



500 West Big Beaver
Troy, MI 48084
troymi.gov

CITY COUNCIL AGENDA ITEM

Date: January 21, 2025

To: Honorable Mayor and Troy City Council Members

From: Frank Nastasi, City Manager
Lori Grigg Bluhm, City Attorney

Subject: Proposed Contract with Jaymes Vettraino for Personnel Evaluations of Direct Reports

History

The City Manager and the City Attorney are the only two City employees who report directly to the Troy City Council. Both of our employment agreements require an annual evaluation, which is required to be held around April 1 of each year. The preparation for these annual reviews is contractually required to start in February.

On November 25, 2019, after a bid process, the Troy City Council awarded GovHr a 3-year contract to assist Council with the annual evaluation process of the City Manager and the City Attorney. Jaymes Vettraino was the designated consultant. On December 5, 2022, City Council approved a bid waiver, and entered into a new three-year contract with GovHR for Personal Evaluation Consulting Services. City Administration reached out to consultant Jaymes Vettraino, who was willing to offer consulting services for the next two years. In addition to the annual review, he has also agreed to assist with quarterly reviews, especially since this is a contractual provision in the City Manager employment agreement approved December 9, 2024.

In addition to hiring a consultant, City Council also needs to schedule a special meeting for the evaluations. Both of us respectfully request that the evaluations be in a closed session, as allowed under the Open Meetings Act (MCL 15.268 (a)). Mr. Vettraino has recommended Monday, March 24, 2024 for the evaluations. A resolution scheduling a meeting on this date is also proposed for your consideration. However, since this is during the Troy School District Spring Break, Council may want to explore additional options at a future meeting.

Purchasing

Partially because of the timing, and also because of the City's past experience, City Administration recommends Council approve a bid waiver for this professional service.

Financial

Funds are available in the General Fund- City Council account number #101.101.801.100.

Recommendation

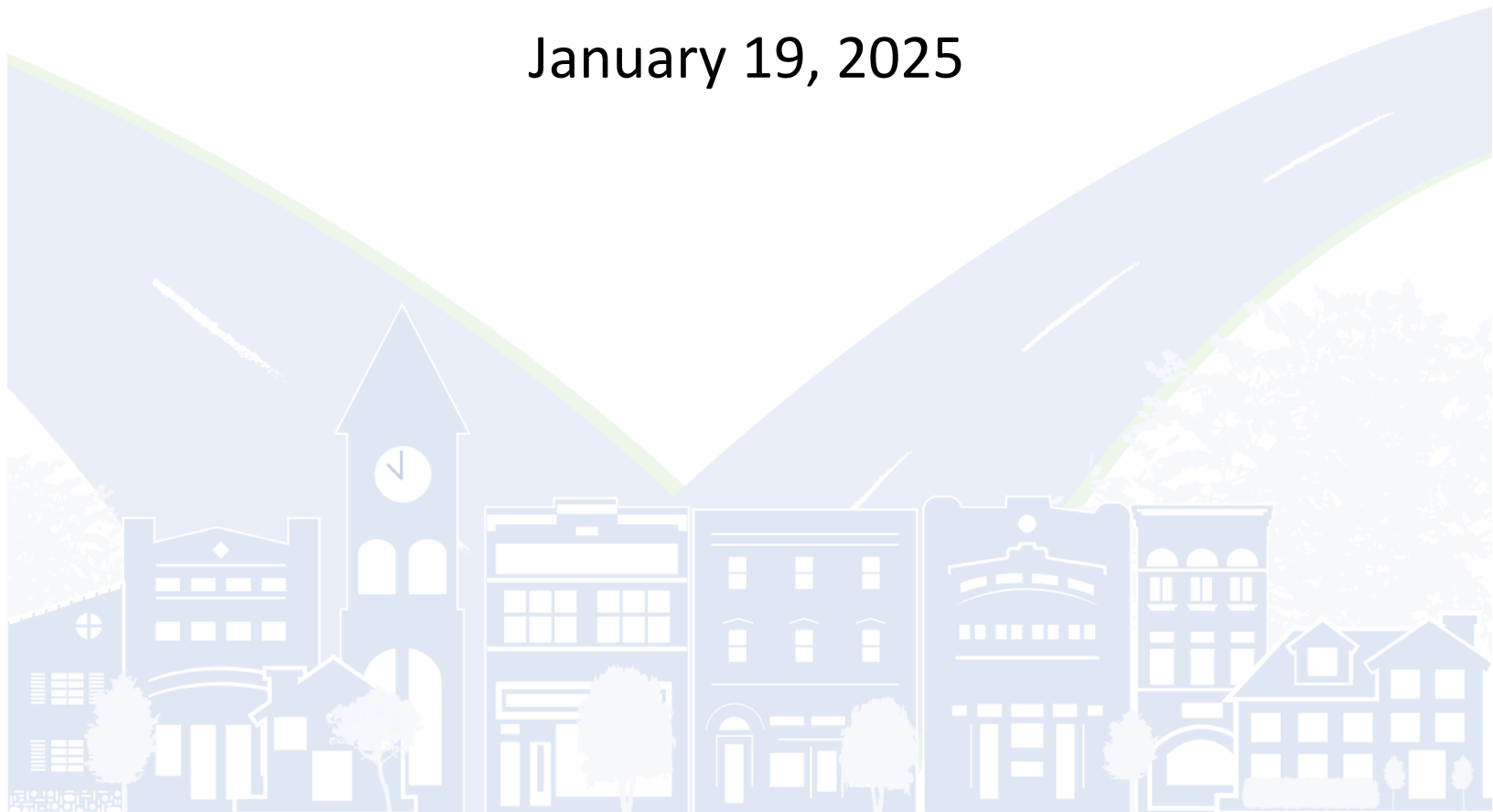
City Administration recommends approval of the attached two-year consulting agreements.

