



TROY CITY COUNCIL

SPECIAL MEETING AGENDA

NOVEMBER 16, 2024

CONVENING AT 9:00 A.M.

PERMITTED BY CITY COUNCIL RESOLUTION #2024-10-139-J-10

**FOR THE PURPOSE OF:
CITY MANAGER CANDIDATE INTERVIEWS**

**Submitted By
The City Manager**

NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at clerk@troymi.gov at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.



500 West Big Beaver
Troy, MI 48084
troymi.gov

The Honorable Mayor and City Council Members
City of Troy
500 West Big Beaver
Troy, MI 48084

Dear Mayor and City Council Members,

This agenda has been prepared in accordance with the City Council's Rules of Procedure, offering details to assist in informed deliberations. Many of the items on the agenda also include recommendations from City staff for your review and consideration.

I would like to acknowledge the efforts of numerous City staff members who contributed to preparing this agenda. We have made every effort to ensure the information is thorough and accurate. However, should there be any questions or if further details are needed, City staff remain available to assist at any time.

Please contact the City Manager's Office at CityManager@troymi.gov or (248) 524-3330 for any inquiries or requests for additional information.

Respectfully,

A handwritten signature in black ink, appearing to read "Frank Nastasi", written in a cursive style.

Frank Nastasi
City Manager



Chapter 14A – Elected and Appointed Persons’ Ethics Ordinance
Section 14.3 Annual Training and Acknowledgement

We, the undersigned Members of Troy City Council, have reviewed *Chapter 14A – Elected and Appointed Persons’ Ethics Ordinance*, understand its contents, and agree to be bound by its provisions.

Signed this 4th day of December, 2023.



Mayor Ethan Baker




Council Member Theresa Brooks



Council Member Hirak Chanda



Council Member David Hamilton



Council Member Rebecca Chamberlain-Creanga



Council Member Mark Gunn



Mayor Pro Tem Ellen Hodorek



SPECIAL CITY COUNCIL AGENDA

November 16, 2024 – 9:00 AM

City Council Boardroom
500 W. Big Beaver Rd.
Troy, MI 48084
(248) 524-3316

View the Meeting Live at: www.troymi.gov/webcast
or on Local Access Cable Channels
(WOW – Ch 10, Comcast – Ch 17, AT&T – Ch 99)

<u>A.</u>	<u>CALL TO ORDER:</u>	<u>1</u>
<u>B.</u>	<u>ROLL CALL:</u>	<u>1</u>
<u>C.</u>	<u>PUBLIC COMMENT:</u>	<u>1</u>
<u>D.</u>	<u>BUSINESS STATED IN THE SPECIAL MEETING NOTICE:</u>	<u>1</u>
D-1	City Manager Candidate Interviews	1
<u>E.</u>	<u>OTHER BUSINESS:</u>	<u>1</u>
<u>F.</u>	<u>ADJOURNMENT:</u>	<u>1</u>
	<u>2024 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:</u>	<u>3</u>
	<u>2024 SCHEDULED REGULAR CITY COUNCIL MEETINGS:</u>	<u>3</u>
	November 25, 2024 Regular Meeting	3
	December 9, 2024 Regular Meeting	3
	December 16, 2024 Regular Meeting	3

A. CALL TO ORDER:

B. ROLL CALL:

- a) Mayor Ethan Baker
Theresa Brooks
Rebecca A. Chamberlain-Creanga
Hirak Chanda
Mark Gunn
David Hamilton
Ellen Hodorek

(b) Absent Council Members:

Suggested Resolution

Resolution #2024-11-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of _____ at the Special City Council Meeting of November 16, 2024, due to _____.

Yes:

No:

C. PUBLIC COMMENT:

D. BUSINESS STATED IN THE SPECIAL MEETING NOTICE:

D-1 City Manager Candidate Interviews

- Frank Nastasi
- Khalfani Stephens
- Chris Wilson

E. OTHER BUSINESS:

F. ADJOURNMENT:

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Frank Nastasi", written in a cursive style.

Frank Nastasi
City Manager

2024 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:

2024 SCHEDULED REGULAR CITY COUNCIL MEETINGS:

November 25, 2024 Regular Meeting
December 9, 2024 Regular Meeting
December 16, 2024 Regular Meeting



TROY, MICHIGAN
CITY MANAGER



INTERVIEW PORTFOLIO





November 11, 2024

TO: Mayor and City Council

RE: Instructions for November 16, 2024 Interviews

Thank you for the opportunity to work with you in the recruitment process for the next Troy City Manager. I look forward to our interview meeting scheduled for November 16, 2024.

This report contains the application materials for three (3) candidates selected for interview by the City Council. For use in the interview process, the enclosed materials provide each candidate's career overview, resume, and application materials. In addition, you have been provided with interview questions. The order of interview will be as they appear in the recruitment report.

Interview Format

The candidates will be interviewed in-person in the Council Meeting Room and all questions/answers/discussion will take place in a public session. At the beginning of the interviews, I will provide a brief overview of the process for City Council and the public. I will ask the first question (which is an opportunity for the candidates to introduce themselves). After the first question, Council members will ask their assigned questions. If Council members have follow-up questions, based on an answer provided by a candidate, brief follow-up will be allowed during the interviews. I encourage you to review the attached one-page primer on the types of questions that, by law, may not be asked. The planned time for the interview is approximately 55 minutes.

