



**CITY OF HUBER HEIGHTS
STATE OF OHIO**

City Council Work Session

August 17, 2021

6:00 P.M.

City Hall – Council Chambers – 6131 Taylorsville Road

1. **Call Meeting To Order/Roll Call**
2. **Approval of Minutes**
 - A. August 2, 2021
3. **Work Session Topics Of Discussion**
 - A. City Manager Report
 - B. Increase Not to Exceed Amount - Crown Lift Trucks - Public Works Division
 - C. 2022 Sidewalk Program - Resolution of Necessity
 - D. Juneteenth Holiday Recognition
 - E. Supplemental Appropriations
 - F. County Assessments Authorization
 - G. Energy Performance Project Lease - U.S. Bancorp
 - H. Jonetta Street Lift Station Discussion

- I. Monita Field Parking/Amenities
- J. Clark County JEDD/Utility Discussion
- K. The Oaks of Huber Heights – Section 9 – Masonry Requirements
- L. Huber Heights Chamber of Commerce Membership
- M. Liquor Permit #30612130080 - Little Caesar's - 5390 Brandt Pike
- N. Adopting Ordinance - City Code - Traffic Code/General Offenses Code Amendments
- O. City Manager Search Firm Proposals

4. **Adjournment**

AI-7755

Topics of Discussion **B.**

Council Work Session

Meeting Date: 08/17/2021

Increase Not to Exceed Amount - Crown Lift Trucks - Public Works Division

Submitted By: Linda Garrett

Department: Public Works

Division: Public Works

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 08/17/2021

Audio-Visual Needs: None

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Increase Not to Exceed Amount - Crown Lift Trucks - Public Works Division

Purpose and Background

The Public Works Division is requesting authorization for an amendment to Resolution No. 2021-R-6974 to increase the not to exceed amount to \$29,600 for Crown Lift Trucks for the purchase of a forklift truck and appurtenant equipment.

Fiscal Impact

Source of Funds: 226.401.5740

Cost: \$29,600

Recurring Cost? (Yes/No): No

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2021-R-

AMENDING RESOLUTION NO. 2021-R-6974 TO AUTHORIZE AN INCREASE IN THE NOT TO EXCEED AMOUNT FOR CROWN LIFT TRUCKS TO PURCHASE ONE (1) FORKLIFT TRUCK AND WAIVING THE COMPETITIVE BIDDING REQUIREMENTS.

WHEREAS, Resolution No. 2021-R-6974 passed by Council on February 22, 2021 previously authorized the purchase of one (1) Forklift Truck for the Public Works Division in an amount not to exceed \$29,000.00; and

WHEREAS, the purchase of one (1) Forklift Truck has been determined to be in excess of \$25,000.00; and

WHEREAS, there have been changes to the required product delivery amount for one (1) Forklift Truck for the Public Works Division and the previously authorized not to exceed amount of \$29,000.00 for Crown Lift Trucks needs to be increased to \$29,600.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. Resolution No. 2021-R-6974 passed by Council on February 22, 2021 is hereby amended to increase the previously authorized not to exceed amount of \$29,000.00 by \$600.00 to a new total not to exceed amount of \$29,600.00 for Crown Lift Trucks for the purchase of one (1) Forklift Truck for the Public Works Division.

Section 2. The City Manager is hereby authorized to enter a contract for the purchase of (1) Forklift Truck thereto for the Public Works Division with Crown Lift Trucks, 750 Center Drive, Vandalia, Ohio 45377 in an amount not to exceed \$29,600.00.

Section 3. In accordance with Section 171.12(b) of the City's Ordinances, Council hereby waives the requirements to formally bid the purchase of (1) Forklift Truck.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2021;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-7762

Topics of Discussion C.

Council Work Session

Meeting Date: 08/17/2021

2022 Sidewalk Program - Resolution of Necessity

Submitted By: Hanane Eisentraut

Department: Engineering

Division: Engineering

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 08/17/2021

Audio-Visual Needs: None

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

2022 Sidewalk Program - Resolution of Necessity

Purpose and Background

The Engineering Division has identified properties requiring work within the 2022 Sidewalk Program area. Additionally, each property has been measured and an estimate of the repair costs has been completed. The first step in the assessment process will be to notify the property owners of the need to repair their sidewalks and/or aprons. Property owners will have until December 31, 2021 if they wish to hire their own contractor or perform the work themselves.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Project Location Map - 2022 Sidewalk Program
Resolution



Project Location Map
2022 SIDEWALK PROGRAM
Huber Heights, Ohio

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2021-R-

DECLARING THE NECESSITY OF REPAIRING SIDEWALKS, CURBS, GUTTERS, DRIVEWAY APPROACHES AND APPURTENANCES THERETO ON PORTIONS OR ALL OF CERTAIN STREETS IN THE 2022 SIDEWALK PROGRAM, PROVIDING THAT ABUTTING OWNERS REPAIR THE SAME.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio, two-thirds of the members concurring, that:

Section 1. It is necessary to repair sidewalks, curbs, gutters, driveway approaches, and appurtenances thereto on those streets listed in Exhibit A attached to and made a part of this Resolution. All such repairs shall be made in accordance with the plans, specifications and estimates of cost prepared by the Assistant City Engineer and now on file in the Office of the City Engineer.

Section 2. The owners of the lots and lands bounding and abutting upon the streets, sidewalks, curbs, gutters, and driveway approaches, and appurtenances thereto described in Section 1 of this Resolution shall repair sidewalks, curbs, gutters and driveway approaches and the appurtenances thereto in front of their premises in accordance with the plans and specifications now on file with such repair work to be completed by December 31, 2021. If such repair by any such property owner is not completed within said period, this Council shall have the same done and the entire cost thereof shall be assessed upon the property of each such defaulting owner and made a lien thereon, to be collected in the manner provided by law and with penalty and interest as provided by law. The cost of such repair and improvement shall include the cost of preliminary and other surveys, plans, specifications, profiles and estimates and of printing, serving and publishing notices, resolutions and ordinances. Such costs shall further include the costs incurred in connection with the preparation, levy, and collection of the special assessments, expenses of legal services, including obtaining and approving legal opinion, costs of labor and materials, and interest on any bonds and notes that could be sold at the time to finance the improvements plus administration and collection costs, together with all other necessary expenditures.

Section 3. The Clerk of Council is directed to cause written notice of the adoption of this Resolution to be served as required by law.

Section 4. The plans, specifications and estimates of cost for such repair work, as referred to above in this Resolution and as heretofore filed with the Office of the City Engineer, are hereby approved.

Section 5. It is found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 6. This Resolution shall go into effect upon its passage as provided by law and the Charter of The City of Huber Heights.

Passed by Council on the _____ day of _____ 2021;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

EXHIBIT A
2022 SIDEWALK PROGRAM
STREET LISTING

Kingsbury Dr.
Kismet Place
Klyemore Dr.
Larcomb Dr.
Leawood Dr.
Longford Dr.
Menlo Way
Montague Rd.
Natoma Pl.

AI-7763

Topics of Discussion D.

Council Work Session

Meeting Date: 08/17/2021

Juneteenth Holiday Recognition

Submitted By: Scott Falkowski

Department: City Manager

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Juneteenth Holiday Recognition

Purpose and Background

Juneteenth, June 19th, is a nationally recognized holiday and understanding the importance of the day, the request is to recognize Juneteenth as a City paid holiday for all employees of the City of Huber Heights.

Fiscal Impact

Source of Funds: N/A
Cost: N/A
Recurring Cost? (Yes/No): N/A
Funds Available in Current Budget? (Yes/No): N/A
Financial Implications:

Attachments

Resolution

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2021-R-

AUTHORIZING CERTAIN ACTIONS MADE TO AMEND ALL OF THE CURRENT COLLECTIVE BARGAINING AGREEMENTS AND THE CITY’S EMPLOYEE PERSONNEL MANUAL TO RECOGNIZE JUNETEENTH AS A CITY PAID HOLIDAY FOR ALL EMPLOYEES.

WHEREAS, Juneteenth, June 19th, is a nationally recognized holiday; and

WHEREAS, the City Council recognizes the importance of Juneteenth and wishes to provide this paid holiday to all employees of the City of Huber Heights.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to amend all current Collective Bargaining Agreements and the City’s Employee Personnel Manual to provide Juneteenth (June 19th) as a paid holiday to all employees of the City of Huber Heights effective January 1, 2022.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2021;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-7771

Topics of Discussion E.

Council Work Session

Meeting Date: 08/17/2021

Supplemental Appropriations

Submitted By: Jim Bell

Department: Finance **Division:** Accounting

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Supplemental Appropriations

Purpose and Background

The supplemental appropriations are for the following purposes:

- \$56,650.88 will be received from FEMA and be transferred to the Fire Fund to reimburse personnel and benefit expenses.
- \$16,001.00 for a retirement payout that was not budgeted (expensed to six funds).
- \$28,650 for the first debt payment on the Energy Lease for improvements to Fire Stations 22 and 23.

Fiscal Impact

Source of Funds: Various Funds

Cost: \$44,651

Recurring Cost? (Yes/No): No

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

FEMA monies will be received and transferred to the Fire Fund to reimburse personnel and benefit expenses, so those transactions have no fiscal impact on the budget.

Attachments

Ordinance

CITY OF HUBER HEIGHTS
STATE OF OHIO

ORDINANCE NO. 2021-O-

AUTHORIZING TRANSFERS BETWEEN VARIOUS FUNDS OF THE CITY OF HUBER HEIGHTS, OHIO AND AMENDING ORDINANCE NO. 2020-O-2453 BY MAKING SUPPLEMENTAL APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021.

WHEREAS, supplemental appropriations for expenses of the City of Huber Heights must be made to reflect transfers and for appropriations of funds for various 2021 operating and project funding.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. Authorization is hereby given to transfer certain monies up to amounts not exceeding those shown and for the purposes cited in Exhibit A, and such authorization applies to any and all such transfers necessary and effected after January 1, 2021.

Section 2. Ordinance No. 2020-O-2453 is hereby amended as shown in Exhibit B of this Ordinance.

Section 3. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 4. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2021;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

EXHIBIT A

<i>Transfer:</i>			
<u>Amount</u>	<u>Fund From</u>	<u>Fund To</u>	<u>Purpose</u>
\$ 56,650.88	251 FEMA	210 Fire	Florida condo collapse deployment

EXHIBIT B

AMENDING ORDINANCE NO. 2020-O-2453 BY MAKING APPROPRIATIONS FOR EXPENSES OF THE CITY OF HUBER HEIGHTS, OHIO FOR THE PERIOD BEGINNING JANUARY 1, 2021 AND ENDING DECEMBER 31, 2021.

- 1) Section 1 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 101 General Fund, as follows:
 - a. Subsection q) Court, Personnel of \$311.00
- 2) Section 2 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 202 Motor Vehicle Fund, as follows:
 - a. Subsection a) Streets, Personnel of \$1,239.00
- 3) Section 3 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 203 Gasoline Tax Fund, as follows:
 - a. Subsection b) Streets, Personnel of \$3,303.00
- 4) Section 6 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 210 Fire Fund, as follows:
 - a. Subsection a) Fire, Personnel of \$56,650.88
- 5) Section 12 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 218 Parks & Recreation Fund, as follows:
 - a. Subsection b) Park & Recreation, Personnel of \$724.00
- 6) Section 15 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 226 Local Street Operating Fund, as follows:
 - a. Subsection a) Streets, Personnel of \$8,669.00
- 7) Section 47 of Ordinance No. 2020-O-2453 is hereby added to reflect an increase in the appropriations of the 251 FEMA Fund, Transfers of \$56,650.88.
- 8) Section 31 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 431 Fire Capital/Equipment Fund, as follows:
 - a. Subsection c) Non-Departmental, Debt Service of \$28,650.00
- 9) Section 43 of Ordinance No. 2020-O-2453 is hereby amended to reflect an increase in the appropriations of the 571 Storm Water Management Fund, as follows:
 - a. Subsection b) Streets, Personnel of \$1,755.00

General Fund	\$311.00
Motor Vehicle Fund	\$1,239.00
Gasoline Tax Fund	\$3,303.00
Fire Fund	\$56,650.88
Parks & Recreation Fund	\$724.00
Local Street Operating Fund	\$8,669.00
FEMA Fund	\$56,650.88
Fire Capital/Equipment Fund	\$28,650.00
Storm Water Management Fund	\$1,755.00

AI-7764

Topics of Discussion F.

Council Work Session

Meeting Date: 08/17/2021

County Assessments Authorization

Submitted By: Jim Bell

Department: Finance

Division: Accounting

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 08/17/2021

Audio-Visual Needs: None

Emergency Legislation?: Yes

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

County Assessments Authorization

Purpose and Background

Montgomery County requires all communities to pass separate legislation for assessments that are to be added to the tax duplicate. Therefore, before the City can assess property for such things as annual sidewalk assessments, grass/weed charges, property maintenance abatement, unpaid water and sewer, etc., the City must pass legislation specifically identifying the property and the amount of the assessment. Assessments are based on collection for City services previously provided; therefore, City Staff are asking that this item be passed as an emergency.

Exhibit A, which provides all details of the assessments, is attached. Sidewalk assessment payoffs will be accepted in the Finance Department until August 20, 2021. Any such payments will reduce the final amounts that will appear on Exhibit A to this legislation. Additionally, City Staff request waiving of the second reading and approval of this legislation at the City Council Meeting on August 23, 2021, because that is the last opportunity to present assessments for the 2021 property tax bills that residents will receive in 2022.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Ordinance

Exhibit A

CITY OF HUBER HEIGHTS
STATE OF OHIO

ORDINANCE NO. 2021-O-

APPROVING INDIVIDUAL ASSESSMENTS AMOUNTS AND DIRECTING THE FINANCE DIRECTOR OR HIS/HER DESIGNEE TO CERTIFY THE AMOUNTS TO THE APPLICABLE COUNTY AUDITOR FOR COLLECTION, AND DECLARING AN EMERGENCY.

WHEREAS, pursuant to Section 6, Article XVIII of the Ohio Constitution the General Assembly has enacted general laws stating purposes for which municipalities may assess specially benefited property; and

WHEREAS, these laws include Ohio Revised Code Sections 727.01, 727.011, 727.012, 727.013, 729.06, 729.11, 1710.01(h) and others, which authorize the City to levy and collect special assessments upon the abutting, adjacent, and contiguous or other specially benefited lots or lands in the municipal corporation, for among other things, any part of the cost connected with the improvement of any street, public road, place, boulevard, parkway, or park entrance or an easement of the municipal corporation; sidewalk construction; sewers; sewage disposal works and treatment plants, sewage pumping stations, water treatment plants, water pumping stations, reservoirs, and water storage tanks or standpipes, together with the facilities and appurtenances necessary and proper therefore; drains, storm-water retention basins, watercourses, water mains, or laying of water pipe; lighting; any part of the cost and expense of planting, maintaining, and removing shade trees thereupon; any part of the cost and expense of constructing, maintaining, repairing, cleaning, and enclosing ditches; and

WHEREAS, for such approved assessments, the County Auditor is to act at the direction, or on behalf, of a municipality with respect to collection of such assessments R.C. 727.30; (R.C. 727.33); and

WHEREAS, the General Assembly has also enacted laws that require a County Auditor to act at the direction, or on behalf, of a municipality with respect to collection of certain costs assessed to properties including but not limited to R.C 743.04, 715.261 and 731.51-54; and

WHEREAS, as a result of the foregoing, the City of Huber Heights has passed, and will in the future pass, laws to assess real property for all or part of the cost of a public improvement and/or certain permitted costs of abatement or collection, including but not limited to Ordinance No. 97-O-997 codified as Huber Heights Code Section 175.04 Assessments for Capital Improvement Projects (for sanitary sewer, water, sidewalks and drive aprons, roadways and storm sewers); Ordinance No. 90-O-419 codified as Huber Heights Code Section 919.01 (street lighting); Ordinance No. 2009-O-1771 codified as Huber Heights Code Section 929.16 (unpaid water service); Ordinance No. 1996-O-856 codified as Huber Heights Code Section 923.08 (unpaid sanitary sewer); Ordinance No. 2002-O-1325 codified as Huber Heights Code Section 922.32 (stormwater); Ordinance No. 2014-O-2096 codified as Huber Heights Code Section 521.11 (nuisance in the right of way); Huber Heights Code Section 911.02 (sidewalk repair); Ordinance No. 2002-O-1324 and No. 2011-O-1897 (weed cutting assessment); Huber Heights Code Sections 925.05 (lower Rip Rap Road sewer district assessment), 952.04 (nuisance abatement for false alarms), 521.081, (littering and deposit of garbage) and such other ordinances or resolution that may be passed from time to time pursuant to these codified laws; and

WHEREAS, in order to better track and account for authorized legal assessments and the amounts due to the City, City Council has determined it is in the best interest of the citizens to pass this Ordinance setting forward the applicable properties and assessment amounts to be certified to the County for collection; and

WHEREAS, the assessments set forth in Exhibit A have been authorized by the City Council of the City of Huber Heights and are required by law to be assessed and collected by the County on behalf of the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. The properties set forth on the attached Exhibit A, which is incorporated herein by this reference, are to be assessed in the amount also set forth on the applicable section of Exhibit A unless payment is made within the time frame set forth in the applicable section of Exhibit A.

Section 2. In the event a payment for the amount or any portion of the amount set forth in Exhibit A is received by the City prior to final assessment date set forth in Exhibit A, which is the same date set forth in the notice sent to such property owner, the Finance Director, or his/her designee is authorized to remove or revise such assessment from Exhibit A prior to certification to the County Auditor.

Section 3. The Finance Director or his/her designee is instructed to certify this Ordinance, including the final assessed properties in Exhibit A, to the applicable County Auditor for collection.

Section 4. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 5. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, property, health, welfare and safety of the City, and for the further reasons that finalizing and certifying assessment at the earliest time is necessary to timely establish a lien and protect the City's interest in payment of amounts owed to the City; wherefore, this Ordinance shall be in full force and effect immediately upon its passage

Passed by Council on the _____ day of _____, 2021;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

31200	Lighting	P70 01006 0018	4755	POWELL		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0019	4756	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0020	4746	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0021	4738	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0022	4730	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0023	4722	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0024	4712	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0025	5636	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0026	4691	POWELL		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0027	5623	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0028	5645	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0029	5655	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0030	5661	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0031	5667	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0032	5673	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0033	5679	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0034	5685	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0035	5684	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0036	5678	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0037	5672	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0038	5666	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0039	5660	TOMBERG		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0040	4707	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0041	4719	RITTENHOUSE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0042	5659	TIBET		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0043	5665	TIBET		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0044	5671	TIBET		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0045	5679	TIBET		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0046	5685	TIBET		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0047	5682	TIBET		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0048	5655	TRAYMORE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0049	5669	TRAYMORE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0050	5679	TRAYMORE		\$26.18	2021	February 2022
31200	Lighting	P70 01006 0051	5666	TRAYMORE		\$26.18	2021	February 2022

31200	Lighting	P70 51323 0106	4141	VITEK DRIVE	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0107	4143	VITEK DRIVE	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0109	4215	BIRD DOG COURT	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0110	4217	BIRD DOG COURT	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0112	4249	VITEK DRIVE	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0113	4251	VITEK DRIVE	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0115	4200	PHEASANT COURT	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0116	4202	PHEASANT COURT	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0118	4209	PHEASANT COURT	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0119	4211	PHEASANT COURT	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0122	4173	VITEK DRIVE	\$14.48	2021	February 2022
31200	Lighting	P70 51323 0123	4179	VITEK DRIVE	\$14.48	2021	February 2022
				TOTAL LIGHTING	\$312,169.65		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31303	Brandt Vista Acres Sewer Deferral	P70 01002 0012		7321 San Fernando Rd	\$534.29	2021	Deferred
31303	Brandt Vista Acres Sewer Deferral	P70 04001 0057		6969 Rio Vista Ct	\$374.66	2021	Deferred
				TOTAL BRANDT VISTA ACRES SEWER DEFERRALS	\$908.95		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31456	Brandt Vista Acres Water Deferral	P70 01002 0012		7321 San Fernando Rd	\$544.25	2021	Deferred
31456	Brandt Vista Acres Water Deferral	P70 04001 0057		6969 Rio Vista Ct	\$381.63	2021	Deferred
				TOTAL BRANDT VISTA ACRES WATER DEFERRALS	\$925.88		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
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				TOTAL I-70 BUSINESS PARK PHASE 1 GAS LINE DEFERRALS	\$820.69		
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Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31775	I-70 Business Park Phase 2 Water Deferral	P70 01820 0004		Executive Blvd	\$5,855.71	2021	Deferred
31775	I-70 Business Park Phase 2 Water Deferral	P70 01820 0013		Executive Blvd	\$2,479.69	2021	Deferred
				TOTAL I-70 BUSINESS PARK PHASE 2 WATER DEFERRALS	\$8,335.40		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
	I-70 Business Park Phase 2 Sewer Deferral	P70 01820 0004		Executive Blvd	\$5,668.18	2021	Deferred
	I-70 Business Park Phase 2 Sewer Deferral	P70 01820 0013		Executive Blvd	\$2,400.37	2021	Deferred
				TOTAL I-70 BUSINESS PARK PHASE 2 SEWER DEFERRALS	\$8,068.55		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31777	I-70 Business Park Phase 2 Roadway Deferral	P70 01820 0004		Executive Blvd	\$12,111.36	2021	Deferred
31777	I-70 Business Park Phase 2 Roadway Deferral	P70 01820 0013		Executive Blvd	\$5,128.94	2021	Deferred
				TOTAL I-70 BUSINESS PARK PHASE 2 ROADWAY DEFERRALS	\$17,240.30		

31453	Lexington Place Water Main Extension Deferral	P70 04008 0023		4595 Chambersburg Rd	\$450.99	2021	Deferred
				TOTAL LEXINGTON PLACE WATER MAIN EXTENSION DEFERRALS	\$450.99		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31454	Stoney Creek Water Main Extension Deferral	P70 04004 0027		4867 Chambersburg Rd	\$517.73	2021	Deferred
				TOTAL STONEY CREEK WATER MAIN EXTENSION DEFERRALS	\$517.73		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31771	I-70 Business Park Phase 1 Water/Sewer Deferral	P70 01820 0003		Executive Blvd	\$744.44	2021	Deferred
31771	I-70 Business Park Phase 1 Water/Sewer Deferral	P70 03910 0012		8245 Brandt Pk	\$1,370.15	2021	Deferred
31771	I-70 Business Park Phase 1 Water/Sewer Deferral	P70 03910 0030		8000 Brandt Pk	\$167.10	2021	Deferred
31771	I-70 Business Park Phase 1 Water/Sewer Deferral	P70 04002 0048		Executive Blvd	\$4,031.50	2021	Deferred
				TOTAL I-70 BUSINESS PARK PHASE 1 WATER/SEWER DEFERRALS	\$6,313.19		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31772	I-70 Business Park Phase 1 Gas Line Deferral	P70 04002 0048		Executive Blvd	\$820.69	2021	Deferred

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31784	I-70 Business Park Phase 3 Water Deferral	P70 01820 0003		Executive Blvd	\$951.01	2021	Deferred
31784	I-70 Business Park Phase 3 Water Deferral	P70 01820 0013		Executive Blvd	\$238.21	2021	Deferred
31784	I-70 Business Park Phase 3 Water Deferral	P70 03910 0005		8303 Brandt Pk	\$8,156.50	2021	Deferred
				TOTAL I-70 BUSINESS PARK PHASE 3 WATER DEFERRALS	\$9,345.72		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31785	I-70 Business Park Phase 3 Sewer Deferral	P70 01820 0003		Executive Blvd	\$1,007.37	2021	Deferred
31785	I-70 Business Park Phase 3 Sewer Deferral	P70 01820 0013		Executive Blvd	\$252.33	2021	Deferred
31785	I-70 Business Park Phase 3 Sewer Deferral	P70 03910 0005		8303 Brandt Pk	\$8,639.49	2021	Deferred
				TOTAL I-70 BUSINESS PARK PHASE 3 SEWER DEFERRALS	\$9,899.19		

Project No	Project Desc	Parcel ID		Address	Total to be Deferred	Tax Year	Begin Collection
31783	I-70 Business Park Phase 3 Roadway Deferral	P70 01820 0003		Executive Blvd	\$1,839.34	2021	Deferred
31783	I-70 Business Park Phase 3 Roadway Deferral	P70 01820 0013		Executive Blvd	\$460.71	2021	Deferred
31783	I-70 Business Park Phase 3 Roadway Deferral	P70 03910 0005		8303 Brandt Pk	\$15,776.01	2021	Deferred

				TOTAL I-70 BUSINESS PARK PHASE 3 ROADWAY DEFERRALS	\$18,076.06		
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Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01517 0043	6100 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01517 0044	6088 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01517 0045	6076 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01517 0046	6064 Old Troy Pk	\$277.60	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01517 0047	6052 Old Troy Pk	\$277.60	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01517 0048	6040 Old Troy Pk	\$422.62	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0001	6112 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0002	6124 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0003	6136 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0004	6148 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0005	6160 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0006	6172 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0007	6184 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01601 0008	6196 Old Troy Pk	\$320.80	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0019	6210 Old Troy Pk	\$315.05	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0020	6222 Old Troy Pk	\$266.50	2021	Waived

31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0001	6112 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0002	6124 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0003	6136 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0004	6148 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0005	6160 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0006	6172 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0007	6184 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01601 0008	6196 Old Troy Pk	\$129.46	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0019	6210 Old Troy Pk	\$127.14	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0020	6222 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0021	6234 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0022	6246 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0023	6258 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0024	6270 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0025	6282 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01604 0026	6294 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 04004 0005	Chambersburg Rd	\$50.03	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 04004 0010	6061 Old Troy Pk	\$1,424.58	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 04004 0043	6007 Old Troy Pk	\$276.34	2021	Waived

31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0021	6234 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0022	6246 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0023	6258 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0024	6270 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0025	6282 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 01604 0026	6294 Old Troy Pk	\$266.50	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 04004 0005	Chambersburg Rd	\$123.99	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 04004 0010	6601 Old Troy Pk	\$3,529.98	2021	Waived
31768	Old Troy Pike Phase 5 Roadway Waiver	P70 04004 0036	6290 Cruxten Dr	\$370.14	2021	Waived
			TOTAL OLD TROY PIKE PHASE 5 ROADWAY WAIVERS	\$10,168.28		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0043	6100 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0044	6088 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0045	6076 Old Troy Pk	\$107.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0046	6064 Old Troy Pk	\$112.03	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0047	6052 Old Troy Pk	\$112.03	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0048	6040 Old Troy Pk	\$170.55	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0059	6022 Old Troy Pk	\$177.59	2021	Waived
31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 01517 0060	6020 Old Troy Pk	\$164.31	2021	Waived

31769	Old Troy Pike Phase 5 Sidewalk Waiver	P70 04004 0049	Fishburg Rd	\$26.88	2021	Waived
			TOTAL OLD TROY PIKE PHASE 5 SIDEWALK WAIVERS	\$4,599.29		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31786	Old Troy Pike Phase 6 Roadway Waiver	P70 01911 0037	5566 Old Troy Pk	\$337.39	2021	Waived
31786	Old Troy Pike Phase 6 Roadway Waiver	P70 01911 0038	5618 Old Troy Pk	\$206.98	2021	Waived
31786	Old Troy Pike Phase 6 Roadway Waiver	P70 01911 0039	5612 Old Troy Pk	\$192.66	2021	Waived
31786	Old Troy Pike Phase 6 Roadway Waiver	P70 04003 0021	5760 Old Troy Pk	\$320.68	2021	Waived
31786	Old Troy Pike Phase 6 Roadway Waiver	P70 04003 0023	5720 Old Troy Pk	\$256.55	2021	Waived
31786	Old Troy Pike Phase 6 Roadway Waiver	P70 04003 0024	5700 Old Troy Pk	\$256.55	2021	Waived
31786	Old Troy Pike Phase 6 Roadway Waiver	P70 04003 0071	5560 Old Troy Pk	\$333.50	2021	Waived
			TOTAL OLD TROY PIKE PHASE 6 ROADWAY WAIVERS	\$1,904.31		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31787	Old Troy Pike Phase 6 Sidewalk Waiver	P70 04003 0021	5760 Old Troy Pk	\$2.10	2021	Waived
			TOTAL OLD TROY PIKE PHASE 6 SIDEWALK WAIVERS	\$2.10		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31788	Old Troy Pike Phase 6 Sewer Deferral	P70 04003 0024	5700 Old Troy Pk	\$501.47	2021	Deferred
			TOTAL OLD TROY PIKE PHASE 6 SEWER DEFERRALS	\$501.47		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31789	Old Troy Pike Phase 6 Water Deferral	P70 04003 0023	5720 Old Troy Pk	\$563.07	2021	Deferred
31789	Old Troy Pike Phase 6 Water Deferral	P70 04003 0024	5700 Old Troy Pk	\$563.07	2021	Deferred
			TOTAL OLD TROY PIKE PHASE 6 WATER DEFERRALS	\$563.07		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 00207 0001	5225 Old Troy Pk	\$184.41	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 00207 0002	5227 Old Troy Pk	\$184.41	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 00904 0035	4201 Macon Ave	\$141.06	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 00904 0046	4200 Macon Ave	\$146.20	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 00904 0047	5160 Old Troy Pk	\$138.31	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 00904 0048	4201 Leston Ave	\$156.75	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01501 0001	5350 Old Troy Pk	\$199.16	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0013	5236 Old Troy Pk	\$165.96	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0014	5228 Old Troy Pk	\$132.77	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0015	5220 Old Troy Pk	\$132.77	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0016	5210 Old Troy Pk	\$132.77	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0017	5202 Old Troy Pk	\$132.77	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0018	5180 Old Troy Pk	\$132.77	2021	Deferred

31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0019	5176 Old Troy Pk	\$298.75	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0026	5336 Old Troy Pk	\$153.23	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0027	5318 Old Troy Pk	\$132.77	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0028	5310 Old Troy Pk	\$132.77	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 01909 0029	5300 Old Troy Pk	\$165.96	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 04003 0039	5001 Old Troy Pk	\$737.64	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 04003 0045	5337 Old Troy Pk	\$204.33	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 04003 0068	5377 Old Troy Pk	\$184.41	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 04003 0071	5560 Old Troy Pk	\$239.74	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 04003 0077	5159 Old Troy Pk	\$230.51	2021	Deferred
31747	Old Troy Pike Phase 7 Roadway Deferral	P70 04003 0078	5245 Old Troy Pk	\$414.30	2021	Deferred
			TOTAL OLD TROY PIKE PHASE 7 ROADWAY DEFERRALS	\$4,874.52		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
	Old Troy Pike Phase 7 Roadway Waiver	P70 04003 0028	5464 Old Troy Pk	\$701.13	2021	Waived
			TOTAL OLD TROY PIKE PHASE 7 ROADWAY WAIVERS	\$701.13		

Project No	Project Desc	Parcel ID	Address	Total to be Deferred	Tax Year	Begin Collection
31746	Old Troy Pike Phase 7 Sidewalk Waiver	P70 04003 0028	5464 Old Troy Pk	\$64.10	2021	Waived
31746	Old Troy Pike Phase 7 Sidewalk Waiver	P70 04003 0078	5245 Old Troy Pk	\$19.71	2021	Waived

			TOTAL OLD TROY PIKE PHASE 7 SIDEWALK WAIVERS	\$83.81		
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AI-7770

Topics of Discussion G.

Council Work Session

Meeting Date: 08/17/2021

Energy Performance Project Lease - U.S. Bancorp

Submitted By: Jim Bell

Department: Finance

Division: Accounting

Council Committee Review?: Council Work Session
Date(s) of Committee Review: 06/22/21 and 07/20/21 and 08/17/2021

Audio-Visual Needs: None

Emergency Legislation?: Yes

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Energy Performance Project Lease - U.S. Bancorp

Purpose and Background

At the July 26, 2021 City Council Meeting, City Council adopted Resolution No. 2021-R-7022: A Resolution Authorizing The City Manager To Execute An Additional Capital Lease Agreement With U.S. Bancorp Government Leasing And Finance For The Purposes Of Funding Change Order #3 To The Guaranteed Energy Savings Performance Contract (GESPC) With Energy Systems Group, LLC (ESG). The legislation was to approve an additional \$360,141 to the energy lease approved by City Council in 2020 for an additional scope of work at Fire Station #22 and Fire Station #23. Following the adoption of this legislation, further discussions with Bond Counsel resulted in the need for more technical legislation on the subject. The new lease is not in addition to the approved energy lease in 2020, but a separate and new lease which requires approval by ordinance. City Staff recommend the first reading, waiving of the second reading, and approval of this emergency legislation at the August 23, 2021 City Council Meeting so the improvements at the two fire stations can commence immediately.

Fiscal Impact

Source of Funds: Fire Capital/Equipment Fund

Cost: \$28,650

Recurring Cost? (Yes/No): Yes

Funds Available in Current Budget? (Yes/No): Yes

Financial Implications:

Attachments

Ordinance

CITY OF HUBER HEIGHTS
STATE OF OHIO

ORDINANCE NO. 2021-O-

AUTHORIZING AN ADDITIONAL LEASE TRANSACTION PURSUANT TO AN EXISTING MASTER TAX-EXEMPT LEASE/PURCHASE AGREEMENT AND AUTHORIZING THE EXECUTION OF RELATED ADDENDA, A PROPERTY SCHEDULE AND RELATED DOCUMENTS FOR THE PURPOSE OF MAKING CERTAIN ADDITIONAL ENERGY CONSERVATION IMPROVEMENTS TO VARIOUS CITY FACILITIES, AND DECLARING AN EMERGENCY.

WHEREAS, this Council has heretofore authorized and executed a Master Tax-Exempt Lease/Purchase Agreement dated September 14, 2017 (the “*Master Lease*”) with U.S. Bancorp Government Leasing and Finance, Inc. (the “*Lessor*”), which among other matters, generally provides for the leasing by the City from time to time of various permanent improvements; and

WHEREAS, pursuant to Ordinance No. 2020-O-2452, the City Manager and Director of Finance signed and delivered Property Schedule No. 3 to the Master Lease, dated November 20, 2020, for the purpose of making certain energy conservation improvements to various City facilities; and

WHEREAS, this Council has determined that it is in the best interest of the City to make certain additional energy conservation improvements to various City facilities, including Fire Stations 22 and 23 (collectively, the “*Improvements*”) pursuant to the Master Lease and related addenda and a payment schedule (the related addenda and payment schedule and all exhibits and attachments related thereto being collectively referred to as the “*2021 Supplemental Lease Materials*” and together with the Master Lease, the “*Lease*”), all between the Lessor and the City, as lessee, a copy of which Lease has been presented to this Council; and

WHEREAS, the obligations of the City under the Lease will be subject to annual appropriations by this Council.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager and Director of Finance are hereby authorized to sign and deliver, in the name of and on behalf of the City, the 2021 Supplemental Lease Materials in substantially the form on file with the Clerk of Council, provided that the aggregate principal components of the rental payments due under the Lease shall not exceed \$362,000.00, the interest component of those rental payments shall accrue at an annual rate not in excess of 2.55% and the final renewal term of the 2021 Supplemental Lease Materials shall end not later than 15 years from the commencement date thereof and the Lease shall be subject to prepayment as set forth in the Lease. The 2021 Supplemental Lease Materials are approved with such changes that are not inconsistent with this Ordinance and not substantially adverse to the City that are permitted by law and approved by the City Manager and the Director of Finance on behalf of the City, all of which shall be conclusively evidenced by the signing of the 2021 Supplemental Lease Materials by the City Manager and the Director of Finance. The Mayor, City Manager, the Director of Finance, the City Attorney, the Clerk of Council, and other City officials, as appropriate, are each further authorized to sign any certifications, commitments, financing statements, assignments, escrow agreements, and other documents and instruments and to take such other actions as are desirable, advisable, necessary, or appropriate to consummate the transactions contemplated by this Ordinance and the Lease.

Section 2. The proceeds of the Lease shall be credited to the proper fund or funds as provided in the Lease, and those proceeds are appropriated and shall be used for the purpose for which the Lease is authorized and are hereby appropriated for that purpose.

Section 3. The City covenants that it will use, and will restrict the use and investment of, the proceeds of the Lease so that (a) the obligations of the City under the Lease will not (i) constitute private activity bonds or arbitrage bonds under Sections 141 or 148 of the Internal Revenue Code of 1986, as amended (the “*Code*”), or (ii) be treated other than as obligations the interest on which is excluded from gross income under Section 103 of the Code, and (b) the interest components of the Lease payments (“*Interest*”) will not be treated as an item of tax preference under Section 57 of the

Code. The City further covenants that (a) the City will take or cause to be taken such actions which may be required of it for the Interest to be and to remain excluded from gross income for federal income tax purposes, (b) the City will not take or authorize to be taken any actions that would adversely affect that exclusion, and (c) the City, or persons acting for it, will, among other acts of compliance, (i) apply or cause the application of the Lease proceeds to the governmental purpose of the Lease, (ii) restrict the yield on investment property acquired with the Lease proceeds, (iii) make timely and adequate payments to the federal government if required, (iv) maintain books and records and make calculations and reports, and (v) refrain from certain uses of those proceeds and, as applicable, of property financed with those proceeds, all in such manner and to the extent necessary to assure such exclusion of the Interest under the Code.

The Director of Finance, as the fiscal officer, or the City Manager is hereby authorized (a) to make or effect any election, selection, designation, choice, consent, approval, or waiver on behalf of the City with respect to the Lease as the City is permitted or required to make or give under the federal income tax laws, including, without limitation thereto, any of the elections provided for in Section 148(f)(4)(C) of the Code or available under Section 148 of the Code, for the purpose of assuring, enhancing or protecting favorable tax treatment or status of the Lease or Interest or assisting compliance with requirements for that purpose, reducing the burden or expense of such compliance, reducing the rebate amount or payments or penalties, or making payments of special amounts in lieu of making computations to determine, or paying, excess earnings as rebate, or obviating those amounts or payments, as determined by that officer, which action shall be in writing and signed by the officer, (b) to take any and all other actions, make or obtain calculations, make payments, and make or give reports, covenants and certifications of and on behalf of the City, as may be appropriate to assure the exclusion of Interest from gross income and the intended tax status of the Lease, and (c) to give one or more appropriate certificates of the City, for inclusion in the transcript of proceedings for the Lease, setting forth the reasonable expectations of the City regarding the amount and use of all the proceeds of the Lease, the facts, circumstances and estimates on which they are based, and other facts and circumstances relevant to the tax treatment of the Interest and the tax status of the Lease. Either of those officers is specifically authorized to designate or otherwise determine the obligations of the City under the Lease to be "qualified tax-exempt obligations" for purposes of Section 265 of the Code if such designation or determination is applicable and desirable, and to make any related necessary representations and covenants.

Section 4. Proceeds in the amount of any temporary advances as certified by the Director of Finance are to be credited to the fund from which temporary advances were made to reimburse it for temporary advances made to pay capital expenditures previously made for the foregoing purpose, and such amount is charged against those proceeds. Immediately following the signing and delivery of the 2021 Supplemental Lease Materials, the appropriate officers are directed further to reflect such reimbursement, together with reimbursement of any additional amounts eligible for reimbursement under U.S. Treasury Regulations Section 1.150-2, on the appropriate accounting records of the City.

Section 5. It is the intent and purpose of City Council to approve the Lease subject to and in accordance with all applicable federal and State laws, regulations, and rules required for such approval in order to assure the contemplated tax treatment as set forth in the Lease. To the extent any such required law, regulation or rule is not expressly set forth in this legislation, it is incorporated herein by this reference.

Section 6. This Council finds and determines that all formal actions of this Council concerning and relating to the passage of this Ordinance were taken in an open meeting of this Council and that all deliberations of this Council and of any committees that resulted in those formal actions were in meetings open to the public in compliance with the law, including Section 121.22 of the Revised Code.

Section 7. This Ordinance is declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety or welfare of the inhabitants of the City, and for the further reason that the City may enter into the Lease and related documents in order to make the Improvements and to obtain the financing thereof at the best cost to the City, which Improvements are urgently needed for the efficient operation of City facilities; therefore, this Ordinance shall be in full force and effect immediately upon its passage.

Passed by Council on the ____ day of _____, 2021
____ Years; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

CERTIFICATE

The undersigned, Clerk of Council of the City of Huber Heights, Ohio, hereby certifies that the foregoing is a true and correct copy of Ordinance No. 2021-O-____ passed by the City Council of the City of Huber Heights on _____, 2021

Clerk of Council

AI-7767

Topics of Discussion H.

Council Work Session

Meeting Date: 08/17/2021

Jonetta Street Lift Station Discussion

Submitted By: Scott Falkowski

Department: City Manager

Council Committee Review?: None **Date(s) of Committee Review:** 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Jonetta Street Lift Station Discussion

Purpose and Background

A request has been made for assistance with a private sanitary lift station at the end of Jonetta Street. Attached shows the location of said lift station and the existing resolution confirming that the lift station is private and to be maintained by the property owners. Discussion will be had regarding options moving forward.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Aerial Map

Previous Letter

Existing Resolution



PUMP
STATION

3 LOTS DRAWING TO
SANITARY PUMP STATION



City of Huber Heights
6131 Taylorsville Road
Huber Heights, Ohio 45424

937.233.1423
Fax 937.233.1272
www.ci.huber-heights.oh.us

**Engineering
Division**

John L. Geiger, P.E.
City Engineer

Chris Berger, P. E.
Assistant City Engineer

Hanane Eisentraut
Field Engineer

Dennis Gudorf
City Inspector

Randy Gabbard
Utility Coordinator

Anthony Pagan
Engineering Technician

Marlene Pullen
Engineering Coordinator

August 4, 2006

Mr. Jared and Mrs. Katherine Laroe
7261 Cedar Knolls Drive
Huber Heights, OH 45424

Subject: Operation of Sanitary Lift Station in Jonetta Street Cul-de-sac

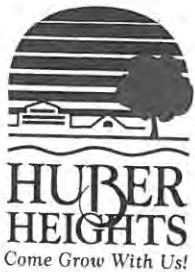
Dear Mr. Laroe,

Recently you asked for a determination by the City if the lift station located on the west side of the Jonetta Street cul-de-sac could be taken over by the City as a public facility. This lift station cannot be accepted by the City since it is similar to an individual grinder pump lift station as opposed to a major area wide lift station which services a large region or major subdivision. The smallest lift station which is operated publicly is connected to at least 18 homes and most lift stations served 100 or better tap-in points.

Therefore, this station must remain private and an agreement must be reached between yourself and the City for its private operation for the City to accept, transport and treat sewage for the City.

Sincerely,

John L. Geiger, P.E.
City Engineer



City of Huber Heights
6131 Taylorsville Road
Huber Heights, Ohio 45424

937.233.1423
Fax 937.233.1272
www.ci.huber-heights.oh.us

June 5, 2009

Mr. Jared Laroe
6879 Jonetta Street
Huber Heights, Ohio 45424

Re: Private Sanitary Lift Station in Jonetta Street Cul-De-Sac

Dear Mr. Laroe,

Attached is an agreement signed by yourself and Katherine Laroe confirming that the sanitary lift station serving the three properties in the Laroe Acres Subdivision shall be owned and maintained by the property owners of the subdivision and not by the City of Huber Heights. Also attached is a letter to you from John Geiger, the City Engineer at the time, stating that the lift station must remain private.

Therefore, the City is not responsible for costs involved in maintaining the private sanitary lift station.

Sincerely,

Scott P. Falkowski, P.E.
Engineer

Enclosures

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2006-R-4603

TO AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT FOR PRIVATE MAINTENANCE AND REPAIR BY THE USERS OF THE LIFT STATION LOCATED AT LOT 7 OF THE LAROE ACRES SUBDIVISION.

WHEREAS, the City of Huber Heights has approved the Laroe Acres Subdivision located at the south end of Jonetta Street; and

WHEREAS, it was necessary to construct a private sanitary lift station in order to convey sewage from the subdivision to the City's sanitary sewer system; and

WHEREAS, both the owners of the subdivision and the City of Huber Heights have agreed that this station should remain private and not be operated, maintained or repaired by the City of Huber Heights.


NOW, THEREFORE BE IT RESOLVED by the Council of the City of Huber Heights, Ohio, that:


Section 1. The City Manager is hereby authorized to enter into an Agreement with Jared and Katherine Laroe for the continued private operation of the sanitary sewer system at the Laroe Acres Subdivision as attached hereto as Exhibit A.

Section 2. This Resolution shall take effect thirty (30) days after its adoption by Council.

Passed by Council on the 25th day of September, 2006;
6 Yeas; 0 Nays.

AUTHENTICATION:


Clerk of Council
Date: 9/26/2006


Mayor
Date: 9-26-06

Attachment A

AGREEMENT REGARDING STATUS OF SANITARY LIFT STATION
AT LAROE ACRES

This Agreement dated September 8, 2006 is to confirm that the sanitary lift station serving the three properties in the Laroe Acres Subdivision shall be owned and maintained by the property owners of the subdivision and not by the City of Huber Heights.

Witness:

Wayne Vankirk
WAYNE VANKIRK

Witness:

Jeffrey A. Prinz
JEFFREY A. PRINZ

Signed:

Jared Laroe

Jared Laroe
Property Owner

Signed:

Katherine Laroe

Katherine Laroe
Property Owner

County of Montgomery

STATE OF OHIO) SS:

Before me, the undersigned, a Notary Public in and for the State of Ohio, Montgomery County, personally appeared Jared and Katherine Laroe, Husband and Wife, who acknowledged the execution thereof to be their free and voluntary act for the uses and purposes herein set forth.

IN TESTIMONY WHEREOF, I have hereunto
Subscribed my name and affixed my notarial
Seal on this 8th day of Sept 2006.

Deanne Mullins

Notary Public in and for the State of Ohio



Commission Expires:
DEANNE MULLINS
Notary Public, State of Ohio
My Commission Expires 04-01-09

For the City of Huber Heights:

Catherine L. Armocida
City Manager

Prepared By:
City Engineering Division
6131 Taylorsville Road
Huber Heights, OH 45424

AI-7766

Topics of Discussion I.

Council Work Session

Meeting Date: 08/17/2021

Monita Field Parking/Amenities

Submitted By: Scott Falkowski

Department: Planning

Division: Parks and Recreation

Council Committee Review?: Council Work Session

Date(s) of Committee Review: 08/17/2021

Audio-Visual Needs: None

Emergency Legislation?: No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Monita Field Parking/Amenities

Purpose and Background

When the project was bid for the Monita Field Skate Park, Wagner Pavings' bid had 3 parts. City Staff requested approval of one portion of that bid which was approved by City Council. This request is for approval of the other two sections for additional asphalt repair and paving from that original bid. Parks Manager, Josh King wil also update ideas for amenities at Monita Field.

Fiscal Impact

Attachments

Proposal

Resolution

Proposal

Wagner Paving, Inc.

P.O. Box B
Laura, Ohio 45337
Phone: (937) 947-1834
Fax: (937) 947-1899

COMPANY: City of Huber Heights

PHONE: (937) 902-2279

DATE: 6/01/2021

EMAIL: jking@hhoh.org

SUBJECT: Monita Field Park

TO: Josh King

TOTAL PAGES: 1

JOB NUMBER: 21-0585

We hereby submit specifications and estimates for:

ASPHALT REPAIRS BASED ON APPROX. 200 SQ. YD.:

1. Mill deteriorated areas to 3" depth.
2. Haul spoil off site.
3. Sweep and clean areas.
4. Apply liquid tack to vertical edges.
5. Place and compact 2" of #301 base asphalt.