Proposal

Performance Evaluation Facilitation for the position of City Manager

City of Troy

January 19, 2025





January 19, 2025

City of Troy
Attn: Frank Nastasi, City Manager
500 W. Big Beaver Road
Troy, MI 48084

Via email: nastasifa@troymi.gov

Thank you for the opportunity to submit this proposal for facilitation of the performance evaluation for the position of City Manager to the City of Troy.

It has been my pleasure to work with City on a number of projects including development of a performance evaluation tool for the position of City Manager in 2020 and facilitation of the annual evaluation since that time. I have reviewed the new City Manager employment agreement, and the attached proposal meets the requirements of Section 4 of the agreement.

There will be three (3) parts to this project:

PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation

PART 2 – Development of a performance evaluation tool to be used for quarterly reviews

PART 3 – Next evaluation period (January 2025 through February 2026)

If you wish to discuss an alternative scope of services, I would be happy to accommodate and work with the City on any adjustment to the scope.

If you have any questions or if I can provide any additional information, please let me know. I look forward to hearing from you and working with you on this important project.

Sincerely,

Jaymes Vettraino
Managing Partner



Scope of Work

As a standard part of good Manager-Council relations and to enhance communication between the City Manager and the City Council, the client has requested assistance in facilitating a process for the evaluation of the City Manager. Performance evaluations are important for both the employee and the elected officials.

The performance evaluation tools developed and refined by Jaymes Vettraino¹ during the 2019/2020 evaluation cycles for both the City Manager and City Attorney positions will be used as a base for this project (model performance evaluation tool).

Since the new City Manager has been in the position for less than six (6) months, the consultant recommends a facilitation of goal setting as the primary activity for the first year of this process (Part 1). The new City Manager agreement includes a desire to update the model performance evaluation tool, which will be done in cooperation between the Manager and City Council, facilitated by the consultant (Part 2). This coming year evaluation process (the evaluation period of January 2025 through February 2026) will use an updated evaluation tool (Part 3).

Understanding the general expectations for the project, Mr. Vettraino 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 ensure the City's goals are met.

The consultant will be generally available to provide counsel to the client throughout the process.

The consultant will facilitate a performance evaluation for the City Manager. The evaluation will be a multi-dimensional evaluation to include the City Council (CC), the City Manager (CM), and staff that reports directly to the City Manager (Staff). The project will use the following phased approach.

¹ This project was fully developed and completed by Jaymes Vettraino as consultant with the firm GovHR, under a contract awarded by the City of Troy.



PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the goal setting and preliminary evaluation tool.
 - The client will provide email contact information for the individuals included in this process (CC, CM, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – Not applicable during Part 1
- ✓ Phase IV – The consultant will receive the completed goal setting and preliminary evaluation tool from CC, CM, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than March 10.
- ✓ Phase IV – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VI – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.



PART 2 – Development of a performance evaluation tool to be used for quarterly reviews

For Quarter 2 (October 1)

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – Host individual meetings with the City Manager and each City Council member. The purpose of the meetings will be to develop a clear understanding of the goals for the quarterly evaluation meetings.
- ✓ Phase III – The consultant will develop a customized draft quarterly evaluation tool.
- ✓ Phase IV – The consultant will distribute a draft quarterly evaluation tool to CC and CM, review feedback and develop a final quarterly evaluation tool.
- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CM for Quarter 2 (October 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CM, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

Repeat for Quarter 3 (January 1)

- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CM for Quarter 3 (January 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CM, tabulate results and/or summarize narrative statement from respondents.



- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

PART 3 – Next evaluation period (January 2025 through February 2026)

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
 - The client will provide email contact information for the individuals included in this process (CC, CM, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – The consultant will coordinate with the City’s Department of Human Resources to receive comparable salary information from other relevant municipalities.
- ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CM, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than March 10.
- ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Manager. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.



Timeline

Vettraino Consulting is ready to begin this project immediately.

We understand the timeline may need to be flexible, and we are committed to working closely with the client to accommodate any timing requirements.

PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation

Troy - CM Perf Evals: Dec 2024 to Feb 2025 - Timeline

Date	Responsible	Task
2/15/2025	JV	Send goal setting and preliminary evaluation tool to CC, CM and Staff
2/25/2025	CC, Staff	Deadline to receive completed performance evaluations from CC, Staff, and CM*
3/10/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
3/24/2025	JV, CC	Closed Session, Facilitated Performance Eval Meeting with City Council
4/7/2025	JV	Send final performance evaluation tool results to City Council
	*NOTE:	Timeline is per the Section 4 of the CM Employment Agreement.

PART 2 – Development of a performance evaluation tool to be used for quarterly reviews

Troy - CM Perf Evals: Jan 2025 to Feb 2026, Quarterly - Timeline

Date (estimate)	Responsible	Task
7/7/2025	JV	Host meetings with CC and CM
7/21/2025	JV	Send draft eval tool to CM and CC for review and comments
8/4/2025	JV	CM and CC confirm eval tool
8/25/2025	JV	Send performance eval tool to CM and CC
9/4/2025	CC, Staff	Deadline to receive completed performance evals from CC and CM



9/17/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
10/1/2025	JV, CC	Second Q - Closed Session, Facilitated Performance Eval Meeting with City Council
10/15/2025	JV	Send final performance evaluation tool results to City Council
11/25/2025	JV	Send performance eval tool to CM and CC
12/5/2025	CC, Staff	Deadline to receive completed performance evals from CC and CM
12/18/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
1/1/2026	JV, CC	Third Q - Closed Session, Facilitated Performance Eval Meeting with City Council
1/15/2026	JV	Send final performance evaluation tool results to City Council
	*NOTE:	Timeline is per the Section 4 of the CM Employment Agreement.

PART 3 – Next evaluation period (January 2025 through February 2026)

Generally, the same timeline as Part 1, and add:

2/25/2026	Staff	Deadline to receive comparable salary information from staff
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Fee Structure

For the outlined Scope of Work, Vettraino Consulting offers the following pricing:

✓ **Fee: PART 1 – \$2,550 (lump sum)**

PART 2

Quarter 2 – \$3,500 (lump sum)

Quarter 3 – \$2,000 (lump sum)

PART 3 – \$2,800 (lump sum)

Lump sum services will be billed 1/3 at the beginning of each Part of the project 1/3 after Phase 5 and 1/3 after the last Phase of the scope of work for each Part of the project.

Services outside the Scope of Work will be billed at a rate of \$150 per hour.

Reimbursable costs will be billed at actual cost and include items such as travel (mileage at the federally approved rate), shipping, printing, photocopying, and other similar materials.

Vettraino Consulting will issue detailed invoices outlining the services provided, expenses incurred, and the total billed amount. Payment terms are net 15 days from the invoice date. Invoices will be sent via email to the individual specified by the client.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.



Notice to Proceed

By signing below, I confirm that I am an authorized representative of the entity identified below.

✓ I agree to the outlined scope of work and the terms noted on pages 1 through 8.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

I further affirm that I have the authority to bind the entity to the engagement of these professional services and to enter into this contract.

Vettraino Consulting, LLC

Jaymes Vettraino, Managing Partner

Date

Troy, Michigan

NAME, TITLE:

Date



Project Lead, 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, Jaymes has extensive experience in executive recruitment, executive evaluation, and employee class and compensation study services.

Prior to starting his consulting service in 2016, 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 in its School of Business as the Chair of Management and Leadership programs. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI).

Select Clients Served by Jaymes Vettraino*

Bloomfield Township Library	City of Rochester DDA
City of Albion	City of Rochester Hills
City of Ann Arbor DDA	City of Royal Oak
City of Berkley	City of South Lyon
City of Charlotte	City of Sterling Heights
City of Clawson	City of Troy
City of Dearborn	County of Kent
City of Eastpointe	County of Macomb
City of Ferndale	County of Oakland
City of Hamtramck	County of Ottawa
City of Huntington Woods	County of Saginaw
City of Jackson	Mich. Local Community Services Authority
City of Lincoln Park	Michigan Municipal Services Authority
City of Melvindale	Township of Kochville
City of Northville	Township of Oakland
City of Oak Park	Township of Oscoda
City of Pleasant Ridge	Tri-County Planning Commission
City of Pontiac	Village of Oxford
City of Rochester	Village of Romeo
* Some projects completed in partnership with GovHR USA or Municipal Analytics	



