2018
- Selected as one of "Oakland County's Elite 40 under 40", 2015
- Outstanding Service Award from Michigan Municipal League, 2013

PROFESSIONAL BACKGROUND

Over 17 Years in Local Government Management

 Director of the Center for Social Engagement, Rochester University, MI 2015-Present
 City Manager, Rochester, MI 2008-2015
 Town Manager, Kutztown, PA 2003-2008
 Town Manager, Pen Argyl, PA 1998-2003





SARAH SCHILLERSTROM



Sarah Schillerstrom is a highly accomplished Senior Vice President with GovHR, USA, with over 17 years of experience in local government. She is recognized as a leader in her field and is committed to helping public organizations meet their management consulting and recruitment needs.

With a successful career spanning over a decade at the Village of Glenview, IL, Sarah quickly rose through the ranks and held multiple positions across various departments, including Public Works, Administrative Services, Human Resources and the Village Manager's Office. During her tenure, she served as the Human Resources Director for almost a decade and concluded her service as the Deputy Village Manager. She started her career as a L.P. Cookingham-Noll Fellow and Budget Analyst with the City of Kansas City, MO.

Sarah's true passion is to support the creation of positive and healthy work cultures in local government by helping leaders reach their full potential and attracting and retaining top talent. She has established SRSD Consulting, LLC, which partners with GovHR to promote coaching within local government. Sarah is also a professional certified coach, bringing her expertise to help build a leadership pipeline for the future.

GovHR clients can expect Sarah to be thoughtful and strategic in her approach, developing a clear understanding of their needs and providing high-quality outcomes. She is committed to effective communication and building long-term relationships with clients to ensure successful partnerships. Sarah's leadership capabilities and commitment to public service make her a trusted advisor for public organizations seeking to maximize their potential.

PROFESSIONAL EDUCATION, TRAINING & INSTRUCTION

- Master of Public Administration (M.P.A.), Iowa State University, Ames, Iowa
- B.A: Public Administration/Political Science, University of Northern Iowa, Cedar Falls, Iowa
- Leading Diversity, Equity, and Inclusion, Northwestern University
- Professional Certified Coaching (PCC), iPEC Coaching
- Energy Leadership Index Master Practitioner (ELI-MP), iPEC Coaching
- Leadership Dynamics Specialist (CLDS), iPEC Coaching

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

 Speaker on various human resource topics at seminars and conferences sponsored by the Illinois City/County Management Association and Illinois Public Employer Labor Relations

MEMBERSHIPS AND AFFILIATIONS

- Illinois City/County Management Association (ILCMA)
- International City/County Management Association (ICMA)
- The Legacy Project (Advancing Women in Local Government)
- Illinois Public Employer Labor Relations
- Society for Human Resources Management
- Association of Talent Development

PROFESSIONAL BACKGROUND

17 Years of Local Government Leadership and Management

- Village of Glenview, IL, 2008—July 2023
 - Deputy Village Manager January 2023-July 2023
 - Assistant Village Manager 2019-2022
 - Director of Human Resources 2013-2019
 - Deputy Director of Administrative Services 2011-2013
 - Assistant to the Administrative Services Director 2010-2011
 - Strategic Services Manager (Public Works) 2008-2010
- Budget Analyst, City of Kansas City, MO, 2007-2008
- L.P. Cookingham/Noll Fellowship, City of Kansas City, MO, 2006-2007





ALICE BIESZCZAT



Alice Bieszczat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszczat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

•	GovHR USA/Voorhees Associates 2008;	2012 – Present
•	Chaddick Institute of Metropolitan	
	Development at DePaul University, IL	2009 – 2012
•	Lurie Children's Hospital of Chicago	2005 - 2008
•	American Diabetes Association	2004 - 2005
•	Accelerated Fundraising Solutions	2000 - 2003
•	Sprint Cellular/Alltel	1996 – 2000





KATY YEE



Katy brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention and training and staff development.

The cornerstone of Katy's career is with DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health, as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included: redesigning client intake processes, supporting the implementation of an electronic medical record and ensuring compliance with ACA requirements.

Most recently, she worked with Elgin Community College and the Forest Preserve District of Kane County. Both of these opportunities highlight Katy's ability to engage and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner", she truly enjoys working on solutions that help to support the operational needs of the organization.

PROFESSIONAL EDUCATION

- Bachelor of Arts degree in Urban Studies from Elmhurst College
- Certificate in Marketing Analytics from Udacity

MEMBERSHIPS AND AFFILIATIONS

- Society for Human Resources (SHRM)
- Illinois Park and Recreation Association (IPRA)

PROFESSIONAL TRAINING

- SHRM-CP certified through the Society for Human Resources
- Certified Time Management Trainer
- Advanced Project Management

PROFESSIONAL BACKGROUND

Over 29 Years of Local Government Experience

- Forest Preserve District of Kane County, Geneva, IL Director of Human Resources
- Elgin Community College, Elgin, IL
 Director of Compensation and Talent Acquisition
- DuPage County Health Department, Wheaton, IL Director of Organizational Development Human Resources Manager
- DuPage County Government
 Interim Director of Human Resources
 Human Resources Manager
 Human Resources Supervisor
 Human Resources Generalist and Recruitment Specialist





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

PROFESSIONAL EDUCATION

- JD candidate, Chicago-Kent School of Law, IL
- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, President (2021-2022)
- Legacy Project, Board Member (2018-2023)
- Legacy Project, Communications Committee Chair (2015-2020, 2023)
- Legacy Project, Professional Development Committee Chair (2021-2022)

- NPELRA, Member
- IPLERA, Member, Legislative Committee Member
- Illinois Search and Staffing Association, Member
- SHRM, Member

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

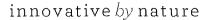
- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

Click here to view full biography at GovHRusa.com



P: 847.380.3240

www.govhrusa.com





Bryan K. Barnett

Mayor

July 24, 2023

City of Pontiac

Attention: Purchasing and Human Resources

City Council 47450 Woodward

Carol Morlan

District 1

Pontiac, MI 48342

David J. Blair District 2

Re: Extension of City of Rochester Hills Agreement for Human Resources and City Administration Consulting Services (RFP-RH-22-062)

Susan M. Bowyer, Ph.D.

District 3

To Whom It May Concern:

Ryan J. Deel District 4

Dale Hetrick At-Large

Theresa Mungioli At-Large

David Walker At-Large

Please let this letter serve as notification and confirmation that the City is authorizing the City of Pontiac to piggyback its contractual agreement for Human Resources and City Administration Consulting Services executed between the City of Rochester Hills and GovHR USA on March 14, 2023.

Attached for your reference are the executed agreement between the City of Rochester Hills, along with the proposal response received by GovHR USA which identifies the scope of services and fee schedule. If you should have any questions, please don't hesitate to reach out to me via email at cumminsl@rochesterhills.org, or by phone at (248) 841-2537.

Sincerely,

Asia Cummino

Lisa Cummins, CPPB Procurement Manager

CITY OF ROCHESTER HILLS, MICHIGAN PROFESSIONAL SERVICES AGREEMENT RFP-RH-22-062 Human Resources & City Administration Consulting Services

This agreement is made this _	14m day or	f March	, 2023, by a	and between the City
of Rochester Hills, 1000 Roch	ester Hills Drive	, Rochester Hills	s, Michigan 48309, h	ereinafter called the
"City" and GovHR USA LLC, 6	30 Dundee Roa	id, Suite 225, N	lorthbrook, Illinois, h	ereinafter called the
"Consultant."				

WHEREAS, the City desires to use the services of Consultant outlined in Consultant's Proposal and Consultant has agreed to provide the services outlined in its Proposal, on the terms and conditions stated in this agreement. This agreement is a Contract, representing the entire agreement between the parties and supersedes any prior negotiations, written or oral representations and agreements. The Agreement incorporates the following Contract Documents. In resolving inconsistencies between two or more of the Contract Documents, they shall take precedence in the order enumerated, with the first listed Contract Document having highest precedence.

The Contract Documents, except for Modifications issued after execution of this Agreement, are:

1. Change Orders;

1

- 2. This Agreement;
- 3. The following Addenda, if any:

Number

Date October 14, 2022 Pages

4. The following Special Conditions of the Contract, if any: N/A Document Title

Pages

- 5. Notice of Intent to Award
- 6. Request for Proposals, RFP-RH-22-062
- 7. Consultant's Proposal Response, dated October 25, 2022
- 8. Insurance Certificates

(Any other documents forming the contract will be listed here)

Scope of Services/Compensation

The Consultant agrees to provide and furnish at its own cost and expense all materials, labor, expertise and means of work, insurance and other accessories and services necessary to provide its Services in strict accordance with the conditions and prices stated in the Contract Documents., in accordance with the City's Request for Proposals dated September 30, 2022 and Consultant's proposal dated October 25, 2022, hereby incorporated by reference.

The Consultant shall begin services under this Contract upon receiving City's fully executed contract and when requested to perform services on a project, the City will present the scope to the Consultant. The Consultant will present the City with a Proposal based on the contract pricing schedule awarded. When the scope of work is agreed upon, along with cost, a purchase order, or signed scope of work will be prepared and executed in order to move forward on the project. Consultant shall timely perform its Services, according to the Schedule agreed to.

The City, in consideration of the performance of this agreement, agrees to pay Consultant in accordance with the City's Request for Proposal documents dated September 30, 2022 and Contractor's Proposal dated October 25, 2022.

This Contract may be increased or decreased by additions and/or reductions in the Work as may be authorized and approved by the City, through issuance of a Change Order. The Contractor will represent that all services will be performed in accordance with generally acceptable professional standards and further represent that the advice and consultation provided will be within its authority and capacity as a professional. The firm will comply with the regulations, laws, ordinances and requirements of all levels of government applicable to the services provided.

3 - Contract Term

The contract will begin at the time of execution of the contract and continue for a period of three (3) years. The contract may be renewed for up to two (2) additional years.

All terms and conditions shall remain in force for the term of this Contract and for any renewal period unless modified by mutual agreement of both parties. Prices shall not be increased during the initial term of this contract, except as noted in Consultant's proposal response dated October 25, 2022.

The City's acceptance of a proposal and approval of the award of a contract shall not constitute a formed contract, and the acceptance of a proposal and award of a contract shall be contingent and conditioned upon the parties' entry into and execution of a written agreement acceptable to the City.

Payment Terms

Payments will be made at the completion of the project and acceptance by the City, unless agreed to otherwise. The City shall make final payment once all contract deliverables have been successfully completed and accepted by the City Project Manager and the solution has been accepted by the City. Payment will be remitted net 30 days following receipt and authorization of a monthly invoice that includes the following detailed information:

- · Amount of monthly payment
- Itemization of all services performed
- Number of hours spent on services
- · Fees associated with these hours
- · Balance of costs remaining

Compliance with All Laws and Regulations

In the provision of the services described herein, the Consultant agrees to comply with all applicable Federal, State and local laws and applicable regulations.

Independent Contractor

The Consultant shall perform duties as an independent contractor and in an independent manner without supervision and control by the City. The Consultant shall not be deemed to be an employee of the City for purposes of payroll deductions, withholding tax, social security, workers' compensation, unemployment compensation, disability benefits, vacations, fringe benefits or any other purpose. In the performance of duties, the Consultant shall supply and operate their own vehicle.

Ownership of Documents

Ownership of all data, materials and documentation originated and prepared for the City pursuant to this contract shall belong exclusively to the City upon payment of all amounts properly due to the Consultant. The Consultant retains ownership of all processes, systems and methodologies, including any applicable software and computer programs, used by it in the performance of its services.

Human Resources & City Administration Consulting Services

Consultant may use the materials prepared for the City as promotion and marketing pieces in pursuit of work for others, provided prior written approval is obtained from the City.

Insurance

The vendor shall not commence work until he has obtained and delivered to the City of Rochester Hills the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the City and licensed and admitted to do business in the State of Michigan. Certificate of Insurance and required endorsements shall be sent electronically to the City of Rochester Hills to the attention of the purchasing division at the following email address: purchasing@rochesterhills.org.

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. Failure of the Vendor to maintain the required insurance shall be grounds for contract cancellation.

- 1. <u>Commercial General Liability Insurance</u>: The Vendor shall procure and maintain during the life of the blanket purchase order/contract, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
- 2. Motor Vehicle Liability: The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- 3. <u>Umbrella Liability Insurance</u>: The Vendor shall procure and maintain during the life of this contract Umbrella Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.
- 4. <u>Workers' Compensation Insurance</u>: The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employers' liability coverage, in accordance with all applicable statutes of the State of Michigan.
- 5. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating: "It is understood and agreed that the following shall be Additional Insureds: the City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing or excess."
- 6. <u>Cancellation Notice</u>: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: "Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail <u>thirty (30) days</u> written notice to the certificate holder named to the left."

Human Resources & City Administration Consulting Services

7. Proof of Insurance Coverage: The Contractor shall provide the City of Rochester Hills, at the time that the contracts are returned by him/her for execution, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and endorsements to the City of Rochester Hills at least ten (10) days prior to the expiration date.

Indemnification

To the fullest extent permitted by law, Consultant agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills against any and all claims, demands, suits, or loss, including all costs and attorney's fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of the Consultant's acts of negligence, errors or omissions in the performance of its obligations under the contract.

Subcontractors

No contract may be sublet without the written consent of the City of Rochester Hills. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The consultant shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Rochester Hills for such acts or omissions.

Assignment of Agreement and Other Contractors

The Consultant shall not assign this Agreement or any part thereof without the written consent of the City. The City reserves the right to let other agreements in connection with this work, even if of like character, for work under an agreement. The Consultant shall coordinate work as required by the City. If any part of the Consultant's work depends on the proper execution of any other contractor, the Consultant shall inspect and promptly report to the City any defects in such work that renders it unsuitable for such proper execution. Failure to inspect and report shall constitute an acceptance of the other contractor's work.

Non-Discrimination

The Consultant agrees not to discriminate against any employee or applicant for employment because of sex, race, religion, color, national origin or handicap. A breach of this Section shall constitute a material breach and may be cause for this Agreement to be canceled or terminated by the City.

Termination of Contract

The City reserve the right to terminate this agreement without penalty or handling fees upon 30 days written notice due to poor performance or for any reason deemed to be in its best interest.

Dispute Resolution

Claims, disputes or other matters in question between the parties to this Agreement arising out of or relating to this Agreement or the breach thereof shall be subject to and decided by informal negotiations between authorized representatives of the parties, followed by mediation if the informal negotiations are not successful. Mediation shall be conducted in accordance with the Construction Industry

Mediation Rules of the American Arbitration Association in effect at the time the request for mediation is made by either party

In the event that the parties are not successful in resolving the dispute by mediation, then such disputes shall be subject to and decided by arbitration conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association in effect at the time the demand for arbitration is made by either party. The place of the arbitration hearings shall be at the offices of the American Arbitration Association in Southfield, Michigan, unless otherwise mutually agreed by the parties. The award rendered by the arbitrator(s) shall be final and binding and enforceable in any court of competent jurisdiction.

Termination of Contract

The City reserves the right to terminate this agreement without penalty or termination or handling fees upon 30 days written notice due to poor performance or for convenience or any other reason deemed by the City to be in its best interest.

Entire Agreement

This agreement constitutes the entire agreement between the City and the Consultant and shall inure to the benefit of and bind the parties hereto and their respective heirs, legal representatives, successors, assigns and third parties claiming under this Agreement or by virtue of Agreement between the City and the Consultant.

This agreement shall be construed in accordance with and governed in all respects by the laws of the State of Michigan.

IN WITNESS WHEREOF, the undersigned, warranting that each is fully authorized and empowered to do so, hereby execute these presents intending to bind themselves, and their respective principals, agents, assignees and successors thereby, as of the date first written above.

CITY OF ROCHESTER HILLS

COMPANY

By:

Bryan K. Barnett, Mayor

Cofporate Secretary, GovHRUSA



October 25, 2022

Lisa Cummins, CPPB
Procurement Manager
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, Michigan 48309

Dear Ms. Cummins:

Thank you for the opportunity to provide you with a proposal for Human Resources and City Administration Consulting Services for the City of Rochester Hills.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise and work exclusively in the public sector. We have 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Vice President Jaymes Vettraino will be your primary contract on this contact for HR consulting services. His biography and those of the consultants assigned to your Project Team are attached to this proposal, and Mr. Vettraino's contact information is:

Jaymes Vettraino, Vice President GovHR USA LLC Rochester, Michigan Telephone: 248-379-8923

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, let us know. Please contact Mr. Vettraino if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with the City on its human resources projects.

Sincerely,

Judith Schmittgens

Corporate Secretary and Compliance Manager



ATTACHMENT A

PROPOSAL ACKNOWLEDGEMENT

RFP-RH-22-062

1. Proposer hereby acknowledges receipt of addendum numbers 1.

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide a Human Resources & City Administration Consulting Services, as described herein for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

It is understood that all prices proposed shall remain in effect for at least one hundred twenty (120) days from the proposal due date to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice. The proposer affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

By submission of a proposal, the Proposer agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Rochester Hills. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, at its discretion may reject their proposal.

The undersigned certifies on behalf of the Proposer that the Proposer is not an "Iran Linked Business," as defined in the Iran Economic Sanctions Act of the State of Michigan, 2012 PA 517.

The submission of a proposal hereunder shall be considered evidence that the proposer is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

Company Name:

GovHR USA

Company Address:

630 Dundee Rd., #225 City: Northbrook State: IL Zip: 60062

Authorized Representative's Name (Officer/Agent): Judith Schmittgens

Title: Corporate Secretary and Compliance Manager

Signature Judich Th. Johnstigers

Dated 10/25/22



ATTACHMENT B

CONTRACT EXCEPTIONS

Check One:

There are no exceptions taken to any of the terms, conditions, specifications, solicitation documents, or the contract.

X There are exceptions taken to the terms, conditions, specifications, solicitation documents or contract: GovHR will agree to indemnify the City for acts of negligence committed by GovHR or anyone acting on GovHR's behalf in the performance of services under this contract, but cannot agree to indemnify the City for damages caused by the acts or negligence of the City or anyone acting on the City's behalf. This is the only exception to the contract.

NOTE: All potential proposers are advised that exceptions taken may be considered during the evaluation phase which may affect the final scoring of proposals. Proposers stipulating that the City must use their contract or agreement may be determined non-responsive and their proposal determined unacceptable.