Post Interview Review

At the conclusion of the interview, we will not be reviewing/discussing the candidates. City Council will review/discuss and select a preferred candidate at a later date, planned for its November 25, 2024 regular meeting.

Additional Information for Consideration

On November 15 candidates will participate in a Roundtable discussion with City Department Heads; candidates will tour City facilities; candidates will have a meet-and-greet with employees; and the City will host a public meet-and-greet. Department Heads, employees, and the public will have the opportunity to provide feedback regarding the candidates. I will collect the feedback and distribute the information to City Council on or before November 19, allowing you to consider the information as you decide on a preferred candidate.

If you have any questions, please let me know. I look forward to seeing you soon.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jaymes Vettraino', is written over a horizontal line.

Jaymes Vettraino

City of Troy, Michigan
City Manager

Recommended to Interview
Presented in Interview Order

Candidate 1..... Frank Nastasi
Chief of Police
City of Troy Police Department, Troy, Michigan

Candidate 2..... Khalfani Stephens
Deputy Mayor
City of Pontiac, Michigan

Candidate 3..... Chris Wilson
City Manager
City of Huntington Woods, Michigan

Brochure



TROY, MICHIGAN CITY MANAGER



MGT

TROY, MICHIGAN CITY MANAGER

COMMUNITY BACKGROUND

Troy, MI (pop. 87,294) – The City of Troy is a vibrant, dynamic city strategically located in Oakland County, Michigan, 20 miles northwest of Detroit in the heart of Detroit’s northern suburbs. The City is the largest in Oakland County and has the third highest taxable value in the state. Troy is Michigan’s premier address for business, retail, and commerce with 6,637 businesses, including more than 200 foreign companies, employing 129,642 people. Those companies find Troy an ideal location with a low tax rate, excellent city services, and welcoming business environment.



AT A GLANCE

Population: **87,294**

Households: **32,961**

Bachelor’s degree or higher: **62.4%**

Median Household Income: **\$107,550**

Owner-occupied housing rate: **71%**

Median Home Value: **\$335,000**

Land Area: **34.3** square miles

Race/Ethnicity	Percent
White	72.7%
Asian	19.1%
Black	4.0%
Hispanic	2.1%
Multi-Racial	1.9%
Other	0.3%

**LOCATION.
LOCATION.
LOCATION.**



Troy is located 25 minutes north of Detroit and centrally located between Toronto and Chicago.

MAJOR MARKET	DISTANCE
Downtown Detroit	20 mi
Windsor, Ontario	21 mi
Flint	49 mi
Ann Arbor	53 mi
Toledo, Ohio	77 mi
Lansing	90 mi
Grand Rapids	158 mi
Cleveland, Ohio	188 mi
Toronto, Ontario	238 mi
Chicago, Illinois	293 mi

POSITION

The City is seeking an experienced local government professional with a commitment to proactive communication, innovation, and best practices in leadership and management to serve as their next City Manager.

Troy is a full-service municipality with a AAA bond rating. The City's annual budget is \$168.9 million, including over 400 full-time employees. Troy is governed by a Mayor and six City Council members who are elected to four year staggered terms. The Council appoints the City Manager as the City's Chief Administrative Officer. The City Manager appoints the department heads including the Police Chief, Fire Chief, Chief Financial Officer, Community Development Director, Human Resources Director, and City Clerk. Troy's city services also include a library, two golf courses, a transit center, a community center, and an aquatics center.

COMMUNITY

The City of Troy is home to a vibrant and diverse international community with 83 different languages spoken in Troy homes and 31% of the population speaking a language other than English at home. About 27% of Troy's residents are foreign born.

Troy's outstanding location in the heart of Oakland County offers quick highway access to I-75, I-696, and M-59. Troy is only 20 minutes from Detroit, 45 minutes from either Detroit's Metropolitan Airport (DTW) or Flint's Bishop International Airport (FNT), and less than 30 minutes to the Oakland County International Airport (OCIA).

Troy is home to 7 million square feet of retail space, 20 million square feet of office and engineering space, and 14 million square feet of industrial space. Troy is home to several corporate and regional headquarters including Altair, Aptiv, Flagstar Bank, Kelly Services, Magna International, Meritor, PNC Bank, Toyoda Gosei, and Valeo. Troy is one of Michigan's top locations for Automotive Research and Development facilities. The City is also home to Automation Alley, Michigan's largest technology business association driving growth in Southeast Michigan's economy.

"The Somerset Collection, one of the nation's premier upscale shopping destinations, is proudly located in the City. The 1.44 million square foot mall features over 180 stores and restaurants including Saks Fifth Avenue, Nordstrom, Neiman Marcus and Macy's.

SCHOOL SYSTEM/EDUCATIONAL OPPORTUNITIES

The Troy School District received a perfect rating from the educational nonprofit GreatSchools. It is one of only four school districts in Metro Detroit to receive an A+ rating from the Detroit News. Troy's High Schools, Troy Athens, Troy High, and the east campus of the International Academy, were named among the top 4% of all U.S. high schools by Newsweek. The entire Troy School District has achieved North Central Accreditation, and every Troy School District school is a Michigan Exemplary Blue Ribbon School; with Seven National Exemplary Blue Ribbon Schools. The City of Troy is also served by the six other school districts: Birmingham, Lamphere, Avondale, Bloomfield, Royal Oak and Warren Consolidated.