References

Oakland County, Michigan
April M. Lynch, Deputy County Executive
2100 Pontiac Lake Road, Building 41 West
Waterford, MI 48328
248-858-1558
lynchap@oakgov.com

City of Berkley, Michigan
Bridget Dean, Mayor
3338 Coolidge Highway
Berkley, MI 48072
248-930-0544
bdean@berkleymich.net

City of Pleasant Ridge
James Breuckman, City Manager
23925 Woodward Avenue
Pleasant Ridge, MI 48069
248-541-2901
citymanager@cityofpleasantridge.org

City of Ferndale, Michigan
Dan Jacey, Director of Human Resources
300 East Nine Mile Road
Ferndale, MI 48220
248-546-2378
djacey@ferndalemi.gov

City of Rochester Hills, Michigan
Brook Isana, Director of Human Resources
1000 Rochester Hills Drive
Rochester Hills, MI 48309
248-841-2521
insanab@rochesterhills.org



Prepared for the City of Troy

For questions or additional information, please contact Vettraino Consulting.

Thank you for your time and look forward to serving your community.

Jaymes Vettraino

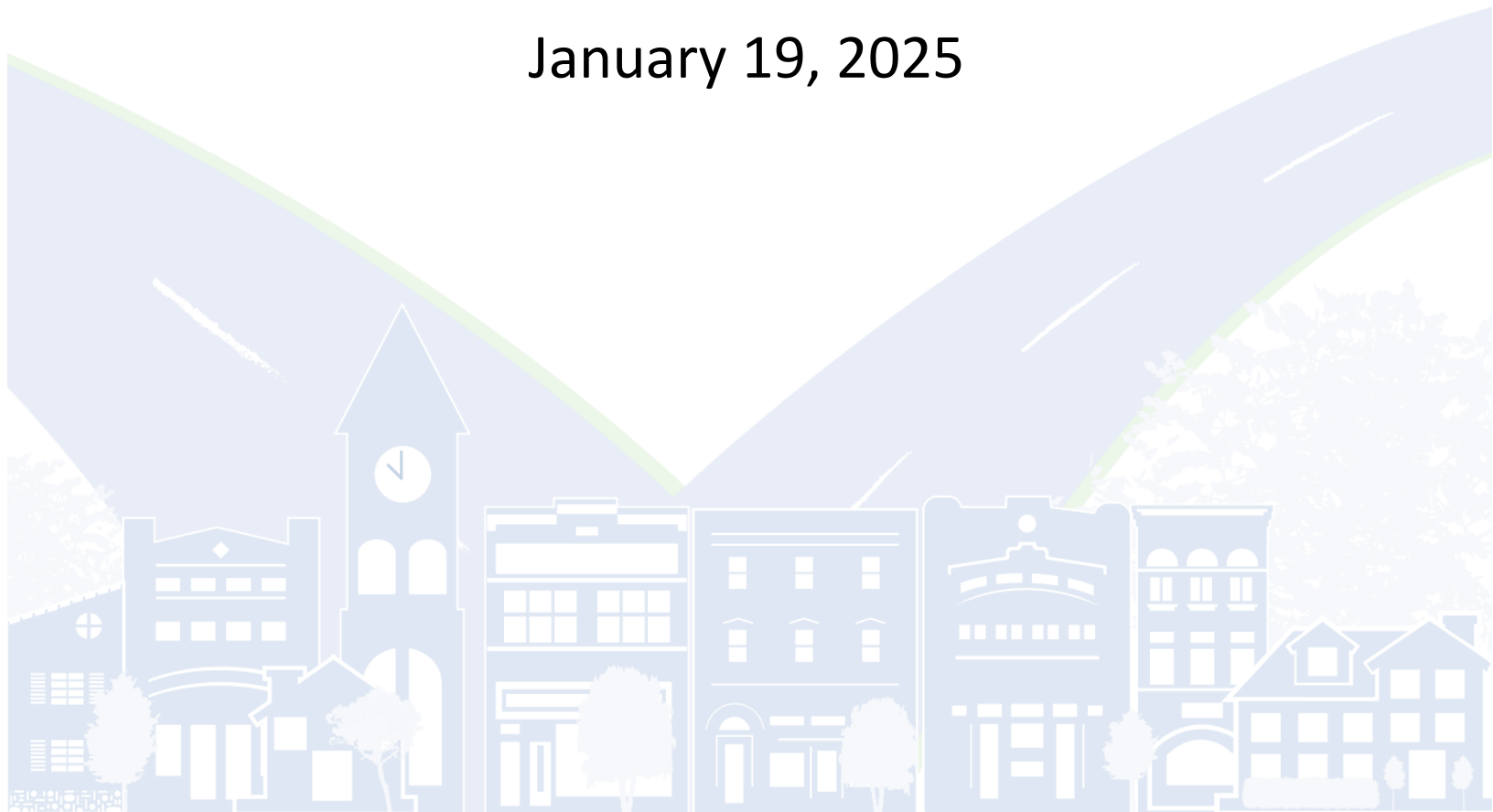


Proposal

Performance Evaluation Facilitation for the position of City Attorney

City of Troy

January 19, 2025





January 19, 2025

City of Troy
Attn: Frank Nastasi, City Manager
500 W. Big Beaver Road
Troy, MI 48084