The following contract terms are considered non-negotiable by the City:

- Limitation of Liability for death, bodily injury, or damage to tangible property (including data)
- Indemnification to the City of Rochester Hills
- Binding Arbitration
- Governing Law other than the State of Michigan

Original Signature by Authorized Officer/Agent: Julial Th. Schmitters

Type or Print Name of Person Signing: Judith Schmittgens

Title: Corporate Secretary and Compliance Manager

GovHR USA



ATTACHMENT C

VENDOR QUESTIONNAIRE

Date:	October 25, 2022				
Firm Name:	GovHR USA				
Address:	630 Dundee Road, Suite 225				
City:	Northbrook, IL 60062	State:	Illinois	Zip	60062
Contact Name:	Jaymes Vettraino				
Telephone Number:	248-379-8923				
E-Mail Address:	jvettraino@govhrusa.com				
Firm Established:	February, 2009 (f/k/a Voorhees	Associa	tes) Years in	Business	:13+
Type of Organization (0	Circle One): () Partnership () Corporation	() Join	t Venture (X)C	Other LLC	:
	l(s) will your company accept fro factory deliverables received.	m the C	ity? The City's pa	ayment t	erms are Net 30
() City Procure	ement Card (MasterCard)				
IMPORTANT No payments	OTE: The City will not agree to pa	ıy additi	onal processing	fees on (credit card
(X) City Purcha	se Order/Check				

Provide the names of the principals and key personnel:

Name	Title
Joellen Cademartori	Chief Executive Officer
Heidi Voorhees	President
Laurie Pederson	Client and Administrative Services Director
Jaymes Vettraino	Vice President



Provide a comprehensive list of the firm's capabilities, services you provide and any special area(s) of expertise. Attach additional sheets if necessary.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. We have 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. We have conducted more than 1000 executive recruitments and more than 100 classification and compensation studies across the country. In addition, our affiliate company, GovTemps USA provides interim and temporary staffing services to our local government clients.

Have you ever done business with the City of Rochester Hills? If yes, provide the following information:

Project Manager	Dates of Service	Project
Jaymes Vettraino	2022 - September	Consulting - Leadership Team Retreat Facilitation
Jaymes Vettraino	2021 - August	Consulting - Assist with MIS Director Interviews and Assessment
Jaymes Vettraino	2021 - January	Executive Search - Director of Human Resources
Jaymes Vettraino	2020 - October	Consulting - Recruitment Outreach Inspections Services Position
Jaymes Vettraino	2020 - August	Consulting - Develop and Facilitate 6-Month Performance Review for Field Services Mgr Position
Jaymes Vettraino	2020 - March	Executive Search - Field Services Manager
Jaymes Vettraino	2019 - December	Consulting -



	T	
		Development of New Position and Review of Operator In Charge Designation
Jaymes Vettraino	2019 - September	Consulting - Assist with Human Resources Analyst Interviews and Assessment
Jaymes Vettraino	2019 - June	Consulting - Leadership Coaching (Building Dept)
Jaymes Vettraino	2019 - April	Consulting - Assist with MIS Deputy Director Interviews and Assessment
Jaymes Vettraino Sarah McKee	2018 - December	Consulting - Department Review and Recommendations (DPS)
Jaymes Vettraino	2018 - September	Executive Search - Director of MIS
Jaymes Vettraino Sam Ferguson	2018 - July	Consulting - Department Review and Recommendations (MIS)
Jaymes Vettraino	2017 - November	Executive Search - Strategic Innovation Officer
Jaymes Vettraino	2017 - August	Consulting - Department Review and Recommendations (Mayor's Office)
Jaymes Vettraino Heidi Voorhees	2017 - March	Executive Search - Director of Community and Economic Development



Identify any lawsuits or litigation, past or present that your firm has been party to, if any.

GovHR has never been involved in any type of lawsuit or litigation.

Does your firm have other on-call contracts for human resources and city administration consulting services? Yes (X) No () If yes, list the types of projects that have been completed under those contracts. Attach additional sheets if necessary.

GovHR has contracts with several clients for on-call executive recruitments and/or human resources consulting services:

Austin, TX; Broward County, FL; Chesapeake, VA; Cleveland, OH; Dallas, TX; Deerfield Beach, FL; Farmington Hills, MI; Fort Collins, CO; Gainesville, FL; Hartford, CT; King County, WA; Lake County, IL; State of North Carolina; Oakland County, MI; Peoria, AZ; Peoria, IL; Roanoke, VA; San Francisco, CA; San Jose, CA; Scottsdale, AZ; Tucson, AZ; Commonwealth of Virginia; Virginia Beach, VA; and Wentzville, MO.

Describe general qualifications of the firm and the qualifications of the staff including previous experience on similar projects with municipalities, past performance on similar projects, and the ability to coordinate multiple projects.

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. The firm is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Massachusetts, Michigan, Minnesota and Wisconsin.

Our consultants are experienced executive recruiters who have conducted over 1000 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.



Several of our consultants are also highly experienced classification and compensation specialists. GovHR has conducted more than 100 classification and compensation studies since the firm's inception. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client.

In addition to pay studies, GovHR consultants have conducted other management studies including organizational assessments, staffing analysis, strategic planning, goal setting facilitation, job description updates, and assessment centers for executive recruitment candidates. A list of the firm's studies and a complete list of GovHR's clients is located on our website at www.govhrusa.com.

The lead consultant assigned to this project, Jaymes Vettraino, has worked with GovHR since 2016 and consulting with Rochester Hills since 2017. Mr. Vettraino is the Director of Civic Engagement at Rochester University in Rochester Hills. Prior to his consulting and higher education career, Mr. Vettraino served as City Manager for three communities in Pennsylvania and Michigan (see attached bio).

As noted above, Mr. Vettraino has facilitated fifteen (15) GovHR projects for Rochester Hills. Since 2015, he has engaged in over 100 consulting projects in Michigan. Mr. Vettraino is proud of the work he has done with Rochester Hills and the City is often a reference for other GovHR municipal projects. Mr. Vettraino's consulting practice with GovHR has included recruiting, classification and compensation studies, departmental service studies, position analysis and creation, performance evaluation, personalized leadership development, team facilitation, personnel manual development, and other human resource and strategic planning services. His GovHR Michigan clients include: Oakland County, Troy, Ferndale, Royal Oak, Rochester, Ann Arbor, Huntington Woods, Eastpointe, Lincoln Park, Melvindale, Jackson, Oakland Twp, Grand Traverse County, Kent County, Charlotte, Northville, St. Clair Shores, South Lyon, and Sterling Heights.

Identify the team members that will be working on City projects. Attach their resumes detailing their role, size and scope of projects over the last five years, licenses held, educational background, and number of years with the firm.

We have put together a proposed project team that includes consultants with various areas of expertise in public service. Any one of these consultants may be assigned to work on a project or recruitment for the City, depending on the type of assignment and the consultant's other commitments at the time the project is to begin.

Vice President Jaymes Vettraino will serve as the primary contact for this contract. Other members of the Project Team include Chief Executive Officer Joellen Cademartori, Senior Vice Presidents Rachel Skaggs, Joan Walko, Dele Lowman Smith, Lee Szymborski, Sarah McKee and Charlene Stevens, Vice Presidents Lisa Stricker, Rachel Glisper, Rodney Crain and Ryan Cotton, Associate Vice President Alice Bieszczat and Human Resources Manager Mysi Hall. Resumes for each of these consultants are included with this proposal, and their client lists are available on our website (LINK to the GovHR website - Associates).

We understand the City reserves the right to approve all staff that works on projects under this proposal.



The City reserves the right to reject any of the firm's staff, which the City, at its sole discretion, may deem unqualified. If your team member is not submitted with your proposal, they will not be eligible to work on City projects without prior approval from the City.

Name	Position	Resume Attached
Jaymes Vettraino	Vice President	yes
Joellen Cademartori Chief Executive Officer		yes
<u>Heidi Voorhees</u>	<u>nees</u> President	
Dele Lowman	Sr. Vice President	yes



REFERENCES

City of Troy, Michigan

Contact:

Bob Brunner, Assistant City Manager

Phone:

248-524-3351

Email:

bob.bruner@troy.gov

Contract Scope (project year):

City Manager and City Attorney Performance Evaluation Facilitation (2020, 2021, 2022)

Equity, Inclusion, & Community Engagement Study (2021)

Classification and Compensation Study (2019)

Chief Financial Officer Executive Outreach (2019)

Assistant City Manager Executive Outreach (2019)

City Manager Executive Search (2018)

City of Ferndale, Michigan

Contact:

Dan Jacey, Director of Human Resources

Phone:

248-546-2378

Email:

djacey@ferndalemi.gov

Contract Scope (project year):

Compensation Study (2022)

Community and Economic Development Director Executive Search (2022)

Department of Public Works Director Executive Search (2021)

Finance Director Executive Outreach (2021)

Fire Chief Executive Search (2020)

City Manager Executive Search (2019)

DDA Executive Director Executive Search (2019)



Oakland County, Michigan

Contact:

April Lynch, Deputy County Executive

Phone:

248-858-1558

Email:

lynchap@oakgov.com

Contract Scope (project year):

Compensation Study (2022)

Chief Diversity, Equity, and Inclusion Officer Executive Search (2022)

Equalization Director Executive Search (2022)

Public Communications Director Executive Search (2021)

Corporation Counsel Executive Search (2021)

Deputy Corporation Counsel Executive Search (2021)

Chief Environmental Sustainability Officer Executive Search (2021)

Facilities Director Executive Search (2021)

Health Officer Executive Search (2021)

Parks and Recreation Director Executive Search (2021)

Public Services Director Executive Search (2021)

Community and Economic Development Director Executive Search (2020)

City of Allegan, Michigan

Contact:

Joel Dye, City Manager

Phone:

269-673-5511

Email:

idye@cityofallegan.org

Contract Scope (project year):

Classification and Compensation Study (2019/2020)



ATTACHMENT D

EVALUATION CRITERIA 2

APPROACH TO SCOPE OF WORK

Describe the needs of services specific to the public sector and how they are met. Highlight any experience your firm has specific to municipalities.

GovHR's consulting focus is the public sector, specifically municipal organizations, counties, special districts and other local government entities. Since our founding in 2009, we've conducted more than 1,000 local government recruitment processes and customized consulting engagements in 41 states. We are based in the Midwest and thoroughly understand the challenges facing local governments. These include limited resources, employee recruitment and retention and the importance of delivering high quality services to communities.

GovHR understands that human resource management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures. We understand the high expectations that have been established in Rochester Hills in recruiting and retaining excellent employees. These factors will be taken into consideration in every assignment that GovHR conducts for the City.

In our executive recruitments, GovHR is dedicated to our outreach efforts through personal contact, an extensive social media presence and websites that attract candidates specific to your position. We attend conferences and are active in the different local government disciplines ensuring we are aware of candidates who may be a fit for your organization. We are also committed to diversity, equity and inclusion, working in partnership with the National Forum for Black Public Administrators on recruitment processes and supporting the Local Government Hispanic Network, the League of Women in Government and CivicPride.

The lead consultant assigned to this project, Jaymes Vettraino, has worked with GovHR since 2016 and consulting with Rochester Hills since 2017. Mr. Vettraino is the Director of Civic Engagement at Rochester University in Rochester Hills. Prior to his consulting and higher education career, Mr. Vettraino served as City Manager for three communities in Pennsylvania and Michigan (see attached bio).



As noted above, Mr. Vettraino has facilitated fifteen (15) GovHR projects for Rochester Hills. Since 2015, he has engaged in over 100 consulting projects in Michigan. Mr. Vettraino is proud of the work he has done with Rochester Hills and the City is often a reference for other GovHR municipal projects. Mr. Vettraino consulting practice with GovHR has included recruiting, class and compensation studies, departmental service studies, position analysis and creation, performance evaluation, personalized leadership development, team facilitation, personnel manual development, and other human resource and strategic planning services. His GovHR Michigan clients include: Oakland County, Troy, Ferndale, Royal Oak, Rochester, Ann Arbor, Huntington Woods, Eastpointe, Lincoln Park, Melvindale, Jackson, Oakland Twp, Grand Traverse County, Kent County, Charlotte, Northville, St. Clair Shores, South Lyon, and Sterling Heights.

Describe the firm's ability to respond to short lead-time schedules and available resources to complete the work.

We are accustomed to working with clients who have immediate needs and shorter timelines. We have depth in our firm (https://www.govhrusa.com/associates/) and are able to call upon additional resources to assist our consultants with their assignments. We have weekly meetings with consultants and weekly written updates on the status of projects providing us with real time information on each consultant's workload and capacity.

Mr. Vettraino has a reputation of responding to requests for service from the City of Rochester Hills immediately via phone, text, and email. He will continue this level of service. In addition, Mr. Vettraino's office is less than five (5) miles from City Hall and over the past five years he has made himself available for same-day in-person meetings and has launched projects within 24-hours of receiving a request. He has also coordinated other GovHR subject matter experts (SMEs) on short notice to provide specialized support for Rochester Hills projects. While Mr. Vettraino strives to provide this level of service to each of our clients, his personal investment, geographic proximity and community reputation provide extra incentive to continue to provide the City of Rochester Hills with exceptional service.

How will your firm incorporate projects from the City into your standard workload? Address your capacity for responding to potential emergency projects for the City.

We plan for and anticipate upcoming projects, incorporating them into our weekly status reports and other staff meetings. We meet our deadlines and deliverables without fail. We regularly communicate with our team members, understanding their workload and providing additional assistance when a consultant has an emergency project. Our organizational culture values supporting and assisting one another and consultants who reach out for additional assistance are pleasantly surprised with the amount of help they receive.

In the case of an unexpected, emergency project, Mr. Vettraino would be the City's immediate point of contact. If he has the capacity and expertise to respond to the emergency, he will facilitate a solution, while communicating to his other clients to delegate work to another GovHR consultant. If Mr. Vettraino is not personally available or if an SME is required, he will work immediately with the GovHR owners to identify an appropriate consultant to work with the City. While GovHR is working in 41 States, most of



our consultants are located in the midwest and can be available on short notice. We pride ourselves on being small enough to provide personalized service, but large enough to be able to support a variety of client needs and timelines.

How has your firm supported public sector HR departments in change management to ensure that best practices are vetted, options are evaluated, and implemented with stakeholder buy-in, both leadership and general employees?

GovHR is currently undertaking an organizational assessment for the City of Hillsboro, Oregon's HR Department. We have conducted several other organization analysis and strategic planning studies for clients of similar size to Rochester Hills, including Burnsville, MN (2020/pop. 60,000); Shawnee, KS (2020/pop. 65,845); Decatur, IL (2018/pop. 76,178); Osh Kosh, WI Public Works Department (2015/pop. 66,700); and Eau Claire, WI (2014/pop. 67,545).

What areas of the scope of work/services are specialty within your firm, please provide at least two examples of recent (within the last 5 years) of your delivery of a project within those scopes of work/service?

Compensation and Classification Study Services

GovHR has an extensive Compensation and Classification practice that encompasses all of the items outlined above. Joellen Cademartori, co-owner of GovHRUSA and GovTempsUSA, heads up this practice and the teams who conduct the consulting work. Since 2013 GovHR has conducted more than 100 Classification and Compensation Studies in 25 different states. Classification and/or Compensation studies in Michigan include Bloomfield Township Library, (2017); Troy (2018); Allegan (2020); Rochester (2022), Niles (2022) and Sturgis (underway).

Compensation and Classification studies that would be comparable to a full study for the City of Rochester Hills include Framingham, MA (2018/pop. 71,594); Troy, MI (2018/pop. 83,181); and New Bedford, MA (2018/pop. 95,032).

All full GovHR Compensation and Classification projects include a customized competitive market analysis or current pay and workloads (and benefits, at the request of the client). GovHR's extensive recruitment experience in Michigan and work experience of Mr. Vettraino and Vice President Ryan Cotton provides the firm with the ability to work with Rochester Hills to select appropriate comparable municipalities. Their experience with the unique Michigan recruitment, health care, pension, taxation, service contracting, etc. will benefit Rochester Hills to assure their employees and elected officials that the comps selected are best fit.

To summarize GovHR's proposed methodology on our Classification and Compensation Studies, the assigned Project Manager (typically Ms.Cademartori or Senior Vice President Rachel Skaggs) will start by meeting with the designated representative(s) for the City to review the scope of the Study, discuss Study methods and any areas of concern, and to identify comparable communities, benchmark classifications and the City's policy with respect to compensation (i.e., 50th percentile, 65th percentile, etc.). GovHR will



then prepare a salary survey to send out to the comparable communities for the benchmark positions. The purpose of this exercise is to obtain information in order to assure external equity with the municipalities and private sector employers (if using) which impact the labor market for Rochester Hills. GovHR will summarize the results of the surveys and use the data to recommend new salary schedules for each of the positions in the organization.

The Project Manager will conduct a kickoff meeting with the employees. The purpose of this meeting will be to explain the goals of the Study and to hand out the Job Analysis Questionnaire forms. Once the forms are completed, reviewed by supervisors, and returned to GovHR, the Consultant Team will interview at least one employee from each of the classifications included in the Study in order to fully understand current job duties, education and experience requirements, supervisory roles, and other areas used to rank all of the positions within the organization. GovHR uses a formal evaluation system to compare the relative worth of each job and will develop a new classification plan based upon the requirements of the job, rather than the performance or qualifications of the incumbent.

GovHR will provide regular progress reports throughout the approximate 4-month process, and will prepare a draft report summarizing its findings and recommendations approximately 12 weeks into the Study. Following review by designated representatives of Rochester Hills, GovHR will prepare a final report including implementation costs for presentation to City Management.

It should be noted that GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients. In sum, GovHR has a proven methodology and a highly qualified staff to complete a Classification and Compensation Study for Rochester Hills.

Diversity Equity and Inclusion Program Development

GovHR is currently providing DEI consulting services to St. Charles, Illinois and has provided DEI employee education and training to all employees in Lombard, Illinois and Glen Ellyn, Illinois. We have consultants specifically trained in DEI work including <u>Lisa Stricker</u>, <u>Dele Lowman</u>, <u>Rachel Glisper</u> and <u>Cheryl Orr</u> (see attached biographies). Each of these SMEs are qualified to assist the City in evaluating existing internal and external practices, programs and services. They are also able to assist in developing and facilitating an internal DEI task force to develop a Citywide strategy and training plan, develop key performance indicators, and implement best practices in hiring.

In addition, GovHR has conducted in house bias training for all of our employees and independent contractors.

We have conducted numerous DEI Officer/Director recruitments across the country including Fort Collins, CO, Toledo, OH, State College, PA, Cedar Rapids, IA, Oakland County, MI and Ann Arbor, MI. This month we were retained by the City of Austin, TX to conduct an Equity Officer recruitment process.

We have recently partnered with the National Forum for Black Public Administrators' ("NFBPA") consulting division, the Institute for Excellence in Public Service ("i4x") to provide our clients with additional resources and a focus on diversity, quality and customer satisfaction. The National Forum for



Black Public Administrators (NFBPA) is the nation's principal and most progressive organization dedicated to the advancement of African American public leadership in local and state governments. The Institute for Excellence in Public Service (i4x) is NFBPA's, client-focused consulting arm. i4x offers management advice, consultancy, research, policy analysis, interim staffing and executive recruitment services; utilizing as consultants, NFBPA members who are experienced and successful subject matter experts in a wide breadth of areas. Its team of practitioners is composed of professionals who have successfully led US cities, counties, school districts and non-profits, run major departments in local and state governments, or taught at colleges and universities. Many have also worked as executives in the private sector. They stand ready to assist local government leaders, either as extensions of staff, or as unbiased third-party experts.

