



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM



Date: December 1, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager

Subject: Personnel Evaluation Consulting Services

Background

- The City Manager and City Attorney are appointed by the City Council for an indefinite period, are responsible to and serve at the pleasure of the City Council and the City Council fixes the compensation of those officers (City Charter Section 3.9).
- On September 23, 2019, City Council expressed its interest in receiving assistance from a performance evaluation consultant (Resolution #2019-09-112).
- City staff subsequently conducted a Request for Proposal (RFP) process in order to engage a consultant to facilitate the evaluation process.
- On November 14, 2019, a bid opening was conducted as required by City Charter and Code in order to accept Proposals for Personnel Evaluation Consulting Services for the City Manager and the City Attorney.
- On November 25, 2019, City Council awarded a contract to GovHR of Northbrook, IL to provide Personnel Evaluation Consulting Services for the City Manager and the City Attorney (Resolution #2019-11-139).
- The scope of work and services provided in the 2019 agreement were completed in 2022.
- Rather than issuing a new Request for Proposals for the 2023 evaluation process, City Management recommends that in the best interest of the City, City Council waive the bid process and award a contract to GovHR of Northbrook, IL to provide Personnel Evaluation Consulting Services for the City Manager and the City Attorney.

Financial

Funds are available in the General Fund – City Council account number #101.102.7801.100.

Recommendation

City management recommends that it is in the best interest of the City to waive the bid process and award a contract to GovHR USA of Northbrook, IL to provide Personnel Evaluation Consulting Services for the City Manager and the City Attorney as detailed in the attached proposal for an amount not to exceed \$3,950.



December 1, 2022

City of Troy
Office of the City Manager
500 W. Big Beaver Road
Troy, MI 48084

RE: City Manager and City Attorney Evaluation Facilitation Services

Dear Mr. Miller:

Thank you for the opportunity to provide the City of Troy with a proposal for Evaluation Facilitation Services for the positions of City Manager and City Attorney. GovHR USA ("GovHR") prides itself on a tailored, personal approach to its services and looks forward to adapting our services to your specific requirements for this project.

GovHR provided a proposal for these services dated January 17, 2022 (attached). As stated on page 3 of the proposal:

GovHR recognizes the City may desire to continue this service during future performance evaluation periods for the positions of City Manager and City Attorney. GovHR will continue to honor the above scope of service and pricing for 3 years from the date of the proposal, with a 5% price increase during year 3.

The 2022/23 Evaluation Facilitation Services is year 2 of the awarded project. Consistent with the above language, GovHR will provide the attached scope of serves at the price noted (no increase).

Our proposed consultant for Troy's Evaluation Facilitation Services is Mr. Jaymes Vettraino. Mr. Vettraino completed the 2019/2020, 2020/2021, and 2021/2022 performance evaluation projects and will continue to have the support and professional resources of our entire firm. Mr. Jaymes Vettraino is located in Rochester, MI, has 17 years city management experience, 6 years public sector consulting experience and is currently a professor at Rochester University.

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. Please contact Jaymes Vettraino, Vice President, 248-379-8923, jvettraino@govhrusa.com, if you have any questions regarding our proposal or need additional information.

We look forward to hearing from you and hope to have the opportunity to again work with the City of Troy.

Sincerely,

Laurie Pederson
Laurie Pederson
Administrative Services Director

Acceptance and authorization to proceed with the year 2 of the Evaluation Facilitation Services scope of work dated January 17, 2022, for the 2022/2023 evaluation period.

City of Troy



January 17, 2022

Mr. Bob Brunner
Assistant City Manager
City of Troy
Office of the City Clerk
500 W. Big Beaver Road
Troy, MI 48084

Dear Mr. Brunner:

Thank you for the opportunity to provide you with a proposal for Evaluation Facilitation Services for the City of Troy. GovHR USA ("GovHR") prides itself on a tailored, personal approach to its services and looks forward to adapting our services to your specific requirements for this project.

GovHR was pleased to work with the City of Troy in 2020 and 2021 to develop and facilitate a new performance evaluation system for the positions of City Manager and City Attorney. The attached scope of services will utilize the developed performance evaluation system to facilitate evaluations of the positions of City Manager and City Attorney.

Our proposed consultant for Troy's Evaluation Facilitation Services is Mr. Jaymes Vettraino. Mr. Vettraino completed the 2019/2020 performance evaluation project and will continue to have the support and professional resources of our entire firm. Mr. Vettraino is located in Rochester, Michigan, and has 17 years of city management experience, 6 years public sector consulting experience and is currently a professor at Rochester University.

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. Please contact Jaymes Vettraino, Vice President, 248-379-8923, jvettraino@govhrusa.com, if you have any questions regarding our proposal or need additional information.

We look forward to hearing from you and hope to have the opportunity to again work with the City of Troy.

Sincerely,

A handwritten signature in black ink that reads 'Judith M. Schmittgens'.

Judith Schmittgens
Corporate Secretary and Compliance Manager



TROY, MICHIGAN
Evaluation Facilitation Services
January 17, 2022

Thank you for the opportunity to provide you with a proposal for personnel evaluation consulting services. GovHR USA ("GovHR") prides itself on a tailored, personal approach to its consulting services projects.