Via email: nastasifa@troymi.gov

Thank you for the opportunity to submit this proposal for facilitation of the performance evaluation for the position of City Attorney to the City of Troy.

It has been my pleasure to work with City on a number of projects including development of a performance evaluation tool for the position of City Attorney in 2020 and facilitation of the annual evaluation since that time. The attached scope of services will utilize the developed performance evaluation system to facilitate evaluations of the position City Attorney. If you wish to discuss an alternative scope of services, I would be happy to accommodate and work with the City on any adjustment to the scope.

If you have any questions or if I can provide any additional information, please let me know. I look forward to hearing from you and working with you on this important project.

Sincerely,

A handwritten signature in black ink, reading 'Jaymes Vettraino'.

Jaymes Vettraino
Managing Partner



Scope of Work

As a standard part of good Attorney-Council relations and to enhance communication between the City Attorney and the City Council, the client has requested assistance in facilitating a process for the evaluation of the City Attorney. Performance evaluations are important for both the employee and the elected officials.

The performance evaluation tools developed and refined by Jaymes Vettraino¹ during the 2019/2020 evaluation cycles for both the City Manager and City Attorney positions will be used for this project (model performance evaluation tool).


Understanding the general expectations for the project, Mr. Vettraino 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 ensure the City's goals are met.

The consultant will be generally available to provide counsel to the client throughout the process.

The consultant will facilitate a performance evaluation for the City Attorney. The evaluation will be a multi-dimensional evaluation to include the City Council (CC), the City Attorney (CA), and staff of the City Attorney's office (Staff). The project will use the following phased approach:

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
 - The client will provide email contact information for the individuals included in this process (CC, CA, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.

¹ This project was fully developed and completed by Jaymes Vettraino as consultant with the firm GovHR, under a contract awarded by the City of Troy.

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- ✓ Phase III – The consultant will coordinate with the City's Department of Human Resources to meet Section 5(c) of the City Attorney's Employment Agreement which states. Sec 5(c) states: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City's Director of Human Resources at a minimum of once every three years;"
 - ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CA, Staff, tabulate results and/or summarize narrative statement from respondents.
 - ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan's Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than 45 days prior to May 1. Section 5(e) of the City Attorney's Employment Agreement.
 - ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan's Open Meetings Act.
 - ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City's use.

This Scope of Work is offered for two (2) evaluation periods, the timeline (next section) will generally be the same, with just a slight shift to dates are needed.



Timeline

Vettraino Consulting is ready to begin this project immediately.

We understand the timeline may need to be flexible, and we are committed to working closely with the client to accommodate any timing requirements.

Troy - CA Perf Evals: Jan 2024 to Feb 2025 - Timeline

Date	Responsible	Task
2/1/2025	JV	Request perf evals and narrative summary from the CA
2/8/2025	CA	Deadline to receive completed performance <u>narratives</u> from CA
2/15/2025	JV	Send performance eval tool to CC and Staff
2/25/2025	CC, Staff	Deadline to receive completed performance evaluations from CC, Staff, and CA*
2/25/2025	Staff	Deadline to receive comparable salary information from staff**
3/10/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
3/24/2025	JV, CC	Closed Session, Facilitated Performance Eval Meeting with City Council
4/7/2025	JV	Send final performance evaluation tool results to City Council

NOTES:	* Per Sec 5(e) of the CA Employment Agreement any relevant information from staff or the public must be submitted to City Council 45 days prior to May 1 (March 16).
	**Per Sec 5(c) of the CA Employment Agreement: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City's Director of Human Resources at a minimum of once every three years;" I am requesting the city to please present the prior or updated comp data to me by March 1.



Fee Structure

For the outlined Scope of Work, Vettraino Consulting offers the following pricing:

- ✓ **Fee: evaluation period 1 (2025) – \$2,550 (lump sum)**
evaluation period 2 (2026) – \$2,800 (lump sum)

Lump sum services will be billed 1/3 at the beginning of the project 1/3 after Phase 5 and 1/3 after Phase 7 of the scope of work.