Policy and Procedure Analysis

We have provided collective bargaining consulting services to Niles, IL and trained their HR staff in collective bargaining practices moving forward. We have developed complete human resources manuals for municipalities: Wauconda, IL; Melvindale, MI; and conducted policy and procedures reviews for several clients including Hillsboro, OR and Danvers, MA.

General Employee, Management and Leadership Training

GovHR has conducted numerous employee, management and leadership training sessions. GovHR's 41 professional consultants include human resource subject matter experts in nearly every area. From their professional experience as local government managers and through GovHR engagements, our consultants have developed expertise and/or knowledge of resources in most HR subject areas including: workplace harassment, workplace respect, management/leadership development, interpersonal skill development, conflict resolution, performance evaluation and manager as coach.

Below we have provided some specific examples of employee development training/projects, but our approach in all cases is to develop customized training specific to a client's needs. If Rochester Hills identifies training needs, GovHR will identify a SME or resource and present this to the City. Once the lead consultant is assigned, the consultant will work with stakeholders at the City to develop a needs assessment. With this information the consultant will work hand-in-hand to execute the training and assess the learning.

The following is a partial list of training and presentations done by GovHR in the last few years:

- Employee Retention and Development, College of DuPage, Glen Ellyn, IL Public Service Institute, 2021,2022. Three hour interactive class. Contact: Jennifer Walsh: walshi103@cod.edu
- Equity and Inclusion, training for the College of DuPage Public Service Institute. Three hour interactive class. Contact: Jennifer Walsh: walshj103@cod.edu
- *HR Management in Turbulent Times,* ICMA Regional Conference, 2022, Wisconsin City and County Management Association, Illinois City and County Management Association.



- Your Personal Professional Plan, Local Government Hispanic Network, 2022
- DEI and Succession Planning, ICMA Conference, 2021
- What Employees Want in a Leader, Illinois GFOA, 2021
- Listen, Learn and Lead, IGFOA Academy, 2021
- Boundaries in the Workplace, Pre and Post Pandemic, Municipal Clerks International Institute,
 2021
- Succession Planning, WGFOA, 2021
- DEI More Than a Trend, IGFOA Leadership Academy, IGFOA annual conference
- Building Strong Organizations, Michigan Municipal Executives Conference, 2020
- Diversifying Your Workforce, Michigan Municipal Executives Conference, 2020
- Reimagining Local Government in a Post Covid World, Municipal Management Association of Northern California, 2020
- Hire Hard, Manage Easy, Northern Illinois University, Illinois City and County Management Association, 2017 and 2018

Best Practices to Retain and Reward Employees

GovHR will again develop customized solutions for clients for the retention and reward of employees. We have partnered with the University of North Carolina/Chapel Hill School of Government on several projects. Professor Leisha DeHart-Davis https://mpa.unc.edu/faculty-staff-directory/leisha-dehart-davis is highly skilled in this area. She is currently partnering with GovHR on these services for the City of Hillsboro, Oregon.

<u>Succession Planning</u> — Joellen Cademartori has spoken on the subject of succession planning to several organizations, including at the College of DuPage, IL; the Massachusetts Municipal Human Resources Association; the Illinois Public Labor Relation Association; the National Public Labor Relations Association; and the International Personnel Management Association, Midwest Region. GovHR has the tools available to create a succession plan if requested by the client.

<u>Performance Evaluation Training for Supervisors</u> – Joellen Cademartori has conducted performance evaluation training for supervisors in Libertyville, IL, Round Lake, IL, Westmont, IL, Galesburg, IL and Dartmouth, MA.

<u>Customized Performance Evaluation for Executive Employees - Mr. Vettraino has developed customized</u> employee assessment and evaluation tools, working to facilitate an effective performance measurement and expectation communication system for clients; most recently he has worked with the City of Troy, MI and Royal Oak, MI City Councils to develop assessment models for its City Manager and City Attorney positions. An important aspect of this customized evaluation process is a facilitated discussion with the employee and elected officials to develop goals, improvement targets, and communication plans.

<u>Customized Employee Coaching -</u> GovHR has subject matter experts in various municipal government disciplines, including management, public safety, human resources, public works, information technology, parks and recreation, etc. At the request of the City, subject matter experts can engage in the



development and execution of individualized personnel development plans and one-on-one coaching. Mr. Vettraino has provided this type of one-on-one leadership development for the City of Rochester Hills' Building Department. Mr. Vettraino provides informal coaching and support for several clients, both for the municipal leadership (elected officials) and the placed employees on an on-going basis.

What benefit do you believe your firm can provide the City?

GovHR is a nationally recognized consulting firm that is based in the Midwest. We have consultants located in 11 states from Massachusetts to Arizona and we have worked in 41 different states. We've conducted more than 1,000 recruitment and selection processes and 134 classification and compensation studies in 25 states, along with numerous organizational assessments. We provide one year of telephonic support for our classification and compensation study clients following delivery of the final report, so that our clients are able to evaluate and insert new positions into the new classification plan, and to assist with any other questions they may have regarding implementation.

We have experienced consultants located in Michigan who can draw upon the Subject Matter Experts (SME) that GovHR has around the country. These SMEs cover key facets of local government administration including but not limited to managers/administrators, law enforcement, emergency services including fire, EMS and emergency management, planning, building and community development, community engagement, human resources, public works, finance, budgeting, parks and recreation, information technology and public information. Because we work across the country and regularly attend conferences and seminars we are current on best practices and which communities are leaders in certain policy and practice areas.

In addition, GovHR owners also own and operate a temporary staffing agency (GovTempsUSA) which provides interim and long term staffing options which are critical in today's difficult recruiting environment. GovTemps has had more than 500 local government placements in 22 different states.

How do you define your relationship with a client in handling a project, take us through your general action steps start to finish.

We believe it is critical to establish a specific timeline and an understanding of responsibilities at the start of any project. This timeline will include specific dates, deliverables and who is responsible. In addition, regular update meetings are very valuable in addressing any changes in scope or unexpected issues that may arise. If the scope is altered, then both parties revisit the timeline to ensure there is a mutual understanding of the change and the reason for the change. We provide draft reports to review with the client, ensuring the product developed meets the expectations of the client. Then we will present final reports or findings to the client and appropriate stakeholders.

Provide a list of value added services offered by your firm such as reports, studies, employee education, etc. that may be beneficial to the City of Rochester Hills.

We have addressed this in the other sections of this response.



ATTACHMENT E EVALUATION CRITERIA 3 FEE/RATE SCHEDULE

Provide hourly rates for any positions that may be involved with this contract.

- All hourly rates will be billed at straight time and include all labor, materials and travel expenses.
- Support services such as secretarial, printing, etc., will not be charged separately and must be covered by overhead and profit multiplier listed below.
- Percentage of yearly adjustment in hourly rates for years 2, 3, 4, & 5 of the agreement. Please note that all proposed increases are subject to review and mutual agreement by both the City and awarded consultant.

Position Hourly Rate President or CEO \$175 \$150 Sr. Vice President Vice President \$150 5% Markup for Third Party Professional Services (cannot exceed 5%) Overhead and Profit multiplier that will be added to all labor rates listed above to N/A cover all overhead and profit. This multiplier will remain firm for any and all years of this agreement. Percent adjustment for years 2, 3, 4, & 5 of the contract 5% per year OTHER: Travel expenses are billed at cost



INTENTIONALLY LEFT BLANK.

CONSULTANT PROJECT TEAM RESUMES ATTACHED.



JAYMES VETTRAINO



Jaymes Vettraino is a Vice President with GovHR USA and provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, classification/compensation, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, Ml. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes was also the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

PROFESSIONAL EDUCATION

- Master of Business Administration in Management, Lehigh University
- Bachelor of Science in Political Science, Michigan State University, MI

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Assistant Professor at Rochester University, Rochester, Michigan
- Adjunct Professor at Oakland University, Rochester, MI
- Former Adjunct Professor at Alvernia College, Reading, PA

MEMBERSHIPS AND AFFILIATIONS

- International City and County Managers Association
- Michigan Local Government Management Association
- Leadership Oakland County
- Pennsylvania Association of Municipal Managers
- American Public Power Association
- Pennsylvania Electric Association

AWARDS

- Distinguished Faculty Award, Rochester University, 2019
- Community Advocacy Award, Rochester Regional Chamber of Commerce, 2018
- Selected as one of "Oakland County's Elite 40 under 40", 2015
- Outstanding Service Award from Michigan Municipal League, 2013

PROFESSIONAL BACKGROUND

Over 17 Years in Local Government Management

Director of the Center for Social Engagement,
 Rochester University, MI

Rochester University, MI 2015-Present

City Manager, Rochester, MI 2008-2015

Town Manager, Kutztown, PA 2003-2008

Town Manager, Pen Argyl, PA 1998-2003





HEIDI VOORHEES



Heidi Voorhees is the president and co-owner of GovHR USA. Heidi has more than 30 years of experience working in and with local governments, serving as both a municipal leader and partner. Heidi's exceptional communication style and lasting relationships have positioned her as a widely-respected leader in her field across the U.S.

Executive searches conducted by Heidi for GovHR USA are uniquely tailored around clients' needs and the culture of the organization. Results are achieved through consensus-building and decision making in partnership with a wide range of community leaders included in the process. This in-depth and thorough consulting method sets Heidi apart from others in her industry; she leads executive talent searches that expertly identify individuals with the necessary skillsets and who provide a strong match for core values of the organization.

Heidi is extremely passionate about her commitment to advancing women and minorities in local government, which is also a strong emphasis of GovHR USA. She believes in conducting extensive outreach in the search for talented individuals which results in highly qualified candidates from all backgrounds.

PROFESSIONAL EDUCATION

- Bachelor of Science degree in Political Science, Illinois State University, IL
- Master's degree in Public Affairs from the School of Public and Environmental Affairs, Indiana University, IN

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Trainer/Speaker on Recruitment Selection: Legacy Project
 Annual Conference, International City and County
 Management Association annual conference, Illinois City and
 County Management Association (ILCMA) conference,
 Wisconsin City and County Management Association
 conference, Michigan Municipal Executives, Ohio City and
 County Management Association, American Public Works
 Association—Chicago Metro Chapter, Illinois Association of
 Municipal Management Assistants, Northern Illinois University
 Civic Leadership Program, and Great Lakes Leadership
 Academy
- Former Adjunct Instructor: Center for Public Safety, Northwestern University Campus
- Former Instructor: Master's Degree Program in Public Policy and Administration, Northwestern University
- Former Trainer: Executive Management Program on Management, Community Relations, and Organizational Culture for Law Enforcement

MEMBERSHIPS AND AFFILIATIONS

- Co-founder of The Legacy Project, an organization dedicated to advancing women in Illinois local government
- Chicago Metropolitan Managers' Association, Past Board Member
- Illinois City and County Management Association (ILCMA), Past Board Member
- International City and County Management Association (ICMA), Member
- Leadership Greater Chicago Program, Past Participant
- Active Rotarian for 26 years, Charter Member for Wilmette Harbor Rotary

PROFESSIONAL BACKGROUND

19 Years of Local Government Leadership and Management

- Village Manager, Village of Wilmette, IL 1990-2001
- Assistant Village Manager, Village of Wilmette, IL 1986-1990
- Assistant to the Village Manager, Village of Schaumburg, IL 1984-1986
- Budget Analyst, City of Kansas City, MO 1983-1984
- Cookingham-Noll Fellow, City of Kansas City, MO 1982-1983





Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process MMA 2018
- Hire Hard, Manage Easy Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA Task Force on Women in the Profession 2012 2014,
 Member
- ICMA Conference Planning Committee 2010 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

•	Evanston, IL	
	Director of Administrative Services	2009-2011
	Director of Human Resources	2007-2009

Catawba County, NC
Assistant County Manager 2004-2007
Barnstable, MA

Assistant Town Manager 2000-2003

• Yarmouth, MA

Assistant Town Administrator 1993-2000

Northborough, MA
Assistant Town Administrator
1992-1993
Acting Town Administrator
1991
Administrative Asst. to the Town Admin
1988-1990

Holden, MA Intern 1987

Click here to view full biography at GovHRusa.com





RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012) The Legacy Project ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

City Manager, Princeton, IL
 2015 - 2019

 Management Analyst, Village of Schaumburg, IL
 2012 - 2015

 Management Analyst/HR Manager, Village of Montgomery, IL
 2009 - 2012



P: 847.380.3240

www.govhrusa.com



JOAN WALKO



Joan Walko is a Senior Vice President with GovHR USA focusing on recruitment and human resources consulting. She most recently served as Director of Interim Services and Consulting with Strategic Government Resources.

Prior to SGR, Joan was the Senior Human Resources Business Partner for the City of Largo, FL. She also has experience in human resources with school systems, utilities, and in the private sector. Joan is based in Safety Harbor, Florida.

Joan has broad experience in administration, operational, and financial aspects of municipal government and all disciplines of human resources including talent acquisition and retention, executive recruitment, on-boarding, ERP (implementation, setup and maintenance), employee relations, compensation and classification, performance management/improvement, risk management, coaching, and benefits and wellness programs.

Joan holds a bachelor of science in Mass Communications and a master's degree in Human Resources Development. A lifelong learner, she has advanced certifications from both HRCI (SPHR) and SHRM (SHRM-SCP) and obtained her 620 Adjuster – All Lines License. She recently completed a Diversity, Equity, and Inclusion in the Workplace Certificate from USF Muma College of Business.

PROFESSIONAL EDUCATION

- Master of Science in Human Resources Development, Towson University
- Bachelor of Science in Mass Communication/Media, Townson University

TRAINING AND INSTRUCTION

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster All Lines License

MEMBERSHIPS AND AFFILIATIONS

- Suncoast Human Resources Member
- Director, College Relations
- Howard County Human Resource Association Member
- Safety Harbor Citizen's Academy
- Largo Citizen's Academy
- First Evangelical Lutheran Church
 HR Committee Member
- St. Johns Lane Community Association- Special Events Member
- Baltimore Buzz Brigade -Social Media Volunteer
- Certified Tourism Ambassador™ (CTA) Program

PROFESSIONAL BACKGROUND

- Senior HR Business Partner, City of Largo, FL 2014 2021
- Compensation & Staffing Generalist, Howard County Public School System 2005 - 2014
- Sr. Compensation & Benefits Consultant, Digex Inc. 2001-2002
- Principal, Harbor Consulting Partners 1995- 2001
- Manager, Compensation, University of Maryland 1992-1995
- Compensation Specialist, John Hopkins Health System 1990-1992





LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and repurposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon's Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City's management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University -Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

 Mequon – Thiensville Chamber of Commerce's Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Mequon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

City Administrator, Mequon, WI 1999-2014

Assistant Village Manager, Buffalo Grove, IL 1987-1999

• Milwaukee County and City of Wauwatosa, WI 1980-1986





SARAH MCKEE



Sarah McKee is a Senior Vice President with GovHR USA and has extensive experience as a local government manager and in non-profit management. She has conducted recruitments for a variety of positions in various states throughout the country. She has also done various organizational analysis studies and classifications and compensation studies.

Sarah was a city manager in Johnstown, OH and Rolling Meadows, IL. While managing in Johnstown, the community saw a 20 percent growth in residential and commercial and Sarah was instrumental in establishing their first comprehensive plan as well as a downtown revitalization plan. During her administration, she successfully acquired various grants for community park renovations and led the community through the Main Street application process.

During the recession of 2008, she led Rolling Meadows through a workforce reduction which also included an early incentive retirement program as well as a successful re-negotiation of police and fire contracts for additional cost savings to the City. Additionally, she developed a retention and expansion program for the community's commercial and industrial businesses and attracted additional employers to their corporate centers. During her tenure, she was influential in attracting several new businesses to the area including expansion of several large employers.

Sarah also has extensive experience in Public Works Administration. Having served as a solid waste and fleet superintendent prior to being a public works director, she is known for several innovative ideas that have saved millions of dollars in local governments. While serving as the solid waste superintendent in Paducah, KY, she created the first biosolids waste composting facility in the state. In its first year of operation, the City saved approximately \$1M dollars in landfill costs through the diversion of biosolids and yard waste.

Through ICMA's international program and their cooperation with USAID, Sarah was asked to assist the country of Bulgaria in developing their solid waste management program as they transitioned to the European Union. She spent over seven years developing their program and training their environmental experts as well as assisting in the development of their landfills and composting sites. In addition to Bulgaria, Sarah has also worked in Beirut, Lebanon in the development of the Economic Development plan.

Recently, Sarah expanded her experience into non-profit management. She served as the first Executive Director of the Issaquah Highlands Community Association. Issaquah Highlands is an award winning, large scale master planned, built green urban village located just east of Seattle, WA. The community association is responsible for the governance and management of over 4,000 housing units as well as commercial (including a hospital campus) and retail spaces with 1500 acres of open spaces with 22 parks, soccer fields, dog parks, sport courts and play areas. The Association is charged with maintaining all streetscape, storm water systems including its use as irrigation in streetscapes and parks, management of 9 neighborhoods and 13 supplemental neighborhoods including z-Homes (zero based energy homes).

PROFESSIONAL EDUCATION

- Master of Public Administration with emphasis in Organizational Communications, Murray State University, KY
- Bachelor of Science in Business Administration with emphasis in management, Murray State University, KY

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- ICMA's Women's luncheon
- Illinois Government Finance Officers Association
- Indiana Municipal Managers Association
- Illinois City/County Management Association
- ICMA, coach

PROFESSIONAL BACKGROUND

Extensive Experience in Local Government Management and Non-Profit Management

	-	
•	Executive Director, Issaquah Highlands	
	Community Association, Issaquah, WA	2012-2014
•	City Manager, Rolling Meadows, IL	2008-2011
•	Village Manager, Johnstown, OH	2003-2008
•	Public Works Director, Paducah, KY	1999-2003
•	Solid Waste Superintendent/Fleet	
	Superintendent, Paducah, KY	1994-1999





CHARLENE STEVENS



Ms. Stevens has over twenty years of experience in municipal management. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities. Her career has spanned three states: Minnesota, Kansas and Pennsylvania.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led community wide visioning and strategic planning efforts for two different communities. Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county, led downtown development plans for two communities and created mentoring and training programs for city staff. Ms. Stevens has appreciated the opportunity to mentor many young professionals, including helping to establish women's mentoring groups in three different communities.

