



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: January 28, 2021

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager
Rob Maleszyk, Chief Financial Officer
Jeanette Menig, Human Resources Director

Subject: Goal Review and Recommendation Consulting Services (Introduced by: Robert J. Bruner)

History

City Council held special meetings on November 16, 2020 and November 25, 2020 to discuss fiscal year 2021-2022 budget priorities. The discussion included prioritizing both Community Engagement and Diversity, Equity, and Inclusion. Several options were discussed including creating one or more positions and hiring consultants.

Since then, City staff has been reviewing the City's existing policies, practices and resources related to these priorities and researching best practices in order to develop specific recommendations for the City Manager's fiscal year 2021-2022 budget proposal. However, progress has been slow because these issues are complex and City staff time and resources are stretched thin.

In order to develop recommendations in time for the fiscal year 2021-2022 budget, City staff solicited a proposal from GovHR USA Vice President Jaymes Vettraino. Mr. Vettraino worked with the City on the city manager search and more recently with City Council personnel evaluations. The proposal also includes GovHR Senior Vice President Dele Lowman Smith working on the project with Vettraino. Between them, we believe they understand the City's needs and have the experience to develop recommendations.

Although City Code Chapter 7 section 2 gives the City Manager the authority to make purchases of \$10,000 or less, City management believes it is in the best interest of the City for the City Council to consider this matter. Competitive bidding is not required in the employment of professional services (Code Chapter 7; section 5.6).

Financial

Expenditures will be charged to account number #101.7801.100 – Professional Services Special Studies & Research.

Recommendation

City management recommends the City award a contract to GovHR USA of Northbrook, IL to provide consulting services as detailed in the attached proposal in the estimated total amount of \$5,300.00.



**CITY OF TROY, MI
GOAL REVIEW AND RECOMMENDATIONS**

**PROPOSAL
January 26, 2021**

UNDERSTANDING OF ENGAGEMENT

GovHR USA LLC ("GovHR") is pleased to present this Proposal for Goal Review and Recommendations to the City of Troy ("City").

The City of Troy has identified two strategic goals that it desires GovHR to review and provide recommendations.

Strategic Goal #1: Improve City's communication of important information to the community and the engagement of the community with the City.

Strategic Goal #2: Develop a plan to further incorporate diversity, equity and inclusion in the City's values and day-to-day operations.

The City wishes to engage the services of GovHR to perform goal review work as needed (staff meetings, policy review, best practices research, etc.) and provide a summary report of findings (recommendations, next step suggestions, budget estimates, etc.).

FIRM BACKGROUND AND EXPERIENCE

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 in the State of Illinois and work exclusively in the public sector. We have 11 full time and 8 part time employees and 31 project consultants. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities.

GovHR Vice President Jaymes Vettraino will be responsible for the City's Goal Review and Recommendation project. His biography is attached to this proposal and his contact information is:

Jaymes Vettraino
Vice President
GovHR USA
248-379-8923
jvettraino@govhrusa.com

GovHR Senior Vice President Dele Lowman Smith will work with Jaymes on the project, providing research, review, and recommendations for the project. Her biography is attached to this proposal and her contact information is:

Dele Lowman Smith
Senior Vice President
GovHR USA
404-516-6025
dlowman@govhrusa.com

SCOPE OF WORK

Based on our understanding of the engagement and information the City has offered we propose that the following described services shall be provided for this engagement:

Review the City's Current Status (Phase 1)

Conduct a review of the existing goal statements, policies, and other associated documents. Engage in a dialog with the City Manager's office to develop clear expectations for both strategic goals. Interview identified City personnel and review day-to-day operation activities. Document findings.

Research and Consider Best Practices (Phase 2)

Within the context of the City's current status, research and identify potential policies, staffing and operational activities that could be implemented by the City.

Summary Report Preparation and Transmittal (Phase 3)

Prepare and transmit a report of findings and recommendations.

CLIENT RESPONSIBILITIES

GovHR understands that the following responsibilities will be assumed by the City and its' representatives in proceeding with the scope of work as described above:

- Identify a primary City contact person thru which GovHR can coordinate efforts relating to this engagement
- Provide information to GovHR regarding organizational, policy and documents as may be needed to advance and complete the work described herein.
- Distribute documents as needed to elected officials and staff.

FEE PROPOSAL FOR SERVICES

The proposed fee to perform services in conjunction with the engagement referenced herein is as follows:

<i>Phase</i>	<i>Est Hours</i>	<i>Lum Sum Cost</i>
Phase 1	10	\$1,250
Phase 2	20	\$2,500
Phase 3	10	\$1,250
<i>Project Cost</i>		<i>\$5,000</i>
Expenses	Not to Exceed	\$300
<i>Project Cost & Expenses</i>		<i>\$5,300</i>

We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files.

Consultant travel expenses and in-person meetings are not included in the price proposal. Dependent on travel and Covid-19 related restrictions, If the consultant is requested to travel to the client and/or have in-person meetings with staff or the City Council, an additional fee will be mutually agreed upon by the parties.

Invoice for services will be provided at the end of the phase 3 and is payable within 30 days of receipt.

AUTHORIZATION OF ADDITIONAL SERVICES

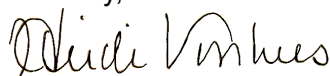
Additional services related to this engagement will be provided by GovHR upon authorization by the City as evidenced in writing. The fees for additional services will be based upon the standard \$125 per hour consulting rate and determined through mutual agreement in advance of any additional services being provided.

CONCLUDING REMARKS

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of three months. We look forward to working with you on this important project.

Sincerely,



Heidi Voorhees
Co-Owner and President, GovHRUSA, LLC

Jaymes Vettrai

Vice President

Jaymes Vettrai 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 also had the chance to be 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 is a graduate of Michigan State University (BA - Political Science) and Lehigh University (MBA). He is a faculty member in Rochester University's School of Business, focusing on not-for-profit management, organizational behavior and strategy. Jaymes lives in Rochester, MI with his wife and two children.

Dele Loman Smith

Senior Vice President

Dele Lowman Smith 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. Her 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 Smith 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 Smith 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 Smith also served multiple chief executives in Broward County, Florida.

Ms. Lowman Smith is a graduate of National Urban Fellows, Leadership ICMA, America's Leaders of Change, the Atlanta Regional Commission Regional Leadership Institute, and Leadership Broward. She currently serves as a Board Member for the DeKalb County Board of Elections. A proud Florida A & M University and Baruch College graduate, Ms. Lowman Smith currently resides in metro Atlanta with her family.