PRICE: \$6,240.00

PARKING LOT ON RIGHT OF DRIVE BASED ON APPROX. 1,538 SQ. YD.:

1. Mill existing area to approx. 10" depth.
2. Leave milling in place to be graded and re-compacted.
3. Remove and/or add necessary stone base to achieve desired grade.
4. Apply liquid tack to vertical edges.
5. Place and compact 2" of #301 base asphalt.

PRICE: \$29,159.00

TOTAL AREA INCLUDING DRIVE AND PARKING AREA BASED ON APPROX. 4,180 SQ. YD.:

1. Mill existing asphalt where necessary to provide level transitions.
2. Clean and sweep area.
3. Apply liquid tack to entire area.
4. Place 1 1/2" compacted #448 Type 1 surface asphalt.
5. Stripe parking areas as existing.
6. Remove and re-set (35) existing parking blocks.

PRICE: \$30,717.00

NOTE: NO permits, testing, #408 prime, traffic control, or signs included IF required.

NON PREVAILING WAGE RATES

TAX NOT INCLUDED

1 MOVE IN 2021 ONLY

NOTES

CONFIRMATION NEEDED WITHIN 15 DAYS TO LOCK IN PRICES.

With the greatly fluctuating cost of asphalt, aggregate, and fuel prices, 2022 and beyond prices cannot be guaranteed at this time. Wagner Paving reserves the right to adjust price fluctuations positive or negative in regards to 2022 and beyond pricing as necessary.

Any reduction in units, quantities, or increases in mobilizations may result in an increase in cost.

All grade to be sound and within tolerance. 1 move in, all others **\$850.00** each. All traffic control by others. Any overage due to poor grade done by others will be paid for by owner.

IF THIS IS ACCEPTED AS A CONTRACT, PLEASE SIGN AND RETURN. Project will not be started until a signed contract is received by Wagner Paving, Inc. Upon acceptance, please also forward a Notice of Commencement and any applicable tax exempt forms. Net due 30 days from date of invoice. There will be a 1 1/2% (18% apr) service charge applied to all past due accounts.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. We are an EEO employer.

Acceptance of Proposal -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

mb

Date of Acceptance: _____

Authorized
Signature


STEVE OVERHOLSER

Note: This proposal may be withdrawn by us if not accepted within 15 days.

Signature _____

Signature _____

CITY OF HUBER HEIGHTS
STATE OF OHIO

RESOLUTION NO. 2021-R-

AUTHORIZING THE CITY MANAGER TO ENTER INTO CONTRACTS FOR THE MONITA FIELD SKATE AND BMX PROJECT.

WHEREAS, City Council has previously passed Resolution No. 2020-R-6932 approving the addition of a new amenity to the City's parks and recreation facilities for construction of a new multi-use skate park and BMX track at Monita Field Park; and

WHEREAS, City Council under Resolution No. 2021-R-6998 has previously authorized the securing of bids for construction and installation of a multi-use skate park and BMX track to be located within Monita Field Park; and

WHEREAS, bids were properly received on June 3, 2021.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Huber Heights, Ohio that:

Section 1. The City Manager is hereby authorized to enter into a contract for scope number three of the Monita Field Park skate park and BMX track project, grinding and repaving of asphalt, with Wagner Paving as the lowest and best bidder at a cost not to exceed \$35,400.00 on the terms and conditions as substantially set forth in the specifications of the contract.

Section 2. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Resolution were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 3. This Resolution shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2021;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

AI-7765

Topics of Discussion J.

Council Work Session

Meeting Date: 08/17/2021

Clark County JEDD/Utility Discussion

Submitted By: Bryan Chodkowski

Department: Economic Development

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Clark County JEDD/Utility Discussion

Purpose and Background

Council will recall, certain properties in the western portion of the City receive water and sewer services from Clark County. The nature of these services is defined by an agreement from 1988, which was last amended in 1995.

What's more, a small portion of this area is associated with a Joint Economic Development District (JEDD) between the City, Clark County, and Bethel Township. This JEDD has existed for over 20 years without utilization and is set to expire in three years. This JEDD area is targeted for the future expansion of the Old Dominion Freight Terminal now under construction.

Shortly before construction began on the Old Dominion project, Clark County requested amendments first be made to the JEDD agreement. The City attempted to negotiate changes in the JEDD agreement in exchange for further amendments to the water sewer utility agreement. These negotiations have yet to produce terms or conditions staff believes are in the City's long-term best interest.

As an alternative, the City could extend its own water utility infrastructure to service this area and partner with the City of Fairborn to provide sanitary sewer services to this area. These system expansions would allow for immediate future development in the western region of the City and are estimate as cost neutral to users currently on the system. Funds to pay for this utility expansion would come largely from ARPA Funds along with existing fund balance dollars from both the Water and Sewer Funds.

For your reference, please see the attached map.

City Staff will provide Council a more detailed presentation on this matter during the Council Work Session.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

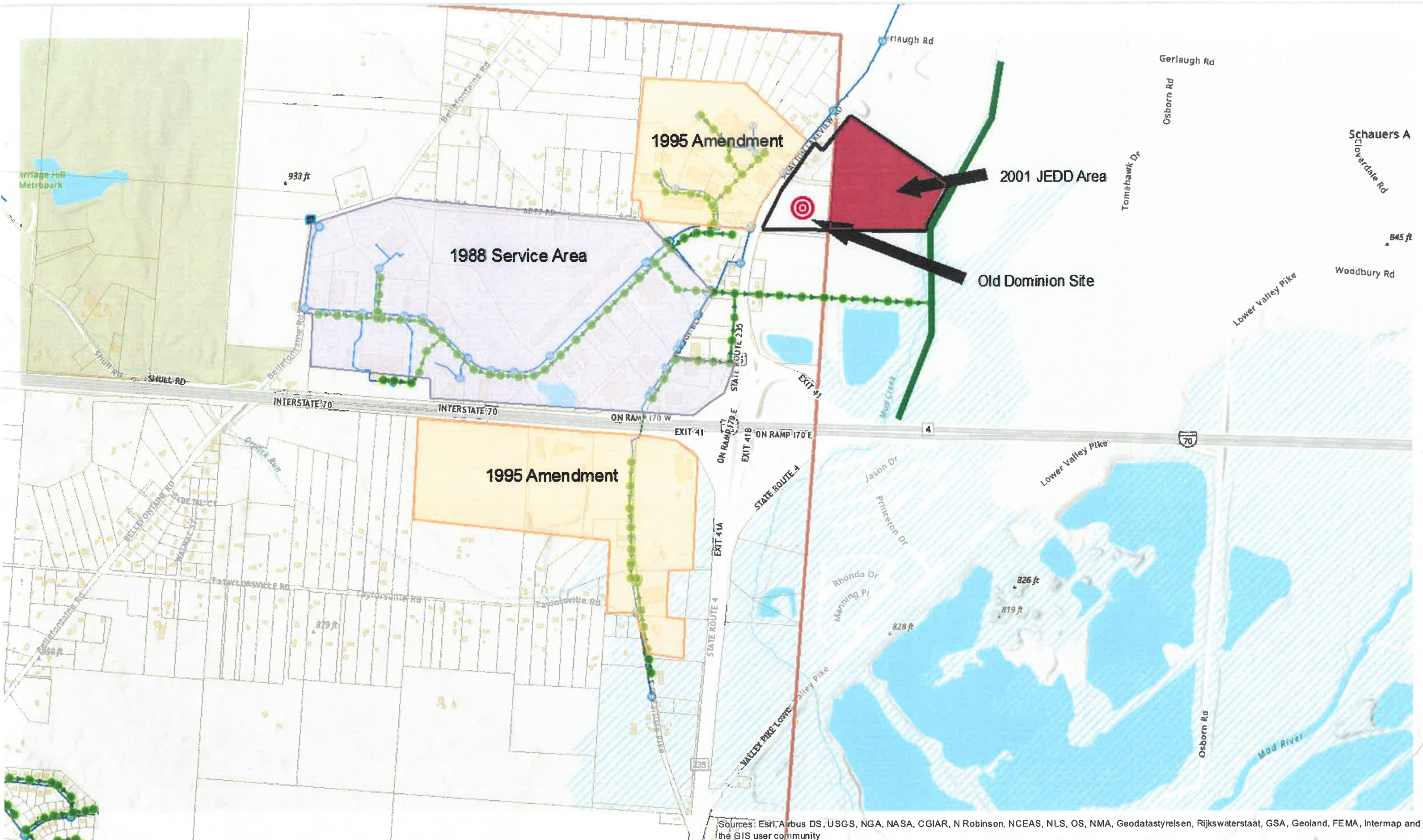
Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Map



Sources: Esri, Airbus DS, USGS, NGA, NASA, CGIAR, N Robinson, NCEAS, NLS, OS, NMA, Geodatastyrelsen, Rijkswaterstaat, GSA, Geoland, FEMA, Intermap and the GIS user community



1 in = 1,505 ft

Clark County JEDD/Utility Discussion

Date: 8/11/2021



AI-7768

Topics of Discussion K.

Council Work Session

Meeting Date: 08/17/2021

The Oaks of Huber Heights – Section 9 – Masonry Requirements

Submitted By: Scott Falkowski

Department: City Manager

Council Committee Review?: None **Date(s) of Committee Review:** 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

The Oaks of Huber Heights – Section 9 – Masonry Requirements

Purpose and Background

The Oaks Section 9 is currently under construction. The first home has been constructed utilizing a fiber cement board on 100% of the house as a masonry material. It has been questioned whether that can be accepted as masonry for use within The Oaks PUD. A discussion at the Council Work Session has been requested. No final occupancy permits have been issued for any homes in Section 9 of The Oaks.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Dwelling Material Ordinance

Oaks Ordinance

Citizen Statement

1181.20 - Building materials for dwellings.

- (a) *One-Story Dwellings.* All exterior walls of one-story dwellings shall be constructed of brick or other approved masonry type of material.
- (b) *Dwellings Over One Story.* All first floor exterior walls of dwellings over one story shall be constructed of brick or other approved masonry type of materials. Other exterior wall areas of dwellings over one story may be constructed of other code approved building materials; provided, however, no vinyl siding shall be permitted, unless permitted under subsection (c) hereof.
- (c) *Exceptions.* The requirement for certain exterior walls of dwellings to be constructed of brick or other approved masonry type of material shall not apply to:
 - (1) Exterior wall areas of the dwelling where federal, state and/or local building codes prohibit the use of brick or other masonry materials such as gas fireplace inserts, cantilevers, gables, overhangs, downspouts and gutters, kitchen and other bays and other type of protrusion for which it is not reasonably practical to use the material stated above.
 - (2) Room additions, remodeling, or reconstruction, to or of, dwellings that do not comply with subsections (a) and (b) above when such dwellings were constructed prior to enactment of this Ordinance. Material that is used for additions or remodeling must be similar to the existing structure and maintain the integral look of the dwelling.
 - (3) Any dwelling constructed on a lot in a subdivision whose preliminary plat was approved prior to February 1, 2007, but received final plat approval after February 1, 2007. Provided, however, all such dwellings shall have front facades with a minimum 50 percent brick or other approved masonry type of material.
- (d) *Definitions.* For purposes of this section, the following terms shall have the following definitions:
 - (1) "Dwelling" means any building or portion thereof occupied or intended to be occupied exclusively for residential purposes, but not including a tent, cabin, trailer or trailer coach or other temporary or transient structure or facility.
 - (2) "First floor" means the highest point at the finish grade of the proposed ground surface.
 - (3) "Other approved masonry type of material" means masonry material approved in advance by the Planning Commission so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity so that such use will not change the essential character of the same area.
 - (4) "Front Façade" means the side of the building facing the lot front as defined by Section 1123.69 (Lot, Front).

(Ord. 2011-O-1925, Passed 11-28-11)

CITY OF HUBER HEIGHTS
STATE OF OHIO

ORDINANCE NO. 2003-O-1405

AN ORDINANCE AMENDING THE HUBER HEIGHTS ZONING ORDINANCE TO REZONE 116.9 ACRES SITUATED ON BELLEFONTAINE ROAD, APPROXIMATELY 1300' NORTH OF FISHBURG ROAD, SECTION 16, TOWN 2, RANGE 8 M.R.S, HUBER HEIGHTS, OHIO FROM R-1 RESIDENCE DISTRICT TO PR PLANNED RESIDENTIAL DISTRICT AND DECLARING AN EMERGENCY (ZONING CASE NO. 431)

WHEREAS, the Citizens of Huber Heights require the efficient and orderly planning of land uses within the City; and

WHEREAS, the City Planning Commission has reviewed said Zoning Case and on January 14, 2003 recommended approval by a vote of 4-1 with conditions; and

WHEREAS, Section 1130 of the H.H.C.O. grants City Council the power to amend or override the City Planning Commission recommendation by a vote of two-thirds of its membership; and

WHEREAS, the City Council has determined that, with proper conditions, this rezoning should be amended and approved;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Huber Heights, Ohio that:

Section 1. The Basic Development Plan submitted by the Applicant in this Case is hereby approved as amended hereby subject to the conditions set forth below:

1. Berming will be installed as discussed elsewhere along Bellefontaine and Fishburg Roads as the development of sections of the plat are built. Installation of the berm and its landscaping shall be the responsibility of the developer and shall be included in the Subdivider's Agreement and the performance bond required by the Subdivider's Agreement as each section is developed.
2. The berm shall be constructed on the rear of the lots. An agreement will be executed as part of the Detailed Development Plan, which agreement shall be approved by the Law Director and City Engineer, creating an easement, rights and duties with regard to the berm area. The berm shall, once built, be maintained by the property owner. The property owner may not remove any landscaping required by the Detailed Development Plan without the City Engineer's written approval, and shall be required to replace such landscaping which dies or is removed. Failure to maintain the berm area as required will constitute a zoning violation. The City may cite the property owner, the Homeowner's Association, or both, and may perform such maintenance and repair and assess the cost to the Property owner and/or Homeowner's Association.
3. Installation of sidewalks along the frontage of Bellefontaine Road and Fishburg Road shall be by the developer as part of the public improvements in the plat. Once the first section of the plat with frontage on Bellefontaine Road is recorded, all of the sidewalk along Bellefontaine Road will be installed within three (3) years or no further sections of the plat will be approved.

4. All houses shall be constructed with a minimum of twenty five percent (25%) masonry on the exterior of the house.
5. Fifty percent (50%) of the dwellings built on perimeter lots (#93-95 inclusively; #101-110 inclusively; #123-133 inclusively shall have houses with at least fifty percent (50%) masonry on the exterior of the house. If the house is not a single story construction, to count towards the fifty percent (50%) of houses with at least fifty percent (50%) masonry exterior, the masonry must include a full wrap of the house. All single story houses backing up to Bellefontaine and Fishburg Roads shall have fifty percent (50%) masonry on the exterior, excepting trim, soffits, gables, etc.
6. No trees may be cut in the development without the approval of the City Engineer in writing. A tree survey shall be conducted identifying all trees with greater than 3" caliper, three feet off the ground. This tree survey for the entire development shall be submitted to the City Engineer prior to approval of the first stage of the Detailed Development Plan. Trees to be maintained shall be identified at the Detailed Development Plan stage for each section.
7. The existing farmhouse and springhouse shall not be demolished or removed without the written consent of the City Planning Commission and the City Engineer.
8. The Planning Commission shall determine the requirements for obtaining a 20-30' wide easement and walking route to Chambersburg Road from at or near Lot 10 of the development with such improvement to be constructed at such time as Chambersburg Road is improved with a sidewalk to the connection point.
9. The two (2) retention ponds shall be constructed on the locations shown on the Revised Plan submitted to the City and shall be approved by the City Engineer as a part of the Final Development Plan.
10. The comments of the Engineering and Fire Divisions must be satisfied prior to approval of a Detailed Development Plan.
11. The new Plans submitted by the Applicant dated April 14, 2003 and on file with the Clerk of Council are the Plans being approved herein.
12. The Development shall contain no greater than the following number and mix of Lots: 223 Single Family Lots; 15 Estate Lots.
13. LOT REQUIREMENTS: On the 223 Premium Lots, minimum lot area is 12,000 square feet; minimum lot depth is 142 feet; minimum frontage at the setback line is 85 feet; minimum setbacks include 25' front, 40' rear, minimum of 10' (with a sum of 20') sideyard.
14. GREEN SPACE: Revised plan shall include landscaped and green space areas including 1 Detention and 2 Retention Ponds. Existing tree lines and vegetation growth is shown along the rear yard lot lines and surrounding the estate lots. There is a Mound/Berm also known as No Disturb Zone (NDZ) along the rear property lines of Lots #63 through 68 inclusively and Lots #86 through 92 inclusively, that abut Shady Oak rear property lines. There is a Mound/Berm along rear yard property lines of all Fishburg and Bellefontaine Road perimeter lots numbered 92-95 inclusively; 101-110 inclusively; 123-133 inclusively and Lot #1. The serpentine Mound/Berm shall be ten feet (10') at the base, two to three feet (2'-3') high and planted/landscaped with four to six feet (4'-6') of a combination of trees, evergreens and shrubs, as per the landscape design plan. The serpentine mound shall be built so as to allow drainage along and between lots in

varied length sections. There will be a NDZ utility easement of 10' inside and adjacent to the Mound/Berm.

15. SIDEWALKS AND MOUNDS ALONG BELLEFONTAINE AND FISHBURG: Along Bellefontaine, widen and improve roadway, curb, gutter, sidewalk 300'-400' north and south (total, 600'-800') of plat main ingress-egress as per Engineer approval.
16. Upon initiation of development, in the first section bordering Fishburg Road, the intersection of Fishburg and Bellefontaine must be widened and improved with roadway, curb, gutter and sidewalk along the north side of Fishburg across the whole development. The same requirements for mound and sidewalk as stated for Bellefontaine in regard to bond, timeline, etc. apply.
17. BUILDING MATERIALS AND STRUCTURES: Those houses built abutting rear property lines of Shady Oak lots (being Lots #63, through 68 inclusively and #86-92 inclusively) shall be single story (ranch) dwellings, have a minimum floor area of 1600 square feet of heated, air conditioned, fully finished living area, exclusive of any basement, garages or porches. All sides of the dwelling shall be entirely of brick, stone or other masonry product, except for trim and gables. Storm sewers serving the area adjacent to Shady Oak lots shall be sized and designed to accept the stormwater runoff from the Shady Oak lots as engineering permits.
18. There shall be a blend of elevations, designs and masonry styles of dwellings fronting on the same street. Model or spec homes must utilize the highest percent of masonry exterior product.
19. The plat covenants shall be approved in advance by the City Law Director and shall include at least the following provisions:
 - a. At all times at least ninety percent (90%) of all single story (ranch) dwellings shall have a minimum floor area of 1,600 square feet of heated, air conditioned, fully finished living area exclusive of any basements, garages, or porches. Up to ten percent (10%) of all single story (ranch) dwellings may have a minimum floor area of 1,500-1,600 square feet of heated, air conditioned, fully finished living area exclusive of any basements, garages, or porches.
 - b. At all times at least ninety percent (90%) of all two story and multi-story dwellings shall have a minimum floor area of 2,000 square feet of heated, air conditioned, fully finished living area exclusive of any basements, garages, or porches. Up to ten percent (10%) of all two story and multi-story dwellings may have a minimum floor area of 1,800-2,000 square feet of heated, air conditioned, fully finished living area exclusive of any basements, garages, or porches. The fully finished partial lower level living area in the multi-story will be included as part of the total square footage.

Section 2. This Council finds that the general standards for approval of the Basic Development Plan for the proposed Planned Unit Development (PUD) are met by a preponderance of the evidence presented in this Case, only upon compliance with the conditions set forth above in this Case.

Section 3. The request to rezone the 116.9 acres situated on the west side of Bellefontaine Road, approximately 1300' north of Fishburg Road, Section 16, Town 2, Range 8 MRS, Huber Heights, Ohio from R-1 Residence District to P-R Planned Residential District is hereby approved.

Section 4. It is hereby found and determined that all formal action of this Council concerning and related to the passage of this Ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and of any of its Committees that

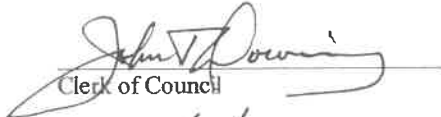
resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.


Section 5. This Ordinance is hereby declared to be an emergency measure necessary for the immediate preservation of the public peace, health, safety and welfare, and for the further reason that the City needs to encourage this type of development at the earliest time, Wherefore this Ordinance shall become effective at the earliest period allowed by law.

Passed by Council on the 14th day of April, 2003.

7 Yeas; 0 Nays; 1 Abstain.

AUTHENTICATION:


Clerk of Council
Date: 4/16/2003


Vice Mayor
Date: 04/16/03

CITIZENS REQUESTING HOUSES IN SECTION 9 OF THE OAKS PUD NOT BE ISSUED A FINAL PERMIT BY THE CITY UNTIL THEY ARE COMPLIANT WITH ALL CITY CODES AND ORDINANCES

The house being constructed at 3013 Burr Oak is not in conformance with Ordinance 1405-O-2003. This house is required to have 25% of the entire exterior be brick, stone or masonry. However, for it to be masonry, it must follow Planning and Zoning Code 1181.20(d)(3).

Code 1181.20(d)(3) states: "other approved masonry type of material" means masonry material approved in advance by the Planning Commission so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity so that such use will not change the essential character of the same area.

The house is covered completely in a fiber cement board product (Hardie Board) which was NOT approved in advance by the Planning Commission for use in The Oaks PUD.

WE REQUEST THE CITY NOT ISSUE THIS HOUSE A FINAL PERMIT FOR THE FOLLOWING REASONS:

1. Fiber cement board (Hardie Board) was not approved in advance by the Planning Commission for use as a masonry type of material in The Oaks PUD. Fiber cement board is composed of cement and wood; it is not a 100% masonry product.
2. Every existing house in our PUD has brick or stone on the front. Houses have either a 25%, 50% or 100% brick, stone or masonry requirement, and all existing houses fulfill those requirements with either brick or stone as no other masonry was approved in advance by the Planning Commission.
3. No other house has an exterior comprised solely of a siding type material. On the Hardie website, they cite it as a replacement for vinyl or wood siding, not for brick or stone.
4. This house, with no brick or stone, fails to meet the "harmonious and appropriate in appearance with the existing or intended character of the general vicinity so that such use will not change the essential character of the area" requirement. The house is distinctly different in appearance and character.
5. Depending on the location, all houses in Section 9 need to have exteriors of 25%, 50% or 100% brick or stone.

For these reasons, either individually or jointly, we request that the City enforce the applicable Codes and Ordinances and not issue a final permit for this house, or any other house in our PUD, until they are fully compliant with all Codes and Ordinances.

This statement is dated Wednesday, August 4, 2021.

NAME (please print)

ADDRESS

1. Cynthia Smith @

6121 Oak Ridge Dr HH

2. Kelli Preissler

6114 White Oak Way HH

3. Matt Preissler

6114 white oak way HH

4. Ross Todd

6229 Black Oak HH

5. Hoa - Long - Tran

6111 white oak way

6. THUY T. LE

6111 white oak way

7. Amy Reid

6135 White Oak Way

8. Craig Reid

6135 White Oak Way

9. Bailey Reid

6135 White Oak Way

10. Will Goasby

5896 Oak Creek Trail

11. Bert Nagy

5884 Oak Creek Trail

12. Diane Nagy

" " "

13. DAVID LEE

5872 OAK CREEK TRAIL

14. Amy L. Stellyes

5836 Oak Creek Trail

15. William R. Stellyes

5836 Oak Creek Trail

NAME (please print)**ADDRESS**

- | | |
|----------------------------------|--------------------|
| 1. Elaine Wagnon
Herbert King | 6219 White Oak Way |
| 2. Elizabeth King | 6205 White Oak Way |
| 3. TAYLOR KING | 6205 WHITE OAK WAY |
| 4. AUGUSTINE HORNE | 6237 WHITE OAK WAY |
| 5. Diane Stefanko | 5824 Oak Creek Trl |
| 6. Rob Stefanko | 5824 Oak Creek Trl |
| 7. Julia Stefanko | 5824 Oak Creek Trl |
| 8. TERRY MIRACLE | 6265 WHITE OAK WAY |
| 9. Ron Hinds | 6265 WHITE OAK WAY |
| 10. Ron White | 6223 White Oak Way |
| 11. Bill FURRER | 5857 RED OAK CT |
| 12. UnSim FURRER | 5857 RED OAK CT |
| 13. CAROL Lewis | 6195 White Oak Way |
| 14. J. Lewis | 6195 White Oak Way |
| 15. Michael Jones | 6195 White Oak Way |

NAME (please print)

ADDRESS

1. NICHOLAS WINNER 6181 White Oak Way.
2. CAROLYN ROARK 6181 " "
3. Jaimie Samuels 6153 White Oak way
4. Phylcia Samuels 6153 white Oak way
5. Michael Anderson 6139 White Oak Way
6. Jacklyn Sammitto 6139 White Oak Way
7. CAROL Furman 6129 White Oak Way
8. Charles Furman 6129 White Oak Way
9. Thomas Rager 6013 White Oak Way
10. Deena Pittman 6149 White Oak Way
11. Steve Rybitski 6177 white oak way
12. Diane Rybitski 6177 white oak way
13. GEORGE RADER 6191 WHITE Oak Way
14. KATHRYN RADER 6191 WHITE OAK Way
15. William Wagnon 6219 White Oak Way

NAME (please print)

ADDRESS

1. Steve Bailey 6045 Oak Ridge Dr
2. Rebekah Hemming 6025 Oak Ridge Dr
3. Randy Carpenter 6009 Oak Ridge Dr.
4. Angie Carpenter 6009 Oak Ridge Dr
5. Mike Inscoc (S) 5981 Oak Ridge Dr.
6. HUNG TRINH 5967 LAUREL LANE
7. Nichole Twitchell 6056 Laurel Ln
8. Jon Twitchell 6056 Laurel Ln
9. BEATRICE HUCTMAN 6006 LAUREL LN
10. HOWARD HUCTMAN 6006 LAUREL LN
11. Heather Carson 5990 Laurel Lane
12. Anne Mercier 6040 Laurel Lane
13. Robert A Mercier 6040 Laurel Lane
14. Nazila Shartatova 6070 Laurel Lane
15. Kemranbek Temirov 6070 Laurel Lane

NAME (please print)

ADDRESS

1. Greg Nance

4179 Silver Oak Way

2. Diana Nance

4179 Silver Oak Way

3. Terry Haddon

4745 Silver Oak Way

4. Anita Lucas

5800 Oak Creek Trail

5. Roger Thornton

5891 Red Oak Ct

6. Shauna Thornton
~~Shauna Thornton~~

5891 Red Oak Court

7. Joyce Stilesandrus

6111 Oak Ridge Dr

8. ~~Ronald Off~~

6111 OAK Ridge DR

9. Jim L Jay Smeltzer

6094 OAK Ridge DR

10. Debra Smeltzer jwr

6094 OAK Ridge Dr

11. Roger Zambilo

6084 Oak Ridge Dr

12. Zach Zambilo

6084 Oak Ridge Dr

13. ROGER W PACE

6074 OAK Ridge DR

14. LINDA A. PACE

6074 OAK RIDGE DR.

15. Deirdre Bailey

6045 Oak Ridge Dr

NAME (please print)**ADDRESS**

1. Joel P Ford 5812 Oak Creek Trail
2. Tina M. Ford 5812 Oak Creek Trail
3. BILL HARRISON 5764 Oak Creek Trl
4. Anneliese Harrison 5764 Oak Creek Trl.
5. Gilda Arnst 5740 Oak Creek Trl.
6. Jacob Arnst 5740 Oak Creek Trl.
7. Carrie VanZant 5752 Oak Creek Trl
8. Bruce VanZant 5752 Oak Creek Trl
9. Elliott Carr 5741 Oak Creek Trl
10. Heather Carr 5741 Oak Creek Trl
11. Curtis Hunt 5763 OAK CREEK trl
12. DONNA Hunt 5763 OAK CREEK trl
13. Luis Gonzalez 5775 Oak Creek Trl
14. Shonte Gonzalez 5775 Oak Creek Trl
15. Luis Polanco 5881 Oak Creek Trl
Joanna Polanco 5881 Oak Creek Trl

NAME (please print)

ADDRESS

1. Mike Fernandez (M) 6394 Pin Oak Ct
2. Amy Fernandez (M) 6394 Pin Oak Ct
3. Lisa Gammons (L) 6387 Pin Oak Ct
4. Tre Gammons (T) 6387 Pin Oak Ct
5. Randy Shade RS 6375 Pin Oak Ct.
6. Amy Shade RS 6375 Pin Oak Ct.
7. Maria Shade MS 6375 Pin Oak Ct
8. LINDA Ogle 6370 Pin Oak Ct.
9. ~~Donna Sebesky~~ 6370 Pin Oak Ct.
10. DONNA SEBESKY 6081 OAK RIDGE DR
11. ROBBIN MILLER 6081 OAK RIDGE DR
12. WILLIAM FULTON 4236 SILVER OAK WY
13. LOVERNE FULTON 4236 SILVER OAK WY
14. Christal Pagan 6294 Oak Ridge Dr.
15. Teresa Thomas 6214 Oak Ridge Dr.

NAME (please print)

ADDRESS

- | | |
|--------------------|---------------------------------------|
| 1. J. F. NAGUIT | 6234 Oak Ridge dr. Hubert Heights, OH |
| 2. Curtis Thomas | 6214 Oak Ridge dr. |
| 3. Paramjit Singh | 6060 White Oak Way |
| 4. NARGIT SINGH | 6060 White Oak Way |
| 5. CHARLES LEE | 6281 Oak Ridge Dr. |
| 6. Sharon Lee | 6281 Oak Ridge Dr. |
| 7. William Clark | 4173 Silver Oak Way |
| 8. DIANE CLARK | 4173 Silver Oak Way |
| 9. Fred Aikens | 4167 Silver Oak Way |
| 10. Thomas Aikens | 4167 Silver Oak Way |
| 11. Aaron Oesch | 4161 Silver Oak Way |
| 12. Brittany Oesch | 4161 Silver Oak Way |
| 13. Shawn Favell | 4158 Silver Oak Way |
| 14. James Wilkson | 4161 Silver Oak Way |
| 15. Betsy Wilkson | 4164 Silver Oak Way |

NAME (please print)

ADDRESS

1. BILL DISKEN6101 OAK RIDGE DR2. WC SLACK6001 White Oak Way3. Carmin Slack6001 White Oak Way ✓4. Anvar Mamedov6295 Oak Ridge Dr5. MOLLY DISKEN4101 OAK RIDGE DR.6. SHANE SPAIN6101 OAK RIDGE DR.7. S BRAD SMITH6121 OAK RIDGE DR.

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

by email-requested to be added to Citizen Statement

NAME (please print)

ADDRESS

- | | |
|---------------------------|--|
| 1. <u>Tammy Apwisch</u> | <u>5878 Red Oak Court</u> |
| 2. <u>Brian Apwisch</u> | <u>5878 Red Oak Court</u> |
| 3. <u>Kathi Davis</u> | <u>6224 Oak Ridge Dr</u> |
| 4. <u>Darrell Davis</u> | <u>6224 Oak Ridge Dr</u> |
| 5. <u>Warren Taldo</u> | <u>5921 Oak Creek Trail</u> |
| 6. <u>Cathy Taldo</u> | <u>5921 Oak Creek Trail</u> |
| 7. <u>Jon Barbee</u> | <u>⁶²³¹
6221 White Oak Way</u> |
| 8. <u>Deborah Barbee</u> | <u>⁶²³¹
6321 White Oak Way</u> |
| 9. <u>Justin Links</u> | <u>6016 Oak Ridge Dr.</u> |
| 10. <u>William Marks</u> | <u>5776 Oak Creek Trail</u> |
| 11. <u>Lori Marks</u> | <u>5776 Oak Creek Trail</u> |
| 12. <u>Ron Deak</u> | <u>5908 Oak Creek Trail</u> |
| 13. <u>Teresa Deak</u> | <u>5908 Oak Creek Trail</u> |
| 14. <u>Amy Michelle</u> | <u>4245 Silver Oak Way</u> |
| 15. <u>Jason Williams</u> | <u>6040 White Oak Way</u> |

by email-requested to be added to Citizen Statement

NAME (please print)

ADDRESS

1. Brandy Williams

6040 White Oak Way

2. Dave Farlee Sr

4197 Silver Oak Way

3. Clela Farlee

4197 Silver Oak Way

4. Mary Fessner-Tarjanyi

⁶⁰¹⁷
~~6107~~ White Oak Way

5. Ryan Tarjanyi

⁶⁰¹⁷
~~6107~~ White Oak Way

6. Brian Posey

4212 Silver Oak Way

7. Jenna Posey

4212 Silver Oak Way

8. Meghan Posey

4212 Silver Oak Way

9. Richard Higgins

6075 White Oak Way

10. Nancy Higgins

6075 White Oak Way

11. Gene Bell

6131 Oak Ridge Dr

12. Mellanie Toles

6131 Oak Ridge Dr ✓

13. Curtis Wynn

4233 Silver Oak Way

14. Jon Kneer

5953 Oak Ridge Dr.

15. Tressa Kneer

5953 Oak Ridge Dr.

by email - requested to be added to Citizen Statement

NAME (please print)

ADDRESS

- | | |
|-----------------------------------|----------------------------|
| 1. <u>William Hayes</u> | <u>5967 Oak Ridge Dr.</u> |
| 2. <u>Deborah Hayes</u> | <u>5967 Oak Ridge Dr.</u> |
| 3. <u>Sharon Shelton-Herstine</u> | <u>4215 Silver Oak Way</u> |

4. _____

5. _____

6. _____

7. _____

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11. _____

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15. _____

AI-7773

Topics of Discussion L.

Council Work Session

Meeting Date: 08/17/2021

Huber Heights Chamber of Commerce Membership

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: **Date(s) of Committee Review:** 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Huber Heights Chamber of Commerce Membership

Purpose and Background

This agenda item is to discuss the City's membership with the Huber Heights Chamber of Commerce.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

No file(s) attached.

AI-7772

Topics of Discussion M.

Council Work Session

Meeting Date: 08/17/2021

Liquor Permit #30612130080 - Little Caesar's - 5390 Brandt Pike

Submitted By: Anthony Rodgers

Department: City Council

Type of New

Liquor Permit:

Motion/Ordinance/

Resolution No.:

Agenda Item Description

Liquor Permit #30612130080 - Little Caesar's - 5390 Brandt Pike

Review and Comments - Police Division

The Police Division has no objections to this liquor permit.

Review and Comments - Fire Division

The Fire Division has no objections to this liquor permit.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Liquor Permit

NOTICE TO LEGISLATIVE
AUTHORITY

OHIO DIVISION OF LIQUOR CONTROL
6606 TUSSING ROAD, P.O. BOX 4005
REYNOLDSBURG, OHIO 43068-9005
(614)644-2360 FAX(614)644-3166

TO

30612130080		NEW		GB LICENSE LLC 5390 BRANDT PK HUBER HGTS OH 45424
PERMIT NUMBER		TYPE		
ISSUE DATE				
06 30 2021				
FILING DATE				
C1 C2		PERMIT CLASSES		
57	083	A	D04817	
TAX DISTRICT		RECEIPT NO.		

FROM 07/21/2021

PERMIT NUMBER		TYPE	
ISSUE DATE			
FILING DATE			
PERMIT CLASSES			
TAX DISTRICT		RECEIPT NO.	



MAILED 8-5-2021
07/21/2021

RESPONSES MUST BE POSTMARKED NO LATER THAN.

9-7-2021 H
08/23/2021

IMPORTANT NOTICE

PLEASE COMPLETE AND RETURN THIS FORM TO THE DIVISION OF LIQUOR CONTROL
WHETHER OR NOT THERE IS A REQUEST FOR A HEARING.

REFER TO THIS NUMBER IN ALL INQUIRIES

A NEW 3061213-0080

(TRANSACTION & NUMBER)

(MUST MARK ONE OF THE FOLLOWING)

WE REQUEST A HEARING ON THE ADVISABILITY OF ISSUING THE PERMIT AND REQUEST THAT
THE HEARING BE HELD ☐ IN OUR COUNTY SEAT. ☐ IN COLUMBUS.

WE DO NOT REQUEST A HEARING. ☐

DID YOU MARK A BOX? IF NOT, THIS WILL BE CONSIDERED A LATE RESPONSE.

PLEASE SIGN BELOW AND MARK THE APPROPRIATE BOX INDICATING YOUR TITLE:

(Signature)

(Title)- ☐ Clerk of County Commissioner

(Date)

☐ Clerk of City Council

☐ Township Fiscal Officer

CLERK OF HUBER HGTS CITY COUNCIL
6131 TAYLORSVILLE RD
HUBER HGTS OHIO 45424

AI-7761

Topics of Discussion N.

Council Work Session

Meeting Date: 08/17/2021

Adopting Ordinance - City Code - Traffic Code/General Offenses Code Amendments

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

Adopting Ordinance - City Code - Traffic Code/General Offenses Code Amendments

Purpose and Background

This is an ordinance to adopt amendments to the General Offenses Code and the Traffic Code of the City Code for the period of April 3, 2020 to August 2, 2021. These amendments are based on a legal review of the Ohio Revised Code by Municode.

Fiscal Impact

Source of Funds: N/A
Cost: N/A
Recurring Cost? (Yes/No): N/A
Funds Available in Current Budget? (Yes/No): N/A
Financial Implications:

Attachments

Ordinance
Exhibit A
Exhibit B

CITY OF HUBER HEIGHTS
STATE OF OHIO

ORDINANCE NO. 2021-O-

TO AMEND THE CODIFIED ORDINANCES OF THE CITY OF HUBER HEIGHTS, OHIO TO PROVIDE AMENDMENTS TO THE TRAFFIC CODE SECTIONS 335.021, 331.211, 335.09, AND 335.04; AND TO THE GENERAL OFFENSES CODE SECTIONS 525.13, 545.03, 545.09, 509.07, 541.051, 501.99, 513.01, 541.05, AND 549.02; TO PROVIDE FOR CODIFICATION; TO PROVIDE FOR SEVERABILITY; AND TO REPEAL CONFLICTING ORDINANCES.

WHEREAS, the City has contracted with Municipal Code Corporation (“Municode”) to publish and periodically update the City’s Codified Ordinances (“City Code”) to conform with current State law as required by the Ohio Constitution; and

WHEREAS, Municode has completed its updating and revision of the Codified Ordinances of the City of Huber Heights and provided a listing of certain proposed changes to the Codified Ordinances in order to bring City law into conformity with State law.

NOW, THEREFORE, BE IT ORDAINED by the City Council of Huber Heights, Ohio that:

Section 1. That the Codified Ordinances of Huber Heights, Ohio are hereby amended by adding the provisions to the Traffic Code for the period from April 3, 2020 to August 2, 2021 as provided in the attached Exhibit A which is incorporated herein by this reference.

Section 2. That the Codified Ordinances of Huber Heights, Ohio are hereby amended by adding the provisions to the General Offenses Code for the period from April 3, 2020 to August 2, 2021 as provided in the attached Exhibit B which is incorporated herein by this reference.

Section 3. The addition, amendment, or removal of Huber Heights City Code Sections when passed in such form as to indicate the intention of the governing authority of the City of Huber Heights, Ohio to make the same a part of the City Code shall be deemed to be incorporated in the City Code, so that reference to the City Code includes the additions, amendments, and removals.

Section 4. Municode as the publisher of the City Code is authorized as follows:

- (a) To exclude and omit any provisions of this Ordinance that are inapplicable to the City Code within the City Code and any supplement.
- (b) When preparing a supplement to the City Code, to make formal, non-substantive changes in this ordinance and parts of this Ordinance included in the supplement, insofar as it is necessary to do so to embody them into a unified code in the manner consistent with other municipal codes published by Municode.

Section 5. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or its application to any person or circumstance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances. The governing authority of the City of Huber Heights, Ohio hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable

Section 6. All Ordinances and parts of Ordinances in conflict herewith are expressly repealed.

Section 7. It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this Ordinance were adopted in an open meeting of this

Council and that all deliberations of this Council and of any of its Committees that resulted in such formal action were in meetings open to the public and in compliance with all legal requirements including Section 121.22 of the Ohio Revised Code.

Section 8. This Ordinance shall go into effect upon its passage as provided by law and the Charter of the City of Huber Heights.

Passed by Council on the _____ day of _____, 2021;
_____ Yeas; _____ Nays.

Effective Date:

AUTHENTICATION:

Clerk of Council

Mayor

Date

Date

EXHIBIT A

The following sections and subsections of the Traffic Code of the City Code of Huber Heights, Ohio are new or have been amended with new matter in the City Code of Huber Heights, Ohio, and are hereby approved, adopted and enacted:

335.021 Ohio driver's license required for in state residents.

(a) Any person who becomes a resident of this State, within 30 days of becoming a resident, shall surrender any driver's license, temporary instruction permit, or identification card issued by another state to the Registrar of Motor Vehicles or a Deputy Registrar. If such a person intends to operate a motor vehicle upon the public roads or highways, the person shall apply for a temporary instruction permit or driver's license in this State. If the person fails to apply for a temporary instruction permit or driver's license within 30 days of becoming a resident, the person shall not operate any motor vehicle in this Municipality under a license or permit issued by another state.

(b) (1) Whoever violates subsection (a) of this section is guilty of a minor misdemeanor.

(2) The offense established under subsection (b)(1) of this section is a strict liability offense and strict liability is a culpable mental state for purposes of Ohio R.C. 2901.20. The designation of this offense as a strict liability offense shall not be construed to imply that any other offense, for which there is no specified degree of culpability, is not a strict liability offense.

(c) For purposes of subsection (a) of this section, "resident" means any person to whom any of the following applies:

(1) The person maintains their principal residence in this State and does not reside in this State as a result of the person's active service in the United States Armed Forces.

(2) The person is determined by the Registrar of Motor Vehicles to be a resident in accordance with standards adopted by the Registrar under Ohio R.C. 4507.01. (ORC 4507.213)

331.211 Report of vehicle failing to yield right-of-way to public safety vehicle.

(a) When the failure of a motor vehicle operator to yield the right-of-way to a public safety vehicle as required by Section 331.21(a) impedes the ability of the public safety vehicle to respond to an emergency, any emergency personnel in the public safety vehicle may report the license plate number and a general description of the vehicle and the operator of the vehicle to the law enforcement agency exercising jurisdiction over the area where the alleged violation occurred.

(b) (1) Upon receipt of a report under subsection (a) of this section, the law enforcement agency may conduct an investigation to attempt to determine or confirm the identity of the operator of the vehicle at the time of the alleged violation.

(2) If the identity of the operator at the time of an alleged violation of Section 331.21(a) is established, the law enforcement agency has probable cause to issue either a written warning or a citation for that violation, and the agency shall issue a written warning or a citation to the operator.

(3) If the identity of the operator of the vehicle at the time of the alleged violation cannot be established, the law enforcement agency may issue a warning to the person who owned the vehicle at the time of the alleged violation. However, in the case of a leased or rented vehicle, the law enforcement agency shall issue the written warning to the person who leased or rented the vehicle at the time of the alleged violation.

(c) (1) Whoever violates Section 331.21(a) based on a report filed under subsection (a) of this section is guilty of a minor misdemeanor and shall be fined \$150.00.

(2) If a person who is issued a citation for a violation of Section 331.21(a) based on a report filed under subsection (a) of this section does not enter a written plea of guilty and does not waive the person's right to contest the citation but instead appears in person in the proper court to answer the charge, the trier of fact cannot find beyond a reasonable doubt that the person committed that violation unless the emergency personnel who filed the report appears in person in the court and testifies.

(d) As used in this section:

(1) "License plate" includes any temporary motor vehicle license ~~placard~~ registration issued under Ohio R.C. 4503.182 or similar law of another jurisdiction.

(2) "Public safety vehicle" does not include an unmarked public safety vehicle or a vehicle used by a public law enforcement officer or other person sworn to enforce the criminal and traffic laws of the State or a vehicle used by the Motor Carrier Enforcement Unit for the enforcement of orders and rules of the Public Utilities Commission. (ORC 4511.454)

335.09 Display of license plates.

(a) (1) No person who is the owner or operator of a motor vehicle shall fail to display in plain view on the front and rear of the motor vehicle a license plate that displays the distinctive number and registration mark assigned to the motor vehicle by the Ohio Director of Public Safety, including any county identification sticker and any validation sticker when required by and issued under Ohio R.C. 4503.19 and 4503.191. ~~However, except that~~ a commercial tractor shall display the license plate and validation sticker on the front of the commercial tractor.

(2) The license plate shall be securely fastened so as not to swing, and shall not be covered by any material that obstructs its visibility.

(3) No person to whom a temporary motor vehicle license ~~placard or windshield sticker~~ registration has been issued for the use of a motor vehicle under Ohio R.C. 4503.182, and no operator of that motor vehicle, shall fail to display the temporary motor vehicle license ~~placard~~ registration in plain view from the rear of the vehicle either in the rear window or on an external rear surface of the motor vehicle, ~~or fail to display the windshield sticker in plain view on the rear window of the motor~~

vehicle.

(4) ~~No temporary license placard or windshield sticker person shall be covered~~
cover a temporary motor vehicle license registration by any material that obstructs its visibility.

(b) Whoever violates this section is guilty of a minor misdemeanor.

(c) The offenses established under subsection (a) of this section ~~is a~~ are strict liability offenses and Ohio R.C. 2901.20 does not apply. The designation of ~~this~~ these offenses as ~~a~~ strict liability offenses shall not be construed to imply that any other offense, for which there is no specified degree of culpability, is not a strict liability offense. (ORC 4503.21)

335.04 Certain acts prohibited.

(a) No person shall do any of the following:

(1) Display, or cause or permit to be displayed, or possess any identification card, driver's or commercial driver's license, temporary instruction permit or commercial driver's license temporary instruction permit knowing the same to be fictitious, or to have been canceled, suspended or altered;

(2) Lend to a person not entitled thereto, or knowingly permit a person not entitled thereto to use any identification card, driver's or commercial driver's license, temporary instruction permit or commercial driver's license temporary instruction permit issued to the person so lending or permitting the use thereof;

(3) Display or represent as one's own, any identification card, driver's or commercial driver's license, temporary instruction permit or commercial driver's license temporary instruction permit not issued to the person so displaying the same;

(4) Fail to surrender to the Registrar of Motor Vehicles, upon the Registrar's demand, any identification card, driver's or commercial driver's license, temporary instruction permit or commercial driver's license temporary instruction permit that has been suspended or canceled;

(5) In any application for an identification card, driver's or commercial driver's license, temporary instruction permit or commercial driver's license temporary instruction permit, or any renewal, reprint, or duplicate thereof, knowingly conceal a material fact, or present any physician's statement required under Ohio R.C. 4507.08 or 4507.081 when knowing the same to be false or fictitious.

(b) Whoever violates this section is guilty of a misdemeanor of the first degree. (ORC 4507.30)

EXHIBIT B

The following sections and subsections of the General Offenses Code of the City Code of Huber Heights, Ohio are new or have been amended with new matter in the City Code of Huber Heights, Ohio, and are hereby approved, adopted and enacted:

525.13 Interfering with civil rights.

(a) No public servant, under color of ~~his~~ the public servant's office, employment or authority, shall knowingly deprive, or conspire or attempt to deprive any person of a constitutional or statutory right.