Services outside the Scope of Work will be billed at a rate of \$150 per hour.

Reimbursable costs will be billed at actual cost and include items such as travel (mileage at the federally approved rate), shipping, printing, photocopying, and other similar materials.

Vettraino Consulting will issue detailed invoices outlining the services provided, expenses incurred, and the total billed amount. Payment terms are net 15 days from the invoice date. Invoices will be sent via email to the individual specified by the client.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

As noted in the Scope of Work, the consultant offers this Scope of Work for two (2) evaluation periods (two years).



Notice to Proceed

By signing below, I confirm that I am an authorized representative of the entity identified below.

✓ I agree to the outlined scope of work and the terms noted on pages 1 through 5.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

I further affirm that I have the authority to bind the entity to the engagement of these professional services and to enter into this contract.

Vettraino Consulting, LLC

Jaymes Vettraino, Managing Partner

Date

Troy, Michigan

NAME, TITLE:

Date



Project Lead, 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, Jaymes has extensive experience in executive recruitment, executive evaluation, and employee class and compensation study services.

Prior to starting his consulting service in 2016, 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 in its School of Business as the Chair of Management and Leadership programs. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI).

Select Clients Served by Jaymes Vettraino*

Bloomfield Township Library	City of Rochester DDA
City of Albion	City of Rochester Hills
City of Ann Arbor DDA	City of Royal Oak
City of Berkley	City of South Lyon
City of Charlotte	City of Sterling Heights
City of Clawson	City of Troy
City of Dearborn	County of Kent
City of Eastpointe	County of Macomb
City of Ferndale	County of Oakland
City of Hamtramck	County of Ottawa
City of Huntington Woods	County of Saginaw
City of Jackson	Mich. Local Community Services Authority
City of Lincoln Park	Michigan Municipal Services Authority
City of Melvindale	Township of Kochville
City of Northville	Township of Oakland
City of Oak Park	Township of Oscoda
City of Pleasant Ridge	Tri-County Planning Commission
City of Pontiac	Village of Oxford
City of Rochester	Village of Romeo
* Some projects completed in partnership with GovHR USA or Municipal Analytics	



References

Oakland County, Michigan
April M. Lynch, Deputy County Executive
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lynchap@oakgov.com

City of Berkley, Michigan
Bridget Dean, Mayor
3338 Coolidge Highway
Berkley, MI 48072
248-930-0544
bdean@berkleymich.net

City of Pleasant Ridge
James Breuckman, City Manager
23925 Woodward Avenue
Pleasant Ridge, MI 48069
248-541-2901
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City of Ferndale, Michigan
Dan Jacey, Director of Human Resources
300 East Nine Mile Road
Ferndale, MI 48220
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City of Rochester Hills, Michigan
Brook Isana, Director of Human Resources
1000 Rochester Hills Drive
Rochester Hills, MI 48309
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Prepared for the City of Troy

For questions or additional information, please contact Vettraino Consulting.

Thank you for your time and look forward to serving your community.

Jaymes Vettraino



Proposal (Alternate)
Performance Evaluation Facilitation for the
position of City Attorney

City of Troy

January 21, 2025





January 21, 2025

City of Troy
Attn: Frank Nastasi, City Manager
500 W. Big Beaver Road
Troy, MI 48084

Via email: nastasifa@troymi.gov

Thank you for the opportunity to submit this proposal for facilitation of the performance evaluation for the position of City Attorney to the City of Troy.

This proposal is an alternate to the proposal dated January 19, 2025. This proposal incorporates the development of a quarterly performance evaluation process for the City Attorney position (similar to the proposal provided for the City Manager performance evaluation facilitation).

It has been my pleasure to work with City on a number of projects including development of a performance evaluation tool for the position of City Attorney in 2020 and facilitation of the annual evaluation since that time. The attached scope of services will utilize the developed performance evaluation system to facilitate evaluations of the position City Attorney. If you wish to discuss an alternative scope of services, I would be happy to accommodate and work with the City on any adjustment to the scope.

If you have any questions or if I can provide any additional information, please let me know. I look forward to hearing from you and working with you on this important project.

Sincerely,

A handwritten signature in black ink, reading 'Jaymes Vettraino'.

Jaymes Vettraino
Managing Partner



Scope of Work

As a standard part of good Attorney-Council relations and to enhance communication between the City Attorney and the City Council, the client has requested assistance in facilitating a process for the evaluation of the City Attorney. Performance evaluations are important for both the employee and the elected officials.

The performance evaluation tools developed and refined by Jaymes Vettraino¹ during the 2019/2020 evaluation cycles for both the City Attorney and City Attorney positions will be used as a base for this project (model performance evaluation tool).