PROFESSIONAL EDUCATION

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College, Claremont, California
- Leadership Wichita Graduate

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA)
 Current Member
- ICMA Task Force on Welcoming New Members Chair, 2009 - 2015
- ICMA Task Force on Women in the Profession Member 2012-2014
- ICMA Regional Vice President ICMA Executive Board Member, 2003 - 2006
- ICMA Committee of Professional Conduct Chair, 2006
- ICMA Conference Host Committee Co Chair, 2002
- ICMA Conference Planning Committee Member, 2001 and 2002

- ICMA Task Force on Small Communities Member, 1999-2001
- League of Minnesota Cities (LMC) Board Member, 2013 2015
- Coalition of Greater Minnesota Cities (CGMC) Board Member, 2011 - 2015
- Minnesota City and County Management Association (MCMA) -Current Member
- MCMA Task Force on Women in the Profession Current Member
- YMCA of Woodbury Community Board Current Member and Board Vice Chair
- KUCIMAT President University of Kansas, 2013 2014
- Willmar Area Rotary, 2011 2015
- Kansas Association of City and County Managers (KACM) -Member, 2006 - 2011
- Association of Pennsylvania Municipal Managers (APMM) -Member, 1997 - 2006

PROFESSIONAL BACKGROUND

Over 20 Years of Local Government Leadership and Management Experience

•	City Administrator, Cottage Grove, MN	2015-2018
•	City Administrator, Willmar, MN	2011-2015
•	Assistant County Manager, Sedgwick County, KS	2006-2011
•	Assistant Township Manager, Lower Gwynedd, PA	1999-2006
•	Assistant Township Manager, Buckingham, PA	1997-1999
•	Neighborhood Assistant, City of Wichita, KS	1995-1996





DELE LOWMAN



Dele Lowman is a past local government executive and professional facilitator, consultant, trainer, and coach who uses her 20+ years of experience to lead individuals, teams, and organizations to higher levels of performance.

Dele's public sector management experience spans nonprofit, state, and local government where she has overseen strategic planning, human resources, communications, information technology, finance, legislative affairs, and various other functional areas. She cut her teeth in organizational improvement at the Florida Sterling Council, a public-private partnership with the Executive Office of the Governor. This experience connected Ms. Lowman with some of the most innovative and lauded companies and organizations in Florida and informed her local government service.

Prior to beginning her consulting career, Ms. Lowman was appointed Assistant City Manager for the City of Fayetteville, North Carolina, where she supervised the Finance, Human Resources, Information Technology, and Communication departments, along with the City Clerk, strategic planning, and legislative affairs functions. Previously, she served as Assistant County Manager for Fulton County in Atlanta, Georgia, a county with a population of nearly one million and close to 6,000 employees. There she oversaw the HR and IT departments and supervised the communications, Fulton Government Television (FGTV), training, and performance management divisions. During that time, she led the creation and implementation of the first countywide strategic plan. Ms. Lowman also served multiple chief executives in Broward County, Florida.

PROFESSIONAL EDUCATION

- Master of Public Administration, Baruch College (Pi Alpha Alpha Honors Society)
- Senior Executive Institute, University of Virginia, Darden School of Business
- High Performance Organization (HPO) Diagnostic/Change Model
- Understanding the Sterling/Baldrige Criteria
- Evaluating Internal Controls (GFOA)
- Vital Smarts Influencer Training
- Advanced Facilitation Skills
- Process Improvement

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- "Make Yourself Indispensable at Work" (AHVRP conference)
- "Make a Great Impression in 60 Seconds (Or Less!)" (NAAAHR conference)
- "Courageous Leadership on the Frontlines" (ICMA conference)
- "Give Yourself a Promotion & Accelerate Your Career" (NAAAHR-Atlanta)
- "The Importance of Community" (National Urban Fellows annual conference)

MEMBERSHIPS AND AFFILIATIONS

- DeKalb County Board of Registration & Elections, Board Member
- Buckhead Business Association, Past Board Member
- Urban League of Broward County Young Professionals, Past Board Member
- National Urban Fellows, Graduate
- Leadership ICMA, Graduate
- America's Leaders of Change, Graduate
- Atlanta Regional Commission (ARC) Regional Leadership Institute, Graduate
- Leadership Broward XXV, Graduate

PROFESSIONAL BACKGROUND

- DeKalb County Board of Registration & Elections, Board Member, 2019 - Present
- City of Fayetteville, North Carolina, Assistant City Manager, 4/2013 9/2013
- Fulton County, Georgia, Assistant County Manager/Assistant to County Manager, 2008 2013





LISA STRICKER



Lisa Stricker is a DE&I and communications leader with experience spanning more than 25 years. As a Vice President with GovHR USA, she provides inclusive leadership, change management, communications and general DE&I consulting. Lisa is a collaborative leader who brings a mixture of expertise, passion, authenticity, and vision to create a different perspective on complex topics. She partners with organizations to foster environments of inclusion built on compassion, empathy and understanding.

During her career, Lisa has worked with organizations to conceptualize, develop, communicate, and implement innovative strategies to drive DE&I advancement and initiate positive organizational change. She has launched successful programs for diversity in recruiting and has led efforts to retain staff from under-represented populations. Through her vast experience in crisis communications, she has helped leaders avoid public missteps and assisted others in shifting public perception. Lisa is passionate about creating meaningful change and is determined to leave every situation better than she found it.

PROFESSIONAL EDUCATION

- Master of Arts degree in Writing and Business Communications, DePaul University
- Bachelor of Arts degree in Communications, DePaul University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Trainer/Speaker on Diversity, Equity and Inclusion:
 - Legacy Project Annual Conference, International City and County Management Association annual conference
 - Illinois City and County Management Association (ILCMA) conference

PROFESSIONAL BACKGROUND

Over 25 Years of Communication Experience

- CEO & Founder, RubyGlo Consulting
- 2010-2022
- Vice President, CMO & Head of Global Diversity Performance Health Systems
- Senior Director, Bally Total Fitness
- Director, The Taubman Company



RACHEL GLISPER



Rachel Glisper has more than 20 years of Human Resources experience spanning the private and public sectors. Most recently, Rachel served as the Director of Human Resources for the Town of Needham MA. During her tenure, Rachel supported diversity, equity, and a culture of inclusion by implementing the Town's first Round Table Discussion Series and creating and facilitating the Town's first Employee Resource Group for Black, Indigenous, and People of Color (BIPOC)

Known by colleagues as positive, personable, and persuasive, Rachel's expertise includes best practice development, coaching, change facilitation, and collaboration. Rachel served as a Board member of the Massachusetts Municipal HR Association and was the 2021 Emil Skop Award recipient for outstanding contributions to municipal human resources management.

Rachel is driven by a passion to create healthy workspaces with a sharp focus on equity and inclusion. She believes that the foundation for sustainable change begins with an acknowledgement of where and what improvements are needed, an unwavering commitment to providing equal opportunities to underrepresented individuals and written policies that provide direction and ensure accountability.

Rachel is a proud graduate of Emmanuel College in Boston, MA, living in the metro west area of Boston.

PROFESSIONAL EDUCATION AND CERTIFICATION

- Bachelors of Science degree in Business Administration, Emmanuel College (Boston, MA)
- Grief Support Specialist, University of Wisconsin, Madison, 2020
- Conflict of Interest Law, Massachusetts State Ethics Commission, 2019
- Train the Trainer, Massachusetts Commission Against Discrimination, 2018
- Making Reasonable Accommodations in the Workplace, Massachusetts Interlocal Insurance Assoc. 2017
- Preventing and Addressing Workplace Discrimination, MCAD, 2017
- Conducting Workplace Investigations Training, Safety and Respect at Work, LLC and Eckert, Seamans, Cherin, & Mellott LLC, 2016

CONSULTATION EXPERTISE AND SERVICES

- Management Turn-around: Enhancing competitive advantage through workplace planning, best practices development, training, coaching, and employee relations initiatives.
- Communications Improvement: Articulating written and spoken data clearly with all levels of an organization, including large group presentations, facilitation, and planning.
- Change Facilitation: Improving processes and help others adapt to change.
- Problem and Solution Identification: Finding answers to challenging work/life situations, balancing individual and organizational needs.
- Collaboration: Engaging joyfully in team environments that supports exchange of ideas.

PROFESSIONAL BACKGROUND

- Human Resources Director, Needham MA 2016- 2021
- Workforce Planning and Development Director 2014-2016
 Commonwealth of MA Executive Office of Health
 Human Services, Boston MA
- Employment Services Director 2013-2014
 Commonwealth of MA Executive Office of Health
 Human Services, Boston MA
- Assistant Human Resources Director 2011 2013
 Middlesex Sheriff's Office, Medford MA
- Personnel Officer, Massachusetts Parole Board 2008–2011
 Natick MA





RODNEY L. CRAIN



Rodney Crain is an experienced human resources leader with a career that spans 40 years in both public and private sector organizations.

As a Vice President with GovHR USA, he provides executive search and general management consulting for clients. He is a collaborative leader who is able to build and maintain high performance organizations and who has demonstrated skill in the areas of executive/leadership coaching, talent acquisition, succession planning and compensation. During his career, he has worked for Fortune 100 and 200 companies where he was able to learn and implement innovative strategies for increasing employee engagement and helping businesses achieve their mission and vision. Among his results were the development of staffing models that aligned with short and long-term goals, succession planning tools that assessed talent at all management levels and utilizing change management techniques to increase success of on-going organizational changes – especially as related to mergers, acquisitions and jobs/job family designs.

Mr. Crain was able to transition to the public sector where he used those skills to re-brand the hiring process for the City of Austin into the Acquiring Talent Lifecycle. He and his team not only provided oversight and governance for the staffing and talent solutions for the City's 40 departments, but also managed over 30 executive recruitments annually. On several occasions, he represented the City on television broadcasts and radio spots to help promote the City's brand. Over the course of his tenure, he was also able to drive several strategic objectives, such as leading the effort to assist formerly incarcerated applicants in securing employment through delaying criminal background checks, hosting five job fairs annually at locations throughout the City to ensure access by all demographic groups, and using data analytics to target opportunities to increase the talent pool of women and minorities for City jobs.

His consulting philosophy can be summed up this way: His primary purpose is to assist in building organizational capability. This capability is necessary to sustain growth in any business, and effectively assessing talent is a key factor in that process. Therefore, he continually strives to earn the right to be a trusted advisor, so that he can be a partner in attracting and retaining the diverse talent best suited for long-term success in an organization's environment.

PROFESSIONAL EDUCATION, TRAINING & INSTRUCTION

- Master of Business Administration degree in Human Resources and Operations Management, Consortium for Graduate Study in Management Fellow, Washington University in St. Louis
- Bachelor of Science degree in Secondary Education, magna cum laude, University of Central Missouri, Warrensburg
- SHRM-Senior Certified Professional, Society of Human Resource Management
- HRCI Senior Professional in Human Resources, Human Resources Certification Institute
- California Community College Instructor, Board of Governors of the CA Community Colleges

MEMBERSHIPS AND AFFILIATIONS

- Austin Human Resource Management Association
- National Forum for Black Public Administrators
- IPMA-HR Texas
- Society of Human Resource Management

AWARDS

- Travis County Sheriff's Office Vision Award
- TMHRA, Innovation in Municipal Human Resources Management
- City of Austin Distinguished Service Award

PROFESSIONAL BACKGROUND

Over 35 Years of Human Resource Experience

- Talent Acquisition Manager, City of Austin (2014-2022)
- Talent Council Member, Greater Austin Chamber of Commerce (2016-2022)
- Citizen's Review Panel Member, Office of Police Oversight, City of Austin (2009-2012)
- Human Resources Director, ManpowerGroup (2009-2013)
- Human Resources Manager, ManpowerGroup (2003-2008)
- Human Resources Functional Manager, Hewlett-Packard Company (1995-2001)





RYAN COTTON



Ryan Cotton is a Vice President with GovHR USA, and has over 35 years of experience as a local government management professional in multiple communities in three states including Duvall, Washington, Montpelier, Vermont and Grand haven, Spring Lake, Eastpointe, Caledonia, and Holland Michigan. Mr. Cotton is an ICMA Credentialed Manager.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services and on statewide boards.

Ryan has extensive grant experience in Illinois, Michigan, and Vermont. He brought in more than \$20 million in grants and other non-local tax funding to communities he served-- achieving a 95% success rate.

PROFESSIONAL EDUCATION

- Master of Arts degree in Political Science, Western Michigan University
- Master of Public Administration degree, University of Kansas
- Bachelor of Arts degree in Public Administration, Miami University, OH

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Adjunct Instructor, Grand Valley State University and Hope College
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014
- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998

- Vermont Association of Realtors, Impact Fees and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

MEMBERSHIPS AND AFFILIATIONS

- Michigan Local Government Managers Association, Former Board of Directors
- West Michigan Strategic Alliance, Former Board of Directors

PROFESSIONAL BACKGROUND

•	Interim City Administrator, Duvall, WA,	2021
•	Interim City Manager, Eastpointe, MI	2019
•	Interim Village Manager, Caledonia, MI	2019
•	Interim City Manager, Eastpointe, MI	2018
•	City Manager, Holland, MI	2012-2017
•	Village Manager, Spring Lake, MI	2002-2012
•	City Manager, Grand Haven, MI	1995-2002
•	City Manager, Montpelier, VT	1986-1994
•	Assistant City Manager, Upper Arlington, OH	1984-1986



P: 847,380,3240

www.govhrusa.com



ALICE BIESZCZAT



Alice Bieszczat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszczat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

•	GovHR USA/Voorhees Associates 2008;	2012 – Present
•	Chaddick Institute of Metropolitan	
	Development at DePaul University, IL	2009 - 2012
•	Lurie Children's Hospital of Chicago	2005 - 2008
•	American Diabetes Association	2004 2005
•	Accelerated Fundraising Solutions	2000 - 2003
•	Sprint Cellular/Alltel	1996 – 2000





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist IAPD,
 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

Click here to view full biography at GovHRusa.com

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

in y f O



October 25, 2022

Lisa Cummins, CPPB
Procurement Manager
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, Michigan 48309

Dear Ms. Cummins:

Thank you for the opportunity to provide you with a proposal for Human Resources and City Administration Consulting Services for the City of Rochester Hills.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. Our headquarters offices are in Northbrook, Illinois. We are a certified Female Business Enterprise and work exclusively in the public sector. We have 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Vice President Jaymes Vettraino will be your primary contract on this contact for HR consulting services. His biography and those of the consultants assigned to your Project Team are attached to this proposal, and Mr. Vettraino's contact information is:

Jaymes Vettraino, Vice President GovHR USA LLC Rochester, Michigan Telephone: 248-379-8923

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see, let us know. Please contact Mr. Vettraino if you have questions regarding our proposal or need additional information. We look forward to hearing from you and hope to have the opportunity to work with the City on its human resources projects.

Sincerely,

Judith Schmittgens

Corporate Secretary and Compliance Manager



ATTACHMENT A

PROPOSAL ACKNOWLEDGEMENT

RFP-RH-22-062

1. Proposer hereby acknowledges receipt of addendum numbers 1.

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide a Human Resources & City Administration Consulting Services, as described herein for the price set forth in this proposal. Any changes to the specifications and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

It is understood that all prices proposed shall remain in effect for at least one hundred twenty (120) days from the proposal due date to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice. The proposer affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other proposer and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the proposer has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

By submission of a proposal, the Proposer agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of proposer's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City of Rochester Hills. Proposers shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that the City, at its discretion may reject their proposal.

The undersigned certifies on behalf of the Proposer that the Proposer is not an "Iran Linked Business," as defined in the Iran Economic Sanctions Act of the State of Michigan, 2012 PA 517.

The submission of a proposal hereunder shall be considered evidence that the proposer is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

Company Name:

GovHR USA

Company Address:

630 Dundee Rd., #225 City: Northbrook State: IL Zip: 60062

Authorized Representative's Name (Officer/Agent): Judith Schmittgens

Title: Corporate Secretary and Compliance Manager

Signature Judich Th. Schnittens

Dated 10/25/22



ATTACHMENT B

CONTRACT EXCEPTIONS

Check One:

There are no exceptions taken to any of the terms, conditions, specifications, solicitation documents, or the contract.

X There are exceptions taken to the terms, conditions, specifications, solicitation documents or contract: GovHR will agree to indemnify the City for acts of negligence committed by GovHR or anyone acting on GovHR's behalf in the performance of services under this contract, but cannot agree to indemnify the City for damages caused by the acts or negligence of the City or anyone acting on the City's behalf. This is the only exception to the contract.

NOTE: All potential proposers are advised that exceptions taken may be considered during the evaluation phase which may affect the final scoring of proposals. Proposers stipulating that the City must use their contract or agreement may be determined non-responsive and their proposal determined unacceptable.

The following contract terms are considered non-negotiable by the City:

- Limitation of Liability for death, bodily injury, or damage to tangible property (including data)
- Indemnification to the City of Rochester Hills
- Binding Arbitration
- Governing Law other than the State of Michigan

Original Signature by Authorized Officer/Agent: Julie Th. Schmitten

Type or Print Name of Person Signing: Judith Schmittgens

Title: Corporate Secretary and Compliance Manager

GovHR USA



ATTACHMENT C

VENDOR QUESTIONNAIRE

Date:	October 25, 2022				
Firm Name:	GovHR USA				
Address:	630 Dundee Road, Suite 225				
City:	Northbrook, IL 60062	State:	Illinois	Zip	60062
Contact Name:	Jaymes Vettraino				
Telephone Number:	248-379-8923				
E-Mail Address:	jvettraino@govhrusa.com				
Firm Established:	February, 2009 (f/k/a Voorhees	Associa	tes) Years in I	Business	:13+
Type of Organization (C	Circle One):) Partnership () Corporation	() Joint	: Venture (X) C	other LLC	2
, ,	(s) will your company accept fro factory deliverables received.	m the Ci	ty? The City's pa	ayment t	erms are Net 30
() City Procure	ment Card (MasterCard)				
IMPORTANT NOTE: The City will not agree to pay additional processing fees on credit card payments			credit card		
(X) City Purcha	se Order/Check				

Provide the names of the principals and key personnel:

Name	Title
Joellen Cademartori	Chief Executive Officer
Heidi Voorhees	President
Laurie Pederson	Client and Administrative Services Director
Jaymes Vettraino	Vice President



Provide a comprehensive list of the firm's capabilities, services you provide and any special area(s) of expertise. Attach additional sheets if necessary.

GovHR is a public management consulting firm serving municipal clients and other public-sector entities on a national basis. We have 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. We have conducted more than 1000 executive recruitments and more than 100 classification and compensation studies across the country. In addition, our affiliate company, GovTemps USA provides interim and temporary staffing services to our local government clients.