(b) Whoever violates this section is guilty of interfering with civil rights, a misdemeanor of the first degree. (ORC 2921.45)

545.03 Property exceptions as felony offense.

Regardless of the value of the property involved, and regardless of whether the offender has previously been convicted of a theft offense, the provisions of Section 545.05 or 545.18 do not apply if the property involved is any of the following:

(a) A credit card;

(b) A printed form for a check or other negotiable instrument, that on its face identifies the drawer or maker for whose use it is designed or identifies the account on which it is to be drawn, and that has not been executed by the drawer or maker or on which the amount is blank;

(c) A firearm or dangerous ordnance as defined in Ohio R.C. 2923.11;

(d) A motor vehicle identification license plate as prescribed by Ohio R.C. 4503.22, a temporary motor vehicle license ~~placard or windshield sticker~~ registration as prescribed by Ohio R.C. 4503.182, or any comparable ~~license plate, placard or sticker~~ temporary motor vehicle license registration as prescribed by the applicable law of another state or the United States;

(e) A blank form for a certificate of title or a manufacturer's or importer's certificate to a motor vehicle, as prescribed by Ohio R.C. 4505.07;

(f) A blank form for any license listed in Ohio R.C. 4507.01(A). (ORC 2913.71)

545.09 Passing bad checks.

(a) As used in this section:

(1) "Check" includes any form of debit from a demand deposit account, including, but not limited to any of the following:

A. A check, bill of exchange, draft, order of withdrawal, or similar negotiable or nonnegotiable instrument;

B. An electronic check, electronic transaction, debit card transaction, check card transaction, substitute check, web check, or any form of automated clearing house transaction.

(2) "Issue a check" means causing any form of debit from a demand deposit account.

(b) No person, with purpose to defraud, shall issue or transfer or cause to be issued or transferred a check or other negotiable instrument, knowing that it will be dishonored or knowing that a person has ordered or will order stop payment on the check or other negotiable instrument.

(c) For purposes of this section, a person who issues or transfers a check or other

negotiable instrument is presumed to know that it will be dishonored, if either of the following occurs:

(1) The drawer had no account with the drawee at the time of issue or the stated date, whichever is later.

(2) The check or other negotiable instrument was properly refused payment for insufficient funds upon presentment within 30 days after issue or the stated date, whichever is later, and the liability of the drawer, indorser or any party who may be liable thereon is not discharged by payment or satisfaction within ten days after receiving notice of dishonor.

~~(d) For purposes of this section, a person who issues or transfers a check, bill of exchange or other draft is presumed to have the purpose to defraud if the drawer fails to comply with Ohio R.C. 1349.16 by doing any of the following when opening a checking account intended for personal, family or household purposes at a financial institution:-~~

~~(1) Falsely stating that the drawer has not been issued a valid driver's or commercial driver's license or identification card issued under Ohio R.C. 4507.50;~~

~~(2) Furnishing such license or card, or another identification document that contains false information;~~

~~(3) Making a false statement with respect to the drawer's current address or any additional relevant information reasonably required by the financial institution.~~

~~(e)~~ In determining the value of the payment for purposes of subsection (e) ~~(f)~~ of this section, the court may aggregate all checks and other negotiable instruments that the offender issued or transferred or caused to be issued or transferred in violation of subsection (a) of this section within a period of 180 consecutive days.

~~(f)~~ (e) Whoever violates this section is guilty of passing bad checks. Except as otherwise provided in this subsection, passing bad checks is a misdemeanor of the first degree. If the check or checks or other negotiable instrument or instruments are issued or transferred to a single vendor or single other person for the payment of \$1,000.00 or more or if the check or checks or other negotiable instrument or instruments are issued or transferred to multiple vendors or persons for the payment of \$1,500.00 or more, passing bad checks is a felony and shall be prosecuted under appropriate State law. (ORC 2913.11)

509.07 Making false alarms.

(a) No person shall do any of the following:

(1) Initiate or circulate a report or warning of an alleged or impending fire, explosion, crime or other catastrophe, knowing that the report or warning is false and likely to cause public inconvenience or alarm;

(2) Knowingly cause a false alarm of fire or other emergency to be transmitted to or within any organization, public or private, for dealing with emergencies involving a risk of physical harm to persons or property;

(3) Report to any law enforcement agency an alleged offense or other incident within its concern, knowing that such offense did not occur-;

(4) Initiate or circulate a report or warning of an alleged or impending fire, explosion, crime, or other catastrophe, knowing that the report or warning is false and likely to impede the operation of a critical infrastructure facility.

(b) This section does not apply to any person conducting an authorized fire or emergency drill.

(c) Whoever violates this section is guilty of making false alarms, a misdemeanor of the first degree. If a violation of this section results in economic harm of \$1,000.00 or more, or if a violation of this section pertains to a purported, threatened, or actual use of a weapon of mass destruction, making false alarms is a felony and shall be prosecuted under appropriate State law.

(d) Any act that is a violation of this section and any other section of the Codified Ordinances may be prosecuted under this section, the other section, or both sections.

(e) As used in this section:—

(1) "Critical infrastructure facility" has the same meaning as in section 2911.21 of the Revised Code.

(2) "economic harm" and "weapon of mass destruction" have the same meanings as in Section 509.06. (ORC 2917.32)

541.051 Aggravated trespass.

(a) (1) No person shall enter or remain on the land or premises of another with purpose to commit on that land or those premises a misdemeanor, the elements of which involve causing physical harm to another person or causing another person to believe that the offender will cause physical harm to that person ~~him~~.

(2) No person shall enter or remain on a critical infrastructure facility with purpose to destroy or tamper with the facility.

(b) Whoever violates this section is guilty of aggravated trespass—Aggravated trespass in violation of division (A)(1) of this section is a misdemeanor of the first degree.

Aggravated trespass in violation of division (A)(2) of this section is a felony of the third degree.

(C) As used in this section, "critical infrastructure facility" has the same meaning as in section 2911.21 of the Revised Code. (ORC 2911.211)

501.99 Penalties for misdemeanors.

(a) *Financial Sanctions.* In addition to imposing court costs pursuant to Ohio R.C. 2947.23, the court imposing a sentence upon an offender for a misdemeanor committed under the Codified Ordinances, including a minor misdemeanor, may sentence the offender to any financial sanction or combination of financial sanctions authorized under this section. If the court in its discretion imposes one or more financial sanctions, the financial sanctions that may be imposed pursuant to this section include, but are not limited to, the following:

(1) *Restitution.* Unless the misdemeanor offense is a minor misdemeanor or could be disposed of by the traffic violations bureau serving the court under Traffic Rule 13, restitution by the offender to the victim of the offender's crime or any survivor of the victim, in an amount based on the victim's economic loss. The court may not impose restitution as a sanction pursuant to this section if the offense is a minor misdemeanor or could be disposed of by the traffic violations bureau serving the court under Traffic Rule 13. If the court requires restitution, the court shall order that the restitution be made to the victim in open court or to the adult probation department that serves the jurisdiction or the clerk of the court on behalf of the victim.

If the court imposes restitution, the court shall determine the amount of restitution

to be paid by the offender. If the court imposes restitution, the court may base the amount of restitution it orders on an amount recommended by the victim, the offender, a presentence investigation report, estimates or receipts indicating the cost of repairing or replacing property, and other information, provided that the amount the court orders as restitution shall not exceed the amount of the economic loss suffered by the victim as a direct and proximate result of the commission of the offense. If the court imposes restitution for the cost of accounting or auditing done to determine the extent of economic loss, the court may order restitution for any amount of the victim's costs of accounting or auditing provided that the amount of restitution is reasonable and does not exceed the value of property or services stolen or damaged as a result of the offense. If the court decides to impose restitution, the court shall hold an evidentiary hearing on restitution if the offender, victim or survivor disputes the amount of restitution. If the court holds an evidentiary hearing, at the hearing the victim or survivor has the burden to prove by a preponderance of the evidence the amount of restitution sought from the offender.

All restitution payments shall be credited against any recovery of economic loss in a civil action brought by the victim or any survivor of the victim against the offender. No person may introduce evidence of an award of restitution under this section in a civil action for purposes of imposing liability against an insurer under Ohio R.C. 3937.18.

If the court imposes restitution, the court may order that the offender pay a surcharge, of not more than five percent of the amount of the restitution otherwise ordered, to the entity responsible for collecting and processing restitution payments.

The victim or survivor may request that the prosecutor in the case file a motion, or the offender may file a motion, for modification of the payment terms of any restitution ordered. If the court grants the motion, it may modify the payment terms as it determines appropriate.

(2) *Fines.* A fine in the following amount:

- A. For a misdemeanor of the first degree, not more than \$1,000.00;
- B. For a misdemeanor of the second degree, not more than \$750.00;
- C. For a misdemeanor of the third degree, not more than \$500.00;
- D. For a misdemeanor of the fourth degree, not more than \$250.00;
- E. For a minor misdemeanor, not more than \$150.00.

(3) *Reimbursement of costs of sanctions.*

A. Reimbursement by the offender of any or all of the costs of sanctions incurred by the government, including, but not limited to, the following:

- 1. All or part of the costs of implementing any community control sanction, including a supervision fee under Ohio R.C. 2951.021;
- 2. All or part of the costs of confinement in a jail or other residential facility, including, but not limited to, a per diem fee for room and board, the costs of medical and dental treatment, and the costs of repairing property damaged by the offender while confined.

B. The amount of reimbursement ordered under subsection (a)(3)A. of this section shall not exceed the total amount of reimbursement the offender is able to pay and shall not exceed the actual cost of the sanctions. The court may collect any amount of reimbursement the offender is required to pay under that subsection. If the court

does not order reimbursement under that subsection, confinement costs may be assessed pursuant to a repayment policy adopted under Ohio R.C. 2929.37. In addition, the offender may be required to pay the fees specified in Ohio R.C. 2929.38 in accordance with that section. (ORC 2929.28)

513.01 Definitions

...

Hashish means ~~the a~~ resin or a preparation of ~~the a~~ resin to which both of the following apply:

(1) It is contained in ~~marijuana~~ or derived from any part of the plant of the genus *cannabis*, whether in solid form or in a liquid concentrate, liquid extract, or liquid distillate form.

(2) It has a delta-9 tetrahydrocannabinol concentration of more than three-tenths per cent.

"Hashish" does not include a hemp byproduct in the possession of a licensed hemp processor under Chapter 928. of the Revised Code, provided that the hemp byproduct is being produced, stored, and disposed of in accordance with rules adopted under section 928.03 of the Revised Code. (ORC 2925.01)

...

541.05 Criminal trespass.

(a) No person, without privilege to do so, shall do any of the following:

(1) Knowingly enter or remain on the land or premises of another;

(2) Knowingly enter or remain on the land or premises of another, the use of which is lawfully restricted to certain persons, purposes, modes or hours, when the offender knows the offender is in violation of any such restriction or is reckless in that regard;

(3) Recklessly enter or remain on the land or premises of another, as to which notice against unauthorized access or presence is given by actual communication to the offender, or in a manner prescribed by law, or by posting in a manner reasonably calculated to come to the attention of potential intruders, or by fencing or other enclosure manifestly designed to restrict access;

(4) Being on the land or premises of another, negligently fail or refuse to leave upon being notified by signage posted in a conspicuous place or otherwise being notified to do so by the owner or occupant, or the agent or servant of either.

(5) Knowingly enter or remain on a critical infrastructure facility.

(b) It is no defense to a charge under this section that the land or premises involved was owned, controlled or in custody of a public agency.

(c) It is no defense to a charge under this section that the offender was authorized to enter or remain on the land or premises involved when such authorization was secured by deception.

(d) (1) Whoever violates this section is guilty of criminal trespass. ~~Criminal trespass in violation of division (a)(1), (2), (3), or (4) of this section is a misdemeanor of the fourth degree. Criminal trespass in violation of division (A)(5) of this section is a misdemeanor of the first degree.~~

(2) Notwithstanding Section 501.99, if the person, in committing the violation of this section, used a snowmobile, off-highway motorcycle, or all-purpose vehicle, the court shall impose a fine of two times the usual amount imposed for the violation.

(3) If an offender previously has been convicted of or pleaded guilty to two or more violations of this section or a substantially equivalent municipal ordinance, or state law, and the offender, in committing each violation, used a snowmobile, off-highway motorcycle, or all-purpose vehicle, the court, in addition to or independent of all other penalties imposed for the violation, may impound the certificate of registration of that snowmobile or off-highway motorcycle or the certificate of registration and license plate of that all-purpose vehicle for not less than 60 days. In such a case, Ohio R.C. 4519.47 applies.

(e) As used in this section:

(1) "All-purpose vehicle" has the same meaning as in Section 375.01 of the Traffic Code.

(2) "Land or premises" includes any land, building, structure, or place belonging to, controlled by, or in custody of another, and any separate enclosure or room, or portion thereof.

(3) "Production operation," "well," and "well pad" have the same meanings as in section 1509.01 of the Revised Code.

(4) "Critical infrastructure facility" means:

(a) One of the following, if completely enclosed by a fence or other physical barrier that is obviously designed to exclude intruders, or if clearly marked with signs that are reasonably likely to come to the attention of potential intruders and that indicate entry is forbidden without site authorization:

(i) A petroleum or alumina refinery;

(ii) An electric generating facility, substation, switching station, electrical control center, or electric transmission and distribution lines and associated equipment;

(iii) A chemical, polymer, or rubber manufacturing facility;

(iv) A water intake structure, water treatment facility, waste water facility, drainage facility, water management facility, or any similar water or sewage treatment system and its water and sewage piping;

(v) A natural gas company facility or interstate natural gas pipeline, including a pipeline interconnection, a natural gas compressor station and associated facilities, city gate or town border station, metering station, above-ground piping, regulator station, valve site, delivery station, fabricated assembly, or any other part of a natural gas storage facility involved in the gathering, storage, transmission, or distribution of gas;

(vi) A telecommunications central switching office or remote switching facility or an equivalent network facility that serves a similar purpose;

(vii) Wireline or wireless telecommunications infrastructure, including telecommunications towers and telephone poles and lines, including fiber optic lines;

(viii) A port, trucking terminal, or other freight transportation facility;

(ix) A gas processing plant, including a plant used in the processing, treatment, or fractionation of natural gas or natural gas liquids;

(x) A transmission facility used by a federally licensed radio or television station;

(xi) A steel-making facility that uses an electric arc furnace to make steel;

(xii) A facility identified and regulated by the United States department of homeland security's chemical facility anti-terrorism standards program under 6 C.F.R. part 27;

(xiii) A dam that is regulated by the state or federal government;

(xiv) A crude oil or refined products storage and distribution facility, including valve

sites, pipeline interconnections, pump station, metering station, below- or above-ground pipeline, or piping and truck loading or off-loading facility;

(xv) A video service network and broadband infrastructure, including associated buildings and facilities, video service headends, towers, utility poles, and utility lines such as fiber optic lines. As used in this division, "video service network" has the same meaning as in section 1332.21 of the Revised Code.

(xvi) Any above-ground portion of an oil, gas, hazardous liquid or chemical pipeline, tank, or other storage facility;

(xvii) Any above-ground portion of a well, well pad, or production operation;

(xviii) A laydown area or construction site for pipe and other equipment intended for use on an interstate or intrastate natural gas or crude oil pipeline;

(xix) Any mining operation, including any processing equipment, batching operation, or support facility for that mining operation.

(b) With respect to a video service network or broadband or wireless telecommunications infrastructure, the above-ground portion of a facility installed in a public right-of-way on a utility pole or in a conduit;

(c) Any railroad property;

(d) An electronic asset of any of the following:

(i) An electric light company that is a public utility under section 4905.02 of the Revised Code;

(ii) An electric cooperative, as defined in section 4928.01 of the Revised Code;

(iii) A municipal electric utility, as defined in section 4928.01 of the Revised Code;

(iv) A natural gas company that is a public utility under section 4905.02 of the Revised Code;

(v) A telephone company that is a public utility under section 4905.02 of the Revised Code;

(vi) A video service provider, including a cable operator, as those terms are defined in section 1332.21 of the Revised Code.

(5) "Electronic asset" includes, but is not limited to, the hardware, software, and data of a programmable electronic device; all communications, operations, and customer data networks; and the contents of those data networks. (ORC 2911.21)

549.02 Carrying concealed weapons.

(a) No person shall knowingly carry or have, concealed on the person's person or concealed ready at hand, any of the following:

(1) A deadly weapon other than a handgun;

(2) A handgun other than a dangerous ordnance;

(3) A dangerous ordnance.

(b) No person who has been issued a concealed handgun license, shall do any of the following:

(1) If the person is stopped for a law enforcement purpose, and is carrying a concealed handgun, fail to promptly inform any law enforcement officer who approaches the person after the person has been stopped that the person has been issued a concealed handgun license and that the person then is carrying a concealed handgun;

(2) If the person is stopped for a law enforcement purpose and is carrying a concealed handgun, knowingly fail to keep the person's hands in plain sight at any time after any law enforcement officer begins approaching the person while stopped

and before the law enforcement officer leaves, unless the failure is pursuant to and in accordance with directions given by a law enforcement officer;

(3) If the person is stopped for a law enforcement purpose and is carrying a concealed handgun, knowingly disregard or fail to comply with any lawful order of any law enforcement officer given while the person is stopped, including, but not limited to, a specific order to the person to keep the person's hands in plain sight.

(c) (1) This section does not apply to any of the following:

A. An officer, agent or employee of this or any other state or the United States, or to a law enforcement officer, who is authorized to carry concealed weapons or dangerous ordnance, or is authorized to carry handguns and is acting within the scope of the officer's, agent's or employee's duties;

B. Any person who is employed in this State, who is authorized to carry concealed weapons or dangerous ordnance or is authorized to carry handguns, and who is subject to and in compliance with the requirements of Ohio R.C. 109.801 unless the appointing authority of the person has expressly specified that the exemption provided in subsection (c)(1)B. hereof does not apply to the person.

C. A person's transportation or storage of a firearm, other than a firearm described in Ohio R.C. 2923.11(G)—(M) in a motor vehicle for any lawful purpose if the firearm is not on the actor's person;

D. A person's storage or possession of a firearm, other than a firearm described in Ohio R.C. 2923.11(G)—(M) in the actor's own home for any lawful purpose.

(2) Subsection (a)(2) of this section does not apply to any person who, at the time of the alleged carrying or possession of a handgun, either is carrying a valid concealed handgun license or is an active duty member of the armed forces of the United States and is carrying a valid military identification card and documentation of successful completion of firearms training that meets or exceeds the training requirements described in Ohio R.C. 2923.125(G)(1), unless the person knowingly is in a place described in Ohio R.C. 2923.126(B).

(d) It is an affirmative defense to a charge under subsection (a)(1) of this section of carrying or having control of a weapon other than a handgun and other than a dangerous ordnance, that the actor was not otherwise prohibited by law from having the weapon, and that any of the following applies:

(1) The weapon was carried or kept ready at hand by the actor for defensive purposes, while the actor was engaged in or was going to or from the actor's lawful business or occupation, which business or occupation was of a character or was necessarily carried on in a manner or at a time or place as to render the actor particularly susceptible to criminal attack, such as would justify a prudent person in going armed.

(2) The weapon was carried or kept ready at hand by the actor for defensive purposes, while the actor was engaged in a lawful activity and had reasonable cause to fear a criminal attack upon the actor, a member of the actor's family, or the actor's home, such as would justify a prudent person in going armed.

(3) The weapon was carried or kept ready at hand by the actor for any lawful purpose and while in the actor's own home.

(e) No person who is charged with a violation of this section shall be required to obtain a concealed handgun license as a condition for the dismissal of the charge.

(f) (1) Whoever violates this section is guilty of carrying concealed weapons. Except as otherwise provided in this subsection or subsections (f)(2), (5) and (6) of this

section, carrying concealed weapons in violation of subsection (a) of this section is a misdemeanor of the first degree. Except as otherwise provided in this subsection or subsections (f)(2), (5) and (6) of this section, if the offender previously has been convicted of a violation of this section or of any offense of violence, if the weapon involved is a firearm that is either loaded or for which the offender has ammunition ready at hand, or if the weapon involved is dangerous ordnance, carrying concealed weapons in violation of subsection (a) of this section is a felony and shall be prosecuted under appropriate State law. Except as otherwise provided in subsections (f)(2), (5) and (6) of this section, if the weapon involved is a firearm and the violation of this section is committed at premises for which a D permit has been issued under Chapter 4303, of the Revised Code or if the offense is committed aboard an aircraft, or with purpose to carry a concealed weapon aboard an aircraft, regardless of the weapon involved, carrying concealed weapons in violation of subsection (a) of this section is a felony and shall be prosecuted under appropriate State law.

(2) Except as provided in subsection (f)(5) of this section, if a person being arrested for a violation of subsection (a)(2) of this section promptly produces a valid concealed handgun license, and if at the time of the violation the person was not knowingly in a place described Ohio R.C. 2923.126(B), the officer shall not arrest the person for a violation of that subsection. If the person is not able to promptly produce any concealed handgun license and if the person is not in a place described in that section, the officer may arrest the person for a violation of that subsection, and the offender shall be punished as follows:

A. The offender shall be guilty of a minor misdemeanor if both of the following apply:

1. Within ten days after the arrest, the offender presents a concealed handgun license, which license was valid at the time of the arrest to the law enforcement agency that employs the arresting officer.
2. At the time of the arrest, the offender was not knowingly in a place described in Ohio R.C. 2923.126(B).

B. The offender shall be guilty of a misdemeanor and shall be fined \$500.00 if all of the following apply:

1. The offender previously had been issued a concealed handgun license and that license expired within the two years immediately preceding the arrest.
2. Within 45 days after the arrest, the offender presents any type of concealed handgun license to the law enforcement agency that employed the arresting officer, and the offender waives in writing the offender's right to a speedy trial on the charge of the violation that is provided in Ohio R.C. 2945.71.
3. At the time of the commission of the offense, the offender was not knowingly in a place described in Ohio R.C. 2923.126(B).

C. If subsections (f)(2)A. and B. and (f)(5) of this section do not apply, the offender shall be punished under subsection (f)(1) or (6) of this section.

(3) Except as otherwise provided in this subsection, carrying concealed weapons in violation of subsection (b)(1) hereof is a misdemeanor of the first degree, and, in addition to any other penalty or sanction imposed for a violation of subsection (b)(1) hereof, the offender's concealed handgun license shall be suspended pursuant to Ohio R.C. 2923.128(A)(2).

If, at the time of the stop of the offender for a law enforcement purpose that was

the basis of the violation, any law enforcement officer involved with the stop had actual knowledge that the offender has been issued a concealed handgun license, carrying concealed weapons in violation of division (b)(1) of this section is a minor misdemeanor, and the offender's concealed handgun license shall not be suspended pursuant to Ohio R.C. 2923.128(A)(2).

(4) Except as otherwise provided herein, carrying concealed weapons in violation of subsection (b)(2) or (b)(3) hereof is a misdemeanor of the first degree. If the offender has previously been convicted or pleaded guilty to a violation of Ohio R.C. 2923.12(B)(2) or (B)(4) or a substantially equivalent municipal ordinance, carrying concealed weapons is a felony and shall be prosecuted under appropriate state law. In addition to any other penalty or sanction imposed for a violation of subsection (b)(2) or (b)(3) hereof, the offender's concealed handgun license shall be suspended pursuant to Ohio R.C. 2923.128(A)(2).

(5) If a person being arrested for a violation of subsection (a)(2) of this section is an active duty member of the armed forces of the United States and is carrying a valid military identification card and documentation of successful completion of firearms training that meets or exceeds the training requirements described in Ohio R.C. 2923.125(G)(1), and if at the time of the violation the person was not knowingly in a place described in Ohio R.C. 2923.126(B), the officer shall not arrest the person for a violation of that division. If the person is not able to promptly produce a valid military identification card and documentation of successful completion of firearms training that meets or exceeds the training requirements described in Ohio R.C. 2923.125(G)(1) and if the person is not in a place described in Ohio R.C. 2923.126(B), the officer shall issue a citation and the offender shall be assessed a civil penalty of not more than \$500.00. The citation shall be automatically dismissed and the civil penalty shall not be assessed if both of the following apply:

- A. Within ten days after the issuance of the citation, the offender presents a valid military identification card and documentation of successful completion of firearms training that meets or exceeds the training requirements described in Ohio R.C. 2923.125(G)(1), which were both valid at the time of the issuance of the citation to the law enforcement agency that employs the citing officer.
- B. At the time of the citation, the offender was not knowingly in a place described in Ohio R.C. 2923.126(B).

(6) If a person being arrested for a violation of subsection (a)(2) of this section is knowingly in a place described in Ohio R.C. 2923.126(B)(5), and is not authorized to carry a handgun or have a handgun concealed on the person's person or concealed ready at hand under that division, the penalty shall be as follows:

- A. Except as otherwise provided in this subsection, if the person produces a valid concealed handgun license within ten days after the arrest and has not previously been convicted or pleaded guilty to a violation of subsection (a)(2) of this section, the person is guilty of a minor misdemeanor;
- B. Except as otherwise provided in this subsection, if the person has previously been convicted of or pleaded guilty to a violation of subsection (a)(2) of this section, the person is guilty of a misdemeanor of the fourth degree;
- C. Except as otherwise provided in this subsection, if the person has previously been convicted of or pleaded guilty to two violations of subsection (a)(2) of this section, the person is guilty of a misdemeanor of the third degree;

D. Except as otherwise provided in this subsection, if the person has previously been convicted of or pleaded guilty to three or more violations of subsection (a)(2) of this section, or convicted of or pleaded guilty to any offense of violence, if the weapon involved is a firearm that is either loaded or for which the offender has ammunition ready at hand, or if the weapon involved is a dangerous ordnance, the person is guilty of a misdemeanor of the second degree.

(g) If a law enforcement officer stops a person to question the person regarding a possible violation of this section, for a traffic stop, or for any other law enforcement purpose, if the person surrenders a firearm to the officer, either voluntarily or pursuant to a request or demand of the officer, and if the officer does not charge the person with a violation of this section or arrest the person for any offense, the person is not otherwise prohibited by law from possessing the firearm, and the firearm is not contraband, the officer shall return the firearm to the person at the termination of the stop. If a court orders a law enforcement officer to return a firearm to a person pursuant to the requirement set forth in this subsection, Ohio R.C. 2923.163(B) applies.

(H) For purposes of this section, "deadly weapon" or "weapon" does not include any knife, razor, or cutting instrument if the instrument was not used as a weapon.
(ORC 2923.12)

AI-7774

Topics of Discussion 0.

Council Work Session

Meeting Date: 08/17/2021

City Manager Search Firm Proposals

Submitted By: Anthony Rodgers

Department: City Council

Council Committee Review?: Council Work Session **Date(s) of Committee Review:** 08/17/2021

Audio-Visual Needs: None **Emergency Legislation?:** No

**Motion/Ordinance/
Resolution No.:**

Agenda Item Description or Legislation Title

City Manager Search Firm Proposals

Purpose and Background

The City Council authorized a Request For Proposals (RFP) for City Manager Search Firms in Resolution No. 2021-R-7008. RFP 21-001-CC - City Manager Search Firm was distributed with a deadline of August 2, 2021 for submission of proposals. The City received five proposals for RFP 21-001-CC. These five proposals were received from:

- Baker Tilly US, LLC
- Gov HR USA
- Koff & Associates
- Management Partners
- Slavin Management Consultants

This agenda item is to provide an overview presentation to the City Council of the proposals received and to discuss the process for evaluating the proposals and selecting a City Manager Search Firm.

Fiscal Impact

Source of Funds: N/A

Cost: N/A

Recurring Cost? (Yes/No): N/A

Funds Available in Current Budget? (Yes/No): N/A

Financial Implications:

Attachments

Proposal Results - City Manager Search Firm

Proposal - Baker Tilly US, LLC

Proposal - Gov HR USA

Proposal - Koff & Associates

Proposal - Management Partners

Proposal - Slavin Management Consultants



CITY OF HUBER HEIGHTS

RFP 21-001-CC - City Manager Search Firm

RFP RESULTS

RFP RESPONSE DATE: AUGUST 2, 2021

VENDOR'S NAME	RFP AMOUNT
Gov HK USA	\$ 22,500
Slavin Management Consultants	\$ 15,855
Management Partners	\$ 23,900 + costs
Baker Tilly US, LLC	\$ 24,500
Koff + Associates	\$ 29,000
	\$
	\$
	\$



City of Huber Heights, Ohio

RFP 21-001-CC

Proposal to provide a City Manager search

August 2, 2021

ORIGINAL

 **bakertilly**
now, for tomorrow.

cost to the City of Huber Heights.

- 🕒 **Timeline:** Provide an estimated, standard timeline for installation, implementation and creative design services. **Timeline should be included in bid documents.**
- 🕒 **Configuration and Pricing:** Bidder must itemize all charges for individually identifiable components of the proposed system, including all associated installation, programming and training if applicable. Bidder must include charges for all components required to connect any applicable applications.

RFP Checklist:

Please review and check off these 10 most important items to consider when responding to an RFP for the City of Huber Heights:

✓	Read the <u>entire</u> document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance, insurance requirements, performance and/or reporting requirements, etc.).
✓	Note the procedures for communication with the City during the RFP process. All communication during the RFP process must be in writing. Offerors should not contact City personnel or officials outside of the opportunity provided in the document.
✓	Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP.
✓	Take advantage of the “question and answer” period. Submit your questions by the due date listed and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the City’s website and will include all questions asked and answered concerning the RFP.
✓	Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
✓	Provide complete answers/descriptions. Read and answer all questions and requirements. Don’t assume the City or the evaluating staff will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City of Huber Heights. The proposals are evaluated based solely on the information and materials provided in your response.
✓	Use the forms provided, if any. e.g., bidders’ submittal page, reference forms, attachment forms, etc.
✓	Before submitting your response, check the City’s website at: www.hhoh.org to see whether any addenda were issued for the RFP.



✓	Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluating staff members and will be used to score your response.
✓	Submit your response on time. Note all the dates and times listed in the RFP and be sure to submit all required items on time. Late proposal responses are <i>never</i> accepted.

Please Note:

All potential contractors are strongly urged to submit supporting documentation as to their qualifications to perform the Scope of Work.

Certificate of Insurance, Reference List and Timeline must be attached.

If additional comments or conditions are desired, please attach a separate sheet providing details.

Include all proposed equipment specifications; showing manufacturer name, model, etc. depicting unit specifications and other pertinent information.

Certification:

The undersigned on the Bid Proposal certifies that the Instructions to Bidder has been carefully examined, is thoroughly familiar with the terms and specifications applicable to and made part of this Request for Proposal, and understands and is capable of meeting the provisions within to the quality, type and grade of work requested. The undersigned further certifies the prices shown in the schedule of items contained within the Proposal/Bid are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.

Signature

Chuck Rohre

Print Name

chuck.rohre@bakertilly.com

Email Address

Baker Tilly US, LLP

Company Name

July 29, 2021

Date

Managing Director

Title

(214) 608 7477

Phone

Exceptions

Per RFP 7.1, we take exception to the following section of the RFP: Insurance. If selected, we will provide the City with a copy of our standard engagement terms for review. Notwithstanding anything to the contrary in the RFP, should the City wish to propose alternative terms or proceed on the basis of its own format agreement, we will require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.



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bakertilly.com

August 2, 2021

Mr. Anthony C. Rodgers, MPA
Clerk of Council
City of Huber Heights
6131 Taylorsville Road.
Huber Heights, Ohio 45424

Dear Mr. Rodgers:

Baker Tilly US, LLP ("Baker Tilly") appreciates the opportunity to submit the following proposal for executive recruitment services to the City of Huber Heights (the "City") to help you identify your next City Manager. We believe that our record of successfully placing qualified and very accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options when it comes to selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top level executives in similar roles, sets us apart from our competitors. Additionally, we offer the following unique features:

- **Customized profile development:** working with the Mayor, members of the City Council, designated staff and community, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next City Manager. We strive to understand how Huber Heights's current and anticipated needs and organizational priorities will shape your recruiting and selection requirements; then we collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach has proven to effectively allow us to identify, attract and recruit highly qualified candidates for your review.
- **Proprietary management/leadership assessment:** relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to selected applicants to help us identify human potential in each of the candidates we present to you. Results are "Real," "Impactful," and "Powerful." Furthermore, these results can provide you with more profound insights into the candidate's management traits and leadership styles based on scientific data.
- **Recorded video interviews:** we ask selected candidates (semi-finalists) to complete a recorded, one-way video interview, using questions developed from your "candidate profile," which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Proprietary online application management:** our exclusively licensed, proprietary online application system enables us to efficiently manage applicant flow, classification and allows us to communicate with each applicant quickly and effectively. We communicate in real time with applicants, thereby engaging and informing them of each step, search related assignment and corresponding timeline throughout the process. Our system also allows us to access, review and evaluate thousands of prior applicants or individuals who have manifested interest in similar positions. Generally, these are individuals who may not be actively seeking a job, but who may be open to "the right opportunity." This is another benefit and advantage we provide to our clients, which enables us to access a larger number of active and passive job seekers.

Required statements

- Baker Tilly is a limited liability partnership registered in the States of Illinois and Wisconsin. Our Federal Tax Identification number is 39-0859910.
- Managing Director Chuck Rohre has actual authority to make decisions as to matters relating to this RFP and to bind Baker Tilly.
- This quote meets the minimum qualifications set forth in this RFP and accepts all requirements and terms and conditions contained in this RFP. Exceptions are provided as part of the RFP Checklist.
- Baker Tilly does not discriminate in its employment practice with regard to race, color, age, religion, sex, veteran status, sexual preference, national origin or disability.
- No attempt has been made or will be made by Baker Tilly to induce any other person or firm to submit or not submit a quote.
- Neither Baker Tilly nor any of its agents has a possible conflict of interest with any city employee involved in the RFP and any ensuing Contract(s) or any other conflict of interest.

This proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the City of Huber Heights.

Very truly yours,

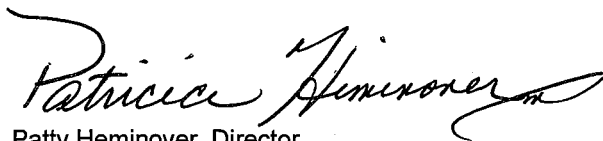
BAKER TILLY US, LLP



Chuck Rohre, Managing Director
Authorized Representative

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Patty Heminover, Director
Project Team Leader

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1. General information

Firm introduction

Baker Tilly is a nationally recognized firm with a long history of service to clients located throughout the country. For 90 years, Baker Tilly has understood that our business demands absolute integrity, a belief in the value of trusted relationships and a willingness to collaborate with every client. We will strive to continue to deepen and enhance our relationship with Huber Heights as we seek to become your Value Architect™.

Executive recruitment for public and non-profit clients has been a part of Baker Tilly's portfolio of advisory services for more than 30 years. Within Baker Tilly, our executive recruitment team consists of 10 recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to this recruitment has experience working with cities, counties, special districts and school districts and the many different disciplines that comprise the Huber Heights organization. Baker Tilly's consultants bring an experienced, participatory and energetic perspective to each engagement. Our unique approach and personal touch are reflected in our internal standard to provide outstanding services that exceed your expectations. Our combined consultant team has conducted over 1,500 executive searches.

The Baker Tilly project team will collaborate with the Mayor, City Council and the City's designated staff as your technical advisor to ensure that the recruitment process for your next City Manager is conducted in a thorough and professional manner consistent with "best practices" in the public sector executive recruitment space. Our objective is to generate highly qualified candidates and assist you with the screening and evaluation of these candidates.

Since our firm's beginning, we have emerged as a leader in human resource management consulting and executive recruitment. It is our 30+ years of consulting experience, coupled with our unique approach and personal touch that drives our internal standard for delivering only outstanding services and leading-edge products.

Project contacts and locations

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Saint Paul, MN 55101

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F: +1 (651) 223 3046
E: patty.heminover@bakertilly.com

2. Understanding and approach

The recruitment will be national and inclusive in nature, with a candidate pool of diverse, experienced and talented individuals.

Our understanding of Huber Heights's needs

We understand the City of Huber Heights is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next City Manager.

Baker Tilly will work with the Mayor, City Council, City staff and other designated stakeholders to understand the desired qualities and professional capabilities that are most important to your organization for this recruitment. This information helps us present the City of Huber Heights and the vacancy to well-regarded candidates, emphasizing the opportunities for leadership and professional growth as well as presenting Huber Heights as a vibrant and thriving community in which to live and work.

We recognize that there is significant competition for experienced city managers today. For this reason, we work with you to develop a recruitment strategy that includes an aggressive marketing, recruiting and candidate outreach campaign. As you know, a successful recruitment often depends upon the ability to reach successful executives who may not necessarily be in search of new employment opportunities. Thus, we use existing resources to inform and encourage qualified professionals to apply for opportunities with your organization. We believe that these efforts are critical to ensuring that the City receives a qualified candidate pool.

Baker Tilly manages and tracks applicant information and provides regular communications, updating the applicants on the status of the recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide the City with comprehensive information about each candidate we present, expanding beyond applications and resumes, to better understand their professional experience, the leadership and management style they will bring to your organization, and their motivation for pursuing this career opportunity. We also assist you in the preparation of interview questions, interview day scheduling, planning and structuring as needed. Additionally, we are available to you and present throughout each interview session and are able to facilitate your deliberations and negotiations with the top candidate.

Recruitment solutions during the Covid-19 Pandemic

In response to the COVID-19 Pandemic, the Baker Tilly executive recruitment team leader will work closely with Huber Heights's designated point of contact to develop alternative methods to complete all aspects of our established search processes using existing technologies and ensure the overall safety of all involved, which may include virtual or telephonic meetings, interviews, or conversations.

2. Understanding and approach

As such, we will creatively collaborate with your organization to provide you with access to critical information you may need to make your hiring decisions. Additionally, we can utilize our capability for video conferencing during meetings, candidate interviews, etc.

When the time arrives for the Mayor and City Council to interview candidates, we may encourage and support the steps established or recommended by local, state or federal guidelines, public health and medical professionals, including social distancing guidelines and protocols.

Baker Tilly has successfully organized several successful virtual and on-site interview processes following the prescribed social distancing protocols and best practices. As such, Patty Heminover is able to provide corresponding on-site support and assistance, if requested.

Remote work

For Baker Tilly, the safety of our people is paramount. We are committed to playing our part in containing COVID-19 by practicing responsible social distancing. As of this writing, our firm is allowing many professionals to work remotely. Because Huber Heights expects and deserves tailored, personalized service, we recognize that this policy may cause concern. **Please understand that we are prepared to deliver an exceptional service experience remotely if necessary.**

The City's engagement team has various tools enabling them to assist you from any location. Baker Tilly professionals each receive their own laptop and remote access credentials to connect to our internal network from outside the office. When Baker Tilly and the City are not able to meet in person, we have web conferencing software – including Zoom and WebEx – to quickly set up online meetings. We also use Microsoft Teams, which facilitates easier communication and project management.

Additionally, we use Huddle, a secure cloud collaboration software, to work together anywhere, anytime and on any device. Huddle provides a platform for Huber Heights and Baker Tilly to come together, share files, assign tasks, and track activity in a secure environment. Using Huddle as a central hub of activity means we all spend less time organizing documents, chasing approvals and searching through email – and more time achieving tangible results. The platform also enables real-time communication, meaning the status of your engagement will always be available. We also use Microsoft Teams, which facilitates easier communication and project management.

huddle™

2. Understanding and approach

Proposed solution to meet Huber Heights's needs

The recruitment will be conducted out of our Saint Paul, Minnesota office. Patty Heminover will serve as the project team leader. Our proven process includes five major tasks:

1. Recruitment brochure development and advertising

- We schedule and meet with Huber Heights's elected officials, appointed management team members and key stakeholders, as requested, to understand your desired needs, strategic directions, overall candidate expectations and to develop a candidate profile

2. Execution of recruitment strategy and identification of quality candidates

- Using the approved profile, we develop a colorful, appealing brochure and embark on a national or regional targeted recruitment campaign
- Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects identified via our extensive searchable applicant database
- Using our proprietary applicant tracking system, we communicate and update applicants on key processes and corresponding search progress

3. Screening of applications, recommendation of semi-finalists and selection of finalists

- Once we identify the most promising applicants, we ask them to complete our due diligence questionnaire and a candidate questionnaire while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment
- These applicants also complete a recorded, one-way video interview of selected questions designed to secure a different perspective on the applicant's overall qualifications
- We provide you with a Semi-Finalists Report of the top candidates, which includes resumes, cover letters and due diligence questionnaire responses
- Selected finalists complete a management and leadership style and strengths assessment (personality and behavior analysis) to provide us with important information about their styles, temperament, preference, etc.

4. Conducting background checks (criminal, civil, credit and driving record), reference checks and academic verifications

- Background records checks and academic verification
- References

5. Final interview process

- Once the Mayor and City Council identifies its top 3-5 finalists, we work with you and the finalists to coordinate all aspects of the interview process
- Employment offer – assistance and feedback

2. Understanding and approach

Recruitment approach

Task I. Recruitment brochure development and advertising

The development of a comprehensive recruitment brochure that includes a profile of the ideal candidate is an important first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the success of the candidate in the position of City Manager. The recruitment brochure will also include a profile that captures the essence of Huber Heights as a highly-attractive venue for the successful candidate to live and work.

To prepare the recruitment brochure, the project team leader will come on site to meet with the Mayor, City Council, City staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your City Manager. We meet individually (or collectively depending upon your preference) with the Mayor and members of the City Council to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and your expectations for the City Manager. [See example of a recruitment brochure in Appendix I.]

Information obtained from these meetings, coupled with our review of the job description and other City documents, is used to prepare a position and candidate profile. The completed profile will be approved by the City before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates.

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates. Our team will place ads in appropriate professional publications, websites and local print media, if required, and coordinate with City staff to include information about the search on the City's social media platforms. Additionally, Baker Tilly has a high-traffic website which includes an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will include national, state, regional and local elements as determined during our initial meetings with Huber Heights's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to further promote the City Manager position.

Project milestone	Deliverables	Timeline
Position profile and recruitment brochure development	<ul style="list-style-type: none">– Interviews with the City– Baker Tilly receives information on Huber Heights's budgets, organizational charts, images, logos, etc.– Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline)	2 weeks
Approve brochure, begin advertising and distribute marketing letter	<ul style="list-style-type: none">– Brochure sent to the City for final approval– Commence advertising and distribution of recruitment brochure	1 week

2. Understanding and approach

Task II. Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task I, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of City Manager. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, if a potential candidate is presented with the opportunity directly and in the proper manner, he or she may apply. We take pride in our ability to locate highly qualified candidates across the nation based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by the creation of a customized database utilizing our extensive, interactive applicant database for the City Manager position. This will provide the Baker Tilly team with the ability to customize applicant flow and tracking, communication with applicants and conduct database inquiries for candidates based on characteristics important to the City such as geographic location, particular experience, expertise and credentials.

During this part of the process the project team will work with the Mayor, City Council and designated City staff to reach consensus on the leadership and management style for the ideal candidate. Our research will determine the key competencies, work values and leadership/management style for the City Manager and match the candidates to each attribute.

While recruitment is under way, the project team will work with a team of up to 10 subject matter experts (SMEs) who know what successful performance in the City Manager position looks like to reach consensus on the desired leadership and management style for the ideal candidate. We ask the SMEs to complete a 30-minute, on-line questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership/management style attributes for this position, creating a framework for assessing candidate fit with Huber Heights. Later in the process, finalists for the position are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in Appendix II.]

Each candidate submitting a resume is sent a timely acknowledgement by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and the professional manner in which they are treated during our recruitments.

Project milestone	Deliverables	Timeline
Execution of recruitment strategy and candidate outreach	<ul style="list-style-type: none">– Online data collection and profile development– Development of interactive, searchable applicant database for recruitment of the City Manager– Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy– Utilization of extensive applicant database to identify applications and review applicant pool for competencies/demographics	4-5 weeks

2. Understanding and approach

Task III. Screening of applicants and recommendation of semi-finalists

In Task III the project team, under the direction of Patty Heminover, will screen the candidates against the criteria within the position and candidate profile and develop a list of semi-finalists for recommendation to the Mayor and City Council. We will then narrow the list to a group of 10-15 semifinalists for review and select finalists on the basis of written candidate questionnaires, early due diligence information, consultant phone interviews and recorded, one-way video interviews.

Another unique aspect of our recruitment process is our use of online recorded interviews for the screening process. Responses are timed and questions are not provided in advance. This tool allows our team to develop a more comprehensive understanding of each candidate's ability to "think on their feet," as well as their personal and professional demeanor. Our team will provide an online link for the Mayor, City Council and designated City staff, as well as others who have input into the hiring decision, allowing them to review and later discuss the recorded responses. This provides your organization with additional candidate assessment tools that can be customized to fit the unique needs of the City of Huber Heights.

Throughout the process, you will have access to our Master Applicant List (MAL), which will provide pertinent data for each applicant.

Project milestone	Deliverables	Timeline
Applicant screening and recommendation of semi-finalists	<ul style="list-style-type: none">- Baker Tilly compares applications to the approved candidate profile, developed in our searchable applicant database- Most promising applicants are asked to complete candidate questionnaires and provide due diligence information- Media, internet and social media scan for information pertinent to future employment- Top 10-15 candidates identified as semi-finalists- Semi-Finalist Report is prepared, including the brochure, master applicant list, cover letter and resume of candidates to be considered- Baker Tilly, the Mayor and the City Council review video interviews- Project team leader meets with the Mayor and City Council to review recommended semi-finalists- Mayor and City Council selects finalists for on-site interviews- Finalists complete candidate management style assessment, responses are reviewed and interview questions are developed	2-3 weeks

2. Understanding and approach

Task IV. Conducting background checks, reference checks and academic verifications

When the Mayor and City Council approves of a group of finalists for on-site interviews, Baker Tilly will begin the process of conducting reference checks, background checks and academic verifications. A Confidential Reference Report is prepared for each finalist to complete our understanding of his/her management and leadership characteristics and

Background checks will include information from the following areas:

Consumer credit	Bankruptcy
City/county – criminal	State district Superior Court – criminal
City/county – civil litigation	State district Superior Court – civil
Judgment/tax lien	Federal district - criminal
Motor vehicle driving record	Federal district – civil litigation
Educational verification	Sex offender registry

To ensure that our quality standards are maintained, we require a minimum of 10-15 business days between the time that you select the finalists for on-site interviews and when we submit the candidate documentation for your final interview process.

Project milestone	Deliverables	Timeline
Design final process with City for on-site interviews with finalists	<ul style="list-style-type: none">– Baker Tilly confirms interviews with candidates– Travel logistics are scheduled for candidates	1-2 days
Background and reference checks and academic verification	<ul style="list-style-type: none">– Baker Tilly completes background checks, reference checks and academic verifications for finalists	2-3 weeks

Task V. Final interview process

Upon completion of Task IV, we will work with the Mayor, City Council and others designated to develop the final interview process, including the use of virtual platforms as requested. We customize the final interview process according to the needs and functions of the position and according to your preference, instructions and directives to include steps that are important to you, our client. As such, the final interview process may include meetings with the department heads, a City tour and the opportunity for a meet and greet, if requested by the City. In advance of the interviews, we will provide documentation on each of the finalists which will provide the highlights of their leadership/management profile (Gap Analysis) as well as a summary of the results of the reference checks, background checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The project team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. In addition, we will assist you with the development of a compensation package and related employment considerations and assist with the negotiation of an employment agreement.

2. Understanding and approach

Project milestone	Deliverables	Timeline
Final Report prepared and delivered to the City	<ul style="list-style-type: none">- Final Report is prepared; including brochure, interview schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions	1 day
On-site interviews with finalists	<ul style="list-style-type: none">- Interviews are scheduled- Recruitment project team leader attends client interviews and is available to participate during deliberations of candidates- If requested, Baker Tilly participates in candidate employment agreement negotiations	1-2 days
Offer made/accepted	<ul style="list-style-type: none">- Baker Tilly notifies candidates of decision- Baker Tilly confirms final process close out items with the City of Huber Heights	1-2 days

Our strategy for recruitment of diverse candidates

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We have established strong and credible networks with minority and female leaders nationwide. In addition, we are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network and are on their National Corporate Advisory Council. We participate in their membership events on a regular basis.