Part 1 of this process the consultant will facilitate a performance evaluation for the City Attorney consistent with the prior evaluation cycles using the model performance evaluation tool. Part 2 will update the model performance evaluation tool, in cooperation between the Attorney and City Council, facilitated by the consultant to include quarterly evaluations. Part 3 (the evaluation period of January 2025 through February 2026) will use an updated evaluation tool.

Understanding the general expectations for the project, Mr. Vettraino 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 ensure the City's goals are met.

The consultant will be generally available to provide counsel to the client throughout the process.

The consultant will facilitate a performance evaluation for the City Attorney. The evaluation will be a multi-dimensional evaluation to include the City Council (CC), the City Attorney (CA), and staff that reports directly to the City Attorney (Staff). The project will use the following phased approach.

¹ This project was fully developed and completed by Jaymes Vettraino as consultant with the firm GovHR, under a contract awarded by the City of Troy.



PART 1 – Evaluation period of December 2024 through February 2025, evaluation process consistent with prior evaluation periods

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
 - The client will provide email contact information for the individuals included in this process (CC, CA, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – The consultant will coordinate with the City's Department of Human Resources to meet Section 5(c) of the City Attorney's Employment Agreement which states. Sec 5(c) states: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City's Director of Human Resources at a minimum of once every three years;"
- ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CA, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan's Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than 45 days prior to May 1. Section 5(e) of the City Attorney's Employment Agreement.
- ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan's Open Meetings Act.
- ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City's use.



PART 2 – Development of a performance evaluation tool to be used for quarterly reviews

For Quarter 2 (October 1)

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – Host individual meetings with the City Attorney and each City Council member. The purpose of the meetings will be to develop a clear understanding of the goals for the quarterly evaluation meetings.
- ✓ Phase III – The consultant will develop a customized draft quarterly evaluation tool.
- ✓ Phase IV – The consultant will distribute a draft quarterly evaluation tool to CC and CA, review feedback and develop a final quarterly evaluation tool.
- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CA for Quarter 2 (October 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CA, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

Repeat for Quarter 3 (January 1)

- ✓ Phase V – The consultant will develop correspondence and instructions for the distribution of quarterly evaluation tool to the CC and CA for Quarter 3 (January 1)
- ✓ Phase VI – The consultant will receive the completed quarterly evaluation tool from CC and CA, tabulate results and/or summarize narrative statement from respondents.



- ✓ Phase VII – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VIII – If part of the quarterly evaluation tool (Phase IV), the consultant will draft a final report.

PART 3 – Next evaluation period (January 2025 through February 2026)

- ✓ Phase I – The consultant will develop, and the parties will agree on the scope of work and timeline.
- ✓ Phase II – The consultant will develop correspondence and instructions for the distribution of the model evaluation tool.
 - The client will provide email contact information for the individuals included in this process (CC, CA, Staff) to the consultant. The client will also contact the individuals and inform them of the kick-off of the evaluation process and to expect email correspondence from the consultant.
- ✓ Phase III – The consultant will coordinate with the City’s Department of Human Resources to meet Section 5(c) of the City Attorney’s Employment Agreement which states. Sec 5(c) states: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City’s Director of Human Resources at a minimum of once every three years;"
- ✓ Phase IV – The consultant will receive the completed evaluation tool from CC, CA, Staff, tabulate results and/or summarize narrative statement from respondents.
- ✓ Phase V – The consultant will prepare a confidential memorandum (consistent with Michigan’s Open Meetings Act) and draft evaluation report and deliver the report to City Council no later than 45 days prior to May 1. Section 5(e) of the City Attorney’s Employment Agreement.
- ✓ Phase VI – The consultant will prepare for and facilitate a closed session meeting with City Council and the City Attorney. The meeting is intended to be in closed session and will be conducted consistent with Michigan’s Open Meetings Act.
- ✓ Phase VII – The consultant will draft a final report. The final report will be drafted and sent to the City as a public document for the City’s use.



Timeline

Vettraino Consulting is ready to begin this project immediately.

We understand the timeline may need to be flexible, and we are committed to working closely with the client to accommodate any timing requirements.

PART 1 – Evaluation period of December 2024 through February 2025, goal discussion and preliminary evaluation

Troy - CA Perf Evals: Jan 2024 to Feb 2025 - Timeline

Date	Responsible	Task
2/1/2025	JV	Request perf evals and narrative summary from the CA
2/8/2025	CA	Deadline to receive completed performance narratives from CA
2/15/2025	JV	Send performance eval tool to CC and Staff
2/25/2025	CC, Staff	Deadline to receive completed performance evaluations from CC, Staff, and CA*
2/25/2025	Staff	Deadline to receive comparable salary information from staff**
3/10/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
3/24/2025	JV, CC	Closed Session, Facilitated Performance Eval Meeting with City Council
4/7/2025	JV	Send final performance evaluation tool results to City Council

NOTES:	* Per Sec 5(e) of the CA Employment Agreement any relevant information from staff or the public must be submitted to City Council 45 days prior to May 1 (March 16).
	**Per Sec 5(c) of the CA Employment Agreement: "Comparable salary information from other relevant municipalities. The data will be collected and assembled by a third party or the City's Director of Human Resources at a minimum of once every three years;" I am requesting the city to please present the prior or updated comp data to me by March 1.