Have you ever done business with the City of Rochester Hills? If yes, provide the following information:

Project Manager	Dates of Service	Project
Jaymes Vettraino	2022 - September	Consulting - Leadership Team Retreat Facilitation
Jaymes Vettraino	2021 - August	Consulting - Assist with MIS Director Interviews and Assessment
Jaymes Vettraino	2021 - January	Executive Search - Director of Human Resources
Jaymes Vettraino	2020 - October	Consulting - Recruitment Outreach Inspections Services Position
Jaymes Vettraino	2020 - August	Consulting - Develop and Facilitate 6-Month Performance Review for Field Services Mgr Position
Jaymes Vettraino	2020 - March	Executive Search - Field Services Manager
Jaymes Vettraino	2019 - December	Consulting -



		Development of New Position and Review of Operator In Charge Designation
Jaymes Vettraino	2019 - September	Consulting - Assist with Human Resources Analyst Interviews and Assessment
Jaymes Vettraino	2019 - June	Consulting - Leadership Coaching (Building Dept)
Jaymes Vettraino	2019 - April	Consulting - Assist with MIS Deputy Director Interviews and Assessment
Jaymes Vettraino Sarah McKee	2018 - December	Consulting - Department Review and Recommendations (DPS)
Jaymes Vettraino	2018 - September	Executive Search - Director of MIS
Jaymes Vettraino Sam Ferguson	2018 - July	Consulting - Department Review and Recommendations (MIS)
Jaymes Vettraino	2017 - November	Executive Search - Strategic Innovation Officer
Jaymes Vettraino	2017 - August	Consulting - Department Review and Recommendations (Mayor's Office)
Jaymes Vettraino Heidi Voorhees	2017 - March	Executive Search - Director of Community and Economic Development



Identify any lawsuits or litigation, past or present that your firm has been party to, if any.

GovHR has never been involved in any type of lawsuit or litigation.

Does your firm have other on-call contracts for human resources and city administration consulting services? Yes (X) No () If yes, list the types of projects that have been completed under those contracts. Attach additional sheets if necessary.

GovHR has contracts with several clients for on-call executive recruitments and/or human resources consulting services:

Austin, TX; Broward County, FL; Chesapeake, VA; Cleveland, OH; Dallas, TX; Deerfield Beach, FL; Farmington Hills, MI; Fort Collins, CO; Gainesville, FL; Hartford, CT; King County, WA; Lake County, IL; State of North Carolina; Oakland County, MI; Peoria, AZ; Peoria, IL; Roanoke, VA; San Francisco, CA; San Jose, CA; Scottsdale, AZ; Tucson, AZ; Commonwealth of Virginia; Virginia Beach, VA; and Wentzville, MO.

Describe general qualifications of the firm and the qualifications of the staff including previous experience on similar projects with municipalities, past performance on similar projects, and the ability to coordinate multiple projects.

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. The firm is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Massachusetts, Michigan, Minnesota and Wisconsin.

Our consultants are experienced executive recruiters who have conducted over 1000 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.



Several of our consultants are also highly experienced classification and compensation specialists. GovHR has conducted more than 100 classification and compensation studies since the firm's inception. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client.

In addition to pay studies, GovHR consultants have conducted other management studies including organizational assessments, staffing analysis, strategic planning, goal setting facilitation, job description updates, and assessment centers for executive recruitment candidates. A list of the firm's studies and a complete list of GovHR's clients is located on our website at www.govhrusa.com.

The lead consultant assigned to this project, Jaymes Vettraino, has worked with GovHR since 2016 and consulting with Rochester Hills since 2017. Mr. Vettraino is the Director of Civic Engagement at Rochester University in Rochester Hills. Prior to his consulting and higher education career, Mr. Vettraino served as City Manager for three communities in Pennsylvania and Michigan (see attached bio).

As noted above, Mr. Vettraino has facilitated fifteen (15) GovHR projects for Rochester Hills. Since 2015, he has engaged in over 100 consulting projects in Michigan. Mr. Vettraino is proud of the work he has done with Rochester Hills and the City is often a reference for other GovHR municipal projects. Mr. Vettraino's consulting practice with GovHR has included recruiting, classification and compensation studies, departmental service studies, position analysis and creation, performance evaluation, personalized leadership development, team facilitation, personnel manual development, and other human resource and strategic planning services. His GovHR Michigan clients include: Oakland County, Troy, Ferndale, Royal Oak, Rochester, Ann Arbor, Huntington Woods, Eastpointe, Lincoln Park, Melvindale, Jackson, Oakland Twp, Grand Traverse County, Kent County, Charlotte, Northville, St. Clair Shores, South Lyon, and Sterling Heights.

Identify the team members that will be working on City projects. Attach their resumes detailing their role, size and scope of projects over the last five years, licenses held, educational background, and number of years with the firm.

We have put together a proposed project team that includes consultants with various areas of expertise in public service. Any one of these consultants may be assigned to work on a project or recruitment for the City, depending on the type of assignment and the consultant's other commitments at the time the project is to begin.

Vice President Jaymes Vettraino will serve as the primary contact for this contract. Other members of the Project Team include Chief Executive Officer Joellen Cademartori, Senior Vice Presidents Rachel Skaggs, Joan Walko, Dele Lowman Smith, Lee Szymborski, Sarah McKee and Charlene Stevens, Vice Presidents Lisa Stricker, Rachel Glisper, Rodney Crain and Ryan Cotton, Associate Vice President Alice Bieszczat and Human Resources Manager Mysi Hall. Resumes for each of these consultants are included with this proposal, and their client lists are available on our website (LINK to the GovHR website - Associates).

We understand the City reserves the right to approve all staff that works on projects under this proposal.



The City reserves the right to reject any of the firm's staff, which the City, at its sole discretion, may deem unqualified. If your team member is not submitted with your proposal, they will not be eligible to work on City projects without prior approval from the City.

Name	Position	Resume Attached
Jaymes Vettraino	Vice President	yes
Joellen Cademartori	Chief Executive Officer	yes
Heidi Voorhees	President	yes
Dele Lowman	Sr. Vice President	yes



REFERENCES

City of Troy, Michigan

Contact:

Bob Brunner, Assistant City Manager

Phone:

248-524-3351

Email:

bob.bruner@troy.gov

Contract Scope (project year):

City Manager and City Attorney Performance Evaluation Facilitation (2020, 2021, 2022)

Equity, Inclusion, & Community Engagement Study (2021)

Classification and Compensation Study (2019)

Chief Financial Officer Executive Outreach (2019)

Assistant City Manager Executive Outreach (2019)

City Manager Executive Search (2018)

City of Ferndale, Michigan

Contact:

Dan Jacey, Director of Human Resources

Phone:

248-546-2378

Email:

djacey@ferndalemi.gov

Contract Scope (project year):

Compensation Study (2022)

Community and Economic Development Director Executive Search (2022)

Department of Public Works Director Executive Search (2021)

Finance Director Executive Outreach (2021)

Fire Chief Executive Search (2020)

City Manager Executive Search (2019)

DDA Executive Director Executive Search (2019)



Oakland County, Michigan

Contact:

April Lynch, Deputy County Executive

Phone:

248-858-1558

Email:

lynchap@oakgov.com

Contract Scope (project year):

Compensation Study (2022)

Chief Diversity, Equity, and Inclusion Officer Executive Search (2022)

Equalization Director Executive Search (2022)

Public Communications Director Executive Search (2021)

Corporation Counsel Executive Search (2021)

Deputy Corporation Counsel Executive Search (2021)

Chief Environmental Sustainability Officer Executive Search (2021)

Facilities Director Executive Search (2021)

Health Officer Executive Search (2021)

Parks and Recreation Director Executive Search (2021)

Public Services Director Executive Search (2021)

Community and Economic Development Director Executive Search (2020)

City of Allegan, Michigan

Contact:

Joel Dye, City Manager

Phone:

269-673-5511

Email:

jdye@cityofallegan.org

Contract Scope (project year):

Classification and Compensation Study (2019/2020)



ATTACHMENT D

EVALUATION CRITERIA 2

APPROACH TO SCOPE OF WORK

Describe the needs of services specific to the public sector and how they are met. Highlight any experience your firm has specific to municipalities.

GovHR's consulting focus is the public sector, specifically municipal organizations, counties, special districts and other local government entities. Since our founding in 2009, we've conducted more than 1,000 local government recruitment processes and customized consulting engagements in 41 states. We are based in the Midwest and thoroughly understand the challenges facing local governments. These include limited resources, employee recruitment and retention and the importance of delivering high quality services to communities.

GovHR understands that human resource management continues to be a significant concern as governmental services continue to increase in cost and complexity, and the resources to fund local governments are constrained. Day-to-day operations present challenging administrative problems in planning, organizing, and directing human resource functions in order to achieve maximum efficiency and effectiveness in the delivery of municipal services. A properly developed and administered Compensation Plan forms the foundation for meeting these challenges. It helps to ensure that the City can not only recruit the best and brightest employees but can also retain those employees, even in a competitive marketplace. By retaining qualified, experienced employees the City avoids the costs of re-recruitments and lost productivity, while maximizing the benefits of the investments it has made in employees and the institutional and community knowledge acquired by those employees over their tenures. We understand the high expectations that have been established in Rochester Hills in recruiting and retaining excellent employees. These factors will be taken into consideration in every assignment that GovHR conducts for the City.

In our executive recruitments, GovHR is dedicated to our outreach efforts through personal contact, an extensive social media presence and websites that attract candidates specific to your position. We attend conferences and are active in the different local government disciplines ensuring we are aware of candidates who may be a fit for your organization. We are also committed to diversity, equity and inclusion, working in partnership with the National Forum for Black Public Administrators on recruitment processes and supporting the Local Government Hispanic Network, the League of Women in Government and CivicPride.

The lead consultant assigned to this project, Jaymes Vettraino, has worked with GovHR since 2016 and consulting with Rochester Hills since 2017. Mr. Vettraino is the Director of Civic Engagement at Rochester University in Rochester Hills. Prior to his consulting and higher education career, Mr. Vettraino served as City Manager for three communities in Pennsylvania and Michigan (see attached bio).



As noted above, Mr. Vettraino has facilitated fifteen (15) GovHR projects for Rochester Hills. Since 2015, he has engaged in over 100 consulting projects in Michigan. Mr. Vettraino is proud of the work he has done with Rochester Hills and the City is often a reference for other GovHR municipal projects. Mr. Vettraino consulting practice with GovHR has included recruiting, class and compensation studies, departmental service studies, position analysis and creation, performance evaluation, personalized leadership development, team facilitation, personnel manual development, and other human resource and strategic planning services. His GovHR Michigan clients include: Oakland County, Troy, Ferndale, Royal Oak, Rochester, Ann Arbor, Huntington Woods, Eastpointe, Lincoln Park, Melvindale, Jackson, Oakland Twp, Grand Traverse County, Kent County, Charlotte, Northville, St. Clair Shores, South Lyon, and Sterling Heights.

Describe the firm's ability to respond to short lead-time schedules and available resources to complete the work.

We are accustomed to working with clients who have immediate needs and shorter timelines. We have depth in our firm (https://www.govhrusa.com/associates/) and are able to call upon additional resources to assist our consultants with their assignments. We have weekly meetings with consultants and weekly written updates on the status of projects providing us with real time information on each consultant's workload and capacity.

Mr. Vettraino has a reputation of responding to requests for service from the City of Rochester Hills immediately via phone, text, and email. He will continue this level of service. In addition, Mr. Vettraino's office is less than five (5) miles from City Hall and over the past five years he has made himself available for same-day in-person meetings and has launched projects within 24-hours of receiving a request. He has also coordinated other GovHR subject matter experts (SMEs) on short notice to provide specialized support for Rochester Hills projects. While Mr. Vettraino strives to provide this level of service to each of our clients, his personal investment, geographic proximity and community reputation provide extra incentive to continue to provide the City of Rochester Hills with exceptional service.

How will your firm incorporate projects from the City into your standard workload? Address your capacity for responding to potential emergency projects for the City.

We plan for and anticipate upcoming projects, incorporating them into our weekly status reports and other staff meetings. We meet our deadlines and deliverables without fail. We regularly communicate with our team members, understanding their workload and providing additional assistance when a consultant has an emergency project. Our organizational culture values supporting and assisting one another and consultants who reach out for additional assistance are pleasantly surprised with the amount of help they receive.

In the case of an unexpected, emergency project, Mr. Vettraino would be the City's immediate point of contact. If he has the capacity and expertise to respond to the emergency, he will facilitate a solution, while communicating to his other clients to delegate work to another GovHR consultant. If Mr. Vettraino is not personally available or if an SME is required, he will work immediately with the GovHR owners to identify an appropriate consultant to work with the City. While GovHR is working in 41 States, most of



our consultants are located in the midwest and can be available on short notice. We pride ourselves on being small enough to provide personalized service, but large enough to be able to support a variety of client needs and timelines.

How has your firm supported public sector HR departments in change management to ensure that best practices are vetted, options are evaluated, and implemented with stakeholder buy-in, both leadership and general employees?

GovHR is currently undertaking an organizational assessment for the City of Hillsboro, Oregon's HR Department. We have conducted several other organization analysis and strategic planning studies for clients of similar size to Rochester Hills, including Burnsville, MN (2020/pop. 60,000); Shawnee, KS (2020/pop. 65,845); Decatur, IL (2018/pop. 76,178); Osh Kosh, WI Public Works Department (2015/pop. 66,700); and Eau Claire, WI (2014/pop. 67,545).

What areas of the scope of work/services are specialty within your firm, please provide at least two examples of recent (within the last 5 years) of your delivery of a project within those scopes of work/service?

Compensation and Classification Study Services

GovHR has an extensive Compensation and Classification practice that encompasses all of the items outlined above. Joellen Cademartori, co-owner of GovHRUSA and GovTempsUSA, heads up this practice and the teams who conduct the consulting work. Since 2013 GovHR has conducted more than 100 Classification and Compensation Studies in 25 different states. Classification and/or Compensation studies in Michigan include Bloomfield Township Library, (2017); Troy (2018); Allegan (2020); Rochester (2022), Niles (2022) and Sturgis (underway).

Compensation and Classification studies that would be comparable to a full study for the City of Rochester Hills include Framingham, MA (2018/pop. 71,594); Troy, MI (2018/pop. 83,181); and New Bedford, MA (2018/pop. 95,032).

All full GovHR Compensation and Classification projects include a customized competitive market analysis or current pay and workloads (and benefits, at the request of the client). GovHR's extensive recruitment experience in Michigan and work experience of Mr. Vettraino and Vice President Ryan Cotton provides the firm with the ability to work with Rochester Hills to select appropriate comparable municipalities. Their experience with the unique Michigan recruitment, health care, pension, taxation, service contracting, etc. will benefit Rochester Hills to assure their employees and elected officials that the comps selected are best fit.

To summarize GovHR's proposed methodology on our Classification and Compensation Studies, the assigned Project Manager (typically Ms.Cademartori or Senior Vice President Rachel Skaggs) will start by meeting with the designated representative(s) for the City to review the scope of the Study, discuss Study methods and any areas of concern, and to identify comparable communities, benchmark classifications and the City's policy with respect to compensation (i.e., 50th percentile, 65th percentile, etc.). GovHR will



then prepare a salary survey to send out to the comparable communities for the benchmark positions. The purpose of this exercise is to obtain information in order to assure external equity with the municipalities and private sector employers (if using) which impact the labor market for Rochester Hills. GovHR will summarize the results of the surveys and use the data to recommend new salary schedules for each of the positions in the organization.

The Project Manager will conduct a kickoff meeting with the employees. The purpose of this meeting will be to explain the goals of the Study and to hand out the Job Analysis Questionnaire forms. Once the forms are completed, reviewed by supervisors, and returned to GovHR, the Consultant Team will interview at least one employee from each of the classifications included in the Study in order to fully understand current job duties, education and experience requirements, supervisory roles, and other areas used to rank all of the positions within the organization. GovHR uses a formal evaluation system to compare the relative worth of each job and will develop a new classification plan based upon the requirements of the job, rather than the performance or qualifications of the incumbent.

GovHR will provide regular progress reports throughout the approximate 4-month process, and will prepare a draft report summarizing its findings and recommendations approximately 12 weeks into the Study. Following review by designated representatives of Rochester Hills, GovHR will prepare a final report including implementation costs for presentation to City Management.

It should be noted that GovHR has conducted several virtual studies since the start of the pandemic, resulting in significant cost savings to our clients. In sum, GovHR has a proven methodology and a highly qualified staff to complete a Classification and Compensation Study for Rochester Hills.

Diversity Equity and Inclusion Program Development

GovHR is currently providing DEI consulting services to St. Charles, Illinois and has provided DEI employee education and training to all employees in Lombard, Illinois and Glen Ellyn, Illinois. We have consultants specifically trained in DEI work including <u>Lisa Stricker</u>, <u>Dele Lowman</u>, <u>Rachel Glisper</u> and <u>Cheryl Orr</u> (see attached biographies). Each of these SMEs are qualified to assist the City in evaluating existing internal and external practices, programs and services. They are also able to assist in developing and facilitating an internal DEI task force to develop a Citywide strategy and training plan, develop key performance indicators, and implement best practices in hiring.

In addition, GovHR has conducted in house bias training for all of our employees and independent contractors.

We have conducted numerous DEI Officer/Director recruitments across the country including Fort Collins, CO, Toledo, OH, State College, PA, Cedar Rapids, IA, Oakland County, MI and Ann Arbor, MI. This month we were retained by the City of Austin, TX to conduct an Equity Officer recruitment process.

We have recently partnered with the National Forum for Black Public Administrators' ("NFBPA") consulting division; the Institute for Excellence in Public Service ("i4x") to provide our clients with additional resources and a focus on diversity, quality and customer satisfaction. The National Forum for



Black Public Administrators (NFBPA) is the nation's principal and most progressive organization dedicated to the advancement of African American public leadership in local and state governments. The Institute for Excellence in Public Service (i4x) is NFBPA's, client-focused consulting arm. i4x offers management advice, consultancy, research, policy analysis, interim staffing and executive recruitment services; utilizing as consultants, NFBPA members who are experienced and successful subject matter experts in a wide breadth of areas. Its team of practitioners is composed of professionals who have successfully led US cities, counties, school districts and non-profits, run major departments in local and state governments, or taught at colleges and universities. Many have also worked as executives in the private sector. They stand ready to assist local government leaders, either as extensions of staff, or as unbiased third-party experts.

Policy and Procedure Analysis

We have provided collective bargaining consulting services to Niles, IL and trained their HR staff in collective bargaining practices moving forward. We have developed complete human resources manuals for municipalities: Wauconda, IL; Melvindale, MI; and conducted policy and procedures reviews for several clients including Hillsboro, OR and Danvers, MA.

General Employee, Management and Leadership Training

GovHR has conducted numerous employee, management and leadership training sessions. GovHR's 41 professional consultants include human resource subject matter experts in nearly every area. From their professional experience as local government managers and through GovHR engagements, our consultants have developed expertise and/or knowledge of resources in most HR subject areas including: workplace harassment, workplace respect, management/leadership development, interpersonal skill development, conflict resolution, performance evaluation and manager as coach.