To that end, we take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. In this recruitment, we will use our established networks to make direct and personal contacts with prospective minority and female candidates and encourage them to consider the City of Huber Heights's City Manager position. Because of our performance record in presenting a diverse applicant pool, these prospective candidates know they will be fairly considered in the process.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. As a leader in the executive recruitment industry, we take positive actions to prevent and to remedy any discriminatory effects of business and employment practices.

Commitment to Diversity, Inclusion and Belonging for Success (DIBS)

At Baker Tilly, diversity, inclusion and belonging is *who we are* rather than *what we do*. Creating an environment where all team members are valued empowers us to bring our authentic selves to work each day. **When our contributions reflect our individual best, we achieve better results for Huber Heights.**

Belonging is a core Baker Tilly value. We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality.

We choose to embed DIBS into all aspects of our business – from strategy to operations.

From how we recruit, develop and promote team members, to the way we serve clients, manage projects and treat each other.

Day in, day out.

2. Understanding and approach

Throughout the firm, you will find our DIBS philosophy and practices embedded into everything we do. We hire people who bring new perspectives and experiences. We embrace our differences and believe a more open, connected world serves everyone better. DIBS is the lens that helps us see things more broadly and lights the path for us to follow. This benefits our people, our clients and our communities.

DIBS steering committee



Baker Tilly's national DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. Theresa Nickels, partner and chief legal counsel, chairs this committee. A cross-section of leaders across the firm oversee our strategy – from inclusion-related communications to accountability measures for our key diversity goals and coordination of our signature initiatives described below.

Growth and Retention of Women (GROW)



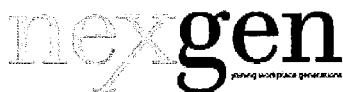
Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, share their stories, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions, enhances the retention of women at all firm levels, creates an environment where women feel empowered and supports our advocacy of advancing women in business. It also helps us share knowledge gained with clients and creates a workforce that reflects our client base.

Supporting Opportunity, Advancement and Retention for all (SOAR)



SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Diversity makes each of our professionals unique; inclusion is how that unique team collaborates to achieve common goals. Our SOAR strategy rests on four key pillars: talent acquisition, advancement, education and awareness and recognition.

NexGen: joining workforce generations



Today, four generations coexist in the workplace – baby boomers, Gen X, millennials and Gen Z – and each brings unique viewpoints influenced by events and experiences in their lifetime. With NexGen, we aim to empower the next generation of team members to collaboratively engage in the firm's progress while promoting an overall investment in our future. Key components of NexGen's vision involve discovering how different generations can build rewarding professional relationships that are mutually beneficial. NexGen amplifies the voices of our firm's next generation of professionals – providing leadership and growth opportunities along the way.

PRIDE team member network



Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace. We also acknowledge this effort includes the involvement, support, understanding and acceptance from colleagues across the firm.

2. Understanding and approach

Racial Equity Action Plan (ACTION) and focus on social justice



Our firm developed an ACTION plan to support our strategic goal of increasing the retention of team members of color, and also to create positive change in our communities and our profession. As initial steps in our plan, we convened our

DIBS steering committee and formed a racial equity advisory group consisting of a diverse group of team members. We then worked closely with a highly respected consulting firm with more than 30 years of experience to assess the current state of our workplace as it relates to diversity, inclusion and racial equity. We used their recommendations to refine our DIBS strategic plan and inform the next steps in our journey.

During the past few months, Baker Tilly team members have taken the time to have difficult conversations and reflect deeply. Colleagues shared stories of how racism and discrimination affect their daily lives – stories they did not feel comfortable sharing before. Others gained new insight into their own unconscious biases and the steps needed to overcome them. As a firm, we are committed to continue on this learning journey and achieve tangible results together.

Baker Tilly Foundation support for racial justice advocacy



As a firm, we have made our position clear: we stand against racism and discrimination in any form. The Baker Tilly Foundation's board of directors, with input from our team members, recently selected key racial justice organizations as recipients of direct financial support from our firm –with a commitment to match team member donations. Additionally, our SOAR committees

support local social justice causes through event sponsorship, fundraising initiatives and volunteer engagement.

Tone from the top: CEO Action for Diversity & Inclusion

CEO **ACT!ON FOR DIVERSITY & INCLUSION**

Baker Tilly is a member of CEO Action for Diversity & Inclusion, a steering committee of CEOs focused on making diversity and inclusion a business priority. CEO Action for Diversity & Inclusion is the most extensive alliance of

business leaders openly committed to sharing successful diversity initiatives and lessons learned. This corporate exchange provides a central hub for participating businesses to share successes and challenges. As a member, Baker Tilly pledges to:

- Make our workplaces trusting places to have open conversations about diversity and inclusion
- Implement and expand unconscious bias education
- Share best, and unsuccessful, practices

2. Understanding and approach

Why Baker Tilly is ideally suited to serve Huber Heights

There are many reasons Baker Tilly has distinguished itself from peers in public sector executive recruitment. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs.** The City of Huber Heights deserves to work with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications make us the right fit to serve the City– today and for years to come.

We are experienced and passionate about what we do

Baker Tilly executive recruitment consultants are highly experienced and passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. Our team has recruited and placed more than 1,400 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.

We are focused on exceeding your expectations

We believe in local government and want to assist the City of Huber Heights organization in building a great team. We want your organization to hire us again based on the success we achieve the first time we work together.

We believe that “ethical business practices” are a catalyst for success

These practices include operating with transparency, responsiveness and sensitivity to the culture of your organization while pursuing an unrelenting commitment to high quality and professional services.

We believe in diversity

Our corporate core values and work environment reflect our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. We take responsibility for diversity in our organization, our recruitment strategy and our candidate pools. We are corporate members of the National Forum for Black Public Administrators (NFBPA) and the Hispanic Network and are on their National Corporate Advisory Council.

We conduct a timely, high-quality recruitment that is within budget

For an all-inclusive, not-to-exceed professional fee that includes the cost of professional services by the project team leader, the project support staff and all project related expenses such as advertising, preparation of a recruitment brochure, background, reference and academic verification checks and travel expenses for up to three on-site visits. We work with you to establish a timeline, respond to Huber Heights’s needs and to unexpected circumstances that may develop during the course of a recruitment in order to expedite the recruitment, but not at the expense of finding high quality candidates for the City.

We utilize the latest technologies that uniquely sets us apart

Technology plays an important role in the Baker Tilly executive recruitment process. From our proprietary video interview system and our management/leadership style assessment analysis to our proprietary online application system, we efficiently manage candidate information and provide the Mayor and City Council with unique information about each candidate’s leadership and management style and ability to respond extemporaneously to video questions.

We offer a “Triple Guarantee” that commits us to the City’s success

- We remain focused to assist with your executive recruitment until you make an appointment
- We guarantee your executive recruitment for 12 months against termination or resignation for any reason – or we come back to fill the City Manager position for no additional professional fee
- We will not directly solicit any candidates selected under this contract for another position while the candidate is employed with your organization

2. Understanding and approach

Benefits to Huber Heights

Selecting Baker Tilly to conduct your executive recruitment provides you with the following benefits:

Comprehensive and structured process

Our process is comprehensive and seamless, reflecting our years of interaction with local government employers and prospective candidates.

Transparency

Baker Tilly comes to the City without having any preconceived notions or expectations about the City and prospective candidates. The Baker Tilly team works closely with the City to make sure the process is transparent.

Confidentiality

Prospective candidates know that their application will be kept confidential, allowing them to express interest in the City Manager position without jeopardizing their current employment. Our reputation for ensuring candidate confidentiality as permitted by state and local law means that the City can count on maximizing the number of qualified candidates interested in the position.

Candidate recruitment

Baker Tilly actively recruits qualified candidates, drawing from our extensive personal and professional connections with capable individuals around the state, region and nation and assuring the City of its access to established managers and rising stars. The ability to widely recruit for prospective candidates is one of the primary benefits of using Baker Tilly.

Focused use of the City's time

Baker Tilly's comprehensive process incorporates the active participation of the Mayor and City Council members at key steps in the process. Our process keeps decision makers fully advised and informed of all aspects of the process without requiring them to expend large amounts of time on the recruitment process or to put aside other pressing issues facing the City.

Minimize staff disruption

Baker Tilly's search process also minimizes disruptions to Huber Heights's staff, some of whom may have additional duties in this time of transition. Because conducting a thorough recruitment can be time-consuming, Baker Tilly's involvement allows staff to stay focused on their primary and assigned functions.

Thorough evaluation of candidates

The City seeks a City Manager of sound professional and personal character. Baker Tilly's process includes a thorough evaluation of the final candidates, including detailed information from references and a careful review of background records.

3. Timeline

Below is an estimated timeline for the executive recruitment process. You will be asked during the first on-site meeting to review and approve a timeline for the recruitment project. It is our intent to conduct the recruitment expeditiously, but not at the expense of finding high-quality candidates for you.

City of Huber Heights, Ohio Executive Recruitment Preliminary Timeline

The following timeline represents a preliminary schedule for your executive recruitment based on a commencement date of August 16. Actual target dates will be developed in consultation with and approved by the Mayor and City Council.

Project milestone	Deliverables	Target Date
Profile development, advertising and candidate outreach	<ul style="list-style-type: none"> - Baker Tilly completes interviews to develop candidate profile and recruitment brochure; the City approves ad placement schedule and timeline - Baker Tilly sends draft recruitment brochure to the City - The City returns draft recruitment brochure (with edits) to Baker Tilly - Baker Tilly commences executive recruitment advertising and marketing - Online data collection and profile development - Baker Tilly commences formal review of applications; most promising candidates complete questionnaires - Candidates complete recorded interview online - Baker Tilly completes formal review of applications and sends selected resumes to the Mayor and City Council for review 	September
Applicant screening and assessment and recommendation of semi-finalists	<ul style="list-style-type: none"> - Candidates' recorded interviews are presented - Baker Tilly meets with the Mayor and City Council and recommends semi-finalists; the Mayor and City Council selects finalists for on-site interviews - Finalists complete candidate management style assessment and responses are reviewed and interview questions are developed 	October
Comprehensive background check, academic verifications and reference checks completed for finalists	<ul style="list-style-type: none"> - Baker Tilly completes reference checks / background checks/ academic verification on finalists 	November
On-site Interviews with finalists	<ul style="list-style-type: none"> - Baker Tilly sends documentation for finalists to the Mayor and City Council - The Mayor and City Council conducts on-site interviews with finalists 	November
Employment offer made / accepted	<ul style="list-style-type: none"> - The Mayor and City Council extends employment offer to selected candidate 	TBD

4. Proposed fees

The all-inclusive professional fee to conduct the recruitment is provided below.

Professional fee

The all-inclusive professional fee includes the cost of professional services by the project team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Travel expenses incurred by candidates for on-site interviews with the client are not the responsibility of Baker Tilly and are handled directly by the client organization.

The all-inclusive professional fee will be billed in four installments: 30% of the fee will be billed at the beginning of the recruitment; 30% at the implementation of Phase I; 30% at the implementation of Phase II; and 10% upon acceptance of an offer by the candidate.

All questions regarding the professional fees and project-related expenses should be directed to Patty Heminover at patty.heminover@bakertilly.com or via phone at (651) 968 7841.

Phase	Description of professional services	Fee
Phase I	Task 1 Candidate profile development/advertising/marketing lead consultant hourly rate – approximately 14 hours	\$3,150
	research/project management staff hourly rate – approximately 16 hours	\$1,700
	Task 2 Identify quality candidates lead consultant hourly rate – approximately 14 hours	\$3,150
	research/project management staff hourly rate – approximately 16 hours	\$1,700
Phase II	Task 3 Preliminary screening & initial report to client lead consultant hourly rate – approximately 18 hours	\$4,150
	research/project management staff hourly rate – approximately 20 hours	\$2,000
	Task 4 Reference checks, background checks, assessments and academic verifications lead consultant hourly rate – approximately 11 hours	\$2,500
Phase III	research/project management staff hourly rate – approximately 12 hours	\$1,300
	Task 5 Final process/on-site interviews with finalists lead consultant hourly rate – approximately 14 hours	\$3,150
	research/project management staff hourly rate – approximately 16 hours	\$1,700
Conclusion	Acceptance of offer by candidate	
TOTAL ALL-INCLUSIVE PROFESSIONAL FEE		\$24,500

4. Proposed fees

Optional services for consideration	Fee
At the City of Huber Heights's option, Baker Tilly will conduct a web-based survey to determine key community-wide issues and priorities that could be considered in the selection of a new City Manager. This survey is completed by community leaders, citizens and City employees and would alter the project timeline.	\$1,650
On rare occasions, Baker Tilly is asked to provide additional search services that are not included in this scope of service or to provide more than three on-site visits to the City of Huber Heights. Additional work specifically requested by the City which is outside of the scope of this project will be invoiced at the hourly rate of \$220 plus expenses. Baker Tilly will submit a written explanation of the additional services to be provided and the estimated hours that will be required prior to commencing any additional services.	\$220 per hour plus expenses

Triple guarantee

Our Triple Guarantee is defined as:

1. A commitment to remain with the recruitment assignment until you have made an appointment for the fees and tasks quoted in this proposal. If you are unable to finalize selection from the initial group of finalists, Baker Tilly will work to identify a supplemental group until you find a candidate to hire.
2. Your executive recruitment is guaranteed for 12 months against termination or resignation for any reason. The replacement recruitment will be repeated with no additional professional fee, but will include project-related expenses. Candidates appointed from within your organization do not qualify for this guarantee. This guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidates selected under this contract for any other position while the candidate is employed with your organization.

5. References

Feel free to contact any of the individuals listed below to verify the quality of work Baker Tilly provides to each client as part of these recently completed executive recruitment projects.

City of Willmar, Minnesota

Name	Marv Calvin	Title	Mayor
Phone	(320) 212 2171	Email	Mcalvin@willmarmn.gov
Address	333 Southwest 6th Street, Willmar, MN 56201-0755		

City of Oakdale, Minnesota

Name	Christina Volkens	Title	City Administrator
Phone	(651) 730-2705	Email	Chris.voklers@ci.oakdale.mn.us
Address	1584 Hadley Avenue North, Oakdale, MN 55128-5408		

City of Scottsbluff, Nebraska

Name	Raymond Gonzales	Title	Retired Mayor
Phone	(308) 631-0947	Email	rgonzales@kelleybean.com
Address	2525 Circle Drive, Scottsbluff, NE 69361		

City of Edina, Minnesota

Name	Kelly Curtin	Title	Human Resources Director
Phone	(952) 826-0402	Email	kcurtin@edinamn.gov
Address	4801 West 50th Street, Edina, MN 55424		

City of Lakeville, Minnesota

Name	Tammy Schutta	Title	Human Resources Manager
Phone	(952) 985-4491	Email	tschutta@lakevillemn.gov
Address	20195 Holyoke Avenue West, Lakeville, Minnesota 55044-9177		

6. Experience

The following is a list of executive recruitments recently conducted by members of the Baker Tilly team.

List of relevant projects: 2016 to present				
Year	Client	State	Project	Population
Current	Carrboro	NC	Town Manager	21,230
Current	Clearwater	FL	City Manager	115,159
Current	College Park	MD	City Administrator	32,196
Current	Inver Grove Heights	MN	City Administrator	34,344
Current	North Kansas City	MO	City Administrator	4,477
Current	Shakopee	MN	Assistant City Administrator	40,731
2021	Corpus Christi	TX	Assistant City Manager	323,733
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Long Grove	IL	Village Manager	7,956
2021	Moline	IL	City Administrator	41,902
2021	Rockville	MD	Deputy City Manager	66,940
2020	Boone County	IL	County Administrator	53,513
2020	Eau Claire	WI	City Manager	68,866
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Asst City Admin/Comm Eco Dev Director	1,792
2020	Maple Plain	MN	City Administrator	1,807
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	St. Joseph	MO	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Norman	OK	City Manager	122,843

6. Experience

List of relevant projects: 2016 to present				
Year	Client	State	Project	Population
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Willmar	MN	City Administrator	19,628
2018	Addison	TX	City Manager	15,368
2018	Asheville	NC	City Manager	89,121
2018	Ashland	OR	City Administrator	21,636
2018	Avondale	AZ	City Manager	82,881
2018	Belle Plaine	MN	City Administrator	6,838
2018	Billings	MT	City Administrator	110,323
2018	Burnsville	MN	City Manager	61,434
2018	Christiansburg	VA	Town Manager	21,533
2018	Grand Rapids	MI	City Manager	192,294
2018	Herington	KS	City Manager	2,362
2018	Kingman	AZ	City Manager	29,029
2018	Maricopa	AZ	City Manager	46,903
2018	Middleburg	VA	Town Administrator	828
2018	Mora	MN	City Administrator/Public Utilities GM	3,453
2018	Salina	KS	City Manager	46,994
2018	Shawnee	KS	City Manager	64,323
2018	York	PA	Business Administrator	43,859
2017	Berthoud	CO	Town Administrator	5,807
2017	Christiansburg	VA	Town Manager	21,533
2017	Cloquet	MN	City Administrator	11,938
2017	Dickinson	TX	City Administrator	19,595
2017	El Dorado	KS	City Manager	12,852
2017	Glenview	IL	Village Manager	45,417
2017	Lake Havasu City	AZ	City Manager	53,743
2017	Littleton	CO	City Manager	44,275
2017	Manassas Park	VA	City Manager	16,149
2017	Morehead City	NC	City Manager	9,203
2017	Mounds View	MN	City Administrator	12,525
2017	Oldsmar	FL	City Manager	13,913
2017	Orono	MN	City Administrator	8,009
2017	Riviera Beach	FL	City Manager	33,263
2017	Rochester	MN	City Manager	110,742
2017	Roxbury Township	NJ	Township Manager	23,324
2016	Cary	NC	Town Manager	151,088
2016	Charter Township of Kalamazoo	MI	Township Manager	20,918
2016	Christiansburg	VA	Town Manager	21,533

6. Experience

List of relevant projects: 2016 to present				
Year	Client	State	Project	Population
2016	Circle Pines	MN	City Administrator	4,953
2016	Commerce	TX	City Manager	8,276
2016	Crested Butte	CO	Town Manager	1,519
2016	Deerfield Beach	FL	Assistant City Manager	78,041
2016	Denton	TX	City Manager	123,099
2016	Dumfries	VA	Town Manager	5,168
2016	Fredericksburg	VA	City Manager	28,132
2016	Greensboro	NC	Assistant City Manager	279,639
2016	Hayden	CO	Town Manager	1,801
2016	Jersey Village	TX	City Manager	7,862
2016	Mankato	MN	Deputy City Manager	40,641
2016	Medford	OR	City Manager	77,677
2016	Mooreville	NC	Town Manager	34,887
2016	Moorhead	MN	City Manager	39,398
2016	Moose Lake	MN	City Administrator	2,787
2016	North Branch	MN	City Administrator	10,087
2016	Roswell	NM	City Manager	48,611
2016	Shakopee	MN	Assistant City Administrator	39,167
2016	Virginia	MN	City Administrator	8,661
2016	Warsaw	VA	Town Manager	1,498
2016	Wayzata	MN	City Manager	4,217
2016	Williamsburg	VA	Assistant City Manager	15,206

7. Project team members

The Baker Tilly project team is designed specifically for the City of Huber Heights.

The project team represents experienced professionals who will be working on your City Manager recruitment. Our service team is selected to meet four very specific objectives for the City: 1) it represents the staff who will be directly responsible for your projects; 2) it provides a range of expertise to cover the range of service requirements; 3) it provides a national perspective of experience and institutional knowledge to achieve your future objectives; and 4) it represents the commitment to take personal and professional responsibility for the services and outcomes for the City of Huber Heights.

Project team leader

Patricia Heminover, Director

T: +1 (651) 223 3058

E: patty.heminover@bakertilly.com

Additional project team members

Chuck Rohre, Managing Director

T: +1 (214) 466 2436

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Art Davis, Director

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Sharon Klumpp, Director

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Anne Lewis, Director

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Edward G. Williams, Ph.D., Director

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Cecilia Hernández, Senior Recruitment Analyst

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E: cecilia.hernandez@bakertilly.com

Michelle Lopez, Senior Recruitment Analyst

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Our engagement team
has completed nearly
400 successful
searches since 2016.

Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.



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Education

Master of Education, Administration
Minnesota State University – Mankato

Mini MBA Program, Human Resources Management
University of Saint Thomas (Saint Paul, Minnesota)

Bachelor of Science, Consumer Science, Business
Administration
Minnesota State University – Mankato

Patty has been with the firm since 2010. Prior to joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

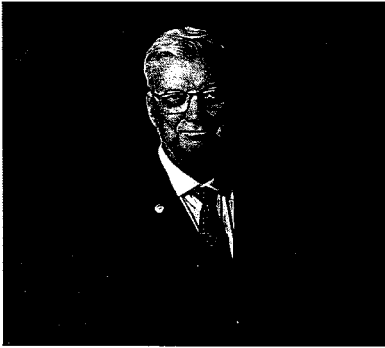
- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, Member
- State Negotiators Association,
Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

Charles A. Rohre

Chuck Rohre, a Managing Director at Baker Tilly, has more than 35 years of experience managing and consulting in both the private and public sectors.



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Education

Master's Degree, Human Relations and Management
Abilene Christian University (Dallas, Texas)

Bachelor of Science, Career Development
Abilene Christian University (Dallas, Texas)

Chuck is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He also directs the professional and support staff of the executive recruitment practice to ensure best practices, quality control and customer service goals are met.

Specific experience

- Manager of the executive recruitment practice
- Extensive and successful track record of completed recruitments across the nation, especially in Texas, Colorado, Arizona, and the Midwestern states
- Has led more than 400 recruitment engagements in 27 states for key executives such as city and assistant city managers, police chiefs, fire chiefs, library directors, chief information officers, city/county attorneys, parks & recreation directors, finance directors and public works directors, as well as executive directors of not-for-profit and quasigovernmental organizations
- Conducted management consulting assignments in a number of disciplines including public safety, career development and strategic planning
- Written and presented training in a variety of subject areas including personnel assessment, leadership and management skills, and career development for public sector employees
- Prior to beginning his consulting career, served as police chief and director of public safety for North Texas municipalities with populations ranging from 9,000 to 200,000 plus

Continuing professional education

- Certified Behavior Analyst by TTI, Inc.
- Advanced management training at the Institute for Law Enforcement Administration
- Federal Bureau of Investigation, LEEDS course
- Annual participation in the International City/County Management Association Conference
- Annual participation in state and municipal league conference

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion to improve local government and create great communities for more than 30 years.



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Education
Master of Public Administration
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science
and Public Administration
William Jewell College (Liberty, Missouri)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- Nearly 15 years' experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

Sharon G. Klumpp

Sharon Klumpp, a director with Baker Tilly, has worked on behalf of local governments for more than 35 years and partnered with them to build strong organizations.



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Education
Master of Public Administration
University of Kansas (Lawrence, Kansas)

Bachelor of Arts, Political Science
Miami University (Oxford, Ohio)

Sharon specializes in providing executive recruitment, organizational management and facilitation services to local governments and nonprofits.

Specific experience

- More than 15 years' experience in executive search and organizational management consulting
- Served as associate executive director for the League of Minnesota Cities
- Appointed executive director of the Metropolitan Council, a seven-county regional planning agency for the Minneapolis-Saint Paul metropolitan area
- Served as city administrator in Oakdale, Minnesota and assistant city manager for St. Louis Park Minnesota and Saginaw, Michigan
- Private sector experience includes serving as the chief administrative officer for the Minneapolis office of a major global engineering and design firm
- Served as an adjunct instructor at Walden University, teaching public administration and organizational change in the University's School of Management

Industry involvement

- International City/County Management Association (ICMA)

7. Project team members

Anne Lewis

Anne Lewis, a director with Baker Tilly, has worked for local governments for nearly 20 years.



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Education

Master of Science, Organizational Leadership
and Public Administration
Shenandoah University (Winchester, Virginia)

Bachelor of Science, Business Administration
and Management
Shenandoah University (Winchester, Virginia)

Prior to joining Baker Tilly, Anne served as an Assistant County Administrator for a Virginia county, a Deputy City Manager and an Assistant City Manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an Emergency Management Deputy Director, Public Information Officer, Human Resources Manager, Parking Authority City Manager, Housing Director, Transit Director and Convention & Visitors Bureau City Manager. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
 - Task Force on Recruitment Guidelines Handbook
 - Task Force on Women in the Profession
 - Task Force on Internship Guidelines
- Virginia Local Government Management Association (VLGMA), former member of Executive Board
- Virginia Women Leading Government
- Government Finance Officers Association (GFOA)

Community involvement

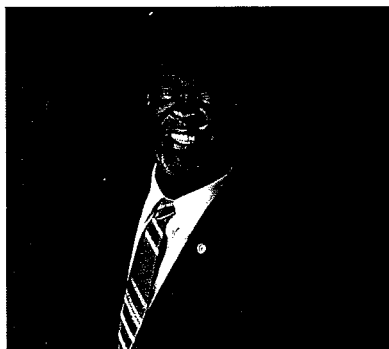
- Shenandoah University Alumni Association, Executive Committee
- Shenandoah Apple Blossom Festival®, Board of Directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

Edward G. Williams, Ph.D.

Edward Williams, a director at Baker Tilly, brings character, competence and expertise to every search.



Baker Tilly US, LLP
Director
2500 Dallas Parkway
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Plano, TX 75093
United States

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M +1 (214) 608 6363
edward.williams@bakertilly.com
bakertilly.com

Languages
English
Spanish

Education
Ph.D., Educational Leadership and Policy Analysis
University of Missouri (Columbia, Missouri)

Master of Higher Education Administration
University of Missouri (Kansas City, Missouri)

Bachelor of Arts, Education
University of Missouri (Kansas City, Missouri)

Edward has more than 20 years of collective experience in human resources and organizational development at various levels, and across various disciplines including, state and local government, community and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

Cecilia Hernández

Cecilia Hernandez is a senior recruitment analyst with Baker Tilly's executive recruitment practice.



Baker Tilly US, LLP
Senior Recruitment Analyst
2500 Dallas Parkway
Suite 300
Plano, TX 75093
United States

T +1 (214) 736 1606
cecilia.hernandez@bakertilly.com
bakertilly.com

Languages
English
Spanish

Education
Bachelor of Science, Public Affairs
University of Texas at Dallas (Richardson, Texas)

Master of Public Affairs with a Local Government
Concentration
University of Texas at Dallas (Richardson, Texas)

Cecelia is responsible for supporting the consultants throughout each recruitment process and keeps in contact with the candidates for any questions or concerns they have.

Specific experience

- Communicates with and sends out candidate questionnaires to candidates once the field of applicants for a position has narrowed to a smaller group
- Responsible for creating reports used and sent to clients, submits candidates' information for background checks and verification of their education, as well as scheduling interviews for finalists
- Worked for a Texas city government as the records management clerk and provided administrative support for the city secretary department; responsibilities were extended to also provide support for the City Manager and prepare for City Council meetings
- Worked for a Dallas area university humanities department; worked closely with event coordinator and manager to ensure that programs and events scheduled ran smoothly; was a contact for students and provided support

7. Project team members

Michelle Lopez

Michelle Lopez, a senior recruitment analyst at Baker Tilly, has been with the firm since 2017.



Michelle assists in the organizational management of the executive recruitment process. Along with coordinating internal workflow, she also works with clients and candidates to ensure objectives are met throughout the process.

Specific experience

- More than 10 years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

Baker Tilly US, LLP
Senior Recruitment Analyst
380 Jackson Street
Suite 300
Saint Paul, MN 55101
United States

T +1 (651) 223 3061
michelle.lopez@bakertilly.com
bakertilly.com

Education

Currently pursuing Bachelor of Science, Project Management
Colorado State University – Global Campus

Associate in Arts, Liberal Arts
Minneapolis Community College (Minneapolis, Minnesota)

8. Sample Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
01/06/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (312) 381-1000	FAX (A/C. No.): (312) 381-7007
INSURED Baker Tilly US, LLP P.O. Box 7398 Ten Terrace Court Madison WI 53707-7398 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: American Casualty Co. of Reading PA	20427
	INSURER B: The Continental Insurance Company	35289
	INSURER C: Transportation Insurance Co.	20494
INSURER D: Valley Forge Insurance Co	20508	
INSURER E: National Fire Ins. Co. of Hartford	20478	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 570085622870 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **Limits shown as requested**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
E	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			C6016751638 General Liability	01/01/2021	01/01/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
D	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			6016751641 Auto	01/01/2021	01/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION			6016723001 Umbrella	01/01/2021	01/01/2022	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000
A B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 6 16751624 WC 6 23746823 WC643413436 Workers Compensation	01/01/2021 01/01/2021 01/01/2021	01/01/2022 01/01/2022 01/01/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Additional insured applies as respects the General Liability and Automobile Liability when required by written contract subject to the terms and conditions of the respective policies. Primary and Non-Contributory applies on General Liability and Auto Liability when required by a written contract.
A waiver of subrogation applies as respects the General Liability, Auto Liability and Workers Compensation when required by written contract subject to the terms and conditions of the respective policies.

CERTIFICATE HOLDER	CANCELLATION
Evidence of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast Inc.</i>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/01/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. One Liberty Plaza, 165 Broadway, Suite 3201 New York, N.Y. 10006	CONTACT NAME:	
	PHONE (A/C, No, Ext): 312-381-1000	FAX (A/C, No): 312-381-7007
INSURED Baker Tilly US, LLP Ten Terrace Court Madison, WI 53718	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Columbia Casualty Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC #		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
	DED	<input type="checkbox"/> CLAIMS-MADE					\$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / <input type="checkbox"/> N					OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Insurance			ABF-188122608	01-Oct-20	01-Oct-21	Not less than US \$1,000,000 per claim and in the annual aggregate.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER Baker Tilly US, LLP Ten Terrace Court Madison, WI 53718	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>
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Appendix I: sample brochure



CITY ADMINISTRATOR

INVER GROVE HEIGHTS, MINNESOTA



Search services provided by Baker Tilly Public Sector Executive Recruitment

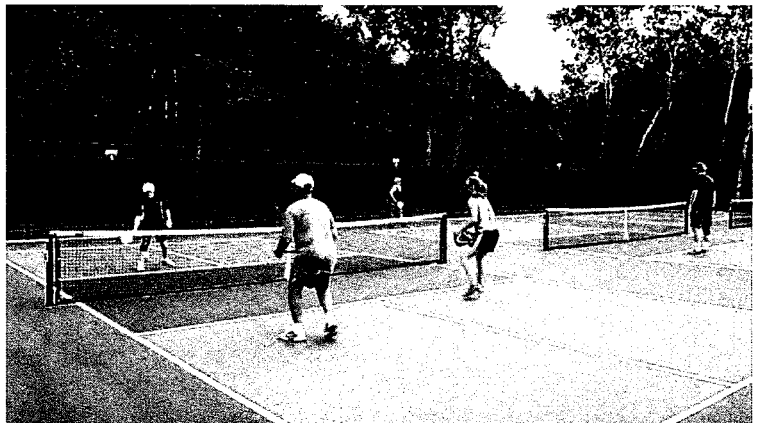
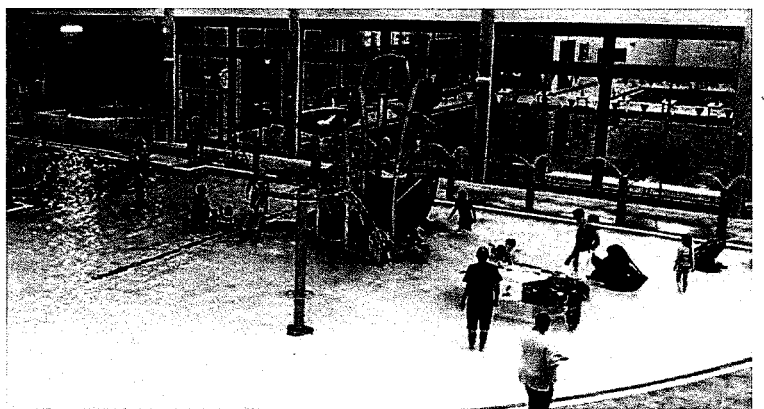
The Community

Inver Grove Heights (pop. 35,077) is a vibrant, diverse, and fast growing community located southeast of the Twin Cities, in close proximity to the Mississippi River. With an area of 30 square miles, the City is poised for continued residential and commercial development. By 2025, its population is projected to reach 46,000. With easy access to Interstate 494 and Minnesota State Highways 52, 55, and 3, City residents are 15 minutes from downtown St. Paul and 25 minutes from downtown Minneapolis.

The largest employers in the area are Flint Hills Corporate Headquarters and Pine Bend Refinery, Cenex/CHS Corporate Headquarters, Inver Grove Heights Community College, ISD 199, and the City of Inver Grove Heights.

Veterans Memorial Community Center provides an array of recreation services to Inver Grove Heights residents. The community center has an ice arena, which includes a section of indoor turf used by lacrosse teams, and The Grove Aquatic and Fitness Center, featuring its own water park. Inver Grove Heights is also home to the Rock Island Swing Bridge, which gives visitors a lovely view of the Mississippi River. The City has 27 parks, including a golf course, an athletic complex at Rich Valley Athletic Complex, and mountain bike trails at Harmon Park Reserve. The Inver Grove Heights Days festival takes place every fall. The celebration is run by local volunteers and features sporting events for all ages, a parade, fireworks, and more.

There are three school districts that serve the community: ISD 199, 196, and 197, with the majority of students attending ISD 199 or 196. ISD 199 has three elementary schools, one middle school, and one high school located within the city. Residents also have access to schools in Apple Valley, Rosemount, Lakeville, Burnsville, and Eagan. Inver Grove Heights is home to Inver Hills Community College, which strives to provide its graduates with transferable or career-focused degrees at an affordable price.





The Organization

The City operates under a statutory form of government consisting of a four-member city council and the mayor who is a voting member. Council members serve four-year staggered terms, with two council members elected every two years and the Mayor elected every two years. Among its primary duties, the City Council establishes a strategic vision for the City, responds to resident concerns, makes laws, sets policies, adopts budgets, and oversees a wide-ranging agenda for the community. The City Council appoints a City Administrator to head administrative functions and direct all city operations, projects, and programs. The City employs a staff of 154 full-time equivalents and 308 part-time/seasonal employees. The City has an all-funds budget of \$60 million.

The City of Inver Grove Heights is a full-service city, including police and fire protection, the construction and maintenance of highways, streets and other infrastructure, water and sewer services, community development support, and recreational activities and cultural events.

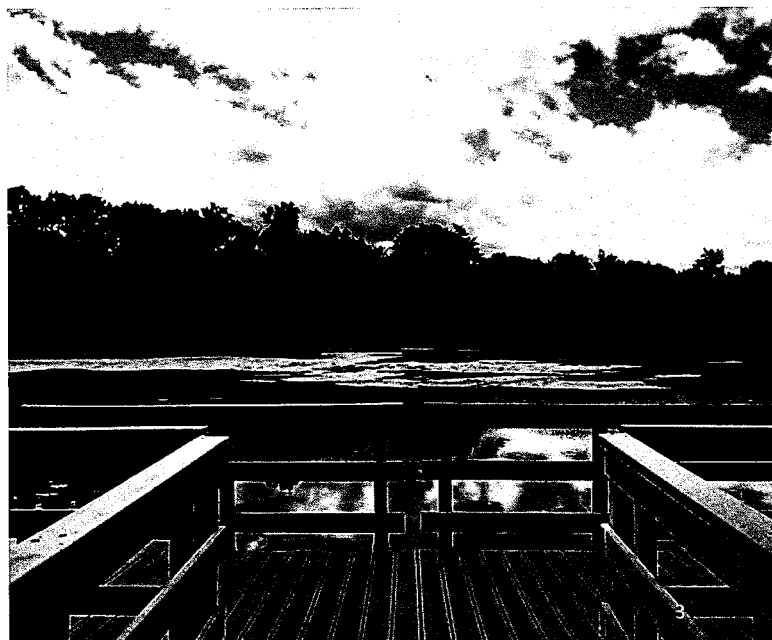


Vision

A welcoming community on the river, with varied landscapes, that provides a safe environment, quality built and sustainable infrastructure, supports local businesses, a variety of housing and promotes culture and recreation.

Mission

The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community.



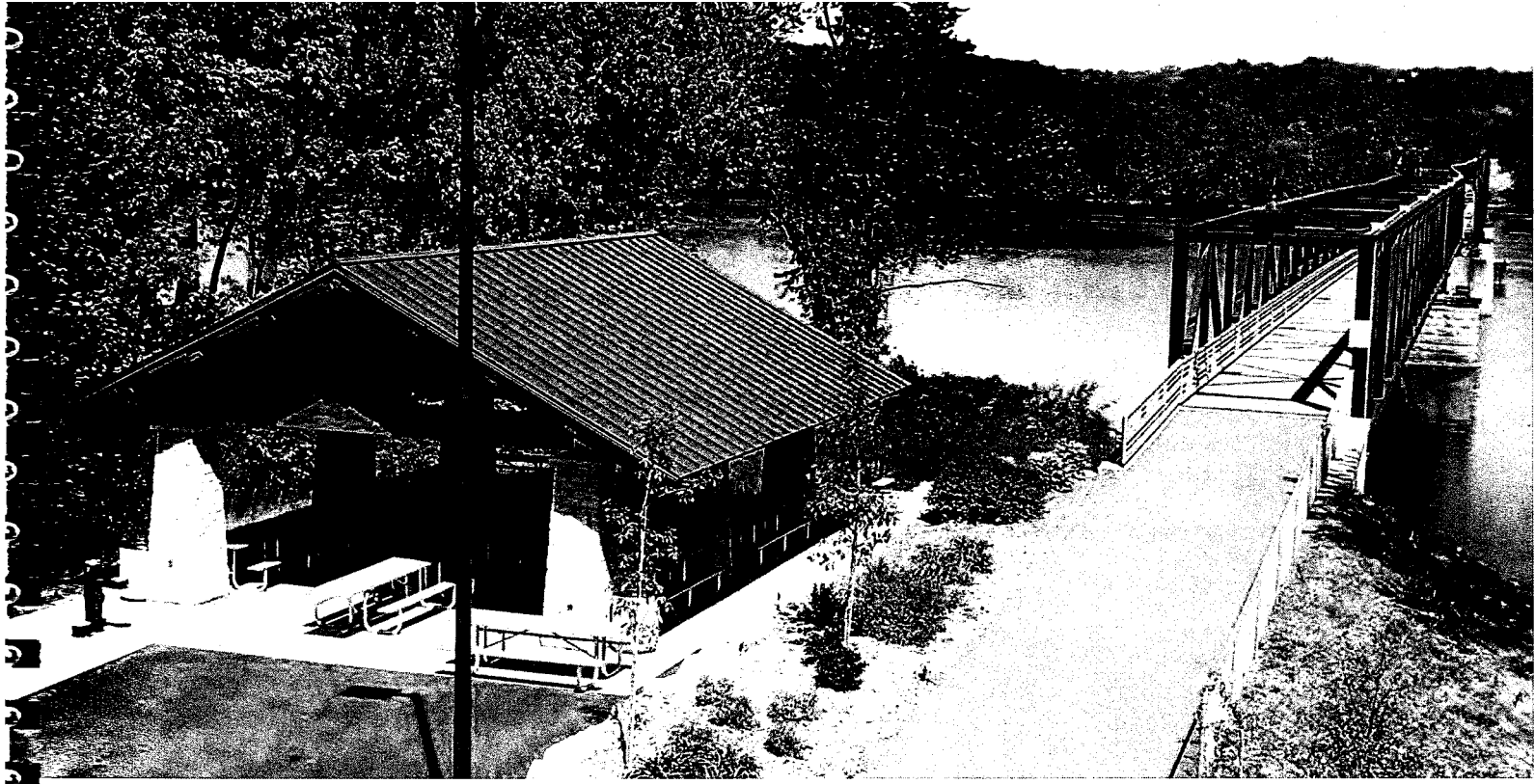
The Position

Under the direction of the City Council, the City Administrator is responsible for overseeing the implementation of the decisions, policies, and goals of the City Council in collaboration with City department directors and their staff. The City Administrator provides overall direction and oversight to department directors to ensure the most effective use of City resources and adherence to City administrative policies and procedures. The City Administrator has ten direct reports: Director of Parks & Recreation, Director of Public Works, Director of Community Development, Police Chief, Fire Chief, Director of Finance, IT Manager, Human Resources Manager, Communications Manager, and City Clerk.

Major duties for this position include:

- Oversees the preparation of meeting agendas.
- Attends City meetings, committee meetings, staff meetings, and meetings with other governmental entities.
- Evaluates projects, programs and services and the impact they may have on the community and City.
- Provides direction, supervision, coordination, and oversight to department directors and administrative personnel.
- Cultivates and sustains an organizational culture that supports and enhances City's values.
- Oversees and directs administrative services of the City including technology, human resources, communications, and City Clerk functions; monitors and develops budgets in collaboration with Finance Director and other department heads/directors.
- Oversees the selection process of department directors and direct reports and makes recommendations to the City Council.
- Serves as an advisor to the City Council and its committees on operational issues, items of concerns, and recommendations.
- Plans, researches, formulates and/or recommends policies, procedures, and proposals for the Council's consideration.
- Oversees and plans the budgetary process and fiscal operations of the City.
- Conducts and performs activities involved in public relations and public information services for the City.
- Establishes relationships and communications with County administrators, County Commissioners, school superintendents, local businesses, associations, and agencies.
- Works with a variety of different groups representing various sectors of the community to identify or discuss their issues, concerns and to represent the City or serve as a liaison between the community, citizens, and the Council.
- Represents the City with local legislators, appointed officials, community leaders, and other city managers or administrators.





Desired Capabilities

The successful candidate will be a leader who is approachable and aligned with the City's values of being ethical (doing the right thing), engaged (delivering collaborative results), and striving for excellence (setting high standards and exceeding expectations). Exercising trust and respect for all, the successful candidate will create an organizational culture that supports and empowers good governance. The successful candidate will understand, respect, and support the role of the City Council while remaining apolitical. The successful candidate will be a critical thinker in evaluating and addressing City needs and problems and receptive to the ideas and perspectives of others. Other desired capabilities include:

- Creative leader who can be a champion for the City and facilitate the community's growth
- Innovative, receptive to new ideas, not content with the status quo
- Connects with the community, proactively reaches out to and engages community groups
- Projects confidence and inspires others to do their best
- Demonstrates the highest level of trust, integrity, and ethics; is transparent in all interactions
- Knowledgeable on issues facing growing communities, relates to the interests of large rural lots and small city lots
- Listens effectively and engages with staff, residents, intergovernmental representatives, other stakeholders, and the City Council
- Invites perspectives, professional opinions, and discussion to make informed decisions
- Motivates and encourages staff performance; ensures that employees understand how their work contributes to organizational goals and objectives
- Sets goals, communicates expectations, and holds staff accountable
- Effective communicator who welcomes questions and responds by providing insight and reasons that explain the response; keeps the conversation focused on best practices
- Fiscally conservative with a strong financial acumen, emphasizes the importance of long-range fiscal planning
- Calm, courteous, and respectful demeanor
- Self-aware and emotionally intelligent
- Approachable and visible in the community, regularly attends community events

Leadership Opportunities

Council-Administrator relationship. The City Administrator will make it a priority to get to know the individual members of the City Council and to work with them collectively to define roles and relationships, to discern priorities, and to help the City Council reach consensus on policy matters. The City Administrator, working with the senior management team, will provide timely information and analysis to the City Council and engage the City Council by providing options and recommendations on policy issues. The City Administrator will ensure that all Council members get the same information at the same time.

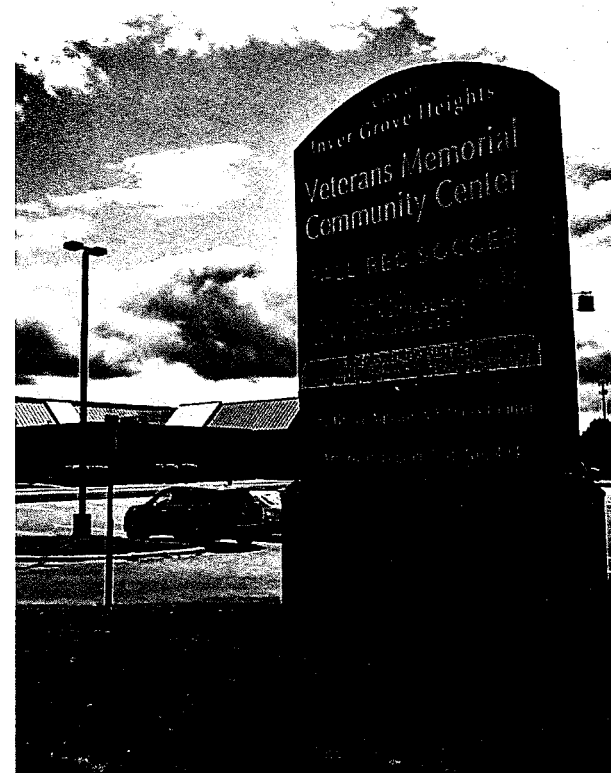
Strategic direction. The City Council has begun work to identify its strategic goals. The City Administrator will work with the City Council and the staff leadership team to develop short- and long-range City goals that are linked to the City budget and long-range financial plans and will provide the leadership and energy to accomplish adopted goals.

Organizational development. The City Council and staff leadership team understand the importance of building a cohesive organization with a forward-looking, shared strategic direction for the City. The City Administrator will cultivate an inclusive organizational environment that values collaboration, teamwork, and respect. With vacancies in the positions of the Directors of Public Works and Engineering and Parks and Recreation, the City Administrator will also have the opportunity to build the leadership team.

Community-building. The City Administrator will establish trusting relationships and regular communications with County officials, school superintendents, and local businesses and connect with groups from various sectors of the community and the general public to represent the City and discuss issues and concerns. The City Administrator will also represent the City in professional, regional, and state organizations.

Economic growth. The City wants to ensure that development and construction processes are streamlined to attract more businesses and developments to help the City realize its untapped potential. The City Administrator will work with the staff leadership team to accomplish the City's goals of improving existing residential neighborhoods, increasing commercial activities, increasing the tax base, and providing additional employment opportunities.

Modernize administrative processes. The City Administrator will engage the staff leadership team to identify areas where efficiencies can be achieved by streamlining business processes and updating technology. As the City grows, the City Administrator will review, and project staffing needs required to support municipal services



Qualifications and Experience

This position requires a Master's degree in public administration or a closely related field and at least five years of management and leadership experience in the areas of finance, government and public administration or an equivalent combination of education and experience. ICMA-CM is a plus.

The successful candidate will demonstrate a proven record of strategic and ethical leadership, a passion for community building, and a collaborative management style. Deep familiarity with the delivery of municipal services and administrative functions, including finance and human resource, is required.



Compensation and Benefits

The 2021 salary range for this position is \$152,131 to \$180,927, and the anticipated starting salary is \$166,529 +/-, depending upon qualifications and experience. The City offers a full range of employee benefits. Relocation is negotiable.

Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2892>

This position is open until filled; first review of resumes occurs on May 26, 2021. Following this date, applications will be screened against criteria outlined in this brochure. For more information or to request accommodations, please contact Sharon Klumpp at sharon.klumpp@bakertilly.com or 651-223-3053.