Understanding of the Scope of Work

The Troy City Council appoints the position of City Manager and City Attorney. In order to enhance communication between the City Council and these appointed positions, the City has requested assistance in developing a process to have a dialog regarding performance, the establishment of goals and performance measurements ("performance evaluations"). Performance evaluations are important for both the employees and the elected officials. Clear performance expectations and objectives can improve the service that employees and the City Council provide to the community.

Firm - Qualifications 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. GovHR offers customized executive recruitment services and completes other management studies and consulting projects for communities. In addition to the corporate office in Illinois, GovHR's project consultants have offices in six (6) states, including in Oakland County, Michigan.

Assigned Consultant - Qualifications and Experience

Jaymes Vettraino
Vice President
GovHR USA LLC
Oakland County, MI
Telephone: 248-379-8923
jvettraino@govhrusa.com

Prior to joining GovHR, Mr. Vettraino spent 17 years as a City Manager, most recently as the City Manager of Rochester, Michigan. Mr. Vettraino 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. Mr. Vettraino's recent clients include the municipalities of Ferndale, Troy, Rochester Hills and Oakland County.

In 2015, Mr. Vettraino was appointed a faculty member in the School of Business at Rochester University, where he is accelerating the University's development of students that have a passion for working in the social and community service sector.

630 Dundee Road, Suite 130, Northbrook, Illinois 60062
847.380.3240 | GovHRUSA.com

Mr. Vettraino had the opportunity to lead the City of Troy’s City Manager Executive Search (2018), assisted in developing the position expectations for the City’s Assistant City Manager position (2019), and provided support serves to the City’s Classification and Compensation study (2018/19). During 2020/21, Mr. Vettraino developed and facilitated a new performance evaluation system for the positions of Troy City Manager and City Attorney. Through these projects Mr. Vettraino has developed an understanding of the culture and direction the elected and appointed officials desire for the City. These experiences combined with Mr. Vettraino’s deep understanding of the public sector in Oakland County and Michigan will allow Mr. Vettraino to efficiently understand the goals of the project and allow him to quickly focus on developing customized performance evaluations for the City Council and appointed employees.

Mr. Vettraino’s biography is attached to this Proposal.

Description of Services

The performance evaluation tools developed and refined by GovHR during the 2019/2020 evaluation cycles for both the City Manager and City Attorney positions will be used for this project.

Phase I –The consultant will develop a timeline and project expectations

Phase II – The consultant will utilize a model performance evaluation tool developed by GovHR for use by Troy

Phase III – The consultant will develop correspondence and instructions for distribution of the evaluation tool to the CM, CA, and City Council and staff.

Phase IV – The consultant will receive the completed evaluation tool from CM, CA, staff, and City Council, tabulate results and/or summarize narrative statements.

Phase V – The consultant will prepare for and facilitate a closed session meeting with City Council and the evaluated employees. The meetings will be conducted consistent with Michigan’s Open Meetings Act.

Phase VI – A final report will be developed and distributed to the City Council and the evaluated employees. All documents prepared and performance evaluations received from evaluators will be considered within the context of FOIA.

Summary of Costs	Price
Project Fee:	\$3,750
Project Expenses* (not to exceed):	\$200
Total:	\$3,950

*Project expenses would include actual out of pocket travel expenses and mileage as well as any direct expenses associated with the project (i.e., supplies, copies, printing, etc.).

Professional fees and expenses will be invoiced at the end of the project (after Phase VI), and are due within 30 days of receipt.

Additional of Services

GovHR is pleased to provide any additional services, beyond what is noted in the scope of work, at a rate of \$125/hour, plus expenses.

GovHR recognizes the City may desire to continue this service during future performance evaluation periods for the positions of City Manager and City Attorney. GovHR will continue to honor the above scope of service and pricing for 3 years from the date of the proposal, with a 5% price increase during year 3.

References

The following references can speak to the quality of service provided by GovHR and Jaymes Vettraino:

Rochester Hills, MI (On-Call Executive Recruitment and HR Consulting Services)

1000 Rochester Hills Drive
Rochester Hills, MI 48309
Mayor Bryan Barnett
248-841-2530
barnettb@rochesterhills.org

Royal Oak, MI (Executive Recruitment and Performance Evaluation Project)

Paul Brake, City Manager
203 Troy Street
Royal Oak, MI 48067
248-246-3205
citymanager@romi.gov

Ferndale, MI (Executive Recruitment)

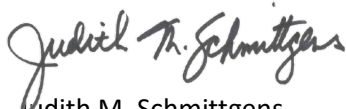
Dan Jacey, Human Resources Director
300 E 9 Mile Road
Ferndale, MI 48220
248-546-2378
djacey@ferndalemi.gov

Proposal Signature

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 six months from the date of the proposal. We look forward to working with you!

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager
GovHR USA

ACCEPTED BY TROY, MICHIGAN

BY: _____

TITLE: _____

DATE: _____

JAYMES VETTRAINO
Vice President, GovHR USA

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 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.

Professional Education, Training and Instruction, Memberships and Affiliations, Awards and Local Government Professional Background**Professional Education**

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

Training and Instruction

- Director of the Center for Social Engagement and Assistant Professor, Rochester University
- 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

- Rochester University, Faculty Manager of Year (2018)
- Rochester Regional Chamber of Commerce Sunrise Pinnacle Award for Community Advocacy (2018)
- Selected as one of “Oakland County's Elite 40 under 40” (2015)
- Outstanding Service Award from Michigan Municipal League (2013)

Local Government Professional Background

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



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.

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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 |