Troy is home, and in close proximity, to several private schools and regional/national universities.

AWARDS

- Troy was named the 10th best place to live in the US and 1st best in Michigan (2023)
- Ranked the 2nd healthiest city in Michigan (2023)
- Troy was named the #2 best suburb in Michigan, and the #1 best place to live in the Detroit Area (2023).
- Smart Asset named Troy the best place to retire in the Midwest (2022).
- ChamberofCommerce.org named Troy the #1 best city to live in Michigan and #6 best city for retirees in the U.S. (2019).
- Smart Asset ranked Troy the 16th most livable small city in the U.S. based on cost of living, quality of life and availability of economic opportunity (2018).
- According to NerdWallet, Troy is the 6th wealthiest city (65,000+ pop.) in the Midwest region (2016).
- NerdWallet named Troy the 4th best small city in the U.S. to start a business (2015).
- Niche Rankings named Troy the #1 best town in Michigan to raise a family (2015).
- Troy is ranked as the 5th healthiest housing market in Michigan by Smart Asset (2015).
- Troy is consistently ranked as one of the safest cities in Michigan regardless of population.

CHALLENGES/OPPORTUNITIES FOR THE CITY MANAGER

Municipal Facilities Funding and Improvement. The City of Troy prides itself on both fiscal responsibility and quality public facilities. Several of the City's important public facilities have aged and need renovation, including its Library, City Hall, and Aquatics Center. There are also community requests for expanded parks and senior services. The next City Manager will have the opportunity to work with City Council to ensure that City facilities continue to meet the needs of the residents of Troy, balanced with the City's long history of fiscal responsibility.

Core Public Safety Services. Troy has long focused on public safety. As the next City Manager begins their tenure, the City will be evaluating its emergency medical service (EMS), currently provided by a private transport company, with a need to identify a sustainable and long-term path forward to provide excellent EMS service to the community. The City proudly has a volunteer fire department, unique for a city of its size; the next Manager will work with the fire department and elected officials to continue to support this important service. The Troy Police Department has a long history of providing outstanding service to the community; the next Manager will be committed to maintaining the Police Department's standing as an exemplary department.

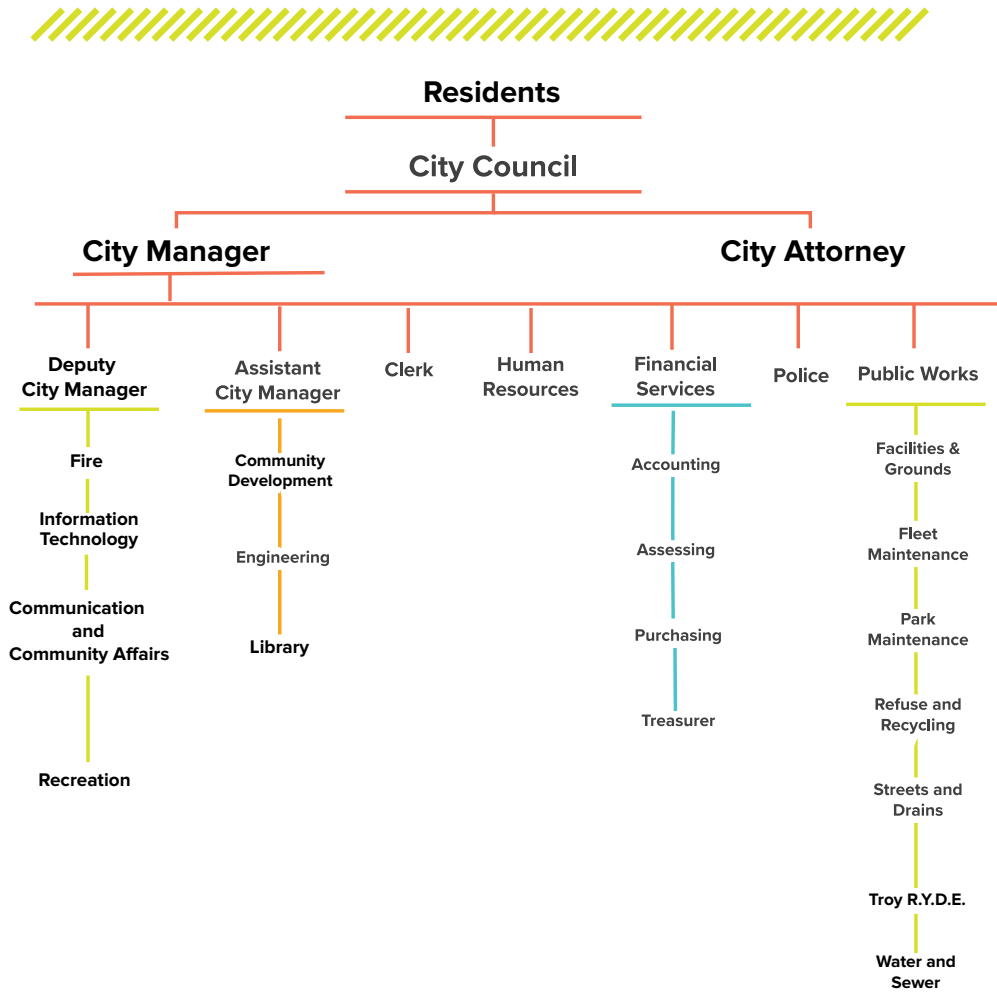
Communication. The next City Manager must be exceptionally focused on the City's distribution of information to all of the City's diverse stakeholders. While it is important for the Manager to communicate consistently and proactively, there are also opportunities to work closely with staff to develop a city-wide communication plan and delegate communication responsibilities throughout the organization.