For more information about the City, please visit <https://www.ighmn.gov/>

The City of Inver Grove Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



380 Jackson Street, Suite 300

St. Paul, MN 55101

651-223-3000

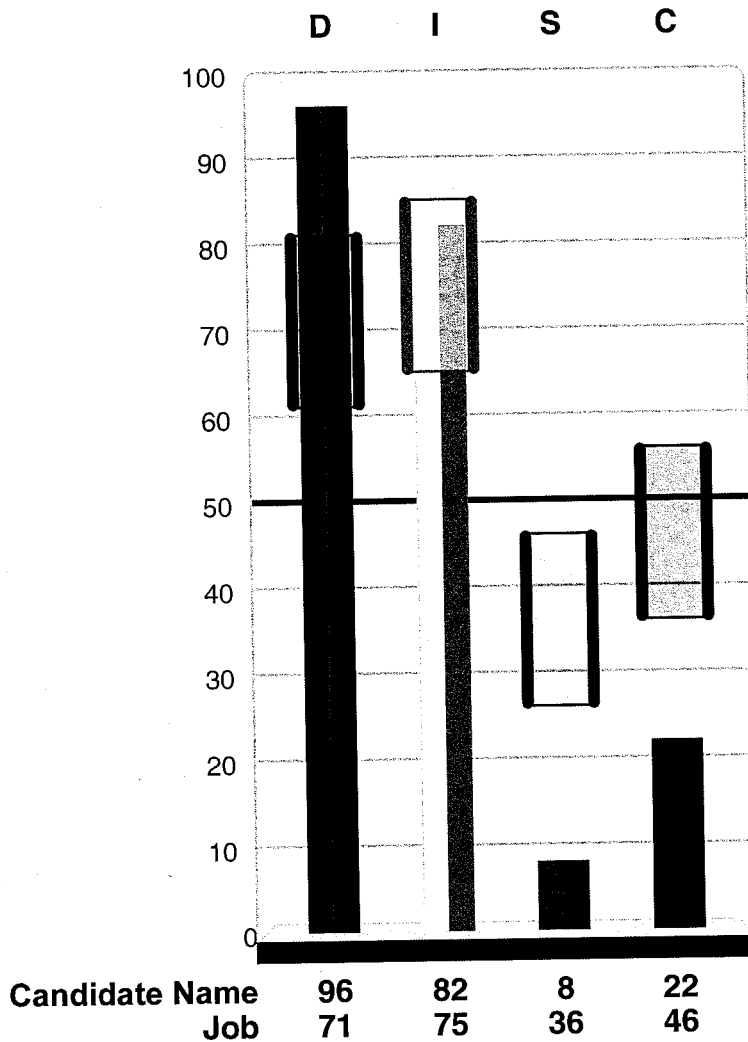
bakertilly.com

Appendix II: sample excerpt of TTI report



Workplace Behaviors® Candidate Name

The following graph is designed as a visual comparison between the position and the applicant for each behavioral factor. The highlighted area denotes the position-related score for each behavioral factor. The applicant's score is denoted by the darker red, yellow, green and blue line. The closer the applicant's score aligns to the position's score, the better the applicant will perform in the position with respect to behavior.

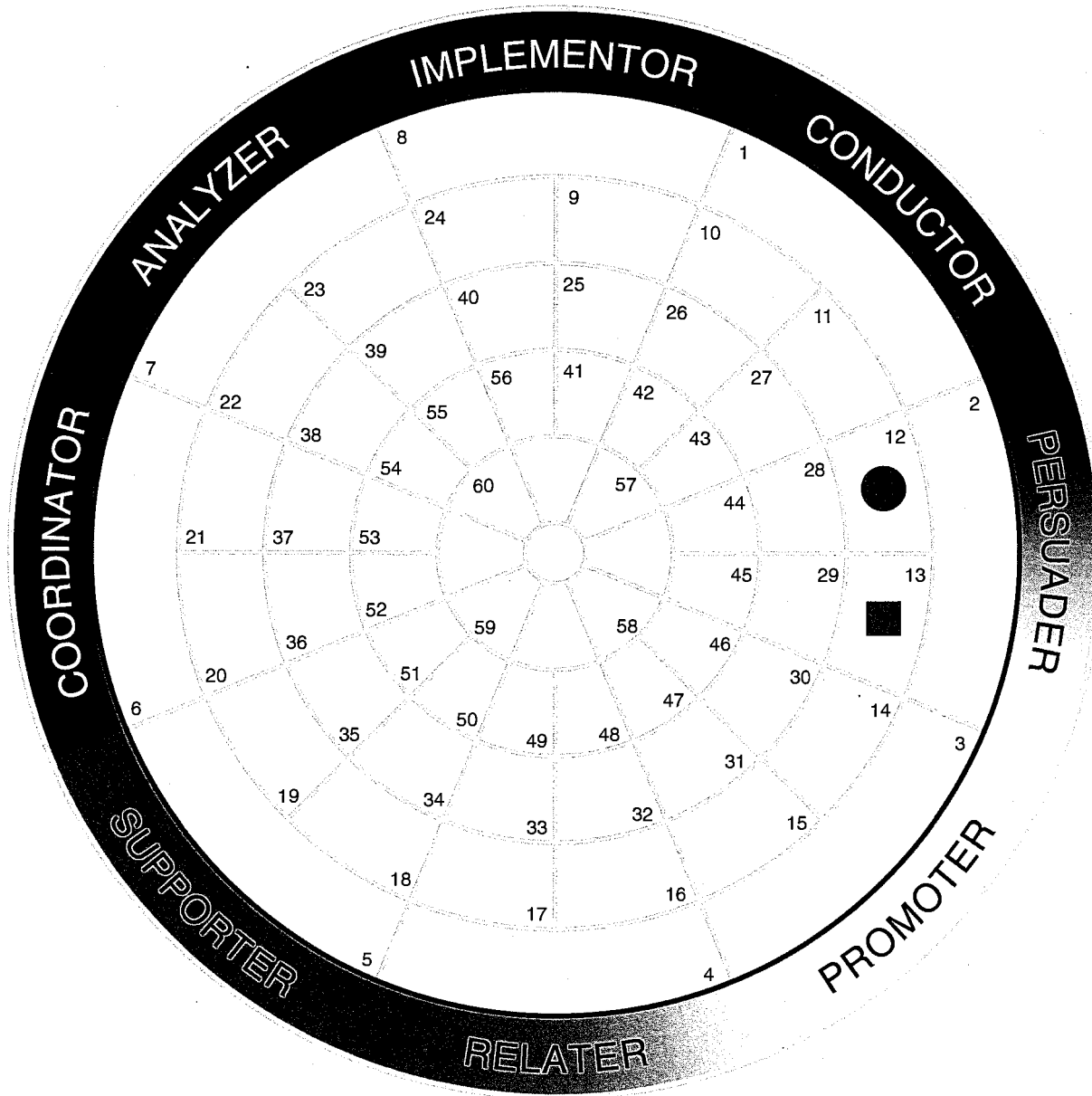


Job Range (20 point range)



TTI SUCCESS INSIGHTS®
DISCOVER • ENGAGE • ADVANCE • PERFORM

The Success Insights® Wheel



- Job - (13) PROMOTING PERSUADER
- Candidate - (12) CONDUCTING PERSUADER



TTI SUCCESS INSIGHTS®
DISCOVER • ENGAGE • ADVANCE • PERFORM

Comparison Analysis For Consulting and Coaching

Job Competencies Hierarchy	Zone Range	Person
1. Customer Focus	91 — 100	50 <input type="checkbox"/>
2. Teamwork	74 — 100	67 <input type="checkbox"/>
3. Interpersonal Skills	72 — 92	73 <input type="checkbox"/>
4. Influencing Others	86 — 100	68 <input type="checkbox"/>
5. Flexibility	83 — 100	78 <input type="checkbox"/>
6. Creativity and Innovation	66 — 84	62 <input type="checkbox"/>
7. Leadership	75 — 93	85 <input type="checkbox"/>

Primary Driving Forces Cluster	Zone Range	Person
1. Collaborative	35 — 57	6 <input type="checkbox"/>
2. Selfless	40 — 62	61 <input type="checkbox"/>
3. Harmonious	35 — 57	0 <input type="checkbox"/>
4. Receptive	22 — 45	29 <input type="checkbox"/>

Job Behavioral Hierarchy	Zone Range	Person
1. Competitive	73 — 100	90 <input type="checkbox"/>
2. Interaction	60 — 84	90 <input type="checkbox"/>
3. Versatile	54 — 74	100 <input type="checkbox"/>
4. Frequent Change	52 — 72	92 <input type="checkbox"/>

☒ Exact match ☐ Fair compatibility
☒ Good compatibility ☐ Poor compatibility ☐ Over-focused

Candidate Name

ORIGINAL

HUBER HEIGHTS, OHIO

CITY MANAGER

Recruitment Proposal

July 27, 2021



630 Dundee Road

Suite 225

Northbrook, IL 60062

Primary Contact Person: Laurie Pederson

Director of Administrative Services

847-380-3240

info@GovHRusa.com

A note about COVID-19 -- We are carefully monitoring recommendations from the federal, state and local governments and working with clients as they begin to reopen. Before COVID we made extensive use of technology for video interviews with candidates and meetings with clients. We have utilized these during COVID and can combine technology with appropriate in person meetings to assist clients in cost effective recruiting.

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Concluding Remarks	13
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Consultant Biography	
Client List	
Sample Recruitment Brochure	

July 27, 2021

Mr. Anthony C. Rodgers, MPA
Clerk of Council
City of Huber Heights
6131 Taylorsville Road
Huber Heights, Ohio 45424

Dear Mr. Rodgers:

Thank you for the opportunity to provide you with a proposal for the City Manager recruitment and selection process for the City of Huber Heights. GovHR USA ("GovHR") prides itself on a tailored, personal approach to executive recruitment and selection, able to adapt to your specific requirements for the position.

GovHR, (a limited liability company, Tax I.D. #27-0598897) 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 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 Senior Vice President Maureen Barry will be responsible for your recruitment and selection process. She will be assisted by a home office Recruitment Coordinator, and a Reference Specialist. Ms. Barry's biography is attached to the proposal and her contact information is:

Maureen Barry
Senior Vice President
GovHR USA LLC
Tiffin, Ohio
Telephone: 224-282-8306
Mbarry@govhrusa.com

We believe we have provided you with a comprehensive proposal that meets the minimum qualifications set forth in the RFP, and we accept all requirements, terms and conditions contained in the RFP. Gov HR does not discriminate in its employment practice with respect to race, color, age, religions, sex, veteran status, sexual preference, national origin, or disability. No attempt has been made or will be made by GovHR to induce any other person or firm to submit or not submit a quote. We are not aware of any conflict of interest with any Huber Heights employee that would prevent us from conducting the services offered in this proposal.

The undersigned has the authority to make decisions at to matters relating to this RFP and to bind the company to a contract for the services offered herein. A copy of the firm resolution granting this authority is included with this proposal.

Please contact Laurie Pederson, Director of Administrative Services, 847-380-3240, if you have questions regarding our proposal or need additional information. If you would like a service that you do not see,

please let us know; we can most likely accommodate your request. We look forward to hearing from you and hope to have the opportunity to work with you on this important recruitment.

Sincerely,



Judith Schmittgens
Corporate Secretary and Compliance Manager

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009, and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 350 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-one consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Massachusetts, Michigan, Minnesota and Wisconsin, as well as five reference specialists and eight support staff.

Our consultants are experienced executive recruiters who have conducted over 800 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding* and indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

GovHR has conducted more than 200 top Manager recruitments (City Manager, County Administrator, etc.) since the firm's inception. A list of these recruitments for the past 5 years is included with this proposal, and a complete list of clients is available on our website at www.govhrusa.com.

References

The following references can speak to the quality of service provided by GovHR.

Lakeland FL (City Manager, 2020) – Heidi Voorhees

Bill Mutz, Mayor
228 S. Massachusetts Ave.
Lakeland, FL 33801
863-834-6000
Bill.Mutz@lakelandgov.net

Decatur, GA (Senior Engineer/City Engineer, In Progress) - Charlene Stevens

(Human Resources Director, 2020) - Charlene Stevens

(Assistant City Manager, 2019) - Heidi Voorhees

(City Manager, 2018) - Heidi Voorhees

Andrea Arnold, City Manager
Decatur City Hall, 2nd Floor
509 North McDonough St.
Decatur, GA 30030
Andrea.Arnold@decaturga.com

Evanston, IL (City Manager, 2020) - Heidi Voorhees & Dele Smith

(Chief of Police, 2018) - Joseph De Lopez & Lee McCann

(Director of Parks, Recreation & Community Service, 2015) - Terry Porter & Chuck Balling

Jennifer Lin, Human Resources Manager
2100 Ridge Ave., Suite 4500
Evanston, IL 60201
847-866-2935
jlin@cityofevanston.org
Steve Haggerty, former Mayor of Evanston
Steve.Haggerty@hagertyconsulting.com

Lake Forest, IL

(Director of Human Resources, 2021) - Heidi Voorhees & Maureen Barry

(City Manager, 2018) - Heidi Voorhees

Robert T. E. Lansing, Former Mayor
City of Lake Forest
390 E. Wisconsin Ave.
Lake Forest, IL 60045
847-226-0511
Robte147@gmail.com

St. Charles, IL (City Administrator, 2021) - Heidi Voorhees

Lora Vitek, Mayor

2 E. Main Street

St. Charles, IL 60174

630-377-4400

LVitek@stcharlesil.gov

Jennifer McMahoan, HR Director

JMcmahon@stcharlesil.gov

Our Team

Project Manager & Main Point of Contact:

GovHR Senior Vice President Maureen Barry will be responsible for your recruitment and selection process, and she will be assisted by a home office Recruitment Coordinator and a Reference Specialist. Her biography is attached to this proposal and her contact information is:

Maureen Barry
Senior Vice President
GovHR USA LLC
Tiffin, Ohio
Telephone: 224-282-8306
Mbarry@govhrusa.com

Ms. Barry is currently working on several recruitments, including the Finance Directors for Park Ridge and Crest Hill, Illinois; the Finance Director and the Chief Diversity & Inclusion Officer for Peoria, Illinois; and the Director of Public Works for Lake County, Illinois. Ms. Barry served in local government for 15 years prior to joining GovHR in 2020.

Proposal Inquiries:

Laurie Pederson
Administrative Services Director
847-380-3198
LPederson@GovHRusa.com

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by

mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

One-on-one or group interviews will be conducted with stakeholders identified by the City to develop the Recruitment Brochure. We have a variety of other options for gathering input:

- Dedicated email and surveys to obtain feedback from stakeholder groups
- Public Forums conducted by our consultants

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position.

Development of a **Position Announcement** to be placed on websites and social media

Development of a thorough **Recruitment Brochure** for City review and approval

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the City focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media
 - LinkedIn (over 15,000 connections)
 - Facebook
 - Twitter
 - Instagram
- GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the City's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- The City will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the City Council reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening* will be conducted along with additional references contacted:



*Per state and federal regulations

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of City facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Project Timeline



Weeks 1 & 2

Phase 1: Interviews & Brochure Development

Weeks 3 thru 6

Phase 2: Advertising, Candidate Recruitment & Outreach

Weeks 7 thru 9

Phase 3: Candidate Evaluation & Background Screening

Week 10

Phase 4: Presentation of Recommended Candidates

Week 11 & 12

Phase 5: Interview Process & Additional Background Screening

Weeks 13 & 14

Phase 6: Appointment of Candidate

Price Proposal

Summary of Costs	Price
Recruitment Fee:	\$18,500
Recruitment Expenses: (not to exceed) Expenses include candidate due diligence efforts	1,500
Advertising: Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	2,500
Total:	\$22,500*

*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. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, we estimate \$250 per trip (up to 3 trips) for travel. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the City (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal). **2nd Payment:** 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

Guarantee

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to Huber Heights.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the City or the employee's own determination, leave the employ of the City within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Why Choose GovHR?

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the leadership position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Our firm was founded on and rooted in a desire to increase the diversity of local government leaders. We regularly engage with and financially support the National Forum for Black Public Administrators, the Local Government Hispanic Network, the League of Women in Government and the Emerging Local Government Leaders. Involvement with these organizations assists us in developing a highly qualified, diverse candidate pool for each executive recruitment. We also heavily utilize social media including LinkedIn, Facebook, Twitter and Instagram to push out employment opportunities and connect with candidates who may not be seeking a position but who would find your opportunity appealing. We pay for databases that have the email addresses for all local government leaders in public safety, public works, public finance, planning and economic development as well as in general administration. This allows us to ensure that we are contacting all candidates who might be interested in your position. In addition, our consultants are located across the country providing us with personal contacts for potential candidates. We do not hesitate to call potential candidates who we believe are a fit for your position.

We utilize the information we have gained to evaluate candidates and we conduct a video screening interview to further understand each qualified candidate's background and experience. We also conduct reference calls and media searches to ensure there are no surprises with respect to a candidate's background. This information is shared with the client along with our objective assessment of each candidate. We will provide you with a matrix of all of the candidates, noting the relevant experience and background of those we recommend you consider for interview.

We are your partner throughout the process, present for the interviews and assisting in the compensation discussions. We guarantee our placements for one year, should the successful candidate leave for any reason. We believe our thorough and transparent process is unparalleled in our field and we hope to have the opportunity to work with you.

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.

**ACTION OF THE MEMBERS OF
GovHR USA, LLC
BY WRITTEN CONSENT**

The undersigned, being the sole Members and duly elected Managers of **GovHR USA, LLC**, an Illinois Limited Liability Company, hereby waive all notice of meeting, and consent, in writing, without the necessity of a meeting, pursuant to the authority of the Illinois Limited Liability Company Act and the Amended and Restated Operating Agreement of the Company, to the following actions:

RESOLVED, that **JUDITH SCHMITTGENS**, Compliance and Client Relations Manager of GovHR USA, LLC be and hereby is nominated as **Secretary** of the Company, with the power to sign proposals, contracts, certificates, forms and other documents included in Requests for Proposals and Requests for Qualifications to which GovHR is responding, or otherwise required by clients, businesses and others with whom GovHR does business, and further,

RESOLVED, that any such documents signed by **JUDITH SCHMITTGENS** as **Secretary and authorized agent of GovHR USA, LLC**, shall have the same authority and ability to bind the Company as if signed by the undersigned Members of the Company.

DATED as of this 24th day of August, 2018.



Heidi Voorhees, President



Joellen Cademartori Earl



MAUREEN BARRY



Maureen Barry is a Senior Vice President with GovHR USA, specializing in helping public organizations to meet their management resources consulting needs. Widely recognized within her profession for her leadership, capabilities and commitment, she has over 28 years of combined experience working for local governments in the public and private sectors.

Prior to joining GovHR, Maureen spent nearly 13 years as a Municipal/Financial Advisor providing consulting services related to public finance and economic development solutions. She also worked directly for municipalities for 15 years, where among other responsibilities, she performed and managed multiple human resources related functions, including recruitment and selection and various analyses.

Maureen has local government operations expertise and familiarity with public managers and organizations throughout Illinois and the U.S. She has worked with diverse groups of clients and public participants and has a talent for quickly discerning the culture and values of each individual community. She emphasizes the importance of comprehensive planning and consensus-building from the earliest phases of the project and is adept in adjusting the plan as needed along the way. A strong client service ethic is fundamental in Maureen's approach to her engagements. GovHR clients can expect from her an approachable style, clear and steady communication, responsiveness, and effective, reliable, high-quality work products and processes.

PROFESSIONAL EDUCATION

- Master of Public Affairs, Indiana University, Bloomington, IN
- Bachelor of Arts in Political Science, University of Dayton, Dayton, OH
- Qualified Municipal Advisor Representative (Series 50) with the Municipal Securities Rulemaking Board (inactive)
- Certified Independent Professional Municipal Advisor by the National Association of Municipal Advisors (inactive)

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Speaker on various public finance and economic development topics at seminars and conferences sponsored by the following organizations from 2008-2018: Illinois City/County Management Association, Illinois Government Finance Officers Association, Illinois Municipal Treasurers Association, Illinois Tax Increment Association, and The Legacy Project, among others.

MEMBERSHIPS AND AFFILIATIONS

- Illinois City/County Management Association (ILCMA)
- International City/County Management Association (ICMA) – Conference Scholarship 1995
- Illinois/Government Finance Officers Association (IGFOA and GFOA)

- Women in Public Finance (WPF) – Chicago Chapter Board member
- Lambda Alpha International (LAI), Ely Chapter, Chicago (Land Use Economics and Development)
- National Association of Municipal Advisors (NAMA)
- Illinois Tax Increment Association (ITIA)
- Council of Development Finance Agencies (CDFA)
- Illinois Municipal Treasurers Association (IMTA)
- The Legacy Project (Advancing Women in Local Government)
- Rotary Club of Wilmette Harbor – Past President, Past Foundation Board & Committee Chair, Board Member
- Rotary District 6440 – Past District Treasurer, Finance Committee/Chair, Grants Committee

PROFESSIONAL BACKGROUND

15 Years of Local Government Leadership and Management; 13 years of Municipal/Financial Advisory Consulting

- Director/Municipal Advisor, Stern Brothers & Co., Chicago, IL 2019-2020
- Senior Municipal Advisor/Vice President, Ehlers & Associates, Inc., Chicago, IL 2008-2019
- Assistant Village Manager, Village of Wilmette, IL 2004-2008
- Assistant to the City Manager, City of Evanston, IL 2000-2004
- Management Assistant/Intern, City of Glendale, AZ 1995-2000
- Intern, Montgomery County Parks & Grounds, Dayton, OH 1992





City & County Management Recruitments 2015 to Present

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City Management	Alaska	Unalaska	City Manager	4,768	2017
		Seward	City Manager	2,693	2019
		Bethel	City Manager	6,500	2019
		Homer	City Manager (Professional Outreach)	5,300	2019
	Colorado	Eagle	Town Manager	6,739	2017
		Englewood	City Manager	34,957	2019
	Connecticut	Cheshire	Town Manager	29,261	2017
		Enfield	Town Manager	45,246	2015
					2018
					2020
		Meriden	City Manager	60,838	2018
		East Hampton	Town Manager	13,000	2019
	Delaware	Newark	City Manager	33,398	2018
	Florida	Largo	Assistant City Manager	82,244	2018
		Gainesville	Assistant City Manager	133,997	2021
		Lakeland	City Manager	110,000	2020
		Palm Beach	Assistant City Manager	85,933	2021
	Georgia	Decatur	Assistant City Manager	25,000	2018
			City Manager	25,000	2018
	Illinois	Bensenville	Village Manager	20,703	2015
		Bloomington	City Manager	78,005	2018
		Crest Hill	City Administrator	20,837	2015
		Decatur	City Manager	76,178	2018
			Deputy City Manager	76,178	2019
		DeKalb	City Manager	43,849	2018
		Dixon	City Manager	18,601	2015
		East Moline	City Administrator	21,300	2016
		East Peoria	City Administrator	23,503	2016
		Effingham	City Administrator	12,577	2018
		Fox Lake	Village Administrator	10,550	2021
		Freeport	City Manager	25,000	2017
		Glencoe	Assistant Village Manager	8,723	2015
		Homewood	Assistant Village Manager (Virtual)	19,464	2017
		Joliet	City Manager	147,500	2017
		La Grange	Assistant Village Manager (Virtual)	15,732	2017
		La Grange	Village Manager	15,732	2017
		La Grange Park	Assistant Village Manager	13,579	2020
		Lake Bluff	Assistant to the Village Manager	5,700	2016
		Lake Forest	City Manager	19,375	2018
		Lake Zurich	Village Manager	19,631	2015
		Libertyville	Village Manager	20,431	2016
			Assistant Village Manager/Community		
		Lincolnshire	Development Director	7,500	2016
		Lindenhurst	Village Administrator	14,468	2017
		Mokena	Village Administrator	19,042	2015
		Moline	City Administrator	43,100	2017
		Mt. Prospect	Village Manager	54,771	2015
		Niles	Village Manager	30,001	2021

City & County Management Recruitments 2015 to Present

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City	Illinois	Normal	City Manager	54,264	2017
		Northbrook	Village Manager	35,000	2021
			Assistant Village Manager/Human Resources		
		Oak Park	Director	52,000	2019
		Orland Park	Village Manager	60,000	2016
					2019
		Pekin	City Manager	33,223	2016
		Schiller Park	Village Manager	11,870	2015
		Shorewood	Village Administrator	17,495	2018
		Vernon Hills	Village Manager	25,911	2021
		Villa Park	Assistant Village Manager (Virtual)	22,038	2021
		Washington	City Administrator	15,700	2015
		Wauconda	Village Administrator	13,758	2017
		Winnetka	Assistant Village Manager	12,422	2019
		Woodridge	Village Administrator	32,971	2017
		Barrington	Village Manager	10,455	2018
		Willowbrook	Village Administrator	8,967	2019
		Geneseo	City Administrator (Virtual)	6,500	2019
		Princeton	City Manager	7,700	2019
		Mundelein	Village Administrator	31,385	2020
		Centralia	City Manager	13,000	2020
		Savoy	Village Administrator (Virtual)	8,607	2020
		Pingree Grove	Village Manager	10,000	2020
		Palos Heights	City Administrator (Virtual)	12,480	2021
	Indiana	St. John	Town Manager (Professional Outreach)	18,047	2020
	Iowa	Bondurant	City Administrator	5,493	2017
		Newton	City Administrator	15,000	2016
		Webster City	City Manager	8,000	2016
		Windsor Heights	City Administrator	4,860	2019
		Muscatine	City Administrator	23,819	2020
	Maryland	Greenbelt	City Manager	23,753	2016
		Hagerstown	City Administrator	40,612	2015
		Sykesville	Town Manager	3,941	2019
		Westminster	City Administrator	18,522	2021
	Massachusetts	Cambridge	City Manager	110,000	2016
		Eastham	Town Administrator	4,956	2016
		Provincetown	Town Manager	2,990	2015
		Williamstown	Town Manager	8,400	2015
	Michigan	Hamtramck	City Manager	21,752	2017
		Oakland Township	Township Manager	19,132	2018
		Rochester	City Manager	13,000	2015
		Eastpointe	City Manager	32,673	2019
		Troy	Assistant City Manager	83,813	2019
			City Manager	83,813	2018
		Albion	City Manager	8,337	2018
		Adrian	City Administrator	20,676	2018
		Ferndale	City Manager	20,428	2019
		Lincoln Park	City Manager	36,665	2019
		Royal Oak	City Manager	59,112	2019
		Charlotte	City Manager	9,100	2020
	Minnesota	Woodbury	Assistant City Administrator	68,820	2017
		Waconia	City Administrator	13,500	2021
		St. Louis Park	City Manager	48,662	2021
	Missouri	Ferguson	City Manager	21,111	2015

City & County Management Recruitments 2015 to Present

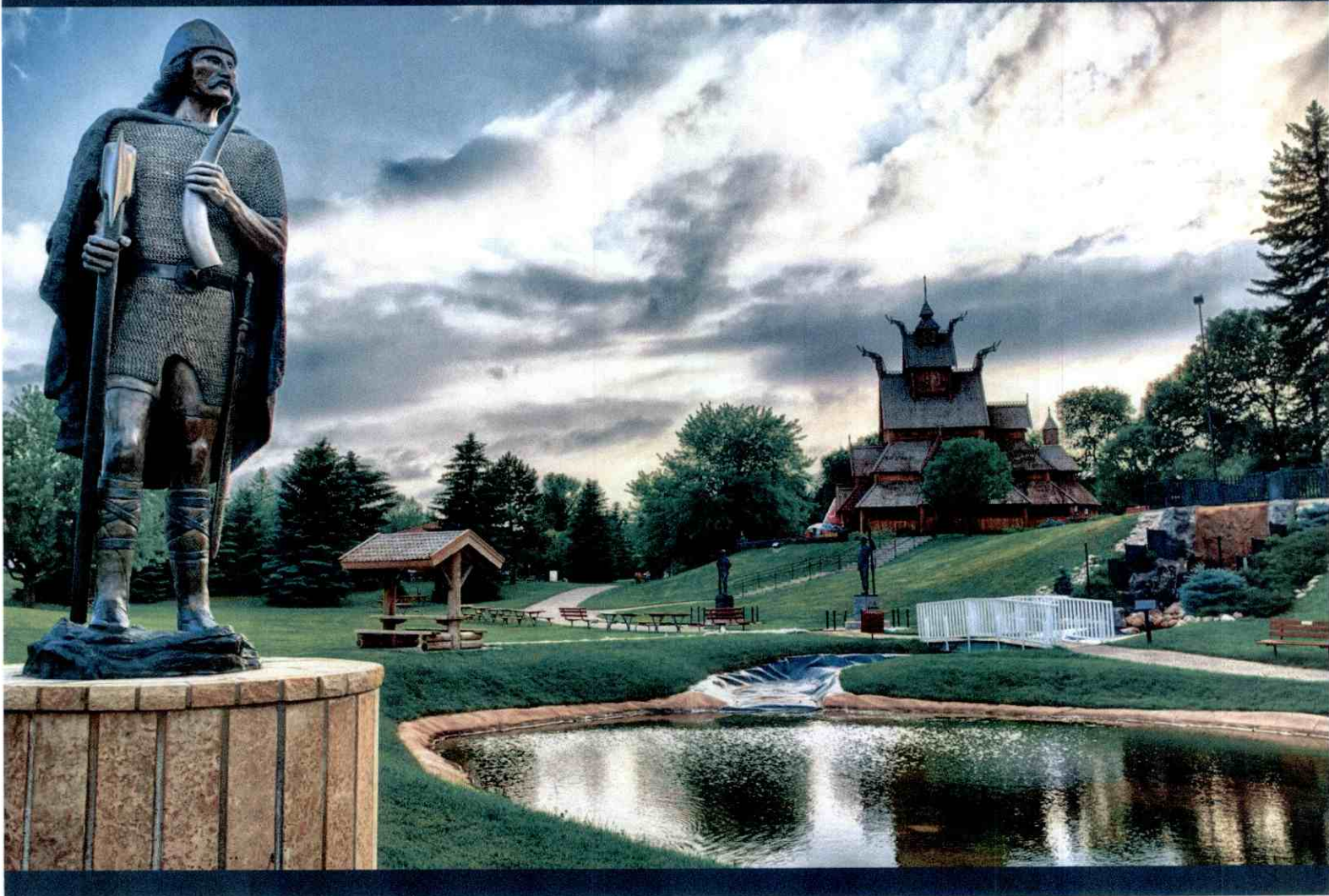
TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City	Missouri	Maryland Heights	City Administrator	27,436	2015
		Republic	City Administrator	15,590	2016
		University City	Assistant City Manager	35,172	2020
			City Manager	35,172	2017
			Assistant to the City Manager/Communications Director	35,172	2018
			Assistant to the City Manager/Director of Human Resources	35,172	2020
		Wildwood	City Manager	35,524	2019
		South Lyon	City Manager	11,327	2018
		Cape Girardeau	City Manager	38,000	2020
		Ballwin	City Administrator	30,181	2020
	Nevada	Webster Groves	City Manager	22,800	2020
		Boulder City	City Manager	16,207	2021
	New Hampshire	Portsmouth	City Manager	21,796	2019
	New Jersey	Waldwick	Borough Administrator	9,800	2015
	New York	Mamaroneck	Town Administrator	29,156	2021
			Village Manager	19,426	2018
		Long Beach	Deputy City Manager (Virtual)	33,275	2021
	North Carolina	Fayetteville	Assistant City Manager	210,000	2017
					2018
	North Dakota	Minot	City Manager	45,700	2020
	Ohio	Oberlin	City Manager	8,390	2016
	Pennsylvania	Ferguson Township	Township Manager	18,300	2017
		Mt. Lebanon	Municipal Manager	33,137	2015
		South Fayette Township	Township Manager	14,416	2018
	Rhode Island	North Kingston	Town Manager	26,326	2015
	Texas	Burleson	City Manager	43,960	2018
		Garland	Assistant City Manager	233,206	2016
		Missouri City	Assistant City Manager	74,139	2019
		McKinney	Assistant City Manager	191,645	2019
	Virginia	Chesapeake	City Manager	245,000	2019
		Portsmouth	City Manager	96,000	2020
		Salem	City Manager	25,643	2019
		Virginia Beach	City Manager	442,707	2019
	West Virginia	Morgantown	City Manager	31,000	2016
		Bridgeport	City Manager	8,582	2019
	Wisconsin	Baraboo	City Administrator	12,048	2019
		Bayside	Assistant Village Manager	4,400	2019
		Bellevue	Village Administrator	15,524	2018
		Beloit	City Manager	36,966	2015
		Cedarburg	Town Administrator	11,475	2015
		Franklin	Director of Administration	36,155	2019
		Glendale	City Administrator	12,920	2016
		Hartford	City Administrator	14,251	2015
		Hobart	Village Administrator	8,500	2016
		Lake Geneva	City Administrator	7,710	2015
		Oak Creek	City Administrator	35,243	2016
		Plymouth	City Administrator/Utilities Manager	8,540	2020
		Prairie du Chien	City Administrator	5,900	2017
		Racine	City Administrator	78,200	2016
		Rome	Town Administrator	2,720	2016
		Shorewood	Village Manager	13,331	2017

City & County Management Recruitments 2015 to Present

TYPE	STATE	CLIENT	POSITION	POPULATION	YEAR
City	Wisconsin	West Bend	City Administrator	31,000	2016
		Beloit (Town)	Town Administrator	7,083	2016
		Rhinelanders	City Administrator	7,800	2018
		Monroe	City Administrator	10,827	2020
		Harrison	Village Manager	13,185	2021
County Management	Arizona	Yuma County	County Administrator	203,000	2015
	Florida	Marion County	County Administrator	337,362	2015
		Pasco County	County Administrator	475,502	2016
		Pinellas County	Assistant County Administrator	970,600	2020
			Deputy County Administrator/Chief of Staff	970,600	2019
	Illinois	Lake County	Assistant County Administrator	703,462	2016
					2017
			County Administrator	703,462	2019
		Rock Island County	County Administrator	147,258	2017
		Winnebago County	County Administrator	290,600	2016
	Michigan	Grand Traverse County	County Administrator	90,782	2017
		Kent County	County Administrator/Comptroller	636,369	2017
		Lake County	County Executive	11,386	2015
	South Carolina	Beaufort County	County Administrator	192,122	2018
	Wisconsin	Dunn County	County Manager	44,122	2016
		Eau Claire County	County Administrator	101,400	2015
		Adams County	County Manager/Administrative Coordinator	20,220	2021

City of Minot *North Dakota*

CITY MANAGER



EXECUTIVE RECRUITMENT

CITY OF MINOT, NORTH DAKOTA

C I T Y M A N A G E R



MINOT

FACTS & FIGURES:



Median Age: **31.6**



20,278
Households:



Median Household Income:
\$65,350



Median Single-Family
Home Value:
\$178,000



27.29 Square Miles:

THE COMMUNITY

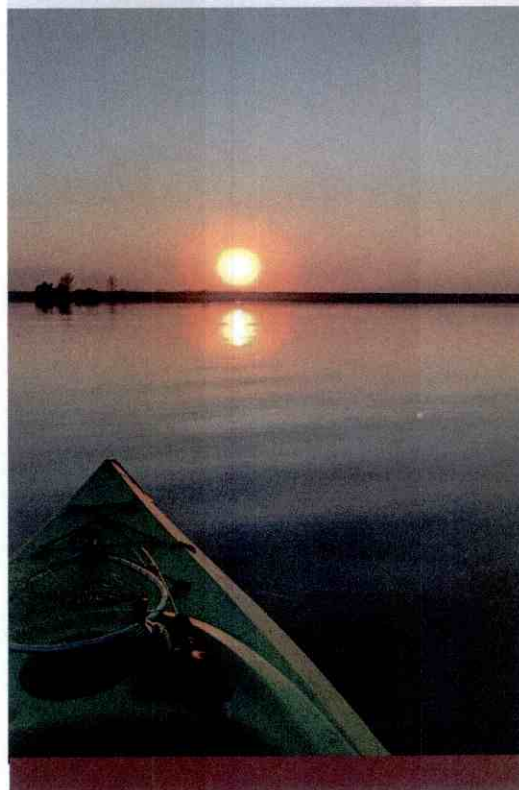
Minot, ND (population 48,000), The Magic City, is strategically located in north central North Dakota and is the fourth largest city in the state and a regional hub. The City has a strong diversified economy which features agriculture, energy and military defense. Minot offers a high quality of life with numerous amenities and excellent schools and healthcare. The community also enjoys direct air service to Minneapolis-St. Paul, Denver, Las Vegas and Mesa. Minot is also close to Canada with cities like Winnipeg and Regina within a five-hour vehicle travel distance.

The Minot Air Base is home to over 5,000 military members and over 5,000 dependents. It is the only air base in the country with a dual wing nuclear mission and is an important part of the regional economy. Minot is also home to Minot State University, with over 60 courses of study and an enrollment of 3,000. The region is served by Trinity Healthcare which is currently building a new \$350 million medical campus in the city.

Minot has outstanding recreational amenities and events, which include numerous parks, the Roosevelt Park Zoo, which was the first zoo to open in North Dakota, over 100 miles of trails and six golf courses. Lake Sakakawea, one of the largest man-made reservoirs in the country, is nearby and Lake Audubon and Lake Darling are also short drives from Minot. The region is well known for its hunting and fishing abundance and offers outdoor recreation for all ages and seasons.

The City annually hosts the North Dakota State Fair, which brings 300,000 attendees over the nine-day event. The community also is home to the Scandinavian Heritage Park and the annual Norsk Hostfest as well as numerous other community supported and organized festivals and events.

The City offers a thriving arts and cultural scene, including the Minot Symphony Orchestra, Minot Chamber Chorale, Mouse River Players, MSU Summer Theater and Arts in the Parks. Downtown Minot offers locally owned and unique restaurants and shops of all variety.



THE POSITION IN BRIEF



The City Manager is appointed by the Mayor and City Council. The City Manager is expected to provide executive level guidance to the City Council for development of long-range policy and strategic planning as well as to oversee daily operations of a full service city with an annual operating budget of \$143,898,000 and 425 FTEs.



MINOT FUN FACTS

Minot has been home to the North Dakota State Fair, the largest annual event in the state, for more than 50 years.



The Scandinavian Heritage Park pays homage to the five Scandinavian countries of Finland, Iceland, Denmark, Sweden and Norway.

The Minot Air Force Base is just north of Minot, and is the only dual-wing nuclear capable air base in the Air Force.



The Dakota Territory Air Museum, located in Minot, tells the rich and varied story of the region's aviation history.

THE ORGANIZATION

Minot is governed by a Mayor and 6-Member City Council. The Mayor is elected at large for a four-year term. The Members of the City Council are elected at large for four-year terms and one half are elected biennially. The City is also served by several volunteer boards and commissions.

The City of Minot is a full service entity and includes the departments of Assessor, Airport, Attorney, Community Development, Human Resources, Engineering, Finance, Fire, Library, Municipal Court, Public Works, Police and the Office of Resilience, which are under the supervision of the City Manager. Parks and Recreation is provided through the Minot Park District, a separate political subdivision. The City also partners with Ward County, The Chamber of Commerce and Minot Area Economic Development Corporation to attract and retain business and industry.



EXPECTATIONS AND PROJECTS

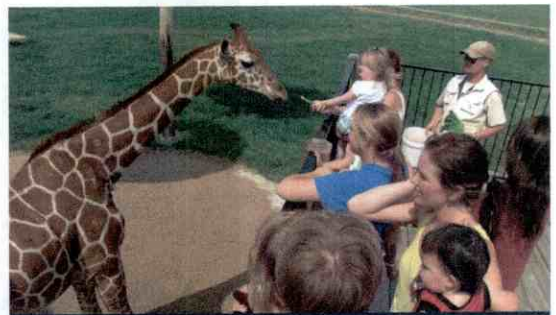
The next City Manager is expected to be a strategic and visionary leader who will build a strong working relationship between the Mayor, Council and City staff. The next City Manager will have demonstrated experience in managing and developing budgets as well as overseeing staff to ensure key goals are met. The next City Manager will be an active leader in the community, able to build and maintain strong working relationship with multiple community partners.

In addition, the next City Manager will have an opportunity to be engaged in or lead the following city initiatives:

- The \$1 billion-dollar, multi-year flood control project for the Mouse River. The next City Manager will continue to work closely with the Souris River Joint Board and State of North Dakota to ensure the region's efforts are funded and projects are completed.
- The Northwest Area Water Supply project which will address long term water supply needs for the City of Minot as well as the surrounding region will require continued partnerships within the region and state to ensure its scheduled completion.
- Support the efforts of the community to build environmental and economic resilience as outlined in the City's National Disaster Resilience program for which the City received \$74 M in grant funding.
- Engage the Mayor, Council and City staff in a City-Wide Strategic Planning Effort.
- Develop strategies to enhance community engagement and communication among a variety of stakeholders.
- Be an active partner with Ward County, The Minot Area Chamber of Commerce and Minot Area Development Corporation to further the City's and regions' economic growth.
- Be an active partner with the State of North Dakota and advocate on behalf of the City of Minot during the 2021 Biennial Legislative Session.
- Continue efforts to assess, evaluate and upgrade the city's technology, such as the current deployment of new enterprise wide financial software.
- In 2021, the City will undertake a Comprehensive Plan Update and has recently begun the process of reviewing and updating the Zoning Code.
- Develop opportunities for employee recruitment, retention and succession planning across all levels of the organization.

THE IDEAL CANDIDATE WILL BE

- A highly collaborative leader with a communicative, team-oriented management style who is capable of mentoring and coaching staff.
- An ethical and professional manager able to inspire the confidence of elected officials, city staff and the general public.
- An open, transparent and proactive communicator with the Mayor and Council, city staff and the community at large.
- Accessible and approachable to all within the organization and outside of the organization.
- An innovative and strategic leader able to anticipate challenges, consider new approaches and to lead and develop improvement strategies.
- Able to build and maintain strong partnership and relationships with a wide variety of diverse stakeholders. A good listener with a high level of interpersonal awareness.
- A strong and fair leader who can establish expectations and hold individuals accountable to meet those expectations.
- Knowledgeable of best practices in municipal government and able to translate theory into practice to benefit the organization and community.

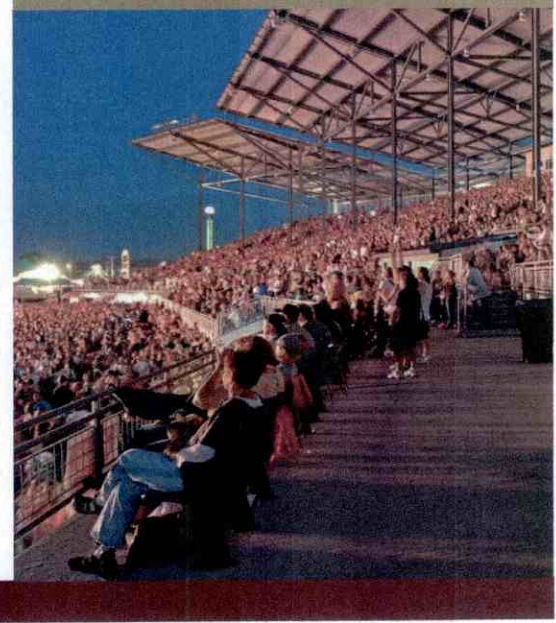


CANDIDATE QUALIFICATION CRITERIA

The following education, experience, leadership and management criteria have been identified by the City of Minot as important skills and abilities for the successful candidate to possess:

CANDIDATE MUST HAVES

- A Bachelor's degree in public administration, public policy, business administration or related field; MPA preferred.
- A minimum of five to seven years of executive level experience, preferably in an organization of a similar size.
- The ability to mentor, lead and develop staff.
- Excellent interpersonal and communication skills, able to connect with and relate to a wide variety of individuals and stakeholders.
- Strong skills in strategic and financial planning, with demonstrated experience of the same.





CITY OF MINOT, NORTH DAKOTA

CITY MANAGER

COMPENSATION AND BENEFITS

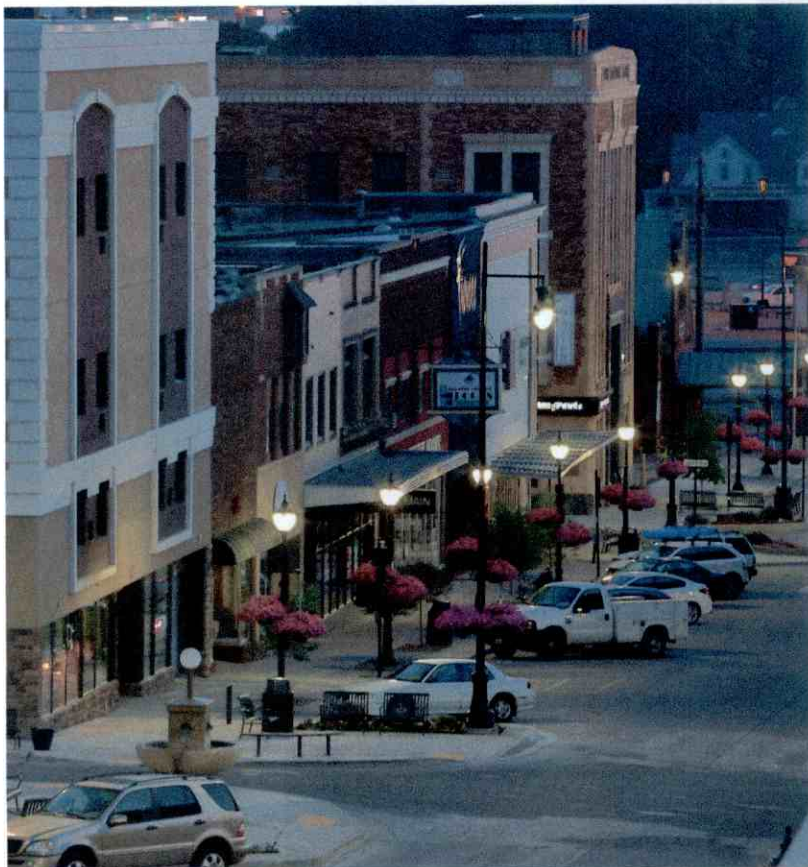
Salary Range is \$140,000 – 170,000 +/- DOQ. The City provides an excellent and comprehensive benefits package.

HOW TO APPLY

Interested candidates should apply by September 25, 2020 with resume, cover letter and five professional references to:

Charlene Stevens, Senior Vice President,
GovHR USA, 630 Dundee Road, #130,
Northbrook, IL 60062.
Tel: 847-380-3240.
Apply online at www.GovHRjobs.com.

The City of Minot is an Equal Opportunity Employer.





	Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluating staff members and will be used to score your response.
	Submit your response on time. Note all the dates and times listed in the RFP and be sure to submit all required items on time. Late proposal responses are never accepted.

Please Note:

All potential contractors are strongly urged to submit supporting documentation as to their qualifications to perform the Scope of Work.

Certificate of Insurance, Reference List and Timeline must be attached.

If additional comments or conditions are desired, please attach a separate sheet providing details.

Include all proposed equipment specifications; showing manufacturer name, model, etc. depicting unit specifications and other pertinent information.

Certification:

The undersigned on the Bid Proposal certifies that the Instructions to Bidder has been carefully examined, is thoroughly familiar with the terms and specifications applicable to and made part of this Request for Proposal, and understands and is capable of meeting the provisions within to the quality, type and grade of work requested. The undersigned further certifies the prices shown in the schedule of items contained within the Proposal/Bid are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.