Below we have provided some specific examples of employee development training/projects, but our approach in all cases is to develop customized training specific to a client's needs. If Rochester Hills identifies training needs, GovHR will identify a SME or resource and present this to the City. Once the lead consultant is assigned, the consultant will work with stakeholders at the City to develop a needs assessment. With this information the consultant will work hand-in-hand to execute the training and assess the learning.

The following is a partial list of training and presentations done by GovHR in the last few years:

- Employee Retention and Development, College of DuPage, Glen Ellyn, IL Public Service Institute, 2021,2022. Three hour interactive class. Contact: Jennifer Walsh: walshj103@cod.edu
- Equity and Inclusion, training for the College of DuPage Public Service Institute. Three hour interactive class. Contact: Jennifer Walsh: walshi103@cod.edu
- *HR Management in Turbulent Times,* ICMA Regional Conference, 2022, Wisconsin City and County Management Association, Illinois City and County Management Association.



- Your Personal Professional Plan, Local Government Hispanic Network, 2022
- DEI and Succession Planning, ICMA Conference, 2021
- What Employees Want in a Leader, Illinois GFOA, 2021
- Listen, Learn and Lead, IGFOA Academy, 2021
- Boundaries in the Workplace, Pre and Post Pandemic, Municipal Clerks International Institute,
 2021
- Succession Planning, WGFOA, 2021
- DEI More Than a Trend, IGFOA Leadership Academy, IGFOA annual conference
- Building Strong Organizations, Michigan Municipal Executives Conference, 2020
- Diversifying Your Workforce, Michigan Municipal Executives Conference, 2020
- Reimagining Local Government in a Post Covid World, Municipal Management Association of Northern California, 2020
- Hire Hard, Manage Easy, Northern Illinois University, Illinois City and County Management Association, 2017 and 2018

Best Practices to Retain and Reward Employees

GovHR will again develop customized solutions for clients for the retention and reward of employees. We have partnered with the University of North Carolina/Chapel Hill School of Government on several projects. Professor Leisha DeHart-Davis https://mpa.unc.edu/faculty-staff-directory/leisha-dehart-davis is highly skilled in this area. She is currently partnering with GovHR on these services for the City of Hillsboro, Oregon.

<u>Succession Planning</u> – Joellen Cademartori has spoken on the subject of succession planning to several organizations, including at the College of DuPage, IL; the Massachusetts Municipal Human Resources Association; the Illinois Public Labor Relation Association; the National Public Labor Relations Association; and the International Personnel Management Association, Midwest Region. GovHR has the tools available to create a succession plan if requested by the client.

<u>Performance Evaluation Training for Supervisors</u> – Joellen Cademartori has conducted performance evaluation training for supervisors in Libertyville, IL, Round Lake, IL, Westmont, IL, Galesburg, IL and Dartmouth, MA.

<u>Customized Performance Evaluation for Executive Employees - Mr. Vettraino has developed customized</u> employee assessment and evaluation tools, working to facilitate an effective performance measurement and expectation communication system for clients; most recently he has worked with the City of Troy, MI and Royal Oak, MI City Councils to develop assessment models for its City Manager and City Attorney positions. An important aspect of this customized evaluation process is a facilitated discussion with the employee and elected officials to develop goals, improvement targets, and communication plans.

<u>Customized Employee Coaching -</u> GovHR has subject matter experts in various municipal government disciplines, including management, public safety, human resources, public works, information technology, parks and recreation, etc. At the request of the City, subject matter experts can engage in the



development and execution of individualized personnel development plans and one-on-one coaching. Mr. Vettraino has provided this type of one-on-one leadership development for the City of Rochester Hills' Building Department. Mr. Vettraino provides informal coaching and support for several clients, both for the municipal leadership (elected officials) and the placed employees on an on-going basis.

What benefit do you believe your firm can provide the City?

GovHR is a nationally recognized consulting firm that is based in the Midwest. We have consultants located in 11 states from Massachusetts to Arizona and we have worked in 41 different states. We've conducted more than 1,000 recruitment and selection processes and 134 classification and compensation studies in 25 states, along with numerous organizational assessments. We provide one year of telephonic support for our classification and compensation study clients following delivery of the final report, so that our clients are able to evaluate and insert new positions into the new classification plan, and to assist with any other questions they may have regarding implementation.

We have experienced consultants located in Michigan who can draw upon the Subject Matter Experts (SME) that GovHR has around the country. These SMEs cover key facets of local government administration including but not limited to managers/administrators, law enforcement, emergency services including fire, EMS and emergency management, planning, building and community development, community engagement, human resources, public works, finance, budgeting, parks and recreation, information technology and public information. Because we work across the country and regularly attend conferences and seminars we are current on best practices and which communities are leaders in certain policy and practice areas.

In addition, GovHR owners also own and operate a temporary staffing agency (GovTempsUSA) which provides interim and long term staffing options which are critical in today's difficult recruiting environment. GovTemps has had more than 500 local government placements in 22 different states.

How do you define your relationship with a client in handling a project, take us through your general action steps start to finish.

We believe it is critical to establish a specific timeline and an understanding of responsibilities at the start of any project. This timeline will include specific dates, deliverables and who is responsible. In addition, regular update meetings are very valuable in addressing any changes in scope or unexpected issues that may arise. If the scope is altered, then both parties revisit the timeline to ensure there is a mutual understanding of the change and the reason for the change. We provide draft reports to review with the client, ensuring the product developed meets the expectations of the client. Then we will present final reports or findings to the client and appropriate stakeholders.

Provide a list of value added services offered by your firm such as reports, studies, employee education, etc. that may be beneficial to the City of Rochester Hills.

We have addressed this in the other sections of this response.



ATTACHMENT E EVALUATION CRITERIA 3 FEE/RATE SCHEDULE

Provide hourly rates for any positions that may be involved with this contract.

- All hourly rates will be billed at straight time and include all labor, materials and travel expenses.
- Support services such as secretarial, printing, etc., will not be charged separately and must be covered by overhead and profit multiplier listed below.
- Percentage of yearly adjustment in hourly rates for years 2, 3, 4, & 5 of the agreement. Please note that all proposed increases are subject to review and mutual agreement by both the City and awarded consultant.

•

Position	Hourly Rate
President or CEO	\$175
Sr. Vice President	\$150
Vice President	\$150
Markup for Third Party Professional Services (cannot exceed 5%)	5%
Overhead and Profit multiplier that will be added to all labor rates listed above to cover all overhead and profit. This multiplier will remain firm for any and all years of this agreement.	N/A
Percent adjustment for years 2, 3, 4, & 5 of the contract	5% per year
OTHER:	
Travel expenses are billed at cost	



INTENTIONALLY LEFT BLANK.

CONSULTANT PROJECT TEAM RESUMES ATTACHED.



JAYMES VETTRAINQ



Jaymes Vettraino is a Vice President with GovHR USA and provides municipal management consulting services to communities. His focus is on assisting with employee recruitment, classification/compensation, financial planning, operational management, human resources, community relations and economic development.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager, most recently as the City Manager of Rochester, MI. In Rochester, he had the opportunity to lead a dynamic management team to simultaneously reduce expenses and increase the level of community service during years of the "great recession." During his time as the Manager of Kutztown, PA, Jaymes had the opportunity to lead the college town in the development of its own fiber optic network and improve its relations with Kutztown University. Jaymes was also the first Manager of Pen Argyl, PA, where he led the community in creating a city manager form of government and implemented many grant funded quality of life improvement initiatives and projects.

Jaymes believes that great local communities are the foundation of our lives. Through his facilitative style and technical knowledge of local government, he excels at problem solving and consensus building.

PROFESSIONAL EDUCATION

- Master of Business Administration in Management, Lehigh University
- Bachelor of Science in Political Science, Michigan State University, MI

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Assistant Professor at Rochester University, Rochester, Michigan
- Adjunct Professor at Oakland University, Rochester, MI
- Former Adjunct Professor at Alvernia College, Reading, PA

MEMBERSHIPS AND AFFILIATIONS

- International City and County Managers Association
- Michigan Local Government Management Association
- Leadership Oakland County
- Pennsylvania Association of Municipal Managers
- American Public Power Association
- Pennsylvania Electric Association

AWARDS

- Distinguished Faculty Award, Rochester University, 2019
- Community Advocacy Award, Rochester Regional Chamber of Commerce, 2018
- Selected as one of "Oakland County's Elite 40 under 40", 2015
- Outstanding Service Award from Michigan Municipal League, 2013

PROFESSIONAL BACKGROUND

Over 17 Years in Local Government Management

- Director of the Center for Social Engagement,
 Rochester University, MI
 City Manager, Rochester, MI
 2008-2015
- City Manager, Rochester, MI
 Town Manager, Kutztown, PA
 Town Manager, Pen Argyl, PA
 1998-2003





HEIDI VOORHEES



Heidi Voorhees is the president and co-owner of GovHR USA. Heidi has more than 30 years of experience working in and with local governments, serving as both a municipal leader and partner. Heidi's exceptional communication style and lasting relationships have positioned her as a widely-respected leader in her field across the U.S.

Executive searches conducted by Heidi for GovHR USA are uniquely tailored around clients' needs and the culture of the organization. Results are achieved through consensus-building and decision making in partnership with a wide range of community leaders included in the process. This in-depth and thorough consulting method sets Heidi apart from others in her industry; she leads executive talent searches that expertly identify individuals with the necessary skillsets and who provide a strong match for core values of the organization.

Heidi is extremely passionate about her commitment to advancing women and minorities in local government, which is also a strong emphasis of GovHR USA. She believes in conducting extensive outreach in the search for talented individuals which results in highly qualified candidates from all backgrounds.

PROFESSIONAL EDUCATION

- Bachelor of Science degree in Political Science, Illinois State University, IL
- Master's degree in Public Affairs from the School of Public and Environmental Affairs, Indiana University, IN

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Trainer/Speaker on Recruitment Selection: Legacy Project
 Annual Conference, International City and County
 Management Association annual conference, Illinois City and
 County Management Association (ILCMA) conference,
 Wisconsin City and County Management Association
 conference, Michigan Municipal Executives, Ohio City and
 County Management Association, American Public Works
 Association—Chicago Metro Chapter, Illinois Association of
 Municipal Management Assistants, Northern Illinois University
 Civic Leadership Program, and Great Lakes Leadership
 Academy
- Former Adjunct Instructor: Center for Public Safety, Northwestern University Campus
- Former Instructor: Master's Degree Program in Public Policy and Administration, Northwestern University
- Former Trainer: Executive Management Program on Management, Community Relations, and Organizational Culture for Law Enforcement

MEMBERSHIPS AND AFFILIATIONS

- Co-founder of The Legacy Project, an organization dedicated to advancing women in Illinois local government
- Chicago Metropolitan Managers' Association, Past Board Member
- Illinois City and County Management Association (ILCMA), Past Board Member
- International City and County Management Association (ICMA), Member
- Leadership Greater Chicago Program, Past Participant
- Active Rotarian for 26 years, Charter Member for Wilmette Harbor Rotary

PROFESSIONAL BACKGROUND

19 Years of Local Government Leadership and Management

- Village Manager, Village of Wilmette, IL 1990-2001
- Assistant Village Manager, Village of Wilmette, IL 1986-1990
- Assistant to the Village Manager, Village of Schaumburg, IL 1984-1986
- Budget Analyst, City of Kansas City, MO 1983-1984
- Cookingham-Noll Fellow, City of Kansas City, MO 1982-1983





Joellen Cademartori



Joellen Cademartori is the chief executive officer and co-owner of GovHR USA and has nearly 30 years of cumulative experience working in the public sector as a municipal leader, and in human resources and management consulting. Joellen's exceptional communication style has enabled her to develop and maintain strong relationships with her peers, elected and appointed officials, and related local government partners.

The public sector human resources and management projects Joellen has worked on have earned her respect in local governments across the country. Due to her commitment and dedication to local government, she is known an industry leader in executive recruiting, interim staffing, in addition to human resources and management consulting work.

Throughout her career, Joellen has been privileged to serve on numerous local, state and national committees. A personal and professional highlight for her was being on the International City/County Management Association (ICMA) Executive Board as a representative from the Northeast Region. Joellen regularly speaks in front of groups, and writes about a variety of local government topics, which include organizational analysis, generational diversity, succession planning, performance management, resume development and interviewing skills and techniques. She is dedicated to developing the next generation of managers and remains passionate about excellence in local government.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northeastern University, Boston, MA
- Bachelor of Economics, Worcester State College, MA
- Senior Executive institute, Leading, Education & Developing (LEAD) Program, University of Virginia, Weldon Cooper Center for Public Service

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Executive Recruiter Panel Investing in the Next Generation of Leaders, NFBPA – Emerge 2020
- Re-Evaluating Your Employee Evaluation, MMA 2020
- Succession Planning for the Public Sector Webinar, NPELRA 2020
- What Does it Take Landing Leadership Positions, ICMA 2019
- Achieving Your Leadership Potential Thinking Strategically About the Next Steps in Your Career, NFBPA 2019
- Succession Planning tips to Achieve Unity Through Diversity, MMA 2019
- Putting Your Best Foot Forward Interview Skills for Women, including Posture, Presence and Bias, WCMA Women's Leadership Seminar 2018
- Tips for a Successful Recruitment Process MMA 2018
- Hire Hard, Manage Easy Tips for Getting the Best Employees, IPELRA 2018
- Achieving Your Leadership Potential: Thinking Strategically About the Next Steps in Your Career, LGHN 2018

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA), Member
- ICMA Task Force on Deputy/Assistant Managers 2017-2018, Current Member
- Illinois City and County Management Association (ILCMA), Current Member
- ICMA Task Force on Women in the Profession 2012 2014, Member
- ICMA Conference Planning Committee 2010 2011, Chair

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

•	Evanston, IL	
	Director of Administrative Services	2009-2011
	Director of Human Resources	2007-2009
•	Catawba County, NC	
	Assistant County Manager	2004-2007
•	Barnstable, MA	
	Assistant Town Manager	2000-2003
•	Yarmouth, MA	
	Assistant Town Administrator	1993-2000
•	Northborough, MA	
	Assistant Town Administrator	1992-1993
	Acting Town Administrator	1991
	Administrative Asst. to the Town Admin	1988-1990

Click here to view full biography at GovHRusa.com



1987

P: 847.380.3240

Holden, MA

Intern

www.govhrusa.com



RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012) The Legacy Project ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

• City Manager, Princeton, IL 2015 - 2019

 Management Analyst, Village of Schaumburg, IL
 2012 - 2015

 Management Analyst/HR Manager, Village of Montgomery, IL
 2009 - 2012



P: 847.380.3240

www.govhrusa.com



JOAN WALKO



Joan Walko is a Senior Vice President with GovHR USA focusing on recruitment and human resources consulting. She most recently served as Director of Interim Services and Consulting with Strategic Government Resources.

Prior to SGR, Joan was the Senior Human Resources Business Partner for the City of Largo, FL. She also has experience in human resources with school systems, utilities, and in the private sector. Joan is based in Safety Harbor, Florida.

Joan has broad experience in administration, operational, and financial aspects of municipal government and all disciplines of human resources including talent acquisition and retention, executive recruitment, on-boarding, ERP (implementation, setup and maintenance), employee relations, compensation and classification, performance management/improvement, risk management, coaching, and benefits and wellness programs.

Joan holds a bachelor of science in Mass Communications and a master's degree in Human Resources Development. A lifelong learner, she has advanced certifications from both HRCI (SPHR) and SHRM (SHRM-SCP) and obtained her 620 Adjuster – All Lines License. She recently completed a Diversity, Equity, and Inclusion in the Workplace Certificate from USF Muma College of Business.

PROFESSIONAL EDUCATION

- Master of Science in Human Resources Development, Towson University
- Bachelor of Science in Mass Communication/Media, Townson University

TRAINING AND INSTRUCTION

- SPHR, Senior Professional Human Resources (HRCI)
- SHRM-SCP, Senior Certified Professional (SHRM)
- 620 Adjuster All Lines License

MEMBERSHIPS AND AFFILIATIONS

- Suncoast Human Resources Member
- Director, College Relations
- Howard County Human Resource Association Member
- Safety Harbor Citizen's Academy
- Largo Citizen's Academy
- First Evangelical Lutheran Church- HR Committee Member
- St. Johns Lane Community Association- Special Events Member
- Baltimore Buzz Brigade -Social Media Volunteer
- Certified Tourism Ambassador™ (CTA) Program

PROFESSIONAL BACKGROUND

- Senior HR Business Partner, City of Largo, FL 2014 2021
- Compensation & Staffing Generalist, Howard County Public School System 2005 - 2014
- Sr. Compensation & Benefits Consultant, Digex Inc. 2001-2002
- Principal, Harbor Consulting Partners 1995- 2001
- Manager, Compensation, University of Maryland 1992-1995
- Compensation Specialist, John Hopkins Health System 1990-1992





LEE SZYMBORSKI



Lee Szymborski is a Senior Vice President with GovHR USA, working on both executive search and general management consulting assignments. He has more than 33 years of experience in local government administration.

Mr. Szymborski's experience spans both Wisconsin and Illinois communities. Mr. Szymborski served more than 15 years as City Administrator in Mequon, Wisconsin. Mequon is a full service city with \$30 million in combined budgets, and more than 170 employees serving 23,000 residents. He also worked for the City of Wauwatosa and Milwaukee County. In Illinois, he served for 12 years as Assistant Village Manager in Buffalo Grove.

Mr. Szymborski's track record points to a results-oriented approach to municipal government management. That is demonstrated by his work including the purchase of a \$14 M private water utility that has seen its customer base increase under city ownership (Mequon); reorganizing city departments and reducing workforce costs in an organizationally sensitive manner (Mequon); spearheading a 10-community oversight committee to secure the startup of commuter rail service (Metra) on the WI Central railway (Buffalo Grove); and repurposing TIF funds to provide incentives that secured a \$16 M mixed-use development in Mequon's Town Center. He is additionally skilled in budgeting, personnel administration, community engagement efforts and strategic planning.

Lee's experience in recruiting key staff extends back to his management roles in both Buffalo Grove and Mequon. In Buffalo Grove, he handled all aspects of recruiting the management team. During his time in Mequon, Mr. Szymborski recruited all members of the City's management team.

His recent searches include City Manager, City Administrator and department head positions for communities throughout the Midwest and East Coast. He has done management studies and strategic plans for several Wisconsin, Illinois and Missouri communities, professional associations and councils of government. He has also been part of GovHR USA's classification and compensation studies in several Wisconsin, Illinois, Minnesota and Massachusetts communities.

