



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: June 30, 2023

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Deputy City Manager
Megan E. Schubert, Assistant City Manager

Subject: 2023 City of Troy Advance Meeting Facilitation Consulting Services

Background

On August 15, 2022 City Council awarded a contract for Advance Meeting Facilitation Consulting Services to Vettraino Consulting, LLC (Resolution #2022-08-114). City Council and staff met for the 2022 City of Troy Advance on November 19, 2022 and the facilitators presented their report to City Council on January 9, 2023. City staff presented the fiscal year 2023-2024 proposed budget on April 17, 2023 and City Council adopted the budget on May 8, 2023. City staff has subsequently provided status reports on the suggested City staff action in the facilitators' report.

Financial

Funds are available in the General Fund – City Manager's Department for the 2023-2024 fiscal year.

Recommendation

City management recommends, that in the best interest of the City, City Council waive the bid process and award a contract for Advance Meeting Facilitation Consulting Services as detailed in the attached proposal to Vettraino Consulting, LLC for a not to exceed amount of \$9,775.

City of Troy, Michigan
Advance Meeting Facilitation Consulting Services

June 26, 2023



Proposal and Scope of Services Prepared by:

Vettraino **C**onsulting, LLC

P.O. Box 82202 ~ Rochester, MI 48308 ~ 248-379-8923 ~ VettrainoConsulting@gmail.com

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June 26, 2023

Honorable Mayor and City Council
c/o Mark Miller, City Manager
City of Troy
500 W. Big Beaver Road
Troy, MI 48084

RE: Response to Request for Proposal for Advance Meeting Facilitation Consulting Services

Thank you for the opportunity to offer the services of Vettraino Consulting in response to the City of Troy's request for proposal for Advance Meeting facilitation.

Jaymes Vettraino has worked with the City of Troy on several projects including facilitation of the 2022 Advance Meeting, executive recruitment, class and compensation study, and executive performance evaluation (some projects completed through a partnership with GovHR). These projects have helped Jaymes develop relationships with the elected and executive leaders of the community. Vettraino Consulting will leverage these experiences, expertise gained from other local government facilitation projects, and knowledge of municipal government to successfully facilitate Troy's 2023 Advance Meeting process.

In review of the scope of service, and based on the 2022 Advance Meeting experience, Vettraino Consulting plans to partner with a second professional facilitator to accommodate the number of Troy team members who will be a part of the meeting. The second facilitator has not been identified yet. Based on preliminary planning discussions with City staff for the 2023 Advance Meeting (Phase 1 of the project), Mr. Vettraino will identify an appropriate second facilitator to best meet the needs of the project. The City will have an opportunity to approve the second facilitator before they are included in the project.

Vettraino Consulting will use its experience, knowledge, and expertise to facilitate the activities of the Troy Advance Meeting and to develop reports that meet or exceed the established objectives. Vettraino Consulting will bring an open and facilitative character to the project and produce a work product that can be implemented to assist the City achieve its goals.

Thank you for your consideration of this proposal. We look forward to answering any additional questions you may have.

Sincerely,



Jaymes Vettraino
Vettraino Consulting, LLC

ADVANCE MEETING FACILITATION CONSULTING SERVICES SCOPE OF SERVICES

Prepared for:
City of Troy
500 W. Big Beaver Road
Troy, MI 48084

I. Scope of Work

Vettraino Consulting (VC) has reviewed the project goals with executive staff of the City and studied the project deliverables from the prior year Advance Meeting. As an experienced local government professional, VC will partner with Troy's leadership team to assist the City in facilitating an Advance Meeting as outlined in this scope of services. Mr. Jaymes Vettraino will be the primary and lead facilitator for this project.

Understanding the general expectations for the project, VC looks forward to working with the City to refine and confirm the scope of work and understands the scope needs to be flexible throughout the project to assure the City's goals are met.

VC would use a phased approach for this project:

- Phase 1: Preliminary Assessment and Identifying Goals for the Advance Meeting
Identify and Confirm Second Vettraino Consulting Facilitator
- Phase 2: Interviews and Data Collection with Stakeholders
- Phase 3: Assembly of Advance Meeting Agenda and Distribution of Relevant Data
- Phase 4: Facilitation of the Advance Meeting
- Phase 5: Delivery of Summary Report

Phase 1: Preliminary Assessment and Identifying Goals for the Advance Meeting

In 2021 and 2022, Troy completed revised Advance Meeting processes. The City is interested in using a similar format as 2022 for its 2023 Advance Meeting. VC will use the 2022 Advance process as a model to build the 2023 Advance process. In addition to reviewing all of the notes and outcomes from the 2022 Advance, the consultants will review other strategic planning, budgeting, and objective setting documents the City has developed. After reviewing the background information, the consultants will meet with the City Manager's office to document the objectives to be achieved during the Advance Meeting process.

Based on the objectives developed at the end of Phase 1, VC will recommend a second facilitator to assign to the project. The choice of the facilitator will be dependent on the objectives and the City will have an opportunity to approve the recommended second facilitator.

Phase 2: Interviews and Data Collection with Elected Officials and Executive Staff

VC will facilitate individual interview meetings with City Council members. The focus of the individual interviews will be on each City Council member's expectations, and desired outcomes for the Advance. VC will facilitate a group meeting with the executive leadership staff of the City. The group meeting will be an opportunity for the staff to express their objectives, expectations, and desired outcomes for the Advance.