Retention and Recruitment. The City is seeking a Manager who understands the importance of building positive and direct relationships with staff. Troy is committed to offering employees competitive wages and benefits. The next Manager will place the highest priority on the retention and recruitment of high performing employees through the development of a positive work culture.

Sustainability. Troy has long been environmentally conscious and recently applied for designation by the Michigan Green Communities Challenge. Over the past several months, the City has focused even more on developing internal and external capacity to become more sustainable. It is expected the City's recent application for an Energy Efficiency and Conservation Block Grant to develop a city-wide sustainability plan, with the support of the Department of Energy Office of State and Community Energy Programs, will provide important guidance to the next Manager for the City's sustainable future.



Organizational Chart





PERSONAL TRAITS AND EXPERIENCE

City Manager candidates will have demonstrated successful administration of municipal operations with a strong emphasis on communication and collaboration.

Candidates must be team oriented, strategic, and innovative.

Experience in strategic planning, complex economic development, public safety, improvement of municipal facilities, and revenue enhancement is preferred.

The successful candidate will be approachable and proactively engage with employees, elected officials, residents, and the business community.

Candidates must have the highest standards with respect to ethics and possess unquestioned integrity.

Candidates are required to have:

- Seven to ten years of increasingly responsible senior management experience; and
- Bachelor's degree in public administration, business administration, finance or related field. An MPA or MBA is highly desirable

COMPENSATION

Salary is \$177,500-\$240,000 (DOQE) with excellent benefits.

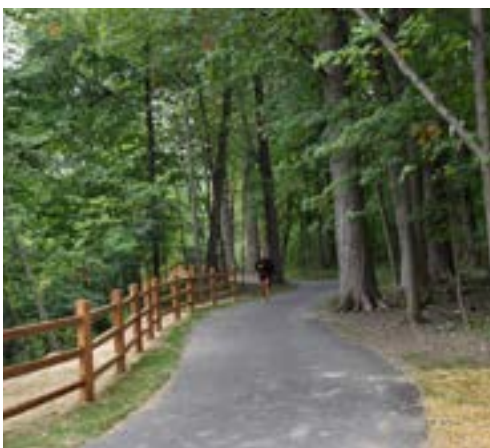
APPLICATION

Apply at [GovHRjobs.com](https://www.govhrjobs.com) with resume, cover letter, contact information, and professional references by October 1, 2024. Any questions or inquiries regarding the position can be made to the attention of Jaymes Vettrano, MGT Approved Independent Executive Recruiter.

The City of Troy is committed to providing equal opportunity employment to all applicants. The City of Troy will consider all qualified applicants for employment regardless of race, religion, color, sex, sexual orientation, gender identity or expression, height, weight, marital status, national origin, age, disability, or veteran status or any other basis protected by federal and state law.

[Click HERE to Apply!](#)

***Credit for contributing to the narrative and photographs: City of Troy and semcog.org*



MGT

EXECUTIVE RECRUITMENT

Candidate 1

Frank A. Nastasi

Contact Information

Address: [REDACTED]
[REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

Education

- Bachelor of Science
Colorado State University, Colorado

Work History

1996 to Present	<u>City of Troy Police Department, Troy, Michigan (population 87,000)</u>
2018 to Present	Chief of Police
2017 to 2018	Captain
2012 to 2017	Lieutenant
2009 to 2012	Sergeant
1996 to 2009	Officer
1993 to 1996	<u>City of Hazel Park Police Department, Hazel Park, Michigan (population 15,000)</u>
	Officer

Data Summary:

Candidate:	Frank A. Nastasi
Organization:	City of Troy Police Department, Troy, Michigan
Position:	Chief of Police
Organization Budget:	\$169 Million
Department Budget:	\$30 Million
Total Number of Employees in Organization:	400
Total Number of Employees in Department:	167
Expected Salary:	\$194,000
Reporting Relationship:	City Manager
Years of Experience:	30

Professional Affiliations:

- FBI National Academy Associates, Inc.
- International Association of Chiefs of Police
- Michigan Association of Chiefs of Police
- Oakland County Association of Chiefs of Police
- Southeast Michigan Association of Chiefs of Police
- Troy Community Coalition
- Oakland County Tactical Response Consortium
- Oakland County Crisis Response Organization
- Michigan Municipal Risk Management Authority
- Narcotics Enforcement Team
- Macomb Police Academy

Frank A. Nastasi

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

September 24, 2024

Jaymes Vettrai
MGT Approved Independent Executive Recruiter
847-380-3240 ext. 126

Dear Mr. Vettrai,

I am writing to express my interest in the permanent City Manager position for the City of Troy, as posted on September 23, 2024. As the current Chief of Police for the City of Troy, I bring over 30 years of experience in municipal operations, leadership, and strategic planning, having successfully overseen critical city functions and departmental budgets, and fostered collaborative relationships with both internal and external stakeholders.