PART 2 – Development of a performance evaluation tool to be used for quarterly reviews

Troy - CA Perf Evals: Jan 2025 to Feb 2026, Quarterly - Timeline

Date (estimate)	Responsible	Task
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7/7/2025	JV	Host meetings with CC and CA
7/21/2025	JV	Send draft eval tool to CA and CC for review and comments
8/4/2025	JV	CA and CC confirm eval tool
8/25/2025	JV	Send performance eval tool to CA and CC
9/4/2025	CC, Staff	Deadline to receive completed performance evals from CC and CA
9/17/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
10/1/2025	JV, CC	Second Q - Closed Session, Facilitated Performance Eval Meeting with City Council
10/15/2025	JV	Send final performance evaluation tool results to City Council
11/25/2025	JV	Send performance eval tool to CA and CC
12/5/2025	CC, Staff	Deadline to receive completed performance evals from CC and CA
12/18/2025	JV	Send draft performance evaluation tool results to City Council along with any supplemental information received
1/1/2026	JV, CC	Third Q - Closed Session, Facilitated Performance Eval Meeting with City Council
1/15/2026	JV	Send final performance evaluation tool results to City Council

PART 3 – Next evaluation period (January 2025 through February 2026)

Generally, the same timeline as Part 1.



Fee Structure

For the outlined Scope of Work, Vettraino Consulting offers the following pricing:

✓ **Fee: PART 1 – \$2,550 (lump sum)**

PART 2

Quarter 2 – \$3,500 (lump sum)

Quarter 3 – \$2,000 (lump sum)

PART 3 – \$2,800 (lump sum)

Lump sum services will be billed 1/3 at the beginning of each Part of the project 1/3 after Phase 5 and 1/3 after the last Phase of the scope of work for each Part of the project.

Services outside the Scope of Work will be billed at a rate of \$150 per hour.

Reimbursable costs will be billed at actual cost and include items such as travel (mileage at the federally approved rate), shipping, printing, photocopying, and other similar materials.

Vettraino Consulting will issue detailed invoices outlining the services provided, expenses incurred, and the total billed amount. Payment terms are net 15 days from the invoice date. Invoices will be sent via email to the individual specified by the client.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.



Notice to Proceed

By signing below, I confirm that I am an authorized representative of the entity identified below.

✓ I agree to the outlined scope of work and the terms noted on pages 1 through 8.

This Scope of Work and Fee Structure will remain in effect for a period of six months from the date of this proposal.

I further affirm that I have the authority to bind the entity to the engagement of these professional services and to enter into this contract.

Vettraino Consulting, LLC

Jaymes Vettraino, Managing Partner

Date

Troy, Michigan

NAME, TITLE:

Date



Project Lead, 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, Jaymes has extensive experience in executive recruitment, executive evaluation, and employee class and compensation study services.

Prior to starting his consulting service in 2016, 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 in its School of Business as the Chair of Management and Leadership programs. He has an MBA in Management from Lehigh University (Bethlehem, PA) and a BA in Political Science from Michigan State University (East Lansing, MI).

Select Clients Served by Jaymes Vettraino*

Bloomfield Township Library	City of Rochester DDA
City of Albion	City of Rochester Hills
City of Ann Arbor DDA	City of Royal Oak
City of Berkley	City of South Lyon
City of Charlotte	City of Sterling Heights
City of Clawson	City of Troy
City of Dearborn	County of Kent
City of Eastpointe	County of Macomb
City of Ferndale	County of Oakland
City of Hamtramck	County of Ottawa
City of Huntington Woods	County of Saginaw
City of Jackson	Mich. Local Community Services Authority
City of Lincoln Park	Michigan Municipal Services Authority
City of Melvindale	Township of Kochville
City of Northville	Township of Oakland
City of Oak Park	Township of Oscoda
City of Pleasant Ridge	Tri-County Planning Commission
City of Pontiac	Village of Oxford
City of Rochester	Village of Romeo
* Some projects completed in partnership with GovHR USA or Municipal Analytics	



References

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23925 Woodward Avenue
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insanab@rochesterhills.org



Prepared for the City of Troy

For questions or additional information, please contact Vettraino Consulting.

Thank you for your time and look forward to serving your community.

Jaymes Vettraino