 Signature

Judith Schmittgens

Print Name

jschmittgens@govhrusa.com

Email Address

GovHR USA

Company Name

7/27/21

Date

Corporate Secretary

Title

847-380-3240

Phone



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Assurance, a Marsh & McLennan Agency LLC company 20 N Martingale Road Suite 100 Schaumburg IL 60173	CONTACT NAME: Select Commercial	FAX (A/C, No): (847) 440-9133	
	PHONE (A/C, No, Ext): (847) 797-5700	E-MAIL ADDRESS: select@assuranceagency.com	
INSURED GovHR USA, LLC GovTemps USA, LLC 630 Dundee Rd #130 Northbrook IL 60062	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Everest Insurance Co		
	INSURER B : Lloyds of London		85202
	INSURER C : Hartford Insurance Company		38288
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:** 1068354887**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	91ML001668201	7/7/2020	7/7/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$	
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	91ML001668201	7/7/2020	7/7/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			91CU001265201	7/7/2020	7/7/2021	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ \$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	83WECFA5AZK	3/7/2021	3/7/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	
A	Crime			91CR000639201	7/7/2020	7/7/2021	Limit: 100,000	Deductible: 1,000
B	Cyber Liability			ESJ0219668983	7/7/2020	7/7/2021	Aggregate: 250,000	Deductible: 2,500
A	Employment Practices Liability			91ML001668201	7/7/2020	7/7/2021	Occurrence: 1,000,000	Agg.: 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Professional Liability - Everest Insurance Co. -91ML001668201- Effective 7/7/2020 to 7/7/2021. \$1M Occurrence. \$2M Aggregate.

Workers Compensation and Employers' Liability: Any Proprietor/Partner/Executive Officer/Member, as listed on the policy, is excluded.

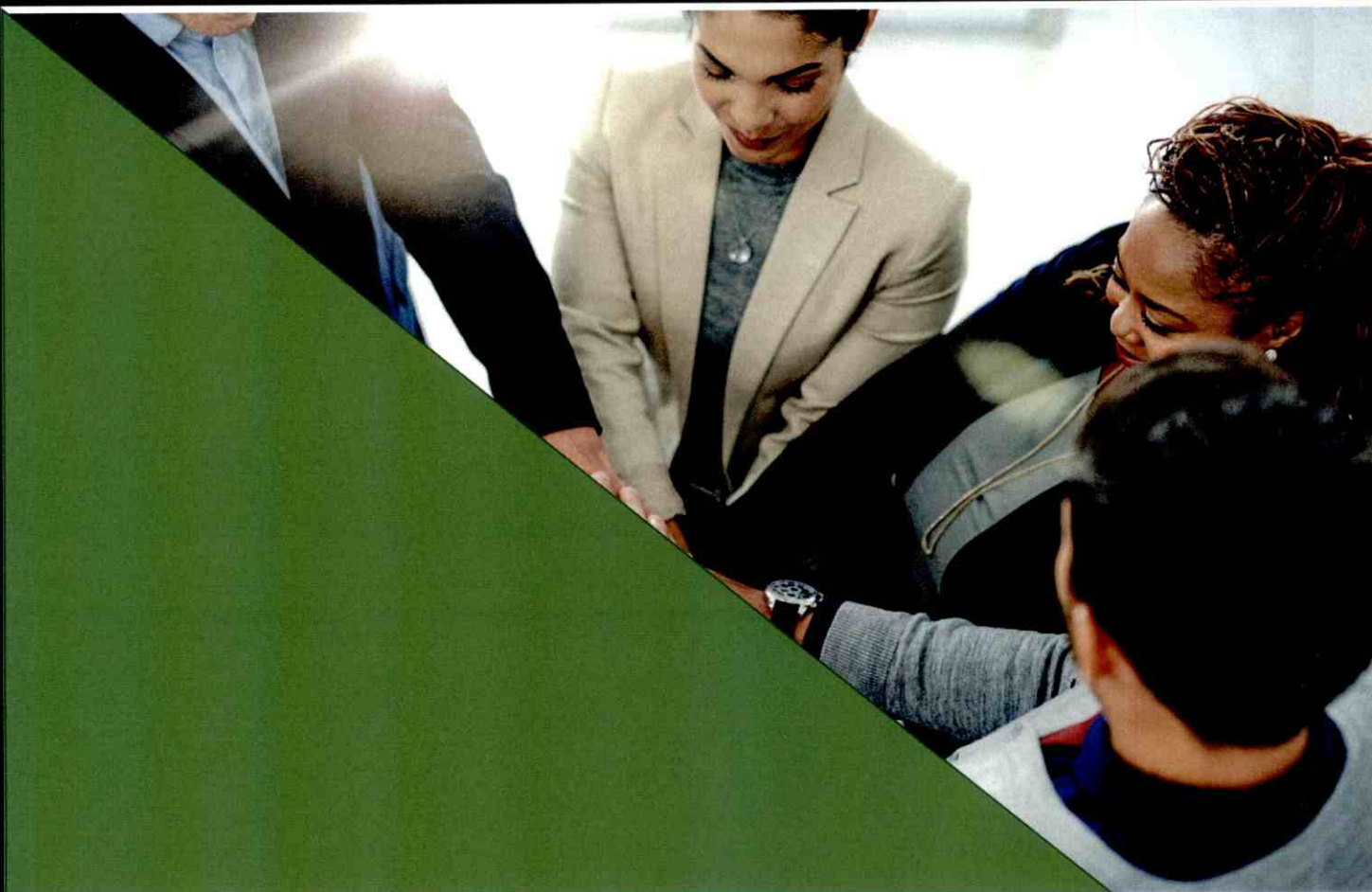
Umbrella sits over the General Liability, Professional Liability and Automobile Liability

CERTIFICATE HOLDER**CANCELLATION**Town of Wayland
41 Cochituate Rd.
Wayland, MA 01778

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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PROPOSAL FOR EXECUTIVE SEARCH SERVICES CITY MANAGER HUBER HEIGHTS, OHIO

Submittal date: August 2, 2021

Submitted by:

Koff & Associates
2835 Seventh Street
Berkeley, CA 94710

Gary Palmer ICMA-CM, AICP, CMFO
Executive Recruiter/Project Manager
Alpharetta GA Office
12457 Danesfeld Dr
Alpharetta, GA 30004
gpalmer@koffassociates.com
510.345.3954



Koff & Associates
A Gallagher Company



Koff & Associates
A Gallagher Company

August 2, 2021

Mr. Anthony C. Rodgers, MPA
Clerk of Council
City of Huber Heights
6131 Taylorsville Road
Huber Heights, Ohio 45424

Dear Mr. Rodgers,

Thank you for the opportunity to submit a proposal to assist you and your staff with your executive recruitment search for a City Manager. Koff & Associates ("K&A") is a full spectrum, public-sector human resources and recruiting services firm that was founded by Gail Koff in 1984, and has been assisting cities, counties, special districts, other public agencies, and non-profit organizations. K&A is uniquely qualified based on over 37 years of assisting public agencies with finding and placing candidates who are dedicated to public service.

As of April 30, 2021, we merged with Arthur J. Gallagher and are now officially a Gallagher Division. Our headquarters are in Berkeley, CA, and we have satellite offices in Southern California, the Central Valley, the Sacramento Region, and the Western U.S. Region. GALLAGHER BENEFIT SERVICES, INC. is our legal name. It is a Delaware company, and the FEIN is 36-4291971.

Our unique selling proposition lies in K&A Recruiting's experience supporting public sector clients throughout the USA. Through our investment in modern recruitment technology, we offer forward-thinking services that not only provide for advanced extensive sourcing and outreach but allow us to tell the story of each project through easy-to-understand data. K&A Recruiting uses National Language Processing to remove bias from our job ads, creating diversity in candidate pools to build workforces that accurately represent the communities served. Conducting countless executive search efforts has made K&A Recruiting an expert in identifying, targeting, recruiting, and successfully placing women and minority candidates in many of our recruitments.

Diversity recruiting is an area of focus, and our firm has a vast pool of resources at our fingertips to provide outreach on an industry-wide basis to the public and private sector for qualified candidates nationwide. We pride ourselves in transparency, flexibility, and quality work. Our practices do not discriminate regarding race, color, age, religion, sex, veteran status, sexual preference, national origin, or disability.

Gary Palmer, Executive Recruiter will be the Project Manager for all recruitment efforts along with K&A Recruiting's outstanding support team. You can reach him at 510.345.3954 or gpalmer@koffassociates.com. You can reach me, Frank Rojas, at 510.495.0448 or frojas@koffassociates.com. I am the Recruitment Manager and have the authority to submit this quote. K&A Recruiting has not and will not attempt to influence other firms' responses. No one at K&A has conflicts of interest. This proposal meets the minimum qualifications and accepts the terms and conditions, pending insurance review by our legal team.

Sincerely,

Frank Rojas
Recruitment Manager



Koff & Associates
A Gallagher Company

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Attachment: Sample Brochure	



EXPERIENCE AND QUALIFICATIONS

With 37 years of HR experience, K&A Recruiting knows public sector employment inside and out. We are familiar with public sector organizational structures, agency missions, operational and budgetary requirements, and staffing expectations. Our team is ready to support you at any level you wish – providing sourcing expertise, full-cycle recruitment from the start of your search through the start date of your newest employee, and everything in between.

We build enduring relationships	K&A Recruiting provides personal attention to and creates long-term relationships with our clients. Because we care about and understand your organization's people, culture, leadership, and unique needs, we identify highly qualified candidates to support your goals.
We value strength in diversity	We source top talent reflective of the communities you serve. With our focus on inclusion, networking and partnering with minority-based associations, utilizing bias-reducing tools, and drawing from our own employees' certification training, we are leaders in public sector Diversity and Inclusion.
We leverage innovative search technology	K&A Recruiting uses advanced programs and unique sourcing methods to identify candidates which traditional recruiting strategies might have missed. We continuously gather and analyze important data points and are always looking ahead at how we can use information technology to better serve you.

Our long list of clients indicates our firm's reputation as a quality organization that can be relied on for comprehensive, sound, and cost-effective results. K&A Recruiting is "hands on" and responsive with the ability and expertise to identify the ideal candidate(s) for the City of Huber Heights.

K&A Recruiting uses its vast network to leverage recommendations and referrals of past clients in combination with modern sourcing techniques and technology to build the best candidate pools in the market. We are a team of true recruiters with over 60 years of combined experience. Our work speaks for itself, and our primary goal is to provide professional and technical consulting assistance with integrity, honesty, and a commitment to excellence.



RECENT SUCCESSFUL RECRUITMENTS

Following is a partial list of recent executive recruitments conducted by Frank Rojas (some while at previous firm):

Agency	Title	Year Completed
City of Oxnard	Public Works Director, Asst. Public Works Director (2), Chief Financial Officer, Purchasing Manager, Controller, Communications & Marketing Manager, Assistant City Attorney, Civil/Traffic Engineers	Current/2020/2019/2018
City of San Diego	Director of Transportation	Current
County of San Mateo Transportation Authority	Deputy Director, Transportation Authority	Current
City of Glendale	City Manager	2021
County of Riverside	County Executive Officer	2021
City of Salinas	City Manager, Finance Director	2021
Kensington PP&CDD	General Manager	2021
City of Colton	Public Works & Utility Services Director	2021
City of San Bernardino	Finance Director, Director of Animal Services	2021/2020
City of Carson	Public Works Director, Community Services Director, City Manager	2021/2020/2019
City of Ontario	Economic Development Director	2021
City of Redlands	Director, Municipal Utilities & Engineering, Fire Chief	2021/2020
County of Orange Social Services Agency	Division Director (3), Deputy Director	2021/2020/2019
County of Tulare	Director of Human Resources & Development, Director of Information & Communications Technology	2021/2020
City of Millbrae	Director of Finance, Community Development Director	2020
City of Berkeley	Operations Manager (2), Public Works Director, Asst. City Attorney, Health Housing & Community Services Director	2021/2020
City of Avondale	Development & Engineering Services Director, Economic Development Director	2020/2019
City of Redlands	Fire Chief, Director of Municipal Utilities & Engineering	2020



City of Shafter	City Manager	2020
City of Ontario Municipal Utilities	Assistant General Manager	2020
City of Bell	Director of Community Development	2020
City of Los Angeles	Human Resource & Payroll Project Manager (ERP implementation)	2020
County of San Bernardino	Public Works Director, Human Resources Director, Assistant HR Director, Director of Land Use Services, Regional Parks Director	2020/2019/2018
Orange County LAFCO	Assistant Executive Officer	2020
LA Metro	Chief Ethics Officer	2020
Orange County Fire Authority	Purchasing Manager, Fleet Manager, Human Resource Director	2020/2017
City of Banning	Director of Administrative Services, Director of Parks and Recreation	2019
City of Santa Ana	City Manager, Parks & Recreation Director	2019
City of Bell Gardens	City Manager	2019
City of Anaheim	Deputy Planning Director, Engineering Manager, Buyer	2020/2018/2016
City of Garden Grove	Finance Director, City Manager	2019/2016
City of San Marino	City Manager	2018
County of San Luis Obispo	County Administrative Officer	2018
County of Imperial	County Executive Officer	2018
City of Avalon	City Manager	2018



PROJECT TEAM

Gary Palmer

Executive Recruiter (Works and Resides in Metro-Atlanta GA)

Prior to joining Koff & Associates, Gary worked in local government for over 20 years with his last position being City Administrator for the City of Roswell GA in metro Atlanta. After his first of two tours as an active-duty US Marine, Gary was sworn in as a police officer in the Washington DC area. Looking to further fulfill his passion for public service, Gary proceeded to work his way through the ranks in several cities serving as: Geographic Systems Analyst, City Planner, Grant Manager, Community Development Director (Metro Detroit), Assistant Town Manager, Town Manager (Knoxville TN) and most recently as City Administrator.

Gary understands leadership, what it looks like, and is dedicated to bringing it to our clients. Having led all City departments gives Gary inside knowledge of the dynamics within local government and ability to ask the right questions so he can find the best leader to address the client's needs. Moreover, Gary has the unique ability to tap into the many veteran networks to recruit proven leaders. Gary's recruiting experience includes: Police Chief, Fire Chief, Finance Director, Transportation Director, IT Director, Chief Information Officer, Community Development Director, and Parks and Recreation Director.

Gary has expertise in the following areas: city management, public safety administration, personnel management/coaching, budgeting and finance, land use, community and economic development, performance management and innovation. Additionally, Gary has extensive experience working closely and directly with elected officials on their individual and collective initiatives such as strategic planning, master planning, organizational/leadership development, and personnel management.

Gary has served on numerous inter-agency boards, panels, commissions, and councils throughout his career and has been heavily involved in the International City/County Manager's Association (ICMA). He is a graduate of Leadership ICMA 2010, the Senior Executive Institute at the University of Virginia, and the Senior Executives in State and Local Government at the Harvard Kennedy School. He is a credentialed city manager through the ICMA, Certified Planner through the AICP, and Certified Municipal Finance Officer through the State of Tennessee. Gary's formal education includes a Master of Public Administration.



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PROJECT TEAM, Cont.

Frank Rojas

Recruitment Manager

Frank brings more than thirty (35) years of recruiting experience from the highly competitive direct placement and contract labor industries as well as the corporate environment. He has significant experience placing corporate leaders, executive, professional, and technical staff including individual contributors for government sector, non-profits, aerospace, architectural and engineering, information technology, petroleum and chemical, energy, power, civil/structural, transportation and private industry.

Frank began his career in Contract Labor and over the next 20+ years launched seven start-up offices in several states and locations providing direct placement and contract support to hundreds of clients in virtually all industries and levels of talent. He continued his career in the non-profit environment managing and building talent acquisition support during significant growth periods. Having been a speaker at several networking and career coaching venues, Frank believes in utilizing traditional recruiting methodology with social media.

In addition to recently completing recruitments for City of Ontario CA, County of Riverside CA, County of Tulare CA, City of Salinas CA, and City of San Diego CA, recent successful efforts include positions of County Executive Officer, Director of Human Resources & Development, City Manager, Finance Director, Chief Ethics Officer, and Director-level hires for Information Technology, Social Services, Public Works, Economic Development, Community Services, Animal Services, and Division/Site General Managers.

Frank has been named in the top 1% viewed profiles on LinkedIn and has established a strong client and customer base through trust, effective recruiting, relationship building, and teamwork.

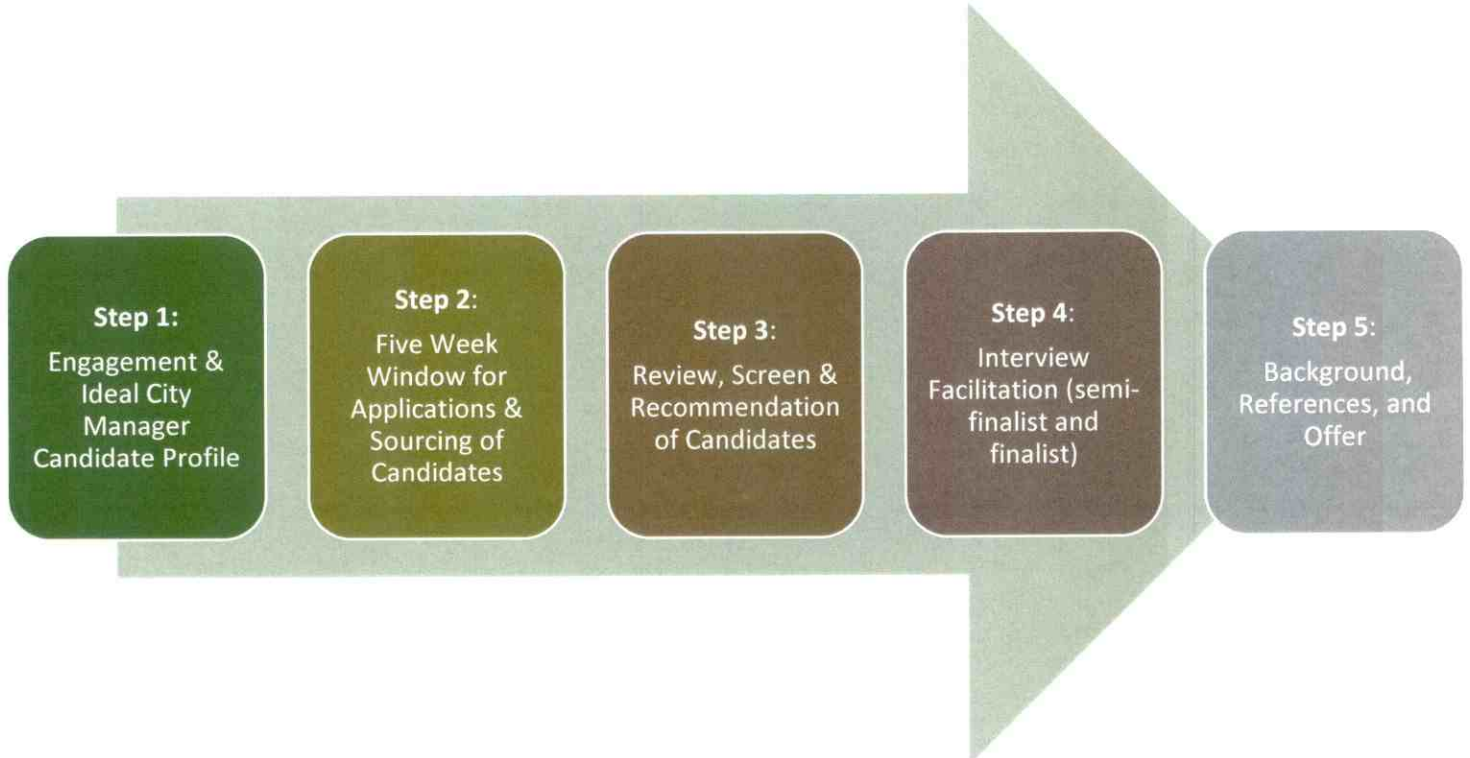


PROJECT APPROACH/METHODOLOGY

Our philosophy ensures thorough, thoughtful, and strategic sourcing, evaluation, selection, and vetting of candidates. This includes focused advertising including websites and publications specific to women and minority candidates, business media, outreach emails to perspective candidates and referral sources, contacting users' groups and associations, and of course picking up the phone and proactively calling passive professionals that may not otherwise be looking.

K&A Recruiting will provide weekly progress reports to the City and participate in conference calls and/or onsite meetings as requested.

We are responsible for ensuring compliance, adhering to and maintaining all legally mandated documentation throughout the process.





Step 1 Ideal Candidate Profile

The development of a desired profile for the ideal City Manager candidate for Huber Heights is crucial for a successful search process.

We will work closely with the City in identifying and/or developing:

- The various organizational needs, vision, values, mission, goals & objectives, strengths, challenges, opportunities and culture of the organization;
- Position competency requirements, i.e., knowledge, skills, and abilities;
- Personal and professional attributes required of and priorities for the new City Manager;
- Type of working relationship the City Council desires with the new Manager;
- Advertising in conjunction with a national outreach campaign;
- Compensation levels; and
- Schedule of deliverables from K&A Recruiting.

At the conclusion of our meetings with the City Council, Executive Team, and any identified community stakeholders, there will be a clear consensus of the key qualifications and characteristics of the position and the process, action plan, and timetable to be utilized for the recruitment process.

We understand the importance of successfully engaging your organization and community on this critical position. K&A Recruiting can create and execute a plan to engage staff and community partners (residents & businesses) with digital surveys and small group discussions. We will work with your experts, the City staff, to come up with the best engagement plan for this recruitment process.

Brochure Design & Posting

Following the development of the candidate profile, a professionally produced recruitment brochure will be prepared in coordination with the City's project manager prior to posting. The brochure will highlight the strengths of the City, and surrounding community, its organizational structure and services, its values, vision, mission and goals, pertinent facts regarding the position, and necessary and desirable candidate qualifications.

Step 2 Five Week Window of Application & Sourcing

Our effort will include a variety of activities designed to build the best available candidate pool. Our techniques and methodologies allow us to source from extensive pools of potential candidates and referral sources.

In coordination with the City's project manager, K&A Recruiting will:

- Identify prospects;
- Provide each potential candidate with access to the recruitment brochure;
- Capture interested candidates in our recruitment project database; and
- Provide representative data to the City including candidate documents, interview notes, and an outline of the recruitment process.



Step 3 Recommendation of Candidates

K&A Recruiting will provide the City with a report of the leading candidates to further narrow the pool to the most highly qualified and to establish best organizational fit of each candidate. This screening process is designed to assess the personal and professional attributes the City identified and will focus on each candidate's ability, technical competency, and fit with the City's values, culture, and needs. Our assessment will consist of:

- Experience and qualifications;
- Professional fit based on the criteria set out by the City Council
- Cultural fit based on our understanding of important intangibles;
- Clarity of any issues identified in the submitted documents;
- Reasons for position interest;
- Level of commitment to the position and the organization; and
- Other issues, including salary requirements.

Step 4 Interview Facilitation

We will advise and develop interviewing strategies and a menu of key questions that will help analyze candidates' qualifications and management/workstyle. We will facilitate all necessary communications with the City and candidates to ensure everyone is well prepared.

Interview questions will be designed to elicit information, not only about each candidate's technical skillset and experience but also their leadership skills, adaptability, political astuteness, self-awareness, and other important aspects of the ideal candidate profile.

Questions, evaluation tools, and additional materials will be assembled in intuitive and user-friendly interview binders. We will also use evaluation criteria agreed to by the City.

We will coordinate interviews, interview schedules, and finalize the process. We will provide oversight during the panel interview process and facilitate a focused discussion with the project manager or committee at the beginning and conclusion of the interviews to identify the most qualified candidate(s) for final interviews.

Step 5 Background, References, and Offer

K&A Recruiting will conduct thorough reference and background checks for the final candidate. We start with employment and professional references, calling each and having an in-depth discussion covering strongest business characteristics, work style, interpersonal skills, and position-specific knowledge. Our references will be documented and presented in a concise user-friendly manner.

Background checks are conducted in coordination with a third-party firm that will confirm educational degrees and check driving records, criminal records, and a financial history/credit check. We, as well as our background contract firm, meet or exceed relevant reporting requirements.

K&A Recruiting can facilitate and lead the negotiations of the final terms and conditions of employment, such as the compensation package, benefits, and other perquisites (perks). We will notify all candidates not selected as finalists for the position.



Project Schedule

Following is an estimated project schedule which includes time to allow for community engagement. Sixteen (16) weeks to completion should allow enough time for all steps of the process and client schedules.

Weeks	4	6	8	10	12	14	16
Step 1							
Step 2							
Step 3							
Step 4							
Step 5							



REFERENCES

We are proud of our past recruitment work with clients to successfully place candidates to meet their organization's needs.

Agency & Recruitments	Contact
City of Oxnard, CA <ul style="list-style-type: none">• Public Works Director• Asst. Public Works Director (2)• Chief Financial Officer• Purchasing Manager• Controller• Communications & Marketing Manager• Assistant City Attorney• Civil/Traffic Engineers	Lisa Baker Assistant Director, Human Resources 805-385-7596 lisa.baker@oxnard.org 4300 W. Third Street Oxnard, CA 93030
City of Redlands, CA <ul style="list-style-type: none">• Director, Municipal Utilities & Engineering• Fire Chief• Manager, Municipal Utilities	Tommi Ng Asst. Director, Risk & Human Resources 909-708-7679 tng@cityofredlands.org 35 Cajon Street Redlands, CA 92373
City of Carson City, CA <ul style="list-style-type: none">• Director of Public Works• Director of Community Services• City Manager	Faye Moseley Director of Human Resources and Risk Management 310-952-1735 fmoseley@carsonca.gov 701 E. Carson Street Carson, CA 90745
City of Salinas, CA <ul style="list-style-type: none">• City Manager• Finance Director	Marina Horta-Gallegos Human Resources Director 831-758-7417 marinah@ci.salinas.ca.us 200 Lincoln Avenue Salinas, CA 93901
City of Roswell, GA <ul style="list-style-type: none">• Police Chief• Fire Chief• Recreation and Parks Dir.	Jim Harner Human Resources Director 770-594-6440 jharner@roswellgov.com 38 Hill Street Roswell GA 30075



PRICING PROPOSAL

Project

- City Manager Recruitment

Professional Fee and Expenses

- \$22,000, plus not to exceed \$7,000 expenses each recruitment.
- Total: \$29,000.
 - Expenses include brochure development and design, marketing & advertising, printing & shipping, associated consultant travel, and background. The \$7,000 is a not to exceed amount, but may end up being less.
 - Expenses will be billed in correlation to the steps described.

Note: Expenses do not include candidate travel.

Placement Guarantee

K&A Recruiting is committed to recommending only the most qualified candidates who not only meet all the necessary requirements and qualifications but are also a cultural fit for the City of Greensboro. We proactively recruit for each search effort until a successful candidate is placed.

We therefore promise to present a slate of candidates to the City that includes only those individuals who have passed through all our screening processes and have been identified as potential ideal matches for the position requirements. Should the City disapprove of all final candidates and/or should none of the final candidates pass the final interview and reference check process, we will work to find a new slate of candidates at no added cost, with the possible exception of necessary advertising.

In addition, for executive and mid-management positions, we promise to conduct a one-time additional executive search to find a replacement should the incumbent leave the position or be terminated from employment within 12 months of hire due to performance issues. In either case, as described above, we will identify a replacement and only charge through related expenses as described in the Pricing Proposal.

Overall, K&A Recruiting's retention rate during the first 12 months of hire is very strong and has been at over 95% over the last 37 years.



Recruiting Process During Covid-19 Crisis

We will work to counterbalance market forces and build a pipeline of potential candidates through strong marketing and branding efforts, including videos, job postings, and a social media campaign. Our ongoing communication with candidates helps with reputation and keeps them engaged; so, when there is an opportunity that matches their background, we reduce the time-to-hire. As always, communication is key. Candidates who experience a warm, communicative recruitment experience are more likely to maintain their interest and are more likely to feel welcomed into the organization. The recruitment experience is the first touch point with your future new employees.

We have embraced the virtual interview. The push into virtual technologies due to the pandemic was generally new for many public agencies. Our crystal ball tells us that virtual interviewing is not going away regardless of how the public sector world evolves going forward beyond the pandemic. In other words, virtual interviewing may have become a necessity during a temporary crisis, but it is not a temporary strategy that should fall to the wayside after the crisis is over. How we communicate in virtual interviews is essential and will continue to be going forward.

To conduct an effective virtual interview, simple steps can be taken to ensure a predictable and high-quality process. We will be clear on exactly how the interview process will go and what candidates should expect. We are savvy at navigating the technology and can help with technical challenges on the fly. Coaching panel members to continue to maintain a professional demeanor during virtual interviews, and eliminate smart phone or competing screen distractions, just as you would in person, can also help the process.

K&A Recruiting Organizational Diversity Statement

This statement reaffirms our commitment to affirmative action efforts and providing equal employment opportunity to all employees and applicants for employment in accordance with equal opportunity and affirmative action laws.

We affirm our personal and official support of these policies which provide that K&A Recruiting is committed to the implementation of the affirmative action policies, programs, and procedures included in this plan to ensure that employment practices are free from discrimination. Employment practices include but are not limited to, the following: hiring, promotion, demotion, transfer, recruitment or recruitment advertising, layoff, disciplinary action, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. We will provide reasonable accommodation to applicants and employees with disabilities.



Koff & Associates
A Gallagher Company

OTHER: INSURANCE CONSIDERATIONS

We will submit and support the levels of coverage and endorse the City with our General Liability coverage upon award of a contract for the project.

Workers' Compensation: Statutory Limits
Commercial General Liability: \$2,000,000 per occurrence
Professional Liability (Errors & Omissions): \$1,000,000 per occurrence
Automobile Insurance: \$1,000,000 per occurrence

We will be pleased to sign the City's professional services contract for recruitment services. We respectfully request that the City will allow for a period of negotiation of certain terms in the professional services contract related to liability, indemnity, insurance, and other terms. We have found that we have always come to an agreement with all our clients in the past and appreciate the City's flexibility in reviewing certain terms in a collaborative fashion between our legal counsels.



Koff & Associates
A Gallagher Company

SIGNATURE PAGE

We thank you for your consideration of our proposal. We are committed to providing high quality service and investing in a long-term partnership.

This proposal is valid for ninety (90) days.

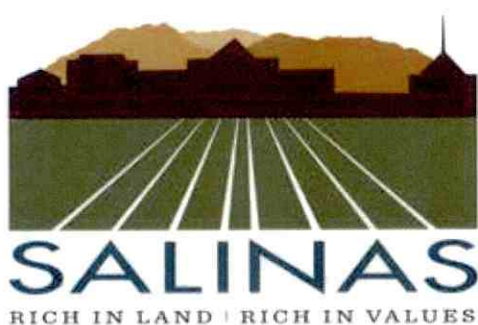
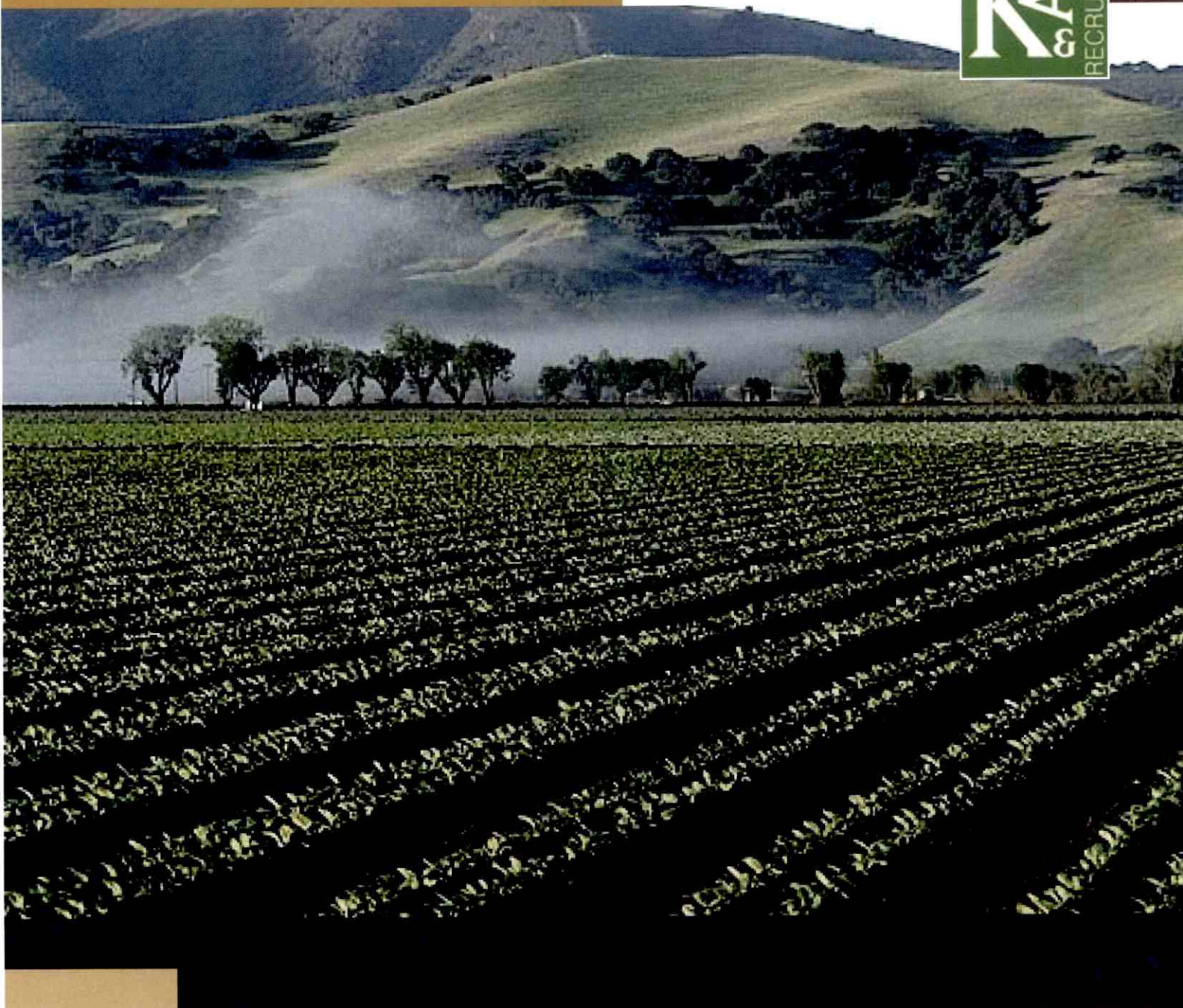
Respectfully submitted,

By: KOFF & ASSOCIATES
State of California

Frank Rojas

Date: August 2, 2021

Recruitment Manager



Finance Director



THE COMMUNITY

The City of Salinas is the 34th largest City in the state with a population of approximately 155,205. Salinas is located in beautiful Monterey County, and is the County seat. Just 40 minutes south of the heart of the nation's high-tech industry, Silicon Valley, the City has the largest population in California's Central Coast, is a multicultural and diverse community and a key asset in today's global economy. The region also boasts spectacular scenery, from breathtaking mountains and valleys, to the beauty of the sun, sand, sea, and soil. Salinas serves as the main business, governmental and industrial center of the region. The marine climate is ideal for the floral industry, grape vineyards, and vegetable growers. Salinas is known as the "Salad Bowl of the World" for its large, vibrant agriculture industry. The City is rich in diversity with an approximate 75% Hispanic population and a median age of 34, which allows for various cultural family activities and world class annual events such as the California Rodeo Salinas, El Grito Festival, Forbes Ag Tech Summit and world-renowned amenities right next door, including the Pebble Beach Golf Resort and the Monterey Bay Aquarium. Salinas is home to Hartnell, a robust community college, along with being just minutes from Cal State Monterey Bay. The City is also home to a wealth of cultural and historic assets, including the California Welcome Center/Regional Heritage Center and the National Steinbeck Center – the only museum in the country devoted to a single author – along with Steinbeck's family home. Salinas is the birthplace of John Steinbeck.

Although agriculture forms the economic base, more than 100 manufacturing, financial, and medical related firms call Salinas home. Salinas has a global reputation as an agriculture and innovation hub, it is a source for agricultural research and resources and is developing the latest technology and advancements. Some of the largest employers in the city include the County of Monterey, Taylor Farms, D'Arrigo Bros, and Salinas Valley Memorial Hospital.

Visitors can also explore the nearby Monterey Peninsula: the historic missions of San Juan Bautista, Soledad, Carmel and San Antonio de Padua, the world class wineries of South Monterey County and the beauty of nearby beaches and Pinnacles National Monument.

CITY GOVERNMENT

The City of Salinas was incorporated in 1874 and became a Charter City in 1903. The City operates under a Council-City Manager form of government. The seven-member City Council includes six members elected by district for four-year staggered terms on a nonpartisan basis, plus the Mayor who is elected at-large and serves a term of two years. The City employs 530 full-time staff with 200 additional temporary employees. The total Operating and Capital budget is \$189 million. The City Manager leads and directs eight departments which include Administration, Community Development, Finance, Fire, Human Resources, Library and Community Services, Public Works, and the Police Department.

THE DEPARTMENT

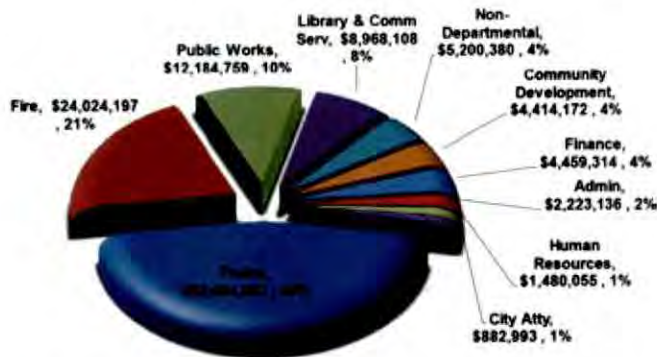
The Finance Department provides coordination and direction of all fiscal operations of the City. This includes, but is not limited to:

- ❖ Directing, monitoring, and controlling all assets and financial operations of the City.
- ❖ Providing a framework for financial planning and analysis to support the operation and management of all City Departments.
- ❖ Financial administration of the Successor Agency to the former Salinas Redevelopment Agency, Assessment Districts, Enterprise Operations, Internal Services and Trust Funds, and the City's General Fund.
- ❖ Managing a staff of approximately 25 I.T. and Finance professionals.

Departmental responsibilities include long-range financial planning, budget management, accounts receivable and payable, payroll, retirement administration, general accounting and reporting, debt administration, purchasing, revenue and licensing, information technology and assessment district administration.



General Fund & Measure E & G FY 2020-21 Expenditure Budget \$116,765,183



THE POSITION

The Finance Director plans, organizes, directs, and reviews the activities of the Finance Department including accounting, treasury management, revenue and licensing, information systems, purchasing, and central services; provides coordination and direction of all fiscal operations of the City including directing, monitoring, and controlling the assets and financial operations of the City; provides a framework for financial planning and analysis to support the operation and management of all City departments; oversees the resources and activities of the City-wide Information Technology (IT) function; and offers professional and technical staff assistance. This position assists in the preparation, implementation, and control of the City's annual operating and capital improvement budgets. The incumbent will coordinate, review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures, ensure audit compliance, administer deferred compensation programs and retirement plans, as well as the bonded indebtedness of the City. The Finance Director serves as City Treasurer and acts as fiscal officer for non-City agencies, prepares written and oral reports to staff, commissions, and City Council and performs other related duties as needed.

CURRENT PRIORITIES AND OPPORTUNITIES

- ❖ Promote a culture of learning and communication that ensures the community is well informed while providing a high level of transparency, ethics, and confidence in local government.
- ❖ Provide financial guidance relevant to operational expenditures and closing budget gaps.
- ❖ Emphasize government transparency, trust, and accountability.
- ❖ Continue to enhance team building and interdepartmental collaboration.

- ❖ Develop an understanding of the City's diversity and ways to meet the needs of each unique population, and find commonalities to unify and build a stronger sense of community.
- ❖ Build a foundation of community involvement through access of information including policy direction and providing a voice and open communication to and from the general public.
- ❖ Hire a new Assistant Finance Director.

The Salinas Plan:

The Salinas Plan is a Ten-Year Plan designed to provide the City with a path forward on maintaining a long-term balanced, sustainable budget while preserving City services and addressing the affordable housing crisis.

THE IDEAL CANDIDATE

The ideal candidate will be an honest, collaborative, and confident leader with excellent supervisory skills; a strong communicator able to write reports with clarity and verbally articulate fiscal concepts to all levels of audiences. The Finance Director will manage a solid team and should have a willingness to delegate, and be a mentor, willing and able to develop staff. It is important for this individual to keep abreast of the American Rescue Act and be able to oversee multiple grants. The incumbent will be a responsible steward for the community, City staff, and leadership, and align decisions in support of the Salinas Plan. The ideal candidate will have a proven track record in implementing efficiencies, allowing the Department to assist the organization in achieving its financial goals.

The successful candidate will have demonstrated expertise and a solid track record in municipal finance and budget management, agency administration, and the ability to maintain collaborative relationships with City Council, staff, and the community. Excellent interpersonal abilities are necessary to build and maintain solid relationships with elected officials, regional business partners, union representatives, staff, and the community through open and respectful dialogue. It is important to engage and embrace the cultural diversity of the City.

Key Attributes and Characteristics

- ❖ A strong leader who shares the vision of the council and community, and can advocate, articulate, and implement that vision. A manager who is able to blend innovation and creativity, someone who can think outside the box.
- ❖ A professional who can lead the organization with a commitment to uphold the values of Salinas, including valuing positive employee working relations and respecting the richness of cultures and diversity.

- ❖ A friendly approachable leader who can ensure quality customer service.
- ❖ Diplomatic, being known as a people person with an engaging style that is comfortable interacting with a wide spectrum of individuals and one who welcomes dialogue and discussion.
- ❖ A decisive, seasoned leader with the highest integrity, character, and ethics.
- ❖ Honest, with the ability to maintain and build trust and actively listen.
- ❖ Technologically astute, who recognizes the value of harnessing and integrating the benefits of cutting-edge technology for city government and for residents.
- ❖ A proven understanding of budget/structural deficits and the willingness and the ability to bring teams together to find solutions to challenging issues.
- ❖ An outstanding fiscal manager, able to develop and implement plans to expand the tax base, obtain grants, and manage costs.

MINIMUM QUALIFICATIONS

- ❖ Bachelor's Degree in Public Administration, Business, Accounting, Finance, or a related field.
- ❖ Master's Degree (MA/MS) is highly desirable.
- ❖ Eight (8) years of senior-level municipal management experience in a public service setting with extensive experience working with a City Council or a Board of Supervisors.
- ❖ Four (4) or more years of senior management experience in local government of a comparable size to the City of Salinas is helpful.

COMPENSATION AND BENEFITS

The salary range for the Finance Director is \$144,048 - \$175,080 DOQ

The City offers an attractive benefits package which includes:

- ❖ CalPERS Retirement Plan –The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 55 formula for Classic members. New members, as defined by PEPRA, are under a 2% @ 62 formula.
- ❖ 457/401(a) Compensation – City-paid contribution based on months of service with the City.
- ❖ Health Insurance – The City currently pays 95% of the premium for the level of coverage the employee has selected, up to 95% of the PERS Choice Plan premium. The City pays the full amount of premiums for dental and vision plans.
- ❖ Holidays – 12 per year.

- ❖ Annual Leave – May be used for vacation and/or sick leave. Leave is accrued at a rate of 37 days per year for the first five years; 42 days per year for years six through ten, with additional longevity increase in annual leave after ten years of employment.
- ❖ Life Insurance – Term life insurance in the amount of \$150,000.
- ❖ Bilingual Pay – \$75 per pay period if Spanish is used in the course of his/her job duties (subject to passing a City-administered bilingual exam and administrative approval).
- ❖ Auto – City assigned vehicle or \$750 per month auto allowance.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, May 28, 2021.

To be considered, please submit a resume, cover letter, and five work related references (who will not be contacted in the early stages of the recruitment) to: koffassociates.com/finance-director-2/.

Resumes should reflect years and months of positions held, as well as size and budgets of past organization(s).



For additional information, please contact:

Frank Rojas
Recruitment Manager
Phone (510) 495-0448
frojas@koffassociates.com
Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews on **June 17**. Extensive reference and background checks will be completed on the selected candidate.



City of Huber Heights Executive Recruitment



RFP #21-001-CC

August 2, 2021

Submitted by Management Partners
1730 Madison Road
Cincinnati, Ohio 45206

jnewfarmer@managementpartners.com

Management Partners



August 2, 2021

Mr. Anthony C. Rodgers
Clerk of Council
City of Huber Heights
6131 Taylorsville Road
Huber Heights, OH 45424

Dear Mr. Rodgers:

The search for a new City Manager is an opportunity for the City of Huber Heights to hire the person best positioned to lead the organization forward. Management Partners' recruitment specialists seek first to understand your organization and its specific needs, then draw on our extensive networks of local-government professionals to find the best candidates, and to help City leaders decide on the right person for the role. Our recruitment practice is built on understanding the importance of "best fit" for the organizational culture and the leadership qualities that meet the current and anticipated needs of the organization.

Several other qualities distinguish Management Partners' executive search services. Our recruiters have decades of experience working in local government, so they understand the demands of the position, the goals of the governing body, and the context in which the search is taking place. We are currently **assisting the Ohio cities of Sidney, Fairfield, Riverside, Middletown, and Woodlawn** with their executive recruitments. Our pool of associates reflects the diversity of our client base, and we use our regional networks to identify qualified candidates and vet them through the lens of the City's unique traits. We work with you to establish a schedule that will meet your requirements, and we are able to support the City and the preferred candidate even after the selection process to ensure a smooth transition.

Per the RFP, Management Partners is a Subchapter S Corporation incorporated in the state of Ohio in 1994. Our federal tax identification number is 31-1407585. We have offices in Ohio and California and consult in 44 states.

As President and CEO, I, Jerry Newfarmer, have the authority to make decisions for Management Partners. Management Partners has no exceptions in the proposal and we believe this proposal meets and exceeds the minimum qualifications listed in the RFP. We accept all requirements, terms and conditions contained in the RFP.

Management Partners is committed to equal opportunities in the workplace including diversity, equity, and inclusion. We do not discriminate on the bases of race, color, age, religion, sex, veteran status, sexual preference, national origin or disability.

Executive Recruitment

Neither Management Partners, nor any of its agents has a conflict of interest with any City of Huber Heights employees. Management Partners has not, nor will try to induce any other person or firm to submit or not submit a proposal.

We appreciate the opportunity to submit this proposal. Our team looks forward to discussing our approach and qualifications with you in more detail. Please let me know if there is any other information we may provide.

Sincerely,



Jerry Newfarmer
President and CEO
1730 Madison Road
Cincinnati, OH 45206
(513) 861-5400



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WHO WE ARE

Management Partners helps local governments strengthen their organizations through talent recruitment and team development.

Founded: 1994

Offices: Cincinnati, Ohio and San Jose and Costa Mesa, California

Associates: 100+, including a recruitment team of experts assigned to this project

Clients to date: 1,000+ local governments in 44 states

Projects completed: More than 1,700

Services offered:

- Executive Recruitment
- Organization Assessments
- Organization Development
- Performance Management
- Process Improvement
- Strategic and Business Planning
- Service Sharing and Service Consolidation
- Management Services
- Financial Planning, Budgeting and Analysis

OUR PHILOSOPHY ABOUT EXECUTIVE HIRING SUPPORT

This proposal offers a proven process that consistently identifies excellent individuals for key positions in local governments, special districts and other public agencies across the nation. Our work is characterized by the following four qualities:



Well-planned and Executed Hiring Support. Management Partners provides advice and support throughout the hiring process. Candidates are treated with respect and we help complete the hiring process in a way designed to launch the appointee's new relationship with the organization positively and productively.