In my role as Police Chief, I have led initiatives to enhance transparency, fiscal responsibility, and community engagement—values that align with the City’s priorities for the next City Manager. My experience managing a \$31M budget and leading a diverse and dedicated team has prepared me to guide Troy through this transition and ensure the continuity and stability needed in this critical period.

With my deep commitment to the City of Troy and the extensive experience I’ve gained over the years, I am eager to continue contributing to its success. I am dedicated to maintaining the city’s strong reputation and leading with the highest standards of integrity, efficiency, and innovation. My professional background includes extensive work in strategic planning, complex investigations, public safety management, and departmental innovations. I believe these skills make me well-suited to meet the expectations of Troy’s Mayor and Council and to lead the city into its next phase of growth and development.

Attached is my resume for your consideration. I welcome the opportunity to discuss how my background and qualifications align with the goals of the City Manager role. Please feel free to contact me at [REDACTED] or via email at [REDACTED].

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,
Frank A. Nastasi

FRANK A. NASTASI

EXECUTIVE SUMMARY

Accomplished law enforcement professional with over 30 years of experience, including extensive leadership roles within the Troy Police Department. Proven track record in implementing community-oriented policing strategies, managing departmental budgets, and fostering positive community relationships. Adept at overseeing personnel, conducting high-level criminal investigations, and implementing industry advancements to maximize efficiency.

- Committed to maintaining the highest ethical standards, fostering positive community relationships, and protecting the rights of all citizens.
- Strong leader with excellent communication skills, able to effectively motivate and mentor officers to achieve high levels of productivity and professionalism.
- Adept at identifying and implementing industry/technology advancements within the department to maximize transparency and efficiency.

CORE PROFICIENCIES

Police Department Management | Strategic Planning & Implementation | Project Management
Critical Incidents Management | Community-Oriented Policing | Internal & External Investigations
New Policies Development | Training Program Management | Budget Administration/Management

PROFESSIONAL EXPERIENCE

CHIEF OF POLICE

October 2018 – Present

City of Troy Police Department | Troy, MI

Planned, organized, and led the multiple activities of department bureaus and personnel, including technical services, planning and research, emergency management, records, and training division. Develop and administer the department's annual budget of \$31M. Analyze department policies and operating procedures for functionality, while identifying department staffing allocation and equipment needs.

- Oversee all operations of the police department, including personnel management, budget administration, and strategic planning.
- Implemented community-oriented policing strategies to enhance public safety and foster positive relationships with community members.
- Led numerous high-level criminal investigations, resulting in successful prosecutions and reduced crime rates.
- Collaborated with local government officials and community organizations to address public safety concerns and implement effective crime prevention programs.
- Actively involved in various law enforcement associations and boards, including the International Association of Chiefs of Police and Michigan Association of Chiefs of Police.

Candidate 2

Khalfani Stephens

Contact Information

Address: [REDACTED]
[REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

Education

- Master of Business Administration - Marketing
Wayne State University, Detroit, Michigan
- Bachelor of Arts – Linguistics and History
University of Michigan, Ann Arbor, Michigan

Work History

2022 to Present	<u>City of Pontiac, Michigan (population 62,000)</u> Deputy Mayor
2020 to 2022	<u>City of Flint, Michigan (population 80,000)</u> Economic Development Director
2018 to 2020	<u>Development Authority of Clayton County, Georgia (population 296,000)</u> Executive Director
2015 to 2018	<u>City of Farmington Hills, Michigan (population 83,000)</u> Economic Development Director
2012 to 2015	<u>Michigan Economic Development Corporation</u> Business Development Manager
2009 to 2012	<u>City of Pontiac, Michigan (population 62,000)</u> Executive Director

Data Summary:

Candidate:	Khalfani Stephens
Organization:	City of Pontiac, Michigan
Position:	Deputy Mayor
Organization Budget:	\$109 million
Total Number of Employees in Organization:	164
Total Number of Employees in Department:	12
Expected Salary:	Negotiable
Reporting Relationship:	Mayor
Years of Experience:	15

Professional Affiliations:

- Michigan Municipal League
- Oakland County Land Bank Authority
- Oakland Livingston Human Service Agency
- Michigan Economic Developers Association
- Pontiac Kappa Foundation

Khalfani Stephens, CEcD, EDFP



September 20, 2024
Jaymes Vetraino
RE: Troy City Manager

I would like to apply for Troy City Manager position. I am a seasoned government administrator with a strong record of fiscal management, economic development and excellent communication.