PROFESSIONAL EDUCATION

- Master of Science degree in Urban Affairs, University of Wisconsin - Milwaukee
- Bachelor of Arts in Political Science, University of Wisconsin Milwaukee

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker at state City Management Association meetings in Wisconsin, Illinois and Missouri
- Former Adjunct Instructor at Upper Iowa University -Milwaukee Center and Concordia University Wisconsin
- Published articles in Public Management Magazine, Milwaukee Journal Sentinel

AWARDS

 Mequon – Thiensville Chamber of Commerce's Distinguished Service Award

MEMBERSHIPS AND AFFILIATIONS

- Meguon Police and Fire Commission
- Mequon-Thiensville Sunrise Rotary Club
- Board of Directors for the Mequon Nature Preserve
- International City/County Management Association
- Wisconsin City/County Management Association
- Former President Illinois Association of Municipal Management Assistants
- Former President Mequon-Thiensville Sunrise Rotary Club

PROFESSIONAL BACKGROUND

Over 33 Years of Experience in Local Government Administration

City Administrator, Mequon, WI
 Assistant Village Manager, Buffalo Grove, IL
 1999-2014
 1987-1999

Milwaukee County and City of Wauwatosa, WI 1980-1986

in y fo



SARAH MCKEE



Sarah McKee is a Senior Vice President with GovHR USA and has extensive experience as a local government manager and in non-profit management. She has conducted recruitments for a variety of positions in various states throughout the country. She has also done various organizational analysis studies and classifications and compensation studies.

Sarah was a city manager in Johnstown, OH and Rolling Meadows, IL. While managing in Johnstown, the community saw a 20 percent growth in residential and commercial and Sarah was instrumental in establishing their first comprehensive plan as well as a downtown revitalization plan. During her administration, she successfully acquired various grants for community park renovations and led the community through the Main Street application process.

During the recession of 2008, she led Rolling Meadows through a workforce reduction which also included an early incentive retirement program as well as a successful re-negotiation of police and fire contracts for additional cost savings to the City. Additionally, she developed a retention and expansion program for the community's commercial and industrial businesses and attracted additional employers to their corporate centers. During her tenure, she was influential in attracting several new businesses to the area including expansion of several large employers.

Sarah also has extensive experience in Public Works Administration. Having served as a solid waste and fleet superintendent prior to being a public works director, she is known for several innovative ideas that have saved millions of dollars in local governments. While serving as the solid waste superintendent in Paducah, KY, she created the first biosolids waste composting facility in the state. In its first year of operation, the City saved approximately \$1M dollars in landfill costs through the diversion of biosolids and yard waste.

Through ICMA's international program and their cooperation with USAID, Sarah was asked to assist the country of Bulgaria in developing their solid waste management program as they transitioned to the European Union. She spent over seven years developing their program and training their environmental experts as well as assisting in the development of their landfills and composting sites. In addition to Bulgaria, Sarah has also worked in Beirut, Lebanon in the development of the Economic Development plan.

Recently, Sarah expanded her experience into non-profit management. She served as the first Executive Director of the Issaquah Highlands Community Association. Issaquah Highlands is an award winning, large scale master planned, built green urban village located just east of Seattle, WA. The community association is responsible for the governance and management of over 4,000 housing units as well as commercial (including a hospital campus) and retail spaces with 1500 acres of open spaces with 22 parks, soccer fields, dog parks, sport courts and play areas. The Association is charged with maintaining all streetscape, storm water systems including its use as irrigation in streetscapes and parks, management of 9 neighborhoods and 13 supplemental neighborhoods including z-Homes (zero based energy homes).

PROFESSIONAL EDUCATION

- Master of Public Administration with emphasis in Organizational Communications, Murray State University, KY
- Bachelor of Science in Business Administration with emphasis in management, Murray State University, KY

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- ICMA's Women's luncheon
- Illinois Government Finance Officers Association
- Indiana Municipal Managers Association
- Illinois City/County Management Association
- ICMA, coach

PROFESSIONAL BACKGROUND

Superintendent, Paducah, KY

Extensive Experience in Local Government Management and Non-Profit Management

•	Executive Director, Issaquah Highlands		
	Community Association, Issaquah, WA	2012-2014	
•	City Manager, Rolling Meadows, IL	2008-2011	
•	Village Manager, Johnstown, OH	2003-2008	
•	Public Works Director, Paducah, KY	1999-2003	
•	Solid Waste Superintendent/Fleet		



1994-1999



CHARLENE STEVENS



Ms. Stevens has over twenty years of experience in municipal management. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities. Her career has spanned three states: Minnesota, Kansas and Pennsylvania.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led community wide visioning and strategic planning efforts for two different communities. Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county, led downtown development plans for two communities and created mentoring and training programs for city staff. Ms. Stevens has appreciated the opportunity to mentor many young professionals, including helping to establish women's mentoring groups in three different communities.

PROFESSIONAL EDUCATION

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College, Claremont, California
- Leadership Wichita Graduate

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA)
 Current Member
- ICMA Task Force on Welcoming New Members Chair, 2009 - 2015
- ICMA Task Force on Women in the Profession Member 2012-2014
- ICMA Regional Vice President ICMA Executive Board Member, 2003 - 2006
- ICMA Committee of Professional Conduct Chair, 2006
- ICMA Conference Host Committee Co Chair, 2002
- ICMA Conference Planning Committee Member, 2001 and 2002

- ICMA Task Force on Small Communities Member, 1999-2001
- League of Minnesota Cities (LMC) Board Member, 2013 2015
- Coalition of Greater Minnesota Cities (CGMC) Board Member, 2011 - 2015
- Minnesota City and County Management Association (MCMA) -Current Member
- MCMA Task Force on Women in the Profession Current Member
- YMCA of Woodbury Community Board Current Member and Board Vice Chair
- KUCIMAT President University of Kansas, 2013 2014
- Willmar Area Rotary, 2011 2015
- Kansas Association of City and County Managers (KACM) -Member, 2006 - 2011
- Association of Pennsylvania Municipal Managers (APMM) -Member, 1997 - 2006

PROFESSIONAL BACKGROUND

Over 20 Years of Local Government Leadership and Management Experience

•	City Administrator, Cottage Grove, MN	2015-2018
•	City Administrator, Willmar, MN	2011-2015
•	Assistant County Manager, Sedgwick County, KS	2006-2011
•	Assistant Township Manager, Lower Gwynedd, PA	1999-2006
•	Assistant Township Manager, Buckingham, PA	1997-1999
•	Neighborhood Assistant, City of Wichita, KS	1995-1996





DELE LOWMAN



Dele Lowman is a past local government executive and professional facilitator, consultant, trainer, and coach who uses her 20+ years of experience to lead individuals, teams, and organizations to higher levels of performance.

Dele's public sector management experience spans nonprofit, state, and local government where she has overseen strategic planning, human resources, communications, information technology, finance, legislative affairs, and various other functional areas. She cut her teeth in organizational improvement at the Florida Sterling Council, a public-private partnership with the Executive Office of the Governor. This experience connected Ms. Lowman with some of the most innovative and lauded companies and organizations in Florida and informed her local government service.

Prior to beginning her consulting career, Ms. Lowman was appointed Assistant City Manager for the City of Fayetteville, North Carolina, where she supervised the Finance, Human Resources, Information Technology, and Communication departments, along with the City Clerk, strategic planning, and legislative affairs functions. Previously, she served as Assistant County Manager for Fulton County in Atlanta, Georgia, a county with a population of nearly one million and close to 6,000 employees. There she oversaw the HR and IT departments and supervised the communications, Fulton Government Television (FGTV), training, and performance management divisions. During that time, she led the creation and implementation of the first countywide strategic plan. Ms. Lowman also served multiple chief executives in Broward County, Florida.

PROFESSIONAL EDUCATION

- Master of Public Administration, Baruch College (Pi Alpha Alpha Honors Society)
- Senior Executive Institute, University of Virginia, Darden School of Business
- High Performance Organization (HPO) Diagnostic/Change Model
- Understanding the Sterling/Baldrige Criteria
- Evaluating Internal Controls (GFOA)
- Vital Smarts Influencer Training
- Advanced Facilitation Skills
- · Process Improvement

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- "Make Yourself Indispensable at Work" (AHVRP conference)
- "Make a Great Impression in 60 Seconds (Or Less!)" (NAAAHR conference)
- "Courageous Leadership on the Frontlines" (ICMA conference)
- "Give Yourself a Promotion & Accelerate Your Career" (NAAAHR-Atlanta)
- "The Importance of Community" (National Urban Fellows annual conference)

MEMBERSHIPS AND AFFILIATIONS

- DeKalb County Board of Registration & Elections, Board Member
- Buckhead Business Association, Past Board Member
- Urban League of Broward County Young Professionals, Past Board Member
- National Urban Fellows, Graduate
- Leadership ICMA, Graduate
- America's Leaders of Change, Graduate
- Atlanta Regional Commission (ARC) Regional Leadership Institute, Graduate
- Leadership Broward XXV, Graduate

PROFESSIONAL BACKGROUND

- DeKalb County Board of Registration & Elections, Board Member, 2019 - Present
- City of Fayetteville, North Carolina, Assistant City Manager, 4/2013 - 9/2013
- Fulton County, Georgia, Assistant County Manager/Assistant to County Manager, 2008 - 2013





LISA STRICKER



Lisa Stricker is a DE&I and communications leader with experience spanning more than 25 years. As a Vice President with GovHR USA, she provides inclusive leadership, change management, communications and general DE&I consulting. Lisa is a collaborative leader who brings a mixture of expertise, passion, authenticity, and vision to create a different perspective on complex topics. She partners with organizations to foster environments of inclusion built on compassion, empathy and understanding.

During her career, Lisa has worked with organizations to conceptualize, develop, communicate, and implement innovative strategies to drive DE&I advancement and initiate positive organizational change. She has launched successful programs for diversity in recruiting and has led efforts to retain staff from under-represented populations. Through her vast experience in crisis communications, she has helped leaders avoid public missteps and assisted others in shifting public perception. Lisa is passionate about creating meaningful change and is determined to leave every situation better than she found it.

PROFESSIONAL EDUCATION

- Master of Arts degree in Writing and Business Communications, DePaul University
- Bachelor of Arts degree in Communications, DePaul University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGAGEMENTS

- Trainer/Speaker on Diversity, Equity and Inclusion:
 - Legacy Project Annual Conference, International City and County Management Association annual conference
 - Illinois City and County Management Association (ILCMA) conference

PROFESSIONAL BACKGROUND

Over 25 Years of Communication Experience

- CEO & Founder, RubyGlo Consulting
- 2010-2022
- Vice President, CMO & Head of Global Diversity Performance Health Systems
- Senior Director, Bally Total Fitness
- Director, The Taubman Company





RACHEL GLISPER



Rachel Glisper has more than 20 years of Human Resources experience spanning the private and public sectors. Most recently, Rachel served as the Director of Human Resources for the Town of Needham MA. During her tenure, Rachel supported diversity, equity, and a culture of inclusion by implementing the Town's first Round Table Discussion Series and creating and facilitating the Town's first Employee Resource Group for Black, Indigenous, and People of Color (BIPOC)

Known by colleagues as positive, personable, and persuasive, Rachel's expertise includes best practice development, coaching, change facilitation, and collaboration. Rachel served as a Board member of the Massachusetts Municipal HR Association and was the 2021 Emil Skop Award recipient for outstanding contributions to municipal human resources management.

Rachel is driven by a passion to create healthy workspaces with a sharp focus on equity and inclusion. She believes that the foundation for sustainable change begins with an acknowledgement of where and what improvements are needed, an unwavering commitment to providing equal opportunities to underrepresented individuals and written policies that provide direction and ensure accountability.

Rachel is a proud graduate of Emmanuel College in Boston, MA, living in the metro west area of Boston.

PROFESSIONAL EDUCATION AND CERTIFICATION

- Bachelors of Science degree in Business Administration, Emmanuel College (Boston, MA)
- Grief Support Specialist, University of Wisconsin, Madison, 2020
- Conflict of Interest Law, Massachusetts State Ethics Commission, 2019
- Train the Trainer, Massachusetts Commission Against Discrimination, 2018
- Making Reasonable Accommodations in the Workplace, Massachusetts Interlocal Insurance Assoc. 2017
- Preventing and Addressing Workplace Discrimination, MCAD, 2017
- Conducting Workplace Investigations Training, Safety and Respect at Work, LLC and Eckert, Seamans, Cherin, & Mellott LLC, 2016

CONSULTATION EXPERTISE AND SERVICES

- Management Turn-around: Enhancing competitive advantage through workplace planning, best practices development, training, coaching, and employee relations initiatives.
- Communications Improvement: Articulating written and spoken data clearly with all levels of an organization, including large group presentations, facilitation, and planning.
- Change Facilitation: Improving processes and help others adapt to change.
- Problem and Solution Identification: Finding answers to challenging work/life situations, balancing individual and organizational needs.
- Collaboration: Engaging joyfully in team environments that supports exchange of ideas.

PROFESSIONAL BACKGROUND

- Human Resources Director, Needham MA 2016- 2021
- Workforce Planning and Development Director 2014-2016
 Commonwealth of MA Executive Office of Health
 Human Services, Boston MA
- Employment Services Director 2013-2014
 Commonwealth of MA Executive Office of Health
 & Human Services, Boston MA
- Assistant Human Resources Director 2011 2013
 Middlesex Sheriff's Office, Medford MA
- Personnel Officer, Massachusetts Parole Board 2008–2011
 Natick MA





RODNEY L. CRAIN



Rodney Crain is an experienced human resources leader with a career that spans 40 years in both public and private sector organizations.

As a Vice President with GovHR USA, he provides executive search and general management consulting for clients. He is a collaborative leader who is able to build and maintain high performance organizations and who has demonstrated skill in the areas of executive/leadership coaching, talent acquisition, succession planning and compensation. During his career, he has worked for Fortune 100 and 200 companies where he was able to learn and implement innovative strategies for increasing employee engagement and helping businesses achieve their mission and vision. Among his results were the development of staffing models that aligned with short and long-term goals, succession planning tools that assessed talent at all management levels and utilizing change management techniques to increase success of on-going organizational changes – especially as related to mergers, acquisitions and jobs/job family designs.

Mr. Crain was able to transition to the public sector where he used those skills to re-brand the hiring process for the City of Austin into the Acquiring Talent Lifecycle. He and his team not only provided oversight and governance for the staffing and talent solutions for the City's 40 departments, but also managed over 30 executive recruitments annually. On several occasions, he represented the City on television broadcasts and radio spots to help promote the City's brand. Over the course of his tenure, he was also able to drive several strategic objectives, such as leading the effort to assist formerly incarcerated applicants in securing employment through delaying criminal background checks, hosting five job fairs annually at locations throughout the City to ensure access by all demographic groups, and using data analytics to target opportunities to increase the talent pool of women and minorities for City jobs.

His consulting philosophy can be summed up this way: His primary purpose is to assist in building organizational capability. This capability is necessary to sustain growth in any business, and effectively assessing talent is a key factor in that process. Therefore, he continually strives to earn the right to be a trusted advisor, so that he can be a partner in attracting and retaining the diverse talent best suited for long-term success in an organization's environment.

PROFESSIONAL EDUCATION, TRAINING & INSTRUCTION

- Master of Business Administration degree in Human Resources and Operations Management, Consortium for Graduate Study in Management Fellow, Washington University in St. Louis
- Bachelor of Science degree in Secondary Education, magna cum laude, University of Central Missouri, Warrensburg
- SHRM-Senior Certified Professional, Society of Human Resource Management
- HRCI Senior Professional in Human Resources, Human Resources Certification Institute
- California Community College Instructor, Board of Governors of the CA Community Colleges

MEMBERSHIPS AND AFFILIATIONS

- Austin Human Resource Management Association
- National Forum for Black Public Administrators
- IPMA-HR Texas
- Society of Human Resource Management

AWARDS

- Travis County Sheriff's Office Vision Award
- TMHRA, Innovation in Municipal Human Resources Management
- City of Austin Distinguished Service Award

PROFESSIONAL BACKGROUND

Over 35 Years of Human Resource Experience

- Talent Acquisition Manager, City of Austin (2014-2022)
- Talent Council Member, Greater Austin Chamber of Commerce (2016-2022)
- Citizen's Review Panel Member, Office of Police Oversight, City of Austin (2009-2012)
- Human Resources Director, ManpowerGroup (2009-2013)
- Human Resources Manager, ManpowerGroup (2003-2008)
- Human Resources Functional Manager, Hewlett-Packard Company (1995-2001)





RYAN COTTON



Ryan Cotton is a Vice President with GovHR USA, and has over 35 years of experience as a local government management professional in multiple communities in three states including Duvall, Washington, Montpelier, Vermont and Grand haven, Spring Lake, Eastpointe, Caledonia, and Holland Michigan. Mr. Cotton is an ICMA Credentialed Manager.

From 2012 to 2017, Mr. Cotton served as the City Manager of Holland, a progressive, vibrant, diverse community in West Michigan. During his tenure in Holland, Mr. Cotton was responsible for a \$36 million budget and 185 full-time employees. Consensus on \$28 million in capital asset redevelopment was accomplished. Mr. Cotton was known for his organizational planning and facilitation, strategic management, neighborhood redevelopment, fiscal management, multicultural human relations, intergovernmental collaboration, and grant outcomes.

Mr. Cotton served as the Village Manager in Spring Lake, Michigan from 2002 to 2012 and as City Manager in Grand Haven, Michigan from 1995 to 2002. Spring Lake and Grand Haven are full-service, waterfront communities with high service demands. In Spring Lake, new intergovernmental agreements resulted in shared and expanded services. Mr. Cotton facilitated multiple community consensus building opportunities including master plans and strategic plans.

Prior City Manager services were provided to Montpelier, Vermont from 1986 to 1994 where Mr. Cotton grew regional collaboration for improved ambulance services. He also assisted the Vermont League of Cities and Towns on municipal recruitment and team building. In each community, Mr. Cotton oversaw labor relations and conducted strategic planning and facilitation for multiple non-profits. Mr. Cotton also served in leadership roles for regional services and on statewide boards.

Ryan has extensive grant experience in Illinois, Michigan, and Vermont. He brought in more than \$20 million in grants and other non-local tax funding to communities he served-- achieving a 95% success rate.