Quality Client Support and Communications. Management Partners provides complete information and regular communication throughout every step in the process. After we assist you in narrowing the field of candidates, we will develop an interview book to support your interview process that includes sample questions and what we have learned about each candidate.



Extensive Depth and Reach. Management Partners seeks the best candidates by using our networks to identify superb professionals and encouraging them to consider applying. We carefully choose online sources and tools to encourage all qualified persons to apply.



High Ethical Standards. We conduct each search with integrity, respecting the confidentiality of the City's decision-making process and the confidentiality of the candidate's interest in the position.

EXPERIENCE

Management Partners provides quality executive recruitment for higher level local government professionals, including city managers. While our range of services covers everything that local governments need to understand and manage the organization, we have performed executive recruitment engagements for many jurisdictions in the last few years. As mentioned previously, **we are currently assisting the Ohio cities of Sidney, Fairfield, Riverside, Middletown, and Woodlawn** with their executive recruitments.

Jurisdictions in bold indicate city manager or deputy city manager searches. Numbers in parenthesis () indicate multiple recruitments.

- Bedford County, Virginia
- **Clayton, Ohio**
- **Cupertino, California**
- **Forest Park, Ohio (2)**
- Gilroy, California
- Los Altos Hills, California
- Los Angeles, California
- **Middletown, Ohio**
- **Minerva, Ohio**
- **Montgomery, Ohio**
- North Coast County Water District, California
- Oakland, California
- Petersburg, Virginia
- San Francisco, California
- Santa Clara Valley Transportation Authority, California
- Santa Clara, California
- **Santa Fe, New Mexico**
- Silicon Valley Clean Energy, California
- **Springdale, Ohio (4)**
- Transbay Joint Powers Authority (TJPA), California (2)
- Westerville, Ohio
- Worthington, Ohio

Management Partners has worked with Ohio jurisdictions with populations from 3,500 to 800,000 since our founding 27 years ago. The following is a list of Ohio clients we have assisted in the past five years.

- | | | |
|---|---------------------------------------|---------------|
| ▪ Butler County | ▪ Hamilton County | ▪ Montgomery |
| ▪ Butler Metropolitan Housing Authority | ▪ Hebron | ▪ Mt. Healthy |
| ▪ Cincinnati | ▪ Huron County | ▪ Oxford |
| ▪ Cincinnati/Hamilton Co Public Library | ▪ Little Miami Fire District | ▪ Riverside |
| ▪ Clayton | ▪ Loveland | ▪ Sidney |
| ▪ Fairfield | ▪ Miami Valley Communications Council | ▪ Springdale |
| ▪ Forest Park | ▪ Middletown | ▪ Westerville |
| ▪ Green Township | ▪ Milford | ▪ Woodlawn |
| | ▪ Minerva | ▪ Worthington |

REFERENCES

We have provided five references for Management Partners' executive recruitment engagements. We are happy to provide contact information for any former client.

City of Clayton, Ohio ⇒ City Manager Executive Search

Management Partners assisted the Mayor and City Council of Clayton, Ohio with an executive search to fill their city manager position due to the retirement of the current manager. The recruitment included extensive personal outreach to current managers and assistants and the listing of the position announcement on ICMA and various state association websites. We screened all applicants, conducted preliminary interviews with the most highly qualified candidates and presented ten resumes for Council review. Five finalists were selected for interviews with Council and two candidates were invited for second interviews. We then performed background checks and personal reference checks for the two finalists, and the Council selected their preferred candidate. We assisted with preliminary contract negotiations. The successful candidate began her duties in March 2020.

Contact: The Honorable Mike Stevens, Mayor
6996 Taywood Road, Englewood, OH 45322
(937) 836-3500
mstevens@clayton.oh.us

City of Middletown, Ohio ⇒ Executive Search Services

Management Partners assisted the Mayor and City Council of Middletown with an executive search to fill their city manager position. The recruitment process included extensive personal outreach to current managers and assistants and the listing of the position announcement on ICMA, State, and Regional Association websites. We originally screened 24 applicants, preliminarily interviewed the most highly qualified candidates, and presented eight finalists and three alternate resumes for Council review. The eight finalists were interviewed via Zoom by a group of community leaders and were also interviewed via Zoom by key management staff. Council interviewed all eight candidates via Zoom and selected four individuals for follow-up interviews. Council narrowed their choice to two finalists and Management Partners completed professional references and background checks for both individuals. The preferred candidate was invited to Middletown for a personal interview session with City Council and a guided community tour. Management Partners assisted with contract negotiations for the selected candidate and the Middletown City Council approved the appointment of a new manager on May 19, 2020, who began his duties on July 13, 2020.

Contact: The Honorable Nicole Condrey, Mayor
One Donham Plaza, Middletown, OH 45042
(513) 425-7766
nicolec@cityofmiddletown.org

City of Springdale, Ohio ⇒ Executive Recruitment – Multiple Positions

Within the past five years, Management Partners assisted the City of Springdale with executive searches to fill the following vacancies: city administrator, assistant city administrator, economic development director, and building official. The recruitments included extensive personal outreach to current and former managers/administrators and their assistants and the listing of the position announcements on a variety of appropriate websites, including International City/County Management Association (ICMA), state, and regional associations. We conducted the original screenings, preliminary interviews with the most highly qualified candidates, and presented resumes for City review. Finalists were selected for personal interviews with the Mayor, City Administrator, and in some cases the Human Resources Officer. Background checks and personal reference checks were performed for finalists, and the Mayor or City Administrator selected the preferred candidate. Management Partners provided additional information for salary and benefit offerings.

Contact: The Honorable Doyle Webster, Mayor
11700 Springfield Pike, Springdale, OH 44657
(513) 346-5700
dwebster@springdale.org

City of Forest Park, Ohio ⇒ City Manager Executive Recruitment

Management Partners assisted the Mayor and Council of Forest Park with an executive recruitment to replace their retiring city manager. The recruitment included direct personal outreach and listing the position on nationally recognized websites. We conducted the original screening of applicants, pre-interviewed the most highly qualified applicants, performed background and personal reference checks, provided a short-list of candidates and facilitated the interview process with the Mayor and Council.

Contact: Mr. Andrew Levandusky, Director of Human Resources
1201 West Kemper Road, Forest Park, OH 45240
(513) 595-5204
ALevandusky@forestpark.org

Village of Minerva, Ohio ⇒ Village Administrator Executive Recruitment

Management Partners assisted the Mayor and Council of the Village of Minerva, Ohio, with an executive recruitment to replace their 30-plus year Village Administrator. By design, the recruitment included extensive personal outreach to current and former Ohio managers and listing of the position announcement on state, regional and national websites. We screened all applicants, interviewed the most highly qualified applicants and narrowed the list to four finalists and two alternates. Background and personal reference checks were performed after the Mayor and Council interviewed the initial four candidates. The preferred candidate was invited for a second interview. We assisted with contract negotiations for the preferred candidate and facilitated the process to a successful contract award. The new administrator began his duties in September 2019.

Contact: The Honorable Tim Tarbet, Mayor
209 North Market Street, Minerva, OH 44657
(330) 868-7705
ttarbet@ci.minerva.oh.us

Sample documents

Enclosed with our material are two sample documents from our Middletown Executive Recruitment: the position profile and the redacted interview book.

OUR APPROACH

Our approach to each executive search is individually planned and executed to make certain your needs are met and you have an excellent pool of candidates from which to choose. We work with you to articulate the core values of the organization and the key issues to be addressed when recruiting a new person.



We recruit proactively. Our work assisting local governments across the U.S. gives us a national presence through the clients we serve and the skills and contacts of our staff. This perspective is a particular strength as we work to bring highly qualified candidates to your organization. We believe that thoughtful, intentional outreach, tailored to each search, is the key to success in executive recruitment.



We get results. We will complete a search to your satisfaction regardless of the time and effort required.



We guarantee our work. If the person you hire does not work out within a year, we will reopen the search and assist you in replacing the person for no additional professional fee. Should this unlikely situation occur, we would expect to only be reimbursed for out-of-pocket expenses for advertising and related costs.

Our Understanding

Leaders in the City of Huber Heights desire professional assistance during the search for a candidate to replace the Interim City Manager. The City Manager reports to the City Council and Mayor and is responsible for overseeing City departments' service delivery to its more than 38,000 residents.

Management Partners will provide the following services to assist with the search and placement for the candidate that is the best fit for the City.

- Develop a timeline that is acceptable to City leaders;
- Conduct interviews with each member of the City Council, Mayor and other stakeholders;
- Conduct meetings with selected staff and key community members;
- Develop a candidate profile;
- Develop a marketing strategy;
- Use our networks to reach out to qualified individuals, including qualified candidates that applied for other recent executive positions;
- Advertise the position;
- Develop screening requirements;
- Conduct preliminary video interviews with the top seven to ten candidates;
- Meet with the Mayor and City Council through a video conference to discuss the top candidates;

- Notify all candidates of their status;
- Meet with City leaders to determine the finalists;
- Coordinate interviews;
- Develop a search report that includes strengths, resumes, results of interviews and background checks, and suggested questions;
- Assist during interviews;
- Discuss interview results with the Mayor and City Council;
- Notify the finalists of the status; and
- Conduct reference and background checks and psychological assessments on the desired candidates.

Based on our experience and our understanding of the needs of Huber Heights as outlined in the RFP, we have prepared the following detailed plan of work. We expect that we will refine the following framework to address your specific circumstances and preferences.

Activity 1 – Develop Search Strategy



Management Partners begins each search by asking the question, “How would you know in a year or five years from now that you had hired the right person?” We need to understand both the explicit and implicit standards of the organization.

To answer this important question, we will meet with the Mayor and City Council members and department leaders, key staff, and other stakeholders recommended by the City to understand the duties and responsibilities of the position, minimum qualifications, evaluation criteria and other important qualities and characteristics essential to success in the position. We will conduct meetings with department directors and the community to receive their valuable input.

We want to understand the culture and the strategic goals that the organization has for the new City Manager. Our team is led by a recruitment specialist who is knowledgeable about the operating environment, offering a unique combination of skills and perspective.

At the conclusion of these interviews and meetings, we will prepare a comprehensive and visually appealing position brochure for your review, modification, and agreement prior to beginning the search. This profile will identify your organization’s needs, the strategic challenges of the position as well as the personal and professional characteristics of the ideal candidate. This document drives the recruitment and enables us to focus our efforts on candidates who will be most able to do the job.

Management Partners will then identify how we will contact individuals who could best meet the requirements established in the position profile. We start with the premise that we want to attract the best people in the field, regardless of whether they are looking for a new job. We develop a unique relationship and familiarity with them which oftentimes helps raise their level of interest in new offerings in this region.

The strategy will identify target networks and organizations as well as communication methods for reaching outstanding candidates and those who could recommend professionals we should contact for the position. We use a wide variety of sources including professional association networks, websites and industry publications, resources from past consulting assignments, and targeted networking, including through LinkedIn. As with all our recruitments, the strategy includes specific organizations and networks for reaching women and minority candidates who would be outstanding individuals for the position.

Activity 2 – Conduct a Comprehensive Recruitment Campaign

We will canvass our networks to identify candidates who will be most able to do the job and distribute the brochure to qualified professionals and those who could refer qualified individuals to us. We will use the synergy we have with candidates working with us on several positions in this area and who sometimes apply for multiple positions. We will also place targeted advertisements and electronic postings in appropriate media. We will make direct personal contact with those we believe would be a best fit for your position. We will use the written profile and other materials that describe the opportunity to help us persuade those most qualified to consider the position.



Management Partners will screen the resumes of all candidates, looking for the experience and skill sets that most closely meet the requirements of the position. We will conduct preliminary interviews through video or telephone with the most qualified candidates. Through these interviews we learn the individual's reason for being interested in your position, whether they have encountered challenges similar to those in your organization, and what the candidate believes they would bring to your position. We also obtain compensation history and reference information. Internal candidates (current employees) will be screened using the same standards by which external candidates are evaluated.

We use a competitive assessment process that consists of evaluating each candidate against the field in terms of their ability to meet the challenges of the position. We place each individual in one of three groups: A) those we believe to be best qualified to be successful in the position, B) those we believe could be successful in the position but are not as strong as those in the first group, and C) the balance of the field.

As your representative for the recruitment process, we take steps to ensure that your reputation is preserved by ensuring courtesy and confidentiality in our communications throughout. For the top candidates, we then talk with professional references with whom they have worked (including those they have supervised and those who have supervised them).

Activity 3 – Facilitate the Selection Process



We will meet with the hiring manager and/or to discuss the candidates recommended for further consideration. During the meeting we will review the resumes, discuss the results of our preliminary interviews, and determine which individuals you are interested in inviting for interviews.

We will prepare an interview book that contains information about each of the persons to be interviewed. We will be prepared to support the interview process to the extent you desire, including sample questions for the Mayor and City Council to ask candidates. This will often include structuring an out-of-town candidate's visit to enable him/her to gain more comfort with the attractions and challenges in your community and to give you a second and deeper chance to examine the candidate.

We will also conduct education, certification, credit and criminal background checks (each going back five to seven years) to confirm the strength of their credentials for the position. We do this using a contractor with the technical ability and legal authority to conduct these investigations. We will coordinate psychological assessments with the lead candidate.

OUR TEAM

Our team of associates assigned to this project possess relevant skills and knowledge, including many years of recruiting experience, public service, and consulting expertise.

Greg Horn, who resides in Centerville, Ohio, will serve as lead recruiter and will be supported by Mike Casey and Suzanne Martin. Mike will assist Greg throughout the process. Suzanne will be involved with screening and preliminary interviews.

The qualifications of each team member are briefly summarized below. We have included complete resumes for each person in Attachment A of this response.

Greg Horn, Special Advisor

- Joined Management Partners in 2017 after nearly **four decades in local government**, all of them spent as a chief executive officer. Greg served most recently as city manager in Centerville, Ohio, a position he held for 25 years.
- **Recruiter** for the cities of Montgomery, Middletown, Springdale, Worthington, Westerville, Clayton, Minerva and Forest Park Ohio; and Bedford County and Petersburg, Virginia.
- Currently assisting the Ohio cities of **Sidney, Fairfield, Riverside, Middletown, and Woodlawn with their executive recruitments.**
- Past president of the Ohio City/County Management Association and the Dayton Area Managers Association.



Mike Casey, Partner

- **More than 35 years of experience** in local government management.
- Has served as a **city or county manager** in Oregon, Colorado and Virginia, and has held other management positions in Missouri, North Carolina and Iowa.
- Over the span of his career, he has **assisted more than 200 local governments recruit their next city manager, county manager or senior staff member** and assisted public and private organizations in developing strategic business plans, creating and managing operating and capital budgets, improving project management capacity, analyzing organizational performance and evaluating service consolidation options.
- Served as a regional vice president for the International City/County Management Association.
- Served as **lead recruiter** for Ann Arbor, Bay City, East Lansing, Lansing Saint Joseph and Traverse City, Michigan; Barron County, Wisconsin; Blue Springs, Branson and Independence, Missouri; Brentwood, Tennessee; Brooklyn Park, Minnesota; The Columbia Corporation, Maryland; Jacksonville, North Carolina; Miami Beach, Florida; Northglenn, Colorado; Olathe, Kansas; and The Woodlands Corporation, Texas.



Suzanne Martin, Senior Management Analyst

- Brings expertise in conducting **qualitative and quantitative research**.
- Suzanne has **supported the following recruitments**: Bedford County and Petersburg, Virginia; Clayton, Middletown and Springdale, Ohio; Santa Fe, New Mexico; and Hayward Area Recreation District, Los Angeles, Oakland, and Transbay Joint Powers Authority, California.
- Performs **benchmarking analyses, organizational assessments and analytical research** for a wide variety of projects, including user fee assessments, service consolidation studies, and budget stabilization projects.
- Received her master's degree in public administration from San Francisco State University in December 2009.
- Spent two years as a graduate student intern at the California Public Utilities Commission, where she conducted **business services-related program evaluation and policy analysis**.
- Member of Pi Alpha Alpha.



PROPOSED TIMELINE AND COST

Cost

Management Partners will charge a flat fee for providing these services that includes our team's normal direct expenses. The fee for the recruitment support is \$23,900. This will be billable in three installments, the first at the beginning of the recruitment project, the second when the pool of candidates is delivered, and the final installment when the successful candidate is appointed. Advertising expenses and background checks will be billed to the City, with prior approval at cost. We estimate the advertising costs for this engagement will not exceed \$1,000. Background checks on candidates will be approximately \$100 per candidate. The psychological assessment will be approximately \$1,500 per candidate.

We are prepared, have the availability, and are qualified to conduct this recruitment for the City. We can begin the recruitment within two weeks of receiving the signed contract.

Proposed Timeline

The proposed timeline can be adjusted according to the needs of Huber Heights. However, we estimate the search and offer will take approximately 17 weeks.

Activity	Schedule
1 – Develop Search Strategy	Weeks 1-3
2 – Conduct a Comprehensive Recruitment Campaign	Weeks 3-8
3 – Facilitate the Selection Process	Weeks 8-17

Conclusion

Management Partners has the experience, the professional talent, and the commitment to quality necessary to successfully help the City of Huber Heights find its next City Manager. We welcome the opportunity to provide additional information that may be helpful, and we look forward to the chance to discuss the ideas contained in this proposal.

ATTACHMENT A – RESUMES

GREGORY B. HORN

Greg Horn, Special Advisor, has 40 years of local government management experience, serving as city manager in four communities within Ohio and Missouri. He joined Management Partners in 2017, after retiring as city manager of Centerville, a position he held for 25 years.

Relevant Projects

Since joining Management Partners, Greg **led or assisted with city manager recruitments** for the cities of Forest Park, Minerva, Montgomery, Clayton, Middletown and Springdale, Ohio. He has also led or assisted several Fire, EMS and Police Chief recruitments including the recent Police Chief recruitments in Westerville and Worthington, Ohio and the Director of 911 Dispatch in Bedford County and the Fire Chief for Petersburg, Virginia. He recently assisted with the Management Partners' review of the Newport News, Virginia Fire Department.

Experience

Greg has extensive experience in economic development, utility management, and infrastructure project oversight. He has managed construction efforts for utility plant expansions, water towers, police facilities, government centers, industrial parks, park and recreation developments, including a \$300 million municipal golf/residential development.

Expertise

Skilled at executive recruitment, organizational review, merger studies, annexation analysis, shared services studies, municipal golf course/operational reviews, retreat facilitation, and economic development analyses.

Education

Greg holds a Bachelor's degree from Bowling Green State University as well as a Master of Science degree in public administration from the University of Missouri where he was awarded a research assistantship. He received additional training in emergency preparedness, attending FEMA's National Training Program in Emmitsburg, Maryland and represented Southwest Ohio on an economic development mission to Japan and South Korea.

Other

Greg served as the past president/chair of the Ohio City/County Management Association, the Dayton Area Managers Association, the Miami Valley Communications Council, the Tri-Cities North Regional Wastewater Authority, and the Montgomery County Regional Communication Council of Government. He served on numerous technical advisory committees throughout his career ranging from regional economic development and utility systems to airport master plans and statewide solid waste committees.

Greg was recognized by the Ohio City/County Management Association when he received their Career Development and Local Government Cooperation Awards and has been awarded Life Member Status by the International City/County Management Association. He has been a member of Rotary International for over 30 years in Centerville. He served as the Ohio Chapter Past President and has twice received the Paul Harris Fellow award.

J. MICHAEL CASEY

Mike Casey joined Management Partners in 2006 as a partner. He has more than 35 years of management experience in local government and the private sector and is a recognized regional and national leader in industry professional organizations.

Relevant Experience

As a consultant, Mike has assisted public and private sector organizations, including the cities of Boston; New Orleans; San Diego, Louisville, Kentucky; and Fulton County, Georgia. **He has also assisted cities and counties in recruiting leaders whose skills and experience were well-suited to their specific requirements.**

Mike served as city or county manager in Grants Pass and Gresham, Oregon; Mesa County, Colorado; and Middleburg, Virginia. He also worked in local government management positions in Independence, Missouri; Winston-Salem, North Carolina; and Des Moines, Iowa.

Expertise

Mike is passionate about helping organizations and communities articulate and achieve their goals. He has practical experience in the difficult process of building communities and managing for short-term, as well as long-term, results.

He has direct experience in obtaining cost-effective results for service delivery at both the community and regional level. In the Portland, Oregon, metropolitan area, he was instrumental in delivering fire protection services across community boundaries to a significant portion of the metropolitan area. In Louisville, he evaluated the effectiveness of the merged Emergency Medical Services operation to identify improvements.

Education

Mike graduated from Coe College with a double major in history and political science and he earned a master's degree in public administration from Pennsylvania State University, where he was the Cappazola Fellow. He also holds a Certificate in Local Government Management from Harvard University.

Other

He has served as president of the Oregon City Management Association, as regional vice president for the International City/County Management Association, and as fellow of the American Leadership Forum.

SUZANNE H. MARTIN

Suzanne Martin, Senior Management Analyst, joined Management Partners in May 2010. Since that time Suzanne has performed benchmarking analyses, organizational assessments and analytical research for a wide variety of projects.

Relevant Experience

Suzanne contributed to service consolidation studies for the cities of Las Vegas and North Las Vegas; and the cities of Burbank, Glendale, and Pasadena. She also provided benchmarking and cost-driver analyses for budget stabilization projects that Management Partners conducted for the cities of Fremont and Santa Ana. Some of Suzanne's other recent projects include user fee assessments for the City of Brentwood and County of Orange, and a countywide fire service review for the Local Area Formation Council of Santa Clara County.

Suzanne came to Management Partners following a two-year internship at the California Public Utilities Commission. She performed program evaluation for many of the business services-related programs in place at the CPUC, including the Transit Pass, Reprographics, Environmental Sustainability, and Temporary Staffing programs.

Prior to embarking on her career in public service, Suzanne worked at a private nuclear security services firm headquartered near Chicago, Illinois. Suzanne was responsible for such duties as training nuclear security personnel on the operations of security systems, factory-acceptance testing security systems, documentation control, and technical writing.

Education

Suzanne received her bachelor's degree in psychology from the University of Wisconsin-Madison. She earned her MPA from San Francisco State University, and is a member of Pi Alpha Alpha, the national honors society for public affairs and administration.

ATTACHMENT B – REQUIRED DOCUMENTS

RFP Checklist:

Please review and check off these 10 most important items to consider when responding to an RFP for the City of Huber Heights:

X	Read the <u>entire</u> document. Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; contract requirements (i.e., contract performance, insurance requirements, performance and/or reporting requirements, etc.).
X	Note the procedures for communication with the City during the RFP process. All communication during the RFP process must be in writing. Offerors should not contact City personnel or officials outside of the opportunity provided in the document.
N/A	Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the City of any ambiguities, inconsistencies, or errors in the RFP.
X	Take advantage of the “question and answer” period. Submit your questions by the due date listed and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for an RFP are posted on the City’s website and will include all questions asked and answered concerning the RFP.
X	Follow the format required in the RFP when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
X	Provide complete answers/descriptions. Read and answer all questions and requirements. Don’t assume the City or the evaluating staff will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the City of Huber Heights. The proposals are evaluated based solely on the information and materials provided in your response.
X	Use the forms provided, if any. e.g., bidders’ submittal page, reference forms, attachment forms, etc.
X	Before submitting your response, check the City’s website at: www.hhoh.org to see whether any addenda were issued for the RFP.
X	Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluating staff members and will be used to score your response.
X	Submit your response on time. Note all the dates and times listed in the RFP and be sure to submit all required items on time. Late proposal responses are never accepted.

Please Note:

All potential contractors are strongly urged to submit supporting documentation as to their qualifications to perform the Scope of Work.

Certificate of Insurance, Reference List and Timeline must be attached.

If additional comments or conditions are desired, please attach a separate sheet providing details.

Include all proposed equipment specifications; showing manufacturer name, model, etc. depicting unit specifications and other pertinent information.

Certification:

The undersigned on the Bid Proposal certifies that the Instructions to Bidder has been carefully examined, is thoroughly familiar with the terms and specifications applicable to and made part of this Request for Proposal, and understands and is capable of meeting the provisions within to the quality, type and grade of work requested. The undersigned further certifies the prices shown in the schedule of items contained within the Proposal/Bid are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.

Jerry Newfarmer
Signature

Jerry Newfarmer
Print Name

jnewfarmer@managementpartners.com
Email Address

Management Partners
Company Name

July 28, 2021
Date

President and CEO
Title

513-861-5400
Phone



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 2/18/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Liberty Mutual Insurance PO Box 188065 Fairfield, OH 45018	CONTACT NAME: PHONE (A/C, No, Ext): 800-962-7132 FAX (A/C, No): 800-845-3666 E-MAIL: BusinessService@LibertyMutual.com ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #
INSURED Management Partners Inc. 1730 Madison Rd Cincinnati OH 45206	INSURER A: Ohio Security Insurance Company 24082 INSURER B: American Fire and Casualty Company 24066 INSURER C: Ohio Casualty Insurance Company 24074 INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 60176632

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		BKS57826057	3/1/2021	3/1/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		BAA57826057	3/1/2021	3/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$0 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		USO57826057	3/1/2021	3/1/2022	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below		XWS57826057	3/1/2021	3/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Employment Practices Liability		BKS57826057	3/1/2021	3/1/2022	Per Claim Limit \$10,000 Aggregate Limit \$10,000 Per Claim Deductible \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
CANCELLATION

For Informational Purposes Only

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Carmen Hendewerk

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SAMPLE



MIDDLETOWN

INVITING APPLICATIONS FOR

CITY MANAGER

CITY OF MIDDLETOWN, OHIO



INTRODUCTION

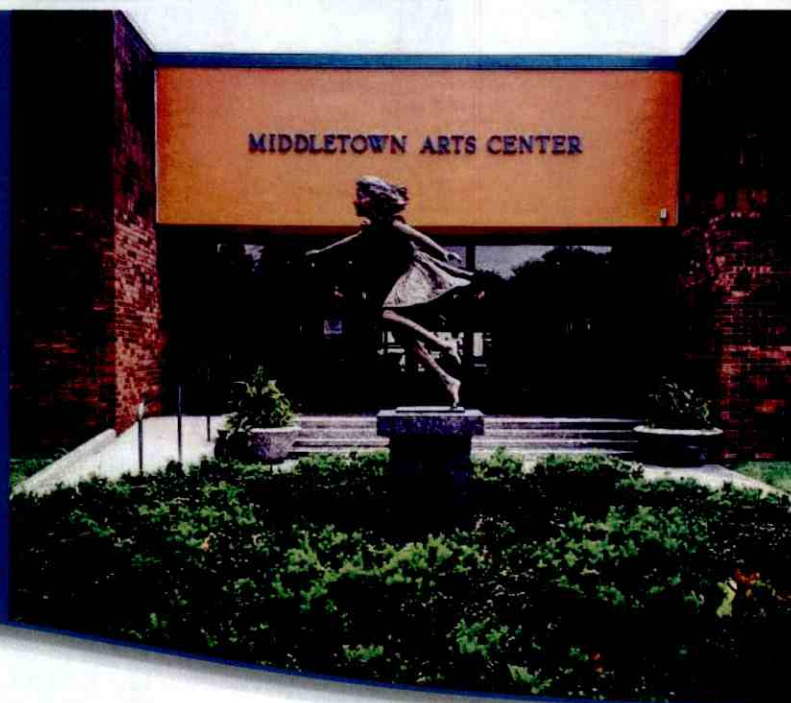
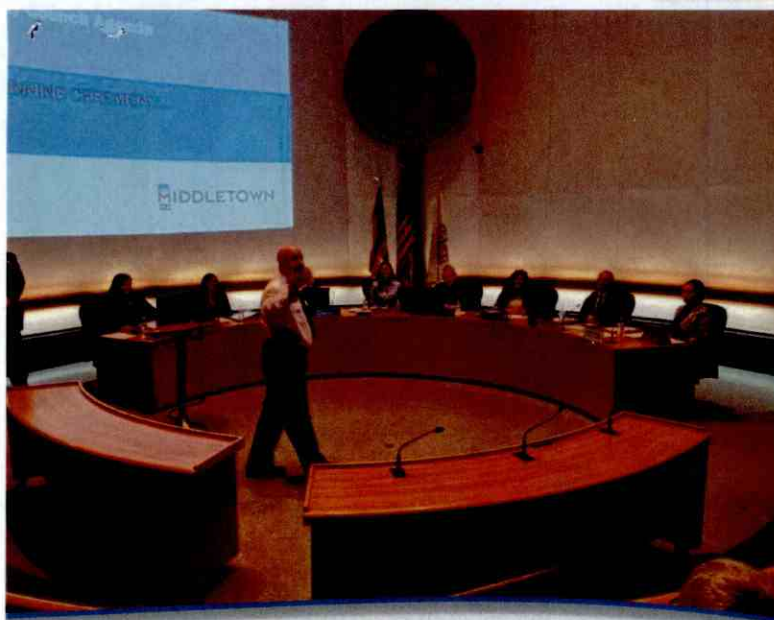
The City of Middletown, Ohio is seeking a progressive, innovative leader with a proven record of accomplishment at the local government level. Middletown is positioned well for continued economic growth along the I-75 corridor midway between the merging Cincinnati and Dayton, Ohio Standard Metropolitan Statistical Areas. Middletown is experiencing resurgence in business activity, downtown revitalization and historic preservation. The community seeks a dynamic, highly driven and passionate individual to assume its City Manager role and continue to build on the positive momentum that has been established during the past several years.

THE COMMUNITY

Middletown is a diverse community with 48,694 residents that has a proud All-America City history of economic success and tradition in Southwest Ohio. Like many industrialized Midwestern cities, it felt the loss of high paying jobs from blue collar skilled positions to corporate officials through the 1980s and early 2000s. Recent development successes and a renewed focus on reestablishing a community sense of place are causing a stir among some people in the region that Middletown has turned the corner and is actively laying a strong foundation for a Renaissance period that is long overdue.

Two new hospitals, investment in industrial parks, and major reinvestment in the downtown core and a renewed and growing appreciation of the City's stately historic homes all indicate consistent signs of new community energy. Site selectors and venture capitalists are increasingly targeting Middletown as an attractive location for development. Major reinvestment in the City's schools, regional airport, and planning efforts for new commercial development are gaining momentum.





THE ORGANIZATION

Middletown operates under a Council-Manager form of government that was first implemented by voter approval in 1913. The City Manager is appointed by the five-member Council and is responsible for the appointment of all municipal personnel other than the Clerk of Council. The Middletown Mayor is directly elected and the four Council members are elected at large.

The City operates a full complement of services including public works, sanitary sewer, water distribution and treatment, police, fire and EMS, a municipal/regional airport, Board of Health, and a complete array of development services. The City of Middletown employs approximately 383 full-time personnel and has been carefully and methodically rebuilding its staffing levels from the reductions of the recent Great Recession years. Middletown comprises a geographic area of approximately 25 square miles and claims significant frontage along the banks of the Great Miami River. The City's 2020 municipal budget totals \$146,486,194 with a general fund appropriation of \$34,501,472. The main revenue source is its municipal income tax which is levied at a voter approved rate of 1.75% with .25% of that amount earmarked for safety services. The City holds an A1 municipal bond rating.

Major employers within Middletown are AK Steel, Middletown City Schools, Premier Health Network, Kettering Health Network, and Miami University-Middletown as well as numerous employers in industry and manufacturing.

CHALLENGES AND OPPORTUNITIES FOR THE NEXT CITY MANAGER

The Middletown City Manager must be a dynamic, highly self-motivated professional who exudes confident leadership and a passion for local government. The City of Middletown is gathering increased momentum in addressing challenges that have confronted the community for several years. The next City Manager needs to be able to multi-task and build and nurture coalitions and partnerships to successfully propel Middletown forward. While Middletown is small enough to maintain an appreciated familiarity and valued sense of place among its residents, it is large enough to have incurred the challenges of more urban cities with issues of diversity, homelessness, opioid addiction, etc. This position is not well suited for a manager that appreciates the status quo. Rather, it is a tremendous management opportunity for a hard charger who is prepared to seize the existing momentum and progress that has been established and build on that base for a brighter future.





THE IDEAL CANDIDATE WILL . . .

- Possess a Bachelor's degree from an accredited college or university in Public Administration, Business Administration or a related field; a Master's degree is preferred
- Have ten or more years of progressive, successful work experience in local government management, or an equivalent combination of education and experience to provide the required knowledge, skills and abilities
- Possess the ability to successfully manage complex and varied municipal operations
- Serve as the voice and face of Middletown with outside groups and regional agencies
- Have knowledge about economic, regulatory and business land use development tools and practices
- Be innovative, collaborative and willing to take calculated risks to propel Middletown forward
- Possess the ability to evaluate and assess current conditions, challenges and opportunities and have the skills, courage and finesse to make the difficult decisions needed for Middletown to reach its potential and to effectively leverage its assets and strengths for the betterment of the residents
- Have the knowledge and experience to seek and secure financial grants and funding assistance that enhances Middletown's development goals and vision
- Possess the energy and determination to hit the ground running in a community that respects its past but is poised to welcome and implement new practices going forward.

COMPENSATION AND BENEFITS

The compensation package includes a salary range of \$145,000 to \$185,000 and a competitive fringe benefit offering. The Middletown City Council desires that the next City Manager be a resident of the community and is prepared to offer relocation/moving assistance commensurate with a contractual obligation to fulfill such residency expectations.

HOW TO APPLY

Potential candidates, who are interested in this outstanding career opportunity, please submit a cover letter and detailed resume with salary expectations by March 27th, 2020 to Management Partners:

GREG HORN

SPECIAL ADVISOR

GHORN@MANAGEMENTPARTNERS.COM

Tel:	513-861-5400
Fax:	513-861-3480
Mr. Horn's direct line:	937-478-6385

ELECTRONIC CORRESPONDENCE ONLY PLEASE

Management
Partners 

SAMPLE

All personal
information has
been redacted.



**City of Middletown
City Manager Interview Packet**

April 2020

**Management
Partners**



Applicants

The City of Middletown received a total of 25 applications for the City Manager position. The eight recommended City Manager candidates are listed in Table 1 below. The submitted cover letters, resumes, and supplemental information forms for the recommended candidates are presented in the pages that follow.

Table 1. *Recommended City Manager Candidates*

Last Name	First Name	Current Job Title or Last Position Held (LPH)	Current Employer
		Human Resource Director	City of , OH
		City Administrator	City of , WI
		County Manager (LPH)	County, WA
		Township Manager/Secretary (LPH)	Township, PA
		City Manager and Chief Financial Officer (LPH)	City of , MT
		Deputy County Administrator	County, FL
		Village Administrator	Village of , WI
		Director of Public Works	County, FL

Three alternate candidates for discussion and review are listed in Table 2 below. The cover letters, resumes, and supplemental information forms for these candidates are included in this packet.

Table 2. *Alternate Candidates*

Last Name	First Name	Current Job Title or Last Position Held (LPH)	Current Employer
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		Safety Service Director	City of , OH
		City Manager	City of , MD

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**City of Middletown
City Manager
Position Announcement**

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- Have the knowledge and experience to seek and secure financial grants and funding assistance that enhances Middletown's development goals and vision
- Possess the energy and determination to hit the ground running in a community that respects its past but is poised to welcome and implement new practices going forward.

COMPENSATION AND BENEFITS

The compensation package includes a salary range of \$145,000 to \$185,000 and a competitive fringe benefit offering. The Middletown City Council desires that the next City Manager be a resident of the community and is prepared to offer relocation/moving assistance commensurate with a contractual obligation to fulfill such residency expectations.

HOW TO APPLY

Potential candidates, who are interested in this outstanding career opportunity, please submit a cover letter and detailed resume with salary expectations by March 27th, 2020 to Management Partners:

GREG HORN

SPECIAL ADVISOR

GHORN@MANAGEMENTPARTNERS.COM

Tel: 513-861-5400 | Fax: 513-861-3480 Mr. Horn's direct line: 937-478-6385

ELECTRONIC CORRESPONDENCE ONLY PLEASE

City of Middletown, Ohio
City Manager
Suggested Interview Questions

General

- _____ 1. We have all had an opportunity to review your resume. Please briefly highlight your professional and personal background and explain your specific interest and qualifications for this position.
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- _____ 3. What areas of responsibility for the Middletown City Manager position do you feel present the most significant challenges?

Success/Accomplishments

- _____ 4. Tell us about two or three of your greatest successes and accomplishments. How do you feel these experiences will assist you in this position?
- _____ 5. What do you expect to accomplish as Middletown's City Manager by the end of the first 90 days? The first year?

Building Relationships

- _____ 6. What actions would you take initially to establish a sound relationship with the City Council and the City Staff?
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Management Techniques

- _____ 9. How would you describe your leadership style?
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In the space to the left of each question, rank the candidate's answer from 1 to 5, with 1 being the lowest and 5 being the highest.

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Building on Relationships with Partners in the Region

- _____ 18. Provide examples of your experience in building unique relationships with partners (other organizations, governments, etc.) whose actions had the potential to impact the quality of life in the communities you served. Have you found some approaches to be more successful than others?

Opportunities for Improvement

- _____ 19. How would you identify opportunities for improvement within the organization?
- _____ 20. How would you go about implementing improvement opportunities once they are identified?

Future

- _____ 21. What factors will most influence your decision to accept this position if it is offered to you?

Questions of Us

- _____ 22. What questions do you have of us?

In the space to the left of each question, rank the candidate's answer from 1 to 5, with 1 being the lowest and 5 being the highest.

_____ Total Score

Candidate #1

Human Resources Director

City of , OH

Each Candidate will have the following items:

- **cover letter**
- **resume**
- **completed supplemental information form**
- **references**



Middletown, OH City Manager Recruitment

SUPPLEMENTAL INFORMATION

Name

Job Title

Organization

Report to (Title)

Current or most recent annual salary

STAFF

Total number in current organization

Total number you currently supervise

Largest number of staff ever supervised

In what jurisdiction

ANNUAL BUDGET

Total Organization (current or most recent organization)

General Fund

Capital

All Funds

Portion for which you are responsible

--	--	--

Largest budget for which you have ever been responsible

--	--	--

In what jurisdiction

--	--	--

- 1. Briefly describe your experience and/or most significant accomplishments in each of the following areas, for any position which you have held, using additional space as necessary.**
 - (a) Fiscal Management - Your experience managing and maintaining service levels while prioritizing personnel and capital needs of the organization.**
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 - (d) Management Style - Explain your approach to leadership and the practices you employ.**
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SAMPLE



MIDDLETOWN

INVITING APPLICATIONS FOR

CITY MANAGER

CITY OF MIDDLETOWN, OHIO



INTRODUCTION

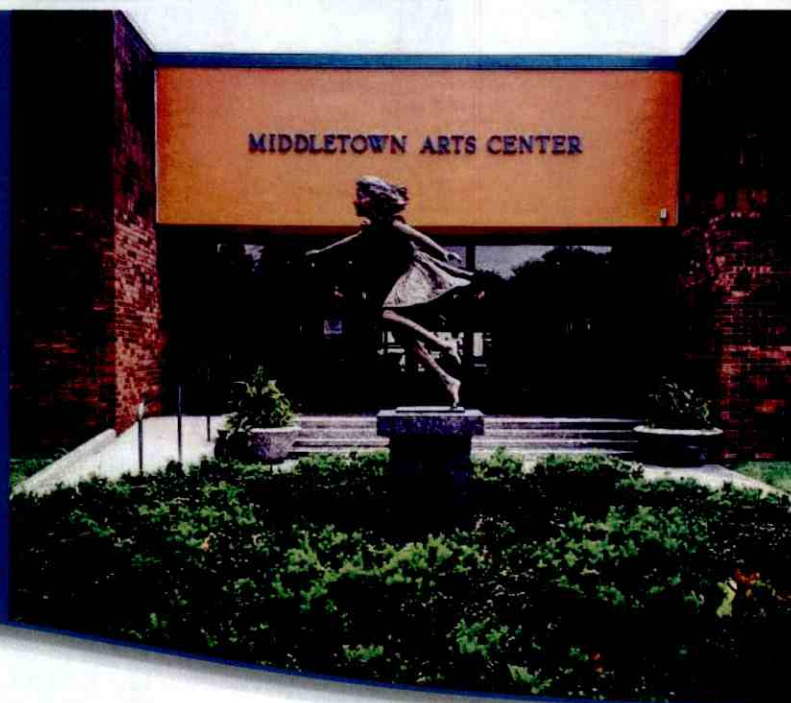
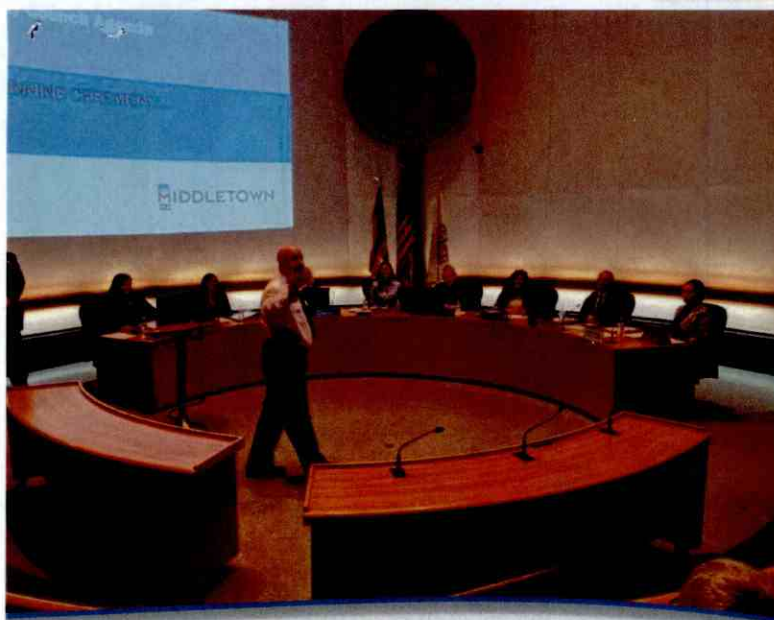
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ELECTRONIC CORRESPONDENCE ONLY PLEASE

Management
Partners 

SAMPLE

All personal
information has
been redacted.



**City of Middletown
City Manager Interview Packet**

April 2020

**Management
Partners**



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Human Resources Director

City of , OH

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Middletown, OH City Manager Recruitment

SUPPLEMENTAL INFORMATION

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Job Title

Organization

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STAFF

Total number in current organization

Total number you currently supervise

Largest number of staff ever supervised

In what jurisdiction

ANNUAL BUDGET

Total Organization (current or most recent organization)

General Fund	Capital	All Funds

Portion for which you are responsible

Largest budget for which you have ever been responsible

In what jurisdiction

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THE CITY OF HUBER HEIGHTS, OHIO

**Executive Search Request for Proposal
for**

City Manager

RFP 21-001-CC

Prepared by Robert E. Slavin on July 27, 2021

ORIGINAL



SLAVIN MANAGEMENT
CONSULTANTS

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ENCLOSURES

Completed and Signed City Certification Form
Slavin Management Consultants Insurance Certificate

EXHIBITS

Sample Recruitment Profiles - Portage, MI and St. Croix County, WI
Pro Forma Invoice
Client List
EEO Statement
SMC Sexual Harassment Policy
Minority and Female Placements

TITLE PAGE

Re: Proposal for Executive Search Firm — City Manager

Firm name: Robert E. Slavin Inc. (DBA Slavin Management Consultants)

Date of submittal: July 27, 2021

Slavin Management Consultants (SMC) is most pleased to submit this proposal to conduct a comprehensive executive recruitment for the City of Huber Heights's next City Manager. Our company is exceptionally well-qualified to preform this work and we will be honored if chosen to do so.

SMC accepts all terms and conditions and requirements contained in the City's Request for Proposal as well as in the agreement that will be negotiated.

Our contact information is:

Robert E. Slavin, President
Slavin Management Consultants
3040 Holcomb Bridge Road, A1
Norcross, GA 30071
E-mail: slavin@bellsouth.net
Phone: 770.449.4656
Fax: 770.416.0848
FIN# 58-2377314

COVER LETTER

July 27, 2021

Anthony Rodgers
Clerk of the Council
6131 Taylorsville Road
Huber Heights, Ohio 45424

Via email at arodgers@hhoh.org

Re: Executive Search Firm Services - City Manager Search

Slavin Management Consultants (SMC) is pleased to submit this proposal to conduct an executive search for the next City Manager of Huber Heights. The purpose of this project is to help the City Council to develop and agree to a comprehensive position profile for City Manager and then to identify, recruit and present outstanding candidates who meet these criteria. Once the profile has been approved by the City Council, SMC will have no difficulty identifying quality prospective candidates and becoming immediately productive. It is normal for a City Manager search to take between sixty and ninety days to complete. Although, some modification to the process described in this proposal may be necessary to accommodate COVID-19, the quality of the outcome and the time line should not be affected. In fact, current COVID-19 restrictions plus the fact that Dave Krings lives in Cincinnati will cause the project expense costs to be less than described in this proposal.

SMC is a national firm, strategically based in Norcross, Georgia for easy access to Atlanta's Hartsfield - Jackson International Airport - the world's busiest airport. We have affiliates in Burlington, NC; Cincinnati, OH; Lexington, KY; Manteca, CA and Mesa, AZ.

As a high quality, independent management consulting firm, Slavin Management Consultants is most capable and interested in providing these services to the City. Over the years we have recruited more than 850 local government executives including in Ohio. In Ohio, SMC has placed executives in Amberly Village, Beavercreek, Cleveland, Dayton, Glendale, the Greater Dayton Regional Transit Authority, Hamilton County, Loveland, the Metropolitan Sewer District of Greater Cincinnati, the Miami Valley County Regional Planning Commission, the Montgomery County Board for Developmental Disability Services, Oberlin, Shaker Heights, Wyoming and Tipp City.

This proposal commits the highest level of our firm's resources. Dave Krings and I will manage and serve as the primary consultants for the project. I am the owner and president of SMC and am among the most experienced recruiters of governmental managers in the nation. Dave Krings is a former County Administrator for Hamilton County as well as a previous Village Administrator for Lockland. Dave is a former International City/County Management Association President and a retired ICMA Credentialed Manager. He lives in Cincinnati. Bios for both of us are provided in this proposal.

Slavin Management has strong and proven commitment to providing exceptional recruitment services to public agencies and has received many accolades supporting this work. I have the authority to bind SMC to a contract with the City of Huber Heights.

Thank you for the opportunity to submit this proposal. We look forward to working with the City of Huber Heights on this critical and highly challenging project. If you have questions concerning this proposal, please contact me at our office at (770) 449-4656 or on my cell at (678) 296-2037.

SLAVIN MANAGEMENT CONSULTANTS



Robert E. Slavin, President

STATEMENT OF QUALIFICATIONS

Slavin Management Consultants (SMC) is an independent management consulting firm formed in 1991 and incorporated in the State of Georgia. We operate nationwide from our home office located near Atlanta at 3040 Holcomb Bridge Road, A1; Norcross, Georgia 30071. Phone: (770) 449-4656; fax: (770) 416-0848 and email: slavin@bellsouth.net.

SMC is a Georgia corporation. The principal and only stock holder of the firm is Robert E. Slavin. Mr. Slavin has extensive experience as a local government executive and as a management consultant. SMC has affiliates in Burlington, NC; Cincinnati, OH; Louisville, KY; Manteca, CA and Mesa, AZ. Over the years SMC has placed more than 850 local government executives.