As the Deputy Mayor for the City of Pontiac I engineered three budgets that moved the city from an approximately four million structural deficit to a projected surplus. This required bringing an innovative approach to the budgeting process. This same approach was applied while I was at the City of Flint and the work that I did there in close collaboration with the Finance Director resulted in the statewide *Protecting MI Pension Grant Program*. This program provided \$750 Million in grants to communities across the state (\$175M to Flint). In my work, I am committed to good governance and ethical practice, so even after I left Flint, I continued to support this project (although the City of Pontiac was well beyond the threshold to participate).

In addition to solving complex fiscal issues, I have a strong background in economic development. Again, in my role as Deputy Mayor of the City of Pontiac, I was the premier architect of the compromise that resulted in Oakland County taking responsibility for the Phoenix center. This compromise was great for the city because it relieved the city of \$5 Million of debt and made way for the two acre park which is currently inaccessible because the city did not have the funds to fix the elevators to be rebuilt at ground level. The deal also requires the county to make improvements to Orchard Lake Rd. and to collaborate with the city on final site plans for the new parking structure and any other structures to be built.

None of what I have outlined above and what you see in my resume would be possible without solid communication and collaboration skills. In addition to English, I speak French, am conversant in Spanish and have solid command of basic German. Learning a foreign language is not just memorizing new sounds and word order. It is about leaning into culture and learning the whats and whys of how the language works. It is this openness that allowed me to collaborate with my colleagues in Flint and write a grant proposal that resulted in the city being selected as one of only 32 national recipients for a \$1 Million from the SBA.

In closing, I have a demonstrated history of successful municipal leadership, ethical integrity and collaboration. I am committed to growth through investment in people and building diverse and equitable communities where everyone thrives. I look forward to the opportunity to speak with the Troy City Council about how my skills and experience can help achieve their goals.

Sincerely,

Khalfani Stephens

Khalfani Stephens, MBA, CEcD, EDFP

A summary of key skills, knowledge and abilities

<p>Stakeholder Collaboration</p> <p>Colleague/ Staff Engagement</p> <ul style="list-style-type: none"> • 2016 outstanding employee • Directed intergovernmental task force (State, County, Local, Community members) • Strong State and County network • MEDA board VP <p>Business Engagement</p> <ul style="list-style-type: none"> • Secured community investment • Procured countless approvals from City Councils • Partnered with colleges for business development • Facilitated new apprenticeship program with schools and businesses 	<p>Cost Effective Management</p> <p>Budgeting</p> <ul style="list-style-type: none"> • Managed over \$12 million budget • Forecasted collections within 3% of actuals • Ended deficit spending • Directed legal staff to favorable settlements • Contract negotiation experience • Contract management experience <p>Economic Development Finance Professional (EDFP through NDC)</p> <p>MBA – Finance (WSU)</p>	<p>Change Management</p> <p>Divisional Management</p> <ul style="list-style-type: none"> • Introduced cross-training model to union environment • Responsible for design and implementation of restructuring multiple city divisions • Introduced organization-wide marketing standards • Created unprecedented partnership with SBA • Developed new lending programs • Built new Economic Development Organization <p>Certified Economic Developer (CEcD through IEDC)</p>	<p>Marketing</p> <p>Marketing</p> <ul style="list-style-type: none"> • Rebranded Wayne State University Business School • Fundraising chair for Oakland Livingston Human Service Agency • Adopt a family Chair for Kappa Alpha Psi • Led local 2010 census participation campaign • Created Live Work Play and brand management ads for Farmington Hills • Key partner in Clayton County Rebranding <p>MBA – Marketing (WSU)</p> <p>Miller Heiman Sales Training</p>	<p>Strategic Framework Creation</p> <p>Grant Management</p> <ul style="list-style-type: none"> • Successful grant writing experience • Managed multi-year grant <p>Master Plan Experience</p> <ul style="list-style-type: none"> • Updated City of Pontiac Master plan • Updated City of Flint Master plan • Contributed to CIP for Farmington Hills • Contributed to CDBG plan for Pontiac • Orchestrated downtown Pontiac revitalization plan <p>Organizational Administration</p> <ul style="list-style-type: none"> • Directed grant funded after school program • Farmington Schools strategic planning team • Oakland Livingston Human Service Agency Board Chair • Kappa Alpha Psi Foundation board VP • ADP experience • Salesforce experience (CRM)
<p>Khalfani Stephens is a seasoned Government Administration professional with direct experience at the local, county and state levels, and an expert in Community/ Economic Development. He helps organizations find success by focusing on investments and brand management over incentives. He works with organizations to create policies that grow both businesses and communities as a whole.</p> <p>Khalfani’s efforts have resulted in thousands of new jobs and millions of dollars in leveraged funds to help communities grow and prosper.</p> <p>In addition to traditional business development and retention activities, he has led cross departmental teams, developed City Master Plans, managed grants, stood in for Chief Executives, hosted international delegations, and much more.</p> <p>He is a strong supporter of community service and is currently the Chair of the Oakland Livingston Human Service Agency and a board Vice President of the Pontiac Kappa Foundation.</p>				