PROFESSIONAL EDUCATION

- Master of Arts degree in Political Science, Western Michigan University
- Master of Public Administration degree, University of Kansas
- Bachelor of Arts degree in Public Administration, Miami University, OH

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Adjunct Instructor, Grand Valley State University and Hope College
- West Michigan Green Infrastructure Conference, Michigan Department of Environmental Quality Grand Valley State University, Grand Rapids, Michigan, 2015
- Testimony to State of Michigan House and Senate Committees, On-Bill Energy Legislation, resulting in eventual adoption and Governor's signature, 2014
- Michigan Association of Municipal Attorneys, The ABCs for Municipal Attorneys, Lansing, Michigan, 2009
- Testimony to the State of Michigan House Committee on Land Use and the Environment, Impact Fees, 2013
- Michigan City Management Association, Community Information Systems, Ypsilanti, Michigan, 1999
- Michigan Municipal League, Building a Sense of Place Grants, Muskegon, Michigan, 1998

- Vermont Association of Realtors, Impact Fees and Cities, 1988
- National Caucus of New England Legislators, Growth in New England, in Manchester, New Hampshire, 1988
- International City Manager Association National Conference, Service Request Systems, San Antonio, Texas, 1984

MEMBERSHIPS AND AFFILIATIONS

- Michigan Local Government Managers Association, Former Board of Directors
- West Michigan Strategic Alliance, Former Board of Directors

PROFESSIONAL BACKGROUND

•	Interim City Administrator, Duvall, WA,	2021
•	Interim City Manager, Eastpointe, MI	2019
•	Interim Village Manager, Caledonia, MI	2019
•	Interim City Manager, Eastpointe, MI	2018
•	City Manager, Holland, MI	2012-2017
•	Village Manager, Spring Lake, MI	2002-2012
•	City Manager, Grand Haven, MI	1995-2002
•	City Manager, Montpelier, VT	1986-1994
•	Assistant City Manager, Upper Arlington, OH	1984-1986









Alice Bieszczat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszczat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

•	GovHR USA/Voorhees Associates 2008;	2012 - Present
•	Chaddick Institute of Metropolitan	
	Development at DePaul University, IL	2009 – 2012
•	Lurie Children's Hospital of Chicago	2005 – 2008
•	American Diabetes Association	2004 – 2005
•	Accelerated Fundraising Solutions	2000 – 2003
•	Sprint Cellular/Alltel	1996 – 2000





Mysi Hall



Mysi Hall, MPA, PHR is the Communications and Human Resources Manager of GovHR USA. She joined in 2013 and has served a key role in internal human resources policies and procedures, benefits administration, risk management, payroll processing, interim staff placement and on-boarding, development of social media outreach, utilization of web-based tools, website maintenance, administrative assistance, event management, research and reporting.

Through her government and non-profit administration career, Mysi has acquired varied experience in coordination of public efforts, public policy, marketing, grant writing, fundraising, event planning, research, program evaluation and community development. She has extensive technical skills and knowledge in web based programs, database administration, html, desktop publishing, and reporting.

Mysi received her Bachelor's in Psychology with double minors in Urban Studies and Management from Wittenberg University (2003) and Master's in Public Administration (2005) from Northern Illinois University. As a graduate student, she served as an Administrative Intern for the Evanston City Management Office and as the Finance Graduate Intern for the City of Aurora, Illinois. Mysi is currently studying the Juris Doctorate program at Chicago-Kent Law School with a concentration in Employment and Labor Law.

After graduating from NIU, Mysi accepted a position with the Village of Huntley as a Management Assistant, where she worked in Public Information, Planning and Transportation, Project Management, and Special Events. After leaving the Village of Huntley in early 2007, Mysi served as a Development Associate for Family Alliance, Inc., a non-profit day center for seniors. From 2008-2011, Mysi served as the Continuing Medical Education Manager for the AADEP, a non-profit professional association for disability evaluating physicians. In 2011, Mysi co-founded CitySquare Solutions, a public administration and technology consulting services firm. Additionally, Mysi achieved Professional Human Resources (PHR) Certification in April 2017.

Mysi is currently President for the Legacy Project, an organization dedicated to the advancement of women in local government.

PROFESSIONAL EDUCATION

- Master's degree in Public Administration, Northern Illinois University, IL
- Bachelor of Arts degree in Psychology with double minor in Urban Studies and Management, Wittenberg University, OH
- Professional Human Resources (PHR) Certification

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Succession Planning, Panelist IAMMA, 2017
- Recruiting in the Digital Age, HR Association of Oakbrook, 2017
- Girl Power: Empowering Women in Leadership, Panelist IAPD, 2019

MEMBERSHIPS AND AFFILIATIONS

- Legacy Project, Board Member (2018-Present)
- Legacy Project, Communications Committee Chair (2015-2020)
- Legacy Project, Professional Development Committee Chair (2021-Present)

Click here to view full biography at GovHRusa.com

- Illinois Search and Staffing Association, Member
- SHRM, Member
- Former, IAMMA Member
- Former, ILCMA Member

PROFESSIONAL BACKGROUND

24 Years of Local Government Leadership and Management

- Public Admin and Technology Consultant, Founder CitySquare Solutions, 2011-2016
- Education Manager, American Academy of Disability Evaluating Physicians 2008-2010
- Development Associate, Family Alliance, Inc, Senior Services Center, 2007-2008
- Management Assistant, Village of Huntley, IL 2006-2007
- Graduate Finance Intern, City of Aurora, IL 2004-2005
- Manager's Office Intern, City of Evanston, IL 2003-2004
- Manager's Office Intern, City of Springfield, OH 2000-2003

in y f o

P: 847.380,3240

www.govhrusa.com

#8 RESOLUTION



CITY OF PONTIAC OFFICIAL MEMORANDUM

TO: Honorable City Council President and City Council

FROM: Alexandra Borngesser, Director of Grants & Philanthropy

DATE: July 18th, 2023

RE: Council resolution to authorize the City Clerk to publish the proposed

budget amendment to increase budgeted revenues in the amount of \$200,000 to account 212-000-675.000-LOWESH – Contribution from private source, and appropriations in the amount of \$37,308 to account 212-813-818.000-LOWESH – Other Professional Services, \$70,792 to account 212-813-976.001-LOWESH - Building Additions and Improvements, and \$91,900 to account 212-813-977.008-LOWESH – Special Equipment, reflecting the

Lowe's Hometowns Grant Award

The City of Pontiac was awarded funding in the amount of \$200,000 from the Lowe's Hometowns Grant Program to support improvements to the Ruth Peterson Senior Center. The acceptance of this award was approved by the Pontiac City Council by way of formal resolution. The following resolution recognizes the revenue received from the award and appropriates funds for the project per the deliverables outlined in the grant agreement.



Council resolution to approve the proposed budget amendment to increase budgeted revenues in the amount of \$200,000 to account 212-000-675.000-LOWESH — Contribution from private source, and appropriations in the amount of \$37,308 to account 212-813-818.000-LOWESH — Other Professional Services, \$70,792 to account 212-813-976.001-LOWESH — Building Additions and Improvements, and \$91,900 to account 212-813-977.008-LOWESH — Special Equipment, reflecting the Lowe's Hometowns Grant Award

WHEREAS, the City of Pontiac was awarded \$200,000 from the Lowe's Hometowns Grant Program; and,

WHEREAS, the grant award will support kitchen and flooring renovations at the Ruth Peterson Senior Center; and,

WHEREAS, the funds from the grant will increase the budgeted revenue for the current fiscal year 2023-2024 in the amount of \$200,000 for grant income, and increase the appropriations in the amount of \$200,000, representing grant expenditures.

NOW THEREFORE, be it resolved that the City Council hereby approves the proposed budget amendment for the Fiscal Year 2023-24 Budget as requested by the Administration to increase budgeted revenues in the amount of \$200,000 to account 212-000-675.000-LOWESH – Contribution from private source, and appropriations in the amount of \$37,308 to account 212-813-818.000-LOWESH – Other Professional Services, \$70,792 to account 212-813-976.001-LOWESH – Building Additions and Improvements, and \$91,900 to account 212-813-977.008-LOWESH – Special Equipment.

#9 RESOLUTION



CITY OF PONTIAC OFFICIAL MEMORANDUM

TO:

Honorable City Council President and City Council

FROM:

Alexandra Borngesser, Director of Grants & Philanthropy

DATE:

July 18th, 2023

RE:

Council resolution to authorize the City Clerk to publish the proposed budget amendment to establish budget appropriations in the amount of \$1,100,000 to account 285-699-818.000-ARPHRP Other Professional

Services.

In March of 2021, President Biden signed the American Rescue Plan Act into law. This act is meant to provide aid to both state and local governments, and to promote local communities' recovery and revitalization following the impacts of COVID-19. The City of Pontiac was allocated \$37.7 million from the American Rescue Plan Act. The funding provided under ARPA provides a unique opportunity for state and local governments to make strategic investments in long-lived assets, rebuild reserves to enhance financial stability, and cover temporary operating shortfalls until economic conditions and operations normalize in the wake of COVID-19.

In an effort to put ARPA funds into action, and to mitigate the impacts of COVID-19 on Pontiac residents, the City has established the Pontiac Home Repair Program. On November 10th 2022, the Pontiac City Council unanimously approved the Executive Administration's ARPA program budget, allocating \$3,622,000 to establish a home repair program and fund the administration of the program. The objective of this program is to help homeowners complete major home repair projects that improve the quality and safety of their housing and increase their chances of remaining in their homes long term.

To be eligible for the Home Repair Program residents need to own their home and be the current occupant. The home must be in the City of Pontiac. The household income should not exceed 80% AMI. Residents must complete the Pontiac Home Repair Program Application and provide all supporting documentation.

The Department of Grants & Philanthropy requested a budget amendment which was approved on March 14th, 2022 to fund the first round of the Pontiac Home Repair Program with \$1,100,000 for programming and \$93,500 program related expenses and administrative support.

Between May 22 and June 2, employees in the Grants and Philanthropy Department held numerous public meetings across the City to inform residents of the program requirements. The PHRP team also answered questions via phone and email, so that residents would know what to expect.

The Pontiac Home Repair Program (PHRP) began scheduling appointments on June 21, and the response was as follows:

- the hotline received 1,982 calls (1,633 of that total were received on June 21)
- 600 voicemails were received on June 21
- 286 application appointments were set for June 26 to August 31
- appointments were set for every hour, Monday through Thursday, for 10 weeks
- since the closure of the program, the department has received hundreds of additional calls

Within hours of taking calls for appointments—which, as communicated to the community over the past couple of months, were set on a first-come, first-served basis—the City deemed it necessary to close the first round of applications. Due to the volume of respondents, funding was potentially at capacity for approved applications. It was also necessary for the entire team to contact each caller and provide information on the status of their inquiry. Once each applicant attends their assigned appointment:

- homeowners who are deemed eligible to proceed (from a documentation standpoint), will be sent a notice from the housing inspector to schedule an inspection. After the home is inspected, and deemed eligible for work, the homeowner will receive final approval and the approved repairs for their homes will be sent to the contractors to bid on the work.
- homeowners deemed ineligible (ineligible due to documentation/income requirements not being met or ineligible due to the condition of their homes) will be notified via letter in the mail specifying why they were denied.

With Phase 1 funding for this program, the City will be able to make awards to roughly 44 homeowners. The number of inquiries the PHRP team received far surpasses the amount of resources that are available. The tremendous response from the community shows just how valuable this program is and the extent of the financial need in the City to complete critical home repairs. With this clear evidence of need, the Department of Grants & Philanthropy kindly requests the appropriation of the second phase of the program funding be released and applied to the current set of appointments scheduled. The following budget amendment reflects that request.



Council resolution to approve the proposed budget amendment to establish budget appropriations in the amount of 285-699-818.000-ARPHRP Other Professional Services.

WHEREAS, the City of Pontiac was allocated \$37.7 million from the State and Local Fiscal Recovery Fund(SLFRF) under the American Rescue Plan Act (ARPA), and;

WHEREAS, the funding provided under ARPA provides a unique opportunity for state and local governments to make strategic investments in long-lived assets, rebuild reserves to enhance financial stability, and cover temporary operating shortfalls until economic conditions and operations normalize in the wake of COVID-19, and;

WHEREAS, the City's Executive Administration worked to build a programming budget for the use of its \$37,700,000 in SLFRF funding that reflects the needs of the community, and;

WHEREAS, the Pontiac City Council unanimously approved the Executive Administration's ARPA Program Budget on November 10th, 2022, allocating \$3,622,000 to establish a home repair program and fund the administration of the program, and;

WHEREAS, in an effort to put ARPA funds into action, and to mitigate the impacts of COVID-19 on Pontiac residents, the City has established the Pontiac Home Repair Program (PHRP), and;

WHEREAS, the Pontiac City Council approved phase 1 of the PHRP funding on March 13th, 2023, and;

WHEREAS, the number of inquiries the PHRP team received far surpasses the amount of resources that are available under Phase 1 of the program, and;

WHEREAS, the following budget amendment reflects Phase 2 funding for the Pontiac Home Repair Program and associated costs, and;

WHEREAS, the budget amendment will increase the budgeted appropriations in the amount of \$1,100,000, representing the Pontiac Home Repair Program expenditures.

NOW THEREFORE, be it resolved that the City Council hereby approves the proposed budget amendment for the Fiscal Year 2023-24 Budget to establish budget appropriations in the amount of \$1,100,000 to account 285-699-818.000-ARPHRP Other Professional Services.

#11 RESOLUTION

CITY OF PONTIAC Oakland County, Michigan

JOINT RESOLUTION TO PROCEED IN CLOSED SESSION
TO CONSULT WITH LEGAL COUNSEL REGARDING TRIAL OR SETTLEMENT STRATEGY
IN CONNECTION WITH OAKLAND COUNTY CIRCUIT COURT, CASE NO. 2022-197361-CH
(VANGUARD EQUITY MANAGEMENT, LLC V. CITY OF PONTIAC)

TO PROCEED IN CLOSED SESSION
TO CONSIDER THE PURCHASE OR LEASE OF REAL PROPERTY

	RES	OLUTION #	
		ty Council for the City of Pontiac, he 1, 2023 at 6:00 p.m., local time.	eld City Hall, 47450
	following resolution was offer y Council member:	ered by Council member	and
Session to copending litig	onsult with its attorney regai	Meetings Act authorizes a public boording trial or settlement strategy in con meeting would have a detrimental fir ublic body; and	nection with specific
may meet in	EREAS the Michigan Open Noted to consider the consider that are noted in the consider that are noted to the consider that the consideration is not the consideration to the consideration that the consideration is not the consideration that the con	Meetings Act Section 8(d) also provide r the purchase or lease of real proper roperty is obtained.	es that a public body rty up to the time an
Session puri its attorney r Case No. 20	suant to Section 8(1)(e) of t regarding trial or settlement 022-197361-CH (Vanguard ng would have a detrimen	SOLVED, that the City Council will he Open Meetings Act, MCL 15.268(strategy in connection with Oakland Equity Management, LLC v City of F tal financial effect on the City's litig	1)(e), to consult with County Circuit Court Pontiac) because an
FUR 8(d) of the C	THER RESOLVED, the City Open Meetings Act, MCL 15	Council will remain in Closed Session .268(d) to consider the purchase or le	n pursuant to Section ease of real property.
YEAS: Cour	ncil Members		
NAYS:	Council Members		
ABSTAIN:	Council Members		
RESOLUTIO	ON DECLARED ADOPTED.		
		Garland Doyle, Clerk City of Pontiac	

#24 COMMUNICATION

Woodward Avenue Widetrack Loop <u>Two-Way Conversion</u>

PUBLIC INFORMATION OPEN HOUSE

The Michigan Department of Transportation (MDOT) is developing plans for the conversion of the Woodward Loop from a one-way direction to two-way direction using the current pavement, which was rebuilt in 2007. Planned work includes intersection modifications and improvements, right-of-way acquisitions, drainage improvements, permanent signs, traffic signal replacements/modifications, pedestrian refuge islands, sidewalk improvements, and a nonmotorized path. The project work also includes rebuilding M-59 (Huron Street) within the Woodward Loop, and repaving Cass Avenue with new sidewalks in gaps. Work is expected to occur in 2025 and 2026.

As part of the project, MDOT will acquire right of way from properties listed in or eligible for listing in the National Register of Historic Places. The acquisitions and proposed work will have minor impacts on these properties.

WHEN: Monday August 7, 2023, from 4:30 to 6:30 pm

WHERE: Bowens Senior Citizens Center, 52 Bagley St, Pontiac

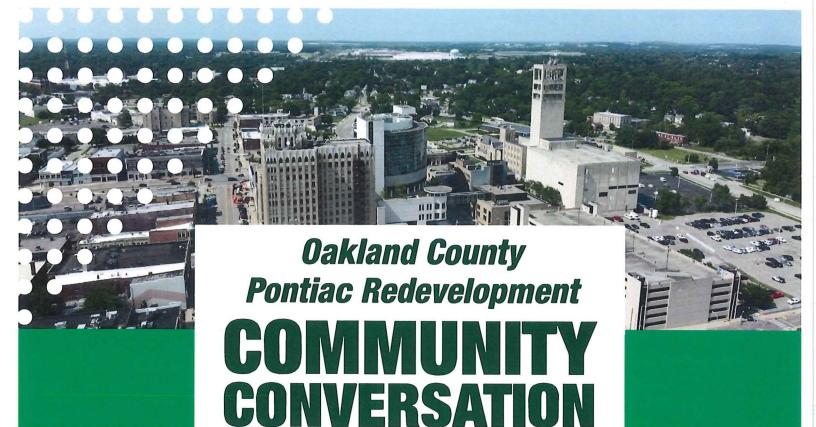
PURPOSE: The purpose of the meeting is to allow area citizens to-

- · Review the current road design plans,
- · learn about potential impacts to historic properties,
- · discuss concerns and opportunities, and
- · understand the project schedule.

<u>MEETING FORMAT</u>: The meeting will begin with a brief presentation. Then, the format will be an open house where MDOT officials and engineering team members will be available to answer your questions and listen to your input about the project.

ACCESSIBILITY: Accommodations can be made for persons who require mobility, visual, hearing, written, or other assistance for participation. Large print materials, auxiliary aids or the services of interpreters, signers, or readers are available upon request. Please contact Orlando Curry at 517-241-7462 or complete Form 2658 for American Sign Language (ASL) located on the Title VI webpage: https://www.Michigan.gov/MDOT/Programs/Title-VI. Requests should be made at least five days prior to the meeting date. Reasonable efforts will be made to provide the requested accommodation or an effective alternative, but accommodations may not be guaranteed.

#25 COMMUNICATION



Join Pontiac Commissioners Angela Powell and Kristen Nelson, plus project experts, for a community conversation about Oakland County's redevelopment plans for the Phoenix Center parking garage and Ottawa Towers sites. Participants will hear straight from project leaders about the county's goals and have the chance to ask questions related to the project.



6:30 PM I MONDAY, AUGUST 7 THE CROFOOT

1 S. SAGINAW ST., PONTIAC, MI 48342

Registering is requested but not required.

Sign up to attend at https://bit.ly/PontiacConversation

#26 COMMUNICATION

Come share ideas about what you'd like to see with Mayor Greimel!



The City of Pontiac's New Youth Recreation Center

LISTENING SESSIONS WITH THE MAYOR

August 8

1pm to 3pm Robert Bowens Senior Center 52 Bagley St. Pontiac, MI 48341 Community & Youth

> Free & Open to the Public

Thursday August 10

6pm to 8pm Ruth Peterson Senior Center 990 Joslyn Ave, Pontiac, MI 48340

> Friday August 11

5pm to 7pm Pontiac City Hall Council Chambers 2nd floor 47450 Woodward Ave, Pontiac, MI 48342

For More Information contact Angela Powell:

248-758-3031 or apowell@pontiac.mi.us

#27 COMMUNICATION