SMC provides exceptionally high-quality consulting services to state and local governments, health care providers, transit authorities, utilities, special districts, and private sector clients. Specialty practice areas include executive recruitment, pay and classification, performance appraisal systems, and organization development and training. Our key consultants have conducted successful assignments for hundreds of public sector organizations nationally and offer many references as testimony of our work.

We use a "critical path" search process which allows our clients to focus attention on the selection process rather than on identifying, recruiting, screening and evaluating candidates. We understand that each client's need for key executives is different and that there is no "best" person for all situations. The best prospects are typically happily employed and not responding to advertisements. These people need to be found and encouraged to become candidates. They are understandably reluctant to apply for positions when their interest could become a matter of public information prior to being assured that the City is interested in their candidacy. Our approach to this assignment will reflect the unique qualities of Huber Heights. It will honor the interests of candidates to the extent possible under Ohio law.

In considering our proposal we point out several factors about our firm and our approach that will be of significant benefit to the City:

- We are results oriented. Once the recruitment profile is approved, we "lock" into the criteria established and carefully identify, recruit and evaluate candidates who meet **your criteria**. We do not simply bring forward candidates whom we may already know.
- Our key staff members have extensive experience in conducting executive searches for the public sector throughout the nation.
- We are committed to complete client satisfaction. Our successful placement-oriented approach will ensure that the project work is practical, realistic, timely and that it has the full commitment and support of the City so that a successful placement will be facilitated.
- We use discount airfares and leverage trips between clients whenever possible to reduce expenses to our clients.
- We are leaders in the field of executive search in the public sector and our methodologies are state-of-the-art. We can address all aspects of your assignment.
- Every search that we have conducted has resulted in a selection from our recommended group of candidates. Our experience includes large and small organizations, and chief executives and subordinate level positions. More than 95% of our placements have remained in our client's positions for more than five years.
- According to the International City/County Management Association, the average tenure of a city/county manager is approximately five years. The average tenure of local government chief executives placed by Slavin Management Consultants exceeds seven years.
- Our style is interactive. That is, we strive to build a partnership with our clients.

- We are experts in EEO/AA recruitment. Approximately 25% of our placements are women and/or minorities.
- SMC is an equal opportunity employer and recruiter, and will not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, sexual orientation, disability or national origin.

Professional Background of Assigned Staff

Along with Dave Krings, Bob Slavin will manage and serve as the primary consultants for the project. Mr. Slavin the owner and president of SMC and is among the most experienced recruiters of governmental managers in the nation. Dave Krings is a former County Administrator for Hamilton County as well as a previous Village Administrator for Lockland. Dave is a former International City/County Management Association President and a retired ICMA Credentialed Manager. He lives in Cincinnati. Both consultants have served in executive level local government positions and both are highly experienced human resources consultants. Both team members are long-term members of a variety of professional organizations and stay abreast of new and changing laws, developments and trends by regularly attending specialized workshops, seminars and annual conferences.

SMC has completed more than 850 successful executive searches for local governments and nonprofit agencies located in approximately forty-five states.

Robert E. Slavin, President

Mr. Slavin is among the best known and respected professional recruiters in the business. He is a frequent speaker before professional groups and he has written several articles for professional journals concerning governmental management. By special invitation, Mr. Slavin assisted the United States Office of Personnel Management to define and set up the Senior Executive Service for the Federal Government.

Mr. Slavin began his local government career in 1967. His experience includes twelve years working directly for local governments and it includes seven years as a principal consultant with the government search practice of Korn/Ferry International, the largest private sector search firm in the world. He headed the local government search practices for Mercer/Slavin, Incorporated, Mercer, Slavin & Nevins and Slavin, Nevins and Associates, Inc. Mr. Slavin now heads the executive search practice for Slavin Management Consultants. Clients include state and local governments, nonprofit and private sector businesses all over the United States. His experience includes search assignments for the 1984 Los Angeles Olympic's Organizing Committee.

Mr. Slavin's experience and qualifications include organizational analysis, classification and compensation studies, and assessment centers and human resource's systems studies.

Before being invited to join Korn/Ferry International, Mr. Slavin served as Assistant City Manager/Director of Human Resources for the City of Beverly Hills, California.

While at Beverly Hills, Mr. Slavin conducted many executive level recruitment assignments involving nationwide search and placement. Before joining the City of Beverly Hills, Mr. Slavin was the Assistant Personnel Director for the City of San Leandro, California.

Before San Leandro, Mr. Slavin was on the personnel staff of Santa Clara County, California. His assignments included recruitment, classification and selection for the County's Health Department, Medical Center, Transportation Agency, Sheriff's Office, Superintendent of Schools, Fire Marshall, Assessor's Office, Library System and County Recorder's Office.

Mr. Slavin received his Bachelor of Science degree in Political Science from the University of Santa Clara, and has completed the graduate course work for a Master's degree in Public Administration at California State University at Hayward. He is a Certified Professional Consultant to Management by the National Bureau of Certified Consultants.

Organizations

- International City/County Management Association
- American Society for Public Administration
- International Personnel Management Association
- IPMA - Human Relations Commission
- IPMA - Publications Review Committee
- Society for Human Resource Management
- Southern California Public Labor Relations Council
- Southern California Municipal Assistants
- Bay Area Salary Survey Committee

David Krings, ICMA-CM (Retired), SMC Regional Manager

Mr. Krings, who is based in Cincinnati, OH, has more than 45 years of experience at the top levels of State, County, and Municipal Governments. In more recent years he has served local governments throughout the United States in a consulting capacity. He is internationally recognized as a state and local government management practitioner and consultant. Dave has been on the professional staff of governors in both Wisconsin and Arkansas. He served as the County Administrator in Peoria County (Peoria) Illinois and Hamilton County (Cincinnati) Ohio. Both Hamilton County and Peoria County received national recognition for innovative, quality management during Dave's tenure. He also served as the Assistant Executive Director for Ramsey County (St. Paul) Minnesota.

In 2005, Mr. Krings began his encore career, still in public service, but in a much broader capacity than in prior years. He is the Midwest Regional Director of Slavin Management Consultants, specializing in local government management searches.

He has served as an adjunct Public Administration instructor for the University of Cincinnati and on the faculty of the University of Illinois, Community Information and Education Service.

His peers recognized his leadership by selecting him as the first person to be both the President of the International City-County Management Association (ICMA) and the President of the National Association of County Administrators (NACA). He continues to serve both organizations as an advocate for professional training and ethical behavior. He also is a former president of County Administrators Associations in Illinois and Ohio.

Dave has a M.A. in public policy and administration from the University of Wisconsin-Madison and a BA from Carroll College (Waukesha, Wisconsin). He has also studied at schools in Denmark and Mexico.

He is a recipient of an American Society for Public Administration chapter Good Government Award and is recognized by International City/County Management Association (ICMA) as a retired credentialed manager.

METHODOLOGY

We recommend a five-step process as follows:

- Define job qualifications and requirements for the City Manager position — the "recruitment profile."
- Identify and recruit qualified candidates.
- Evaluate prospective candidates.
- Make recommendations, help in selection and facilitate employment.
- Establish evaluation criteria and follow-up.

A. Develop Position Profile

We will meet with each Council member individually and, with the City Council's approval, with staff and community leaders to learn the City's needs, focus and requirements such as experience, education and training as well as preferred management style and personal traits. In developing the recruitment profile, we will spend a considerable amount of time at the beginning of the process in Huber Heights to gather information about the City and to ascertain the unique challenges of the job and the general environment within which the position functions.

Once we have gained the necessary information, we will prepare a draft recruitment profile and review it with the City Council to arrive at a general agreement regarding the specifications for the position. The final profile will include information about the region, the City of Huber Heights, the City government, major issues to be faced, the position and the selection criteria established.

B. Identify Qualified Candidates

Once we know and understand the City's criteria and expectations we will develop a targeted marketing program specifically designed to meet those expectations. SMC's recruitment methodologies are state-of-the-art and include placing advertising in professional publications and on professional websites, outreach networking using professional association and social media websites and the use of SMC's large resume data base. SMC will acknowledge all resumes received and will carefully screen all applicants.

C. Evaluate Prospective Candidates

Preliminary Screening and Progress Report

Criteria for the preliminary screening will be contained in the approved recruitment profile. They will include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resume and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the recruitment profile.

We ask well-qualified candidates to complete a comprehensive supplemental questionnaire that is specifically tailored to the City's profile. Through this written instrument, candidates provide substantial information about their career interests and accomplishments, their leadership and management philosophy and style, reasons for job changes, their future career aspirations, etc.

We will meet with the City Council to provide a progress report on a number of semifinalist candidates. These individuals will be top prospects who clearly meet the City's specifications for the position. With guidance from the City, we will narrow the semifinalist candidate group on the basis of refined criteria. During this meeting we will determine the City Council's expectations relative to the components and scheduling of the final candidate interview process.

D. Selection and Employment

In-depth Screening and Final Report

At this point, we will interview those semifinalist candidates whom the City Council has the greatest interest in. Proper "fit" is as important as technical ability. We assess both. In order to best assess candidates' management style and interpersonal characteristics, we personally interview each in his or her present work environment. We will closely examine each candidate's experience, qualifications, achievements, management style and interpersonal skills in view of the selection criteria and our professional expertise in evaluating the quality of such qualifications, skills and achievements.

We conduct in-depth background checks on those individuals who continue to demonstrate their overall suitability for the position. Included are detailed and extensive reference checks which cover a minimum period of ten years. In conducting these, it is our practice to speak directly to individuals who are now or have been in positions to evaluate the candidate's job performance. We ask each candidate to provide us with a large number of references. We then network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates.

As part of our evaluation process we conduct credit checks and verify undergraduate and graduate college degrees. We also conduct internet and criminal, civil and driving court records checks. At the City's option, we can psychological (or similar) testing of the candidates. This optional item will result in extra cost.

We will then meet with the City Council to present a group of well-qualified finalist candidates for interviews in Huber Heights. These final candidates will not be ranked because, at this point, they will all be qualified and it will then be a matter of chemistry between the candidates and the City Council that should produce the final selection decision.

Our final report will be presented in a meeting with the City Council. This written report is a comprehensive document. It contains our candidate recommendations, details about the search, interview tips, interview questions, candidate evaluation forms and information about legal vs. illegal inquiries. The report also includes the candidate interview schedule as well as our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews. The report contains comprehensive information about each recommended candidate. This includes educational and experience information, an evaluation of the candidate's experience relative to the criteria established by the City, a summary of reference comments and a statement of accomplishments and management style prepared by the candidate. Present compensation is also provided for each recommended candidate.

We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate roles for spouses, receptions, etc. We arrange schedules for top candidate interviews with the City and we will coordinate the entire process.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of the City of Huber Heights and that any public statement should come from the City directly. Under no conditions will we release information to the media unless specifically directed by the City to do so.

We will notify all unsuccessful candidates of the final decision reached. We will continue to work for the City until a suitable candidate is recruited and hired by the City.

E. Establish Evaluation Criteria

Once the new City Manager has been on board for 30 days or so, we will conduct a session with the City Council and with the new City Manager to establish mutual performance criteria and goals for the position.

F. Follow-up

We will follow-up with the City Council and the new City Manager during the first year and assist in making any adjustments that may be necessary.

G. Reporting

We will keep the City informed, involved in decisions and involved in the search process. We will provide frequent progress reports to the City.

H. Deliverables

Deliverables include the recruitment profile (draft and final), the advertisement (draft and final), the progress report (presented in person), the final report with interview tips, interview schedule, interview questions, candidate resumes, candidate evaluations, candidate writing samples, rating sheets, ranking forms, tabulation forms and appropriate/inappropriate question list and negotiated employment agreement between the City and the selected candidate.

SMC is an equal opportunity employer and recruiter and will not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, sexual orientation, disability or national origin.

I. Sample of Recent SMC Chief Executive Searches

CLIENT	POP	SEARCH FOR	STAFF ASSIGNED (Mgr/Asst)	Contact Information
Bothell, WA	46,000	City Manager	Slavin Wenbert	Mayor Andy Rheaume (206) 999-8835 andy.rheaume@bothellwa.gov
Buncombe County, NC	259,103	County Manager	2019	Brownie Newman, Board Chairman Buncombe County Administration Bldg. 200 College Street Asheville, NC 28801 (828) 243-0107 newman@buncombecounty.org
Corpus Christi, TX	285,000	City Manager	Slavin/Krings	Mayor Joe McComb (361) 826-3100 joemccomb@ccetexas.com
Dothan, AL	65,500	City Manager	Slavin/Krings	Mayor Mark Saliba (334) 615-3110 mayor@dothan.org
Evans, CO	21,400	City Manager	Slavin Wenbert	Mayor John Morris (970) 475-2209 jmorris@evanscolorado.gov
Georgetown, SC	10,000	City Administrator	Slavin	Mayor Brandon Barber, Sr. (843) 545-4002 bbarber@cogsc.com
Greenville, NC	84,500	City Manager	Slavin	Mayor P.J. Connelly (252) 329-4420 pjconnelly@greenvillenc.gov
Hardeeville, SC	5,000	City Manager	Slavin	Ms. Lori Pomarico, City Clerk Phone: (843) 784-2231 lpomarico@cityofhardeeville.com
MetroPlan Orlando	Orange, Seminole and Volusia Counties	Executive Director	2018	Jason Loschiavo, CPA Director - Finance and Administration MetroPlan Orlando (407) 481-5672 Ext. 310 jloschiavo@metroplanorlando.org
Mount Dora, FL	12,500	City Manager	Slavin	Ms. Gwen Johns City Clerk Ph: (352) 735-7126 johnsg@cityofmoundora.com
Myrtle Beach, SC	30,000	City Manager	Slavin	Mayor Brenda Bethune (843) 918-1000 bbethune@cityofmyrtlebeach.com
Ocean City, MD	7,100 to 335,000	City Manager	Slavin	Wayne Evans Human Resources Director (410) 289-8778 wevans@oceancitymd.gov
Orange Water and Sewer Authority (OWASA)	Serves Carrboro & Chapel Hill	Executive Director	Slavin/Lipscomb	Stephanie Glasgow Director of Human Resources (919) 537-4223 sglasgow@owasa.org
Portage, MI	47,000	City Manager	Slavin/Krings	Mr. Joe La Margo City Manager (269) 329-4400 boulisr@portagemi.gov

CLIENT	POP	SEARCH FOR	STAFF ASSIGNED (Mgr/Asst)	Contact Information
Shelton, WA	10,000	City Manager	Slavin	Mayor Bob Rogers (360) 490-6394 bobrogers@sheltonwa.gov
Volusia County, FL	538,700	Deputy County Manager	2019	George Recktenwald, County Manager Volusia County (386) 736-5920 grechtenwald@volusia.org

J. References

Randy Keasling

Director of Human Resources
City of Great Bend, Kansas
1209 Williams
Great Bend, Kansas 67530
(620)793-4111, ext. 234
City Manager Search (2018)
rkeasling@greatbendks.net

Tarra Davies-Fox

Human Resources Director
St. Croix County
1101 Carmichael Road
Hudson, WI 54016
(715) 377-5816
County Administrator Search (2020)
tarra.davies-fox@sccwi.gov

Randall Skender

Director of Administration
Greater Peoria Sanitary District
2322 S. Darst Street
Peoria, IL 61607
(309) 272-4802
Executive Director Search (2017)
rskender@qpsd.org

Mr. Todd E. Rent

Human Resources Director
City of Urbana
400 South Vine Street
Urbana, IL 61801
(217) 384-2451
City Administrator Search (2018)
terent@urbanailinois.us

Joseph La Margo

City Manager
City of Portage
7900 South Westnedge Avenue
Portage, MI 49002
Phone: (269) 329-4500
City Manager Search (2018)
Email: lamargoj@portagemi.gov

Andrew Rand

Peoria County Board Chairman
Peoria County Courthouse
324 Main Street, Room 502
Peoria, Illinois 61602-1319
(309) 672-6056
County Administrator Search (2011)
arand@peoriacounty.org

K. Guarantees

SMC provides a comprehensive set of assurances and guarantees to our executive recruitment clients that include:

- We are committed to excellence. We guarantee the highest quality of work and its success in your environment. To accomplish this, we will continue to work with the City until the City is satisfied with the candidates and a satisfactory candidate is selected and accepts employment.
- We guarantee our work and will redo the search if the position is vacated, for any reason, within two years of the employment date of a candidate selected by the City through our efforts.
- We will never actively recruit any *candidate who we have placed* **nor** will we actively recruit any *employee* from a client organization for at least two years from the completion date of an assignment.

L. Proposed Time Line

The search process normally takes between sixty (60) and ninety (90) days to complete and typically follows the following pattern:

		DAYS			
STEPS		1-30	30-45	45-60	60-360
1.	DEVELOP SEARCH PROCESS, RECRUITMENT PROFILE AND ADVERTISING PROGRAM FOR CITY COUNCIL APPROVAL	✓			
2.	IDENTIFY QUALIFIED CANDIDATES, REVIEW DATA BASE, NETWORK, RECEIVE AND REVIEW RESUMES	✓	✓		
3.	SCREEN & EVALUATE PROSPECTIVE CANDIDATES		✓		
4.	PROGRESS MEETING AND REPORT		✓		
5.	INTERVIEW AND EVALUATE PROSPECTIVE CANDIDATES		✓	✓	
6.	SUBMIT FINAL REPORT AND RECOMMENDATIONS, ASSIST IN SELECTION, FACILITATE EMPLOYMENT			✓	
7.	ESTABLISH EVALUATION CRITERIA AND FOLLOW-UP				✓

Approximately twelve semifinalist candidates are presented to the City at the progress meetings. Generally, about five finalist candidates are presented for interviews with the City Council.

PRICING PROPOSAL

Professional Fees

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

PROJECT COSTS					
STEPS	ASSIGNED HOURS (Approximate)			RATE (Hr)	FEES
	Project Manager	Consultant	Total		
1. Project Planning/Develop Position Profile/ Prepare Advertising	32		32	85	\$2,720
2. Identify & Recruit Candidate/Acknowledge Resumes	32		32	85	\$2,720
		35	35	35	\$1,225
3. Preliminary Candidate Screening	12		12	85	\$1,020
		8	8	35	\$280
4. Progress Report to City/Reduce Candidate Pool	8		8	85	\$680
		8	8	35	\$280
5. In-depth Candidate Evaluation (Includes on-site consultant interviews with semi-finalist candidates)	36		36	85	\$3,060
		16	16	35	\$560
6. Arrange for & Schedule Final Interviews	4		4	85	\$340
7. Prepare Final Report with Interview Questions and Selection Criteria	10		10	85	\$850
		12	12	35	\$420
8. Present Final Report and Attend Interviews	12		12	85	\$1,020
9. Assist in Employee Selection	2		2	85	\$170
10. Negotiate Employment Agreement	6		6	85	\$510
11. Establish Performance Goals	6		6	No Charge	\$0
12. Follow-up	4		4	No Charge	\$0
TOTAL HOURS	164	79	243		
TOTAL PROFESSIONAL FEE					\$15,855

Expenses (Not-to-Exceed)

Consultant Travel Costs: The client pays direct cost for all necessary consultant travel using coach or, when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or equivalent), rental cars, using the corporate discount and normal meals. Our client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling and will allocate costs to multiple clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel.

Office Costs Include: Telephone (\$350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

Consultant travel, classified advertising and office costs to support the executive search project described in this proposal will not exceed \$7,500.00. Therefore, the total cost to the City for the proposed work will not exceed **\$23,355.00**.

The costs for final candidates to travel to Huber Heights for interviews are not covered by this proposal. These costs vary widely and are impossible to anticipate at the beginning of a search. Candidate travel expenses are typically paid by the City on a reimbursement basis, directly to the candidates, and controlled through the City's prior approval of the finalist candidates.

Should the City's needs result in additional project scope that significantly increases costs it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new City Manager accepts employment with the City. Each invoice will be payable upon receipt for professional services. SMC does not provide discounts.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities.

Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out this engagement. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Ohio.

AGREEMENT FOR SERVICES

This proposal is presented for Slavin Management Consultants by:

SIGNATURE: Robert E. Slavin

NAME: Robert E. Slavin

TITLE: President

DATE: July 27, 2021

This proposal is accepted for the City of Huber Heights, Ohio by:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

ENCLOSURES



	Review and read the RFP document again to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluating staff members and will be used to score your response.
	Submit your response on time. Note all the dates and times listed in the RFP and be sure to submit all required items on time. Late proposal responses are <i>never</i> accepted.

Please Note:

All potential contractors are strongly urged to submit supporting documentation as to their qualifications to perform the Scope of Work.

Certificate of Insurance, Reference List and Timeline must be attached.

If additional comments or conditions are desired, please attach a separate sheet providing details.

Include all proposed equipment specifications; showing manufacturer name, model, etc. depicting unit specifications and other pertinent information.

Certification:

The undersigned on the Bid Proposal certifies that the Instructions to Bidder has been carefully examined, is thoroughly familiar with the terms and specifications applicable to and made part of this Request for Proposal, and understands and is capable of meeting the provisions within to the quality, type and grade of work requested. The undersigned further certifies the prices shown in the schedule of items contained within the Proposal/Bid are in accordance with the conditions, terms and specifications of the proposal and that any exception taken thereto may disqualify the bid.

Signature

Robert E. Slavin

Print Name

slavin@bellsouth.net

Email Address

Slavin Management Consultants

Company Name

July 27, 2021

Date

President

Title

(770) 449-4656

Phone



ROBEESL-01

MADAMS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/27/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Siegel Insurance Inc 2987 Clairmont Rd Suite 425 Atlanta, GA 30329	CONTACT NAME:	PHONE (A/C, No, Ext): (404) 633-6332	FAX (A/C, No): (404) 633-9388
	E-MAIL ADDRESS: info@siegelinsurance.com		
INSURED Robert E Slavin, Inc d/b/a Slavin Management Consultants 3040 Holcomb Bridge Rd A1 Norcross, GA 30071-1357	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: The Travelers Indemnity Company		25658
	INSURER B: Travelers Casualty & Surety Company		19038
	INSURER C: United States Liability Insurance Company		25895
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			680-594D6811-20-42	6/1/2020	6/1/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			680-594D6811-20-42	6/1/2020	6/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		UB-1J744007-20-42	6/1/2020	6/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liabili			SP10106340	3/2/2021	3/2/2022	PROF Liability 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

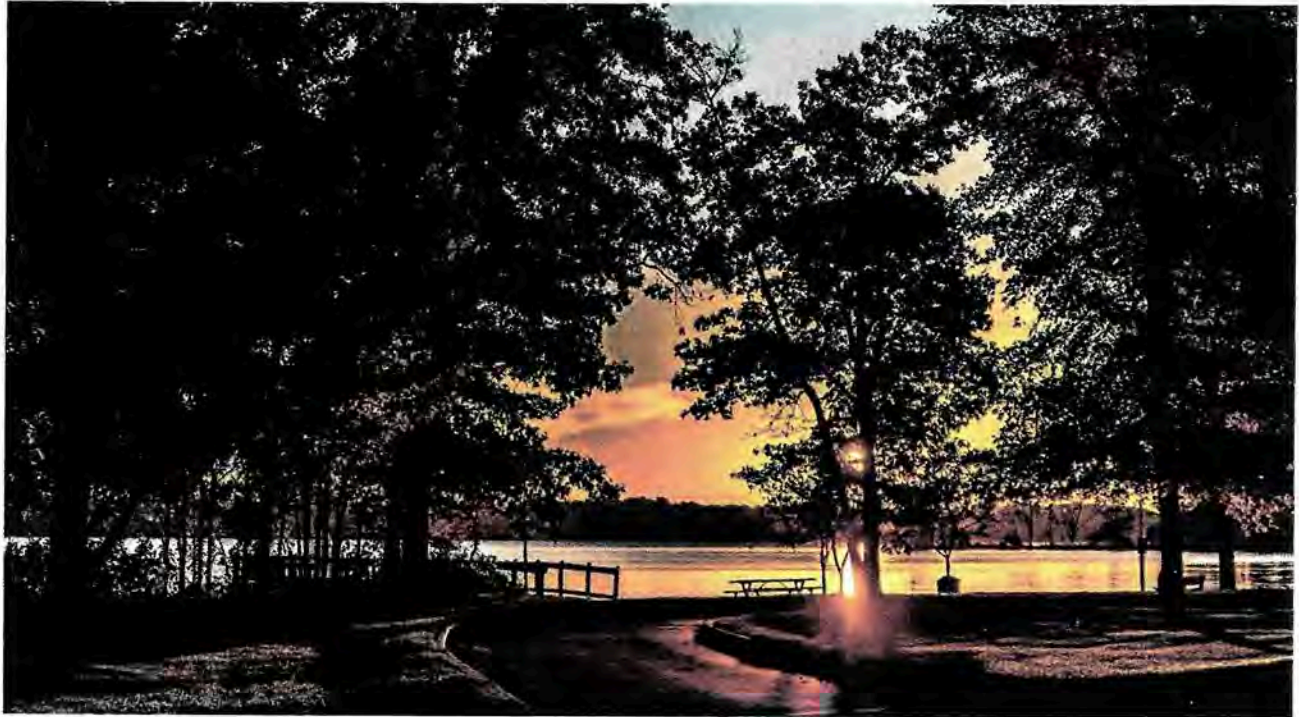
CANCELLATION

City of Corinth 3300 Corinth Parkway Denton, TX 76208	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

EXHIBITS

The City of Portage, Michigan
invites your interest in the position of

CITY MANAGER



About Portage

Portage offers its citizens a dynamic living environment, energized and sustained quality of life.

Vibrant City, Sustained Quality

Portage has shown itself to be the municipal equal to a renewable resource. The city offers its citizens a dynamic living environment, energized and sustained by quality of life characteristics that are unmatched in the region, punctuated with great retail, and enriched by a unique pledge to share the natural environment with its citizens.

Excellent Living

Portage residents enjoy affordable housing with low taxes, safe and well-maintained neighborhoods, world-class healthcare, enriching activities and entertainment, and a unique parks system that connects citizens to each other and the natural world.

Rewarding Future

Portage has a great past and its citizens anticipate a rewarding future for their children and grandchildren. The people of Portage have a character and willingness to make our city a special place to live, work and play. The city continuously engages its citizens to address current challenges and develop a future vision for our community – and ultimately ensure the city remains *A Natural Place to Move*.



Quality of Life

More than 49,000 people call Portage home. Residents enjoy a low municipal tax rate that remains in the lower 25% of similar-sized Michigan cities. The city offers diverse and affordable housing opportunities, with steadily increasing property values. Portage has more than 55 miles of extensive bikeways and trails, connecting citizens to retail and cultural resources and bringing neighbors and neighborhoods together. World-class healthcare is delivered to Portage residents by Bronson Healthcare, Ascension Borgess and several independent medical groups.

More than 2,000 acres of park and recreational and open space are ready to be explored in Portage. The city maintains 19 parks, including Ramona Park Beach, a life-guarded public swimming area; the Celery Flats Historical Area; Overlander Bandshell; the four-mile Portage Creek Bicentennial Trail; the Ice Rink at Millennium Park, the area's only outdoor refrigerated ice rink and several neighborhood parks.



Portage Public Schools (portageps.org) educates approximately 8,700 students at eight elementary, three middle and three high schools, and an early childhood program. PPS offers several prestigious learning programs, including the International Baccalaureate program, the Kalamazoo Area Math and Science Center, Education for Employment and Education for the Arts in partnership with the Kalamazoo Regional Educational

Service Agency (kresa.org), the Academically Talented Youth Program in partnership with Western Michigan University (wmu.edu) and the Early-Middle College program in partnership with Kalamazoo Valley Community College (kvcc.edu). The Portage community approved a \$144 million bond in 2016 to include construction of two new middle schools, renovation of one middle school, athletic facilities and pools at the two high schools, technology upgrades district wide and replacement of aging school buses.

Portage owns 20 water production wells located throughout the city. The Garden Lane Water Treatment Facility removes arsenic from the groundwater before distribution to the public water system. The water is tested daily to ensure the highest quality drinking water is delivered to Portage residents. Portage utility customers enjoy affordable utility rates, which decreased in 2018 and 2019.

Business Environment

The City of Portage is strategically located halfway between Detroit and Chicago and at the crossroads of two major highways – I-94 and US 131. Its location offers convenient access to the Kalamazoo/Battle Creek International Airport and an Amtrak train station, with Metro Transit providing public transportation services. Portage serves as the economic engine of Kalamazoo County and is home to two global companies and major employers, Stryker and Pfizer (currently undergoing \$245 million and \$450 million expansion projects, respectively). The workforce in Portage is highly educated, with 43.1% of residents 25 years or older having a bachelor's degree or higher and the unemployment rate is currently 3.1%, below the state and national levels.

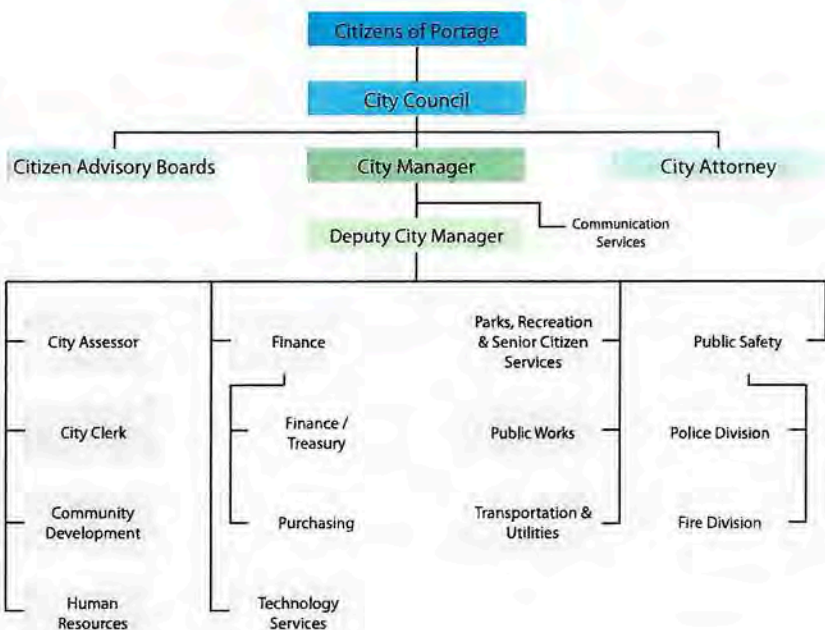


Portage offers a business-friendly environment with modern and extensive infrastructure. The city attracts new businesses, existing business expansion and innovative redevelopment projects by offering a variety of business incentives. South Westnedge Avenue, a significant retail shopping destination in the area, features The Crossroads Mall, the Southland Shopping Center and a large assortment of national and local retailers. The Lake Center District and secondary shopping nodes throughout the city offer a wide variety of shopping, dining and consumer services.

Government

Established in 1963, the City of Portage is a professional and experienced government service that operates with a Council/Manager form of government. The Mayor and Councilmembers, elected at-large, serve as the policy-making arm of the city. The City Manager is appointed by the City Council to handle the day-to-day administrative duties of the city. The City Manager makes recommendations to the City Council as a group and the Council acts on business at twice monthly meetings (usually the 2nd and 4th Tuesday of every month) at 7 PM.

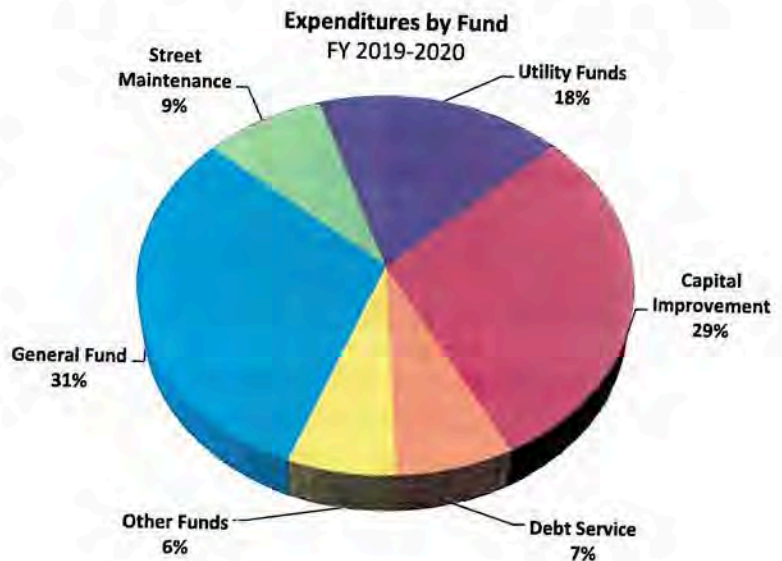
Organizational Chart



The Portage City Council consists of a Mayor and six Councilmembers (non-partisan). Councilmembers are elected to four-year terms, staggered every two years (three Councilmembers are elected every two years). The Mayor is elected every two years and is the presiding officer of the Council. The Council is responsible for adopting and amending city ordinances, determining city policies and approving contracts for goods and services. The Council also authorizes the annual city budget, which runs on a fiscal year (July 1 - June 30) and determines the city tax millage and utility rates.

The City Manager is appointed by and serves at the pleasure of the City Council. She or he advises the Council and makes recommendations on matters related to the operation of the city including the responsibility for overseeing all departments and staff. The City Manager prepares the agenda for each City Council meeting and provides the Council with all necessary documentation regarding each order of business.

The annual budget is prepared and presented to the City Council by the City Manager, along with the Capital Improvement Program, which provides the city with direction for the future. The City of Portage FY 2019-2020 budget totals approximately \$84.9 million and includes the third consecutive annual millage reduction. The city has reduced its debt from \$105.2 million in 2008 to \$55.5 million in 2019, down 47% over 11 years and Standard & Poor's reaffirmed the city's credit rating of AA+ in May 2019. With a Total Taxable Assessed Value of \$2.193 billion, Portage is the municipality with the largest tax base in Kalamazoo County.



As the administrative head of the government, the City Manager appoints all department heads. Portage provides a full array of municipal services from ten departments: City Assessor, City Clerk, Community Development, Finance & Purchasing, Human Resources, Parks, Recreation & Senior Citizen Services, Public Safety (Police & Fire), Public Works, Technology Services and Transportation & Utilities. The city employs nearly 200 full-time city employees who have an average of more than ten years of service, along with more than 53 part-time and seasonal employees. Portage employees are committed to providing exceptional customer service and attend annual customer service training and a regional diversity / inclusion presentation.



Awards & Recognitions

Year after year, the City of Portage is recognized for excellence in areas such as public safety, innovative use of technology, financial planning and budgeting, public works projects, parks and recreation programs, public communications and other areas of public service.

- » AA+ Bond Rating by Standard and Poor's in 2017 (affirmed in 2018).
- » Certificate of Achievement for Excellence in Financial Reporting from Government Finance Officers Association for the 2018 Comprehensive Annual Financial Report.
- » Distinguished Budget Presentation Award from the Government Finance Officers Association for the Fiscal Year 2018-2019 City Budget.
- » Perfect Score from the Michigan State Tax Commission for the 2018 Audit of Minimum Assessing Requirements (AMAR) Review.
- » 2017 Project of the Year Public Works for Greater than \$5 Million from the American Public Works Association Michigan Southwest Branch for the Stryker Way road construction project.
- » 2018 Surveying Merit Award from the American Council of Engineering Companies for the Local Streets Reconstruction (use of drones for surveying).
- » 2016 Innovation Idea from the American Public Works Association Midwest Region for the Snow Plow Rodeo program.
- » 2015 Award of Distinction from the Communicator Awards for MI.Portage App Mobile application.
- » 2015 Award of Distinction from the Communicator Awards for the website Media Center.
- » Accreditation from the National Institute of Senior Centers. Original accreditation received in 2011, re-accredited in 2016.
- » Accreditation from the Commission on Accreditation for Law Enforcement Agencies. Original accreditation received in 2013, re-accredited in 2015 and 2018.
- » Accreditation from the Michigan Law Enforcement Accreditation Commission in 2018.
- » Accreditation from the Commission on Fire Accreditation International in 2015.



Forward Focus - Perspectives from the Council

The following is a list of thoughts, issues and opportunities provided by the Portage City Council:

- » The City Council is seeking bold leadership with vision:
 - An individual confident to lead not only the City of Portage, but provide leadership at the county level.
 - An individual who will interface with the City Council and be a presence in the community, delegating the organizational administrative functions to the Deputy City Manager.
 - An individual with a strong background in community and economic development, with experience in revitalization of properties, commercial districts, brownfields, neighborhoods, etc.
- » The City of Portage is in sound financial condition, with a fully-funded retirement system and no "legacy" retirement or healthcare liabilities. The Council desires strong fiscal management and a plan for continued debt reduction, while maintaining the current high level of city services.
- » Notwithstanding the city's current solid tax base, as well as strength in the commercial and residential sectors, there is a need for focus on development and place-making with a view to making the city attractive and sustainable for all ages and businesses to include emphasis on:
 - Redevelopment and revitalization in certain commercial corridors. The city's indoor mall (The Crossroads) and retail corridor (South Westnedge Avenue) are experiencing challenging operating environments, consistent with the broader retail sector. Commercial property in certain markets may be underutilized and may represent opportunities for redevelopment.
 - Innovative development tools and strategies. New development opportunities may be limited as the city has fewer areas of undeveloped parcels.
 - Creation of a business-friendly, accessible environment for small and entrepreneurial businesses, both existing and new.
 - Continued diversification of the city's tax base.
 - Continued diversification of housing options. Although the cost of living is generally reasonable, housing affordability continues to be a challenge for low-income households in Portage.
 - Enhanced environmental standards in development and construction.

»

Mayor
Patricia Randall



Mayor Pro Tem
Jim Pearson



Councilmember
Chris Burns



Councilmember
Richard Ford



Councilmember
Lori Knapp



Councilmember
Claudette Reid



Councilmember
Terry Urban



- » The current five-year Comprehensive Plan was adopted in 2014 and requires a review and update in FY 2019-2020. The Comprehensive Plan acts as a foundation for developing and executing strategic priorities for the next five years is paramount.
- » The city has excellent parks and recreational facilities and is known across the region for its linear Portage Creek Bicentennial Park Trail. Additional connection of the city's trail system to other regional trails, improving non-motorized transportation routes, is vital.
- » The city has plentiful groundwater resources; however, groundwater levels in the region have risen meaningfully, which is causing flooding concerns in certain Portage neighborhoods. Stormwater causes street flooding on certain neighborhood streets.
- » Monitoring drinking water quality for contaminants is critical. A nearby community discovered elevated levels of PFAS in their water system. Testing undertaken on the Portage water system produced just trace amounts PFAS in three wells.
- » The city employs a strong communication strategy, including a monthly printed newsletter (the *Portager*), a recently re-launched city website (portagemi.gov), five Facebook pages and a number of online resources for residents. Efforts are expected to be continued to advance and enhance technology for the improvement of city services and citizen outreach.
- » Certain of our public facilities are aging. The city intends to construct a new Portage Community Senior Center, contingent on a successful capital campaign, currently underway.

About the City Manager

The next City Manager of Portage will be an energetic, bold and dynamic leader. The city is proud of its position as the economic engine for the region. The City Manager will play a key role assisting the City Council in developing policy and implementing plans to continue the economic growth of the region.

The successful candidate will have a track record of community involvement with the expressed desire and intent to manage in a community with the characteristics of Portage and to do so into the foreseeable future.

Minimum Requirements

A Bachelor's Degree (Master's Degree preferred) in business or public administration, combined with at least five (5) years of experience as a local government manager or full-range assistant in a community comparable to Portage. Critical skills include finance, budget, economic development, organizational analysis, written and verbal communications, visioning and strength of both character and conviction. The successful candidate must be a superior manager and leader.

Characteristics of the Ideal Candidate

Important Knowledge, Skills and Abilities

- » A thorough understanding of developmental economics
- » A record of successful collaboration with other jurisdictions
- » A strategic thinker who sets and directs the tactical steps designed to meet the goals set by the Mayor and City Council
- » A record of successful development including industrial, retail and residential

Style with the Mayor and City Council:

- » Performs both publicly and privately in an apolitical manner
- » Is available and accessible to the Mayor and all City Councilmembers
- » Demonstrates excellent oral and written communication skills, which he or she exercises regularly with the Mayor and City Council as a whole

Style with Staff

- » Fosters a customer service culture
- » Trusts and supports staff
- » Facilitates communication and service coordination among departments and individual staff members
- » Consistently follows City Council policy
- » Is fair, evenhanded and consistent
- » Is a coach and mentor; encourages and supports individual professional development

Style with the Community

- » Places emphasis on community relations over the day-to-day staff management challenges
- » Is engaged; regularly attends civic and community meetings
- » Is visible; attends community events
- » Is a "go to" person to get things done

Compensation

The compensation for the City Manager position will be highly competitive. The starting compensation is dependent upon the selected individual's qualifications and matched with the desired attributes being sought by the city. The city will pay reasonable and customary moving expenses for the next City Manager.

To Apply

In order to be considered for this position, please send your resume and cover letter with current salary to ***slavin@bellsouth.net***. The recruitment period will remain open until the position is filled.

For additional information about this job, please contact:

Mr. Robert Slavin, President
Slavin Management Consultants
3040 Holcomb Bride Road, Suite A-1
Norcross, GA 30071-1357
P (770) 449-4656 | F (770) 416-0848
slavin@bellsouth.net | slavinweb.com



AN EQUAL OPPORTUNITY RECRUITER / EMPLOYER

St. Croix County, Wisconsin

Invites your interest in the position of

COUNTY ADMINISTRATOR



ABOUT ST. CROIX COUNTY

With a population of just over 90,000, St. Croix County is among the fastest growing counties in the state of Wisconsin and is home to an area full of history, vibrant communities of artists, and some of the most beautiful landscapes in the Midwest.

Visit one of the County's historic communities to spend a relaxing day exploring boutiques and antique shops full of unique finds. In between shopping, take a break and grab a refreshing beverage at a local café or tavern. Later you can entertain with dinner at one of the many eateries found throughout St. Croix County. No matter which community you visit in St. Croix County, you'll be sure to find a variety of locally owned and nationally-known stores and eateries. If you are looking for adventure, you can hike the State and County parks, explore the many lakes and rivers, sail the beautiful St. Croix riverway, and so much more.

St. Croix County is served by an Interstate, state highways, and County roads that provide ease of travel to the cities, towns, villages, and recreational areas in the County. Located just east of the Twin Cities metro area offers advantages like best-in-class business services, cultural amenities, and easy access to the Minneapolis-St. Paul International Airport. Although the State's fastest growing county, St. Croix is home to a large semi-rural area with an exceptional quality of life.

Education is a priority of all communities within St. Croix County. The school districts are known to provide a wonderful student-to-faculty ratio. Throughout the County are six school districts providing education from pre-k through 12th grade. In addition to rigorous academics, students have the opportunity to join various clubs, sports programs, and extracurricular activities. The educational opportunities do not stop after high school. Graduates and non-traditional students alike can expand their knowledge and be better

prepared for employment through the post-secondary educational opportunities in and around the County. Local technical colleges and universities offer education programs in the areas of agriculture, business, trade and industry, and a variety of bachelor and master's degree programs.

Residents have access to hospitals, clinics and pharmacies that provide services to suit everyone's needs. A variety of medical providers, dental providers, and alternative medicine such as chiropractic care can be found in the area.

St. Croix County supports a healthy community for families and businesses to grow and prosper.

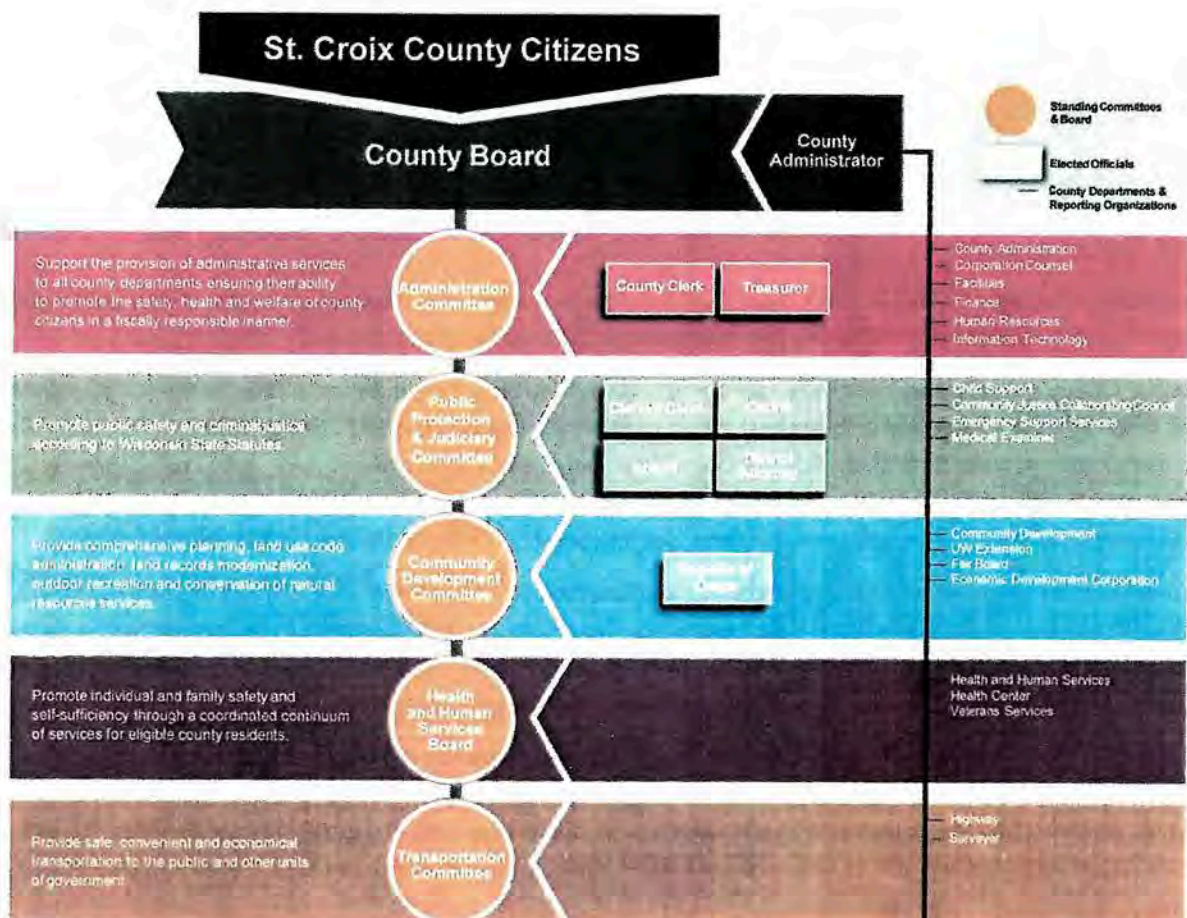
Additional information about St. Croix County is available at www.sccwi.gov.

GOVERNANCE AND ORGANIZATION

St. Croix County operates under the Board of Supervisors/County Administrator form of government. The legislative powers of the County are vested in a nineteen-member County Board. The Supervisors are elected by district, for a two-year term, on a non-partisan basis. No County officer or employee is eligible to be a County Supervisor. A Supervisor may also be a member of a town board, city council, or village board.

The St. Croix County Board of Supervisors operates under a committee system and county administrator form of government. The County Board of Supervisors' responsibilities are to exercise policy supervision of County activities through its committee system and to adopt the annual County Budget and establish a tax rate for the support of County services.

The County Administrator is the chief administrative officer of the County under Wisconsin Statutes §59.18. The County Administrator works under the general supervision of the Administration Committee. The County Administrator administers, directs and coordinates the activities of the County personally or through County departments in accordance with laws and ordinances, policies, goals and objectives established by the County Board.





The Office of Administration oversees a budget over \$104 million and a work force of more than 650 employees. The