Khalfani Stephens, CECD, EDFP



EDUCATION

- Michigan Master Citizen Planner** - Michigan State University. Completed 2016
- Economic Development Finance Professional** - National Development Council. Completed 2014
- Miller Heiman Sales Training** - Completed 2012
- Certified Economic Developer** - International Economic Development Council. Received 2011
- Post Graduate Certificate, Economic Development** - Wayne State University, Detroit, MI. Received 2009
- MBA, Marketing** - Wayne State University, Detroit, MI. Graduated 2003, GPA: 3.5/ 4.0
- BA, Linguistics and History** - University of Michigan, Ann Arbor, MI. Graduated 2000, Honors, GPA: 3.2/ 4.0

RELEVANT SKILLS & EXPERIENCE

- | | | |
|----------------------|--|--|
| 01/22-Present | Deputy Mayor | Pontiac, MI |
| | <ul style="list-style-type: none">Function as Chief Operating OfficerOversee daily function of executive staffImplement reorganization of City departments to deliver greater serviceDevelop and implement yearly operating budget | |
| 02/20-01/22 | Economic Development Director | Flint, MI |
| | <ul style="list-style-type: none">Ensured continued support from W. K. Kellogg Foundations for multi-year grantDevelop and implement strategic plans for Economic and Community DevelopmentRebranded the City as a welcoming place to investRebuilt the community and economic development program for the City | |
| 06/18-02/20 | Executive Director | Development Authority of Clayton County |
| | <ul style="list-style-type: none">Designed a new economic development agency, including policies, procedures, and job descriptionsCreated and implemented a business retention and development strategy to reduce “sprawl” to other countiesCollaborated with County Planning to develop and implement a holistic community development strategyInstituted new partnerships and cultivated stronger relationships with State of GA, regional agencies, and educational institutionsDeveloped and deployed a business attraction strategy to foster existing industry and diversify the economy | |
| 01/15-06/18 | Economic Development Director | Farmington Hills, MI |
| | <ul style="list-style-type: none">Rebuilt the City’s business retention & growth programDeveloped a business attraction programSupported efforts to define the City’s strategic vision for future growthServed as liaison between business community and City departmentsManaged Brownfield Redevelopment Authority and Corridor Improvement Authority | |
| 01/12-01/15 | Business Development Manager | Michigan Economic Development Corporation |
| | <ul style="list-style-type: none">Performed retention and expansion visits to match companies with the resources they need to grow and expandProvided strategic guidance to develop and implement new growth strategiesProvided technical assistance to cities in support of Master Plan updatesServed as MEDC liaison to Oakland and Genesee counties | |
| 07/09-01/12 | Executive Director | City of Pontiac, Pontiac Growth Group |
| | <ul style="list-style-type: none">Directed business/ community development efforts in PontiacRealigned departments to better serve the community and deliver on key metricsManaged \$12 million budget across three departments to continue to build cash reservesProduced cable television show to promote the City of PontiacManaged special projects for Financial Manager | |

BOARDS, COMMISSIONS & MEMBERSHIPS

- Oakland Livingston Human Service Agency, Chair (2009-present)
- Michigan Economic Developers Association, Secretary (2009-2018)
- Pontiac Kappa Foundation, Board member (2017-present)
- Pontiac Chamber of Commerce, Vice Chair (2009-2011)

Khalfani Stephens, CEcD, EDFP



- City of Pontiac Planning Commission, Commissioner (2009-2011)

SPECIAL SKILLS

- Fluent **French**; Overseas experience living and working in France
- Conversational **Spanish**

Candidate 3

Chris D. Wilson

Contact Information

Address: [REDACTED]
[REDACTED]

Cell: [REDACTED]

Email: [REDACTED]

Education

- Master of Public Administration
Wayne State University, Detroit, Michigan
- Master of Arts – Political Science
Arkansas State University, Jonesboro, Arkansas
- Bachelor of Arts – Geography
Arkansas State University, Jonesboro, Arkansas

Work History

2021 to Present	<u>City of Huntington Woods, Michigan (population 6,000)</u> City Manager
2008 to 2021	<u>Village of Beverly Hills, Michigan (population 10,000)</u> Village Manager
2004 to 2008	<u>City of Algonac, Michigan (population 4,000)</u> City Manager
2002 to 2004	<u>Village of Edmore, Michigan (population 1,000)</u> Village Manager

Data Summary:

Candidate:	Chris D. Wilson
Organization:	City of Huntington Woods, Michigan
Position:	City Manager
Organization Budget:	\$17.5 million
Total Number of Employees in Organization:	55
Expected Salary:	\$195,000
Reporting Relationship:	Mayor and City Commission
Years of Experience:	22

Professional Affiliations:

- International City/County Management Association
- Michigan Municipal Executives
- Southeastern Oakland County Water Authority
- Southeastern Oakland County Resource Recovery Authority

Chris D. Wilson

September 26, 2024

Jaymes Vettraino
GovHR/MGT

Confidentiality requested as allowed by Michigan law.

Dear Jaymes:

Please accept this letter and corresponding documents as my request for consideration for the position of City Manager for the City of Troy. I have twenty-two (22) years of experience as a City and Village Manager in Michigan, with over fifteen (15) years experience in local government management in Oakland County. I have strong ties to the Troy community as a parent with multiple children in the Troy School District. Having served in neighboring Oakland County communities I have had many interactions with staff and administrators with the City of Troy and become familiar with and impressed by the professionalism and capacity of the City. I think my experience, temperament and skill set would be a good fit for the Troy City Manager's office and I appreciate your consideration.