The consultants will review feedback received from the City Council members and executive staff (together the Advance Meeting process "stakeholders"). Using the feedback received from the stakeholders, information from the 2022 Advance, and other relevant data, the consultants will develop an expectations and objectives survey to be distributed to all stakeholders shortly after the interview meetings.

The consultants will prepare summary results of the stakeholder survey, focusing both on response received from all stakeholders and the summary responses of the elected officials in comparison to the summary responses of the executive staff.

Data collected from the survey will help further define the planning, subjects focus, and format of the Advance Meeting. The consultants will consider their own experience and review best practices to develop a plan for the Advance Meeting that meets the goals of the stakeholders.

Phase 3: Assembly of Advance Meeting Agenda and Distribution of Relevant Data

Working with the City Manager's office the consultants will prepare and distribute an agenda and all relevant data for the Advance Meeting. The agenda packet will be distributed to the stakeholders at least ten (10) days in advance of the Advance Meeting. Understanding the stakeholders are busy, and acknowledging the importance of the Advance Meeting, the consultants will work to assure the agenda packet information is well organized and relevant to having a successful Advance Meeting.

Phase 4: Facilitation of the Advance Meeting

VC will facilitate the Advance (public) Meeting. VC will be responsible for facilitating, documenting, and coordinating all activities during the meeting. The consultants will use a blend of detailed planning and unplanned time to make sure the meeting is both structured, yet also provides the stakeholders with the flexibility to explore unplanned topics they agree are important to cover during the Advance Meeting.

Phase 5: Delivery of Summary Report

VC will prepare a summary report. The summary report will include the day-of results of the Advance Meeting and relevant data from the pre-meeting process. The consultants will provide a draft(s) to the City Manager's office to review and provide comment, prior to preparing the final summary report. VC will maintain the integrity of the final summary report and prepare it as a document intended for use of all stakeholders. The final summary report will be provided as a .pdf document to the stakeholders through the City Manager's office.

II. Timeframe

VC understands that the timeline for the project may be flexible, but Advance Meeting is a fixed date of December 2, 2023.

Phase	Completion Plan
Phase 1: Preliminary Assessment and Identifying Goals for the Advance Meeting	Completed in August 2023
Phase 2: Interviews and Data Collection with Stakeholders	Completed in Aug/Sept 2023
Phase 3: Assembly of Advance Meeting Agenda and Distribution of Relevant Data	Completed by November 20, 2023
Phase 4: Facilitation of the Advance Meeting	Scheduled for December 2, 2023
Phase 5: Delivery of Summary Report	Completed in December 2023

III. Consultants

Jaymes Vettraino

Vettraino Consulting, LLC

Project Lead and Principal Service Provider will be Jaymes Vettraino.

Jaymes provides municipal management consulting services to communities. His focus is on assisting with operational management, financial planning, community engagement, facilitation, and economic development. In addition, through a partnership with GovHR USA, Jaymes provides executive recruitment and employee class and compensation study services.

Prior to starting his consulting service, Jaymes spent 17 years as a City Manager. Most recently as the City Manager of Rochester, MI, where 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.” Prior to serving the City of Rochester, Jaymes was the Manager of Kutztown, PA and had the chance to be the first Manager of Pen Argyl, PA.

Jaymes currently serves Rochester University as its first Director of Civic Engagement and as an Assistant Professor, where he is accelerating the University’s development of students that have a passion for working in the social and community service sector. Jaymes has an MBA in Management from Lehigh University and a BA in Political Science from Michigan State University.

Second Facilitator

Vettraino Consulting or Sub-Contractor to VC

As noted in Section I, Phase 1, VC will identify a second facilitator based on the specific Advance Meeting objectives established by the City during Phase 1 of the project. The City will be provided with an opportunity to approve VC’s choice for the second facilitator.

IV. Fee

Based on the above scope of work Vettraino Consulting offer a lump sum price based on an estimated number of project hours.

Phase	Hours	
Phase 1: Preliminary Assessment and Identifying Goals for the Advance Meeting	7	
Phase 2: Interviews and Data Collection with Elected Officials and Executive Staff	20.5	
Phase 3: Assembly of Advance Meeting Agenda and Distribution of Relevant Data	12.5	
Phase 4: Facilitation of the Advance Meeting	18	
Phase 5: Delivery of Summary Report	10	
TOTAL projected hours	68	
TOTAL LUMP SUM PRICE		\$9,725

Services outside of the noted scope of work will be billed at \$150 per hour.

Lump sum services will be billed 1/3 after Phase 1, 1/3 after Phase 4, and 1/3 after Phase 5 of the scope of work.

Reimbursable items include travel (mileage at the federally approved rate), shipping, printing, photocopies, or other similar materials.

Vettraino Consulting will provide monthly invoices noting the services provided, expenses, and billed amount. Invoices will be paid net 15 days.

V. Notice to Proceed

By signing below, I verify that I am a representative of the below identified entity; I agree with the scope of services to be provided; and that I have the authority to bind such entity in the engagement of these services.

Vettraino Consulting, LLC

Jaymes Vettraino
Owner

Date

City of Troy, MI

Date