Respectfully,

Chris D. Wilson

Chris D. Wilson



PROFESSIONAL EXPERIENCE

CITY MANAGER

January 2021 – Current

City of Huntington Woods, Michigan

- Served as Chief Administrator for the City of Huntington Woods, population 6,400, under the direction of the five-member City Commission.
- Oversaw Departments of Public Safety, Public Services (DPW), Parks and Recreation, Finance, Building and Zoning, Library and City Clerk.
- Administered \$13.2 million in road, water and sewer construction from FY 21 through FY 24
- Oversaw City Budget of approximately \$10M in the General Fund and \$17.5M for all Funds.
- Served as the Administrative Liaison to the Environmental Sustainability Advisory Committee (ESAC).
- Successfully negotiated contracts with the Public Safety Officers (PSO) Union, Public Safety Command Union and Department of Public Services.
- Oversaw a Revision to the City's Master Plan in 2022.
- Developed and Implemented a City-wide Greenspace Maintenance Plan.
- Maintained General Fund (GF) Fund Balance of 40% of GF expenditures.
- Maintained Pension funding in excess of 70% of future liabilities and OPEB funding in excess of 60% of future liabilities.

VILLAGE MANAGER

August 2008 – November 2021

Village of Beverly Hills, Michigan

- Serve as Chief Administrative Officer for the Village of Beverly Hills; the largest Village by population in the State of Michigan (10,200).
- Supervised all departments including the Department of Public Safety, Finance, Public Services, Building and Clerk.
- Worked with Village Council and labor attorney on collective bargaining of all union contracts. Worked with union leadership to reduce long term legacy costs and transfer management of Public Safety Pension Fund to MERS.
- Worked with Council and community groups to develop ballot initiative to amend Village Charter to fund Library and Public Safety. This Charter Amendment was passed by the voters in November 2010 and renewed in November 2020.
- Oversaw bids, selection of and installation of new financial software.

- Worked with Public Services Director to complete many infrastructure projects including sewer rehabilitation, water main replacement, road improvements park upgrades and rehabilitation of local dam and spillway.
- Served as the Planning and Zoning Administrator and Administrative Liaison to Planning Board and Zoning Board of Appeals.
- Worked with Planning Commission, LSL Planning and Bob Gibbs to develop and implement Southfield Rd. Overlay Zoning District.
- Oversaw the development of new Village Master Plan.
- Worked with Southfield Township on a consolidation of all tax collection services.
- Reduced overall Village debt from over \$7.5M to under \$1.5M.
- Increased OPEB funding from \$1.2M (9.2%) to \$8.5M (60%).
- Oversaw complete remodeling and rehabilitation of Village Hall in 2016.

CITY MANAGER

February 2004 – August 2008

City of Algonac, Michigan

- Served as Chief Administrative Officer under direction of seven-member City Council. Responsible for supervision of all Departments including Public Works, Fire, Police, Finance, Clerk, Building and Water Treatment Plant.
- Served in the capacity of Executive Director of the Downtown Development Authority.
- Administered all aspects of the \$5.2 million City budget.
- Eliminated deficit of over \$250,000 in General Fund in first year and worked with City Council to eliminate all General Fund operating deficits.
- Worked with developers on the renovation of the largest shopping plaza in the City.
- Served on the St. Clair County Solid Waste Management Planning Committee and Brownfield Redevelopment Authority.
- Negotiated contracts with all city unions including Police, DPW, clerical staff and administrative staff.
- Served as President and Vice President of Algonac Housing Commission.
- Supervised all aspects of City services for numerous festivals and events

VILLAGE MANAGER

July 2002 – February 2004

Village of Edmore, Michigan

- Served as Chief Administrative Officer under the direction of Village President and six-member Village Council.
- Supervised Departments of Public Works and Clerk/Treasurer.
- Served as Zoning Administrator and performed all planning functions.
- Served as Executive Director of Downtown Development Authority.
- Administered the production and administration of the Village Budget.
- Oversaw the creation of the Edmore Police Department in 2003.

EDUCATION

- MASTER OF PUBLIC ADMINISTRATION** **2002**
Wayne State University
Detroit, Michigan
- 1999 Rumble Fellowship Recipient
- MASTER OF ARTS – POLITICAL SCIENCE** **1999**
Arkansas State University
Jonesboro, Arkansas
- BACHELOR OF ARTS – GEOGRAPHY** **1997**
Arkansas State University
Jonesboro, Arkansas
- Ph.D. CANDIDATE – POLITICAL SCIENCE** **2007-2014**
Wayne State University
Detroit, Michigan
- Completed all coursework and final written and oral qualifying exams.
ABD.

MEMBERSHIPS

- CORPORATE MEMBER** **March 2003 – Current**
CREDENTIALLED CITY MANAGER
International City Managers Association
- MEMBER** **March 2003 – Current**
Michigan Municipal Executives
- MEMBER/ALTERNATE** **August 2008 – Current**
SECRETARY
VICE CHAIR
Southeastern Oakland County Water Authority
- MEMBER** **August 2008 – Current**
VICE CHAIR
CHAIR
Southeastern Oakland County Resource Recovery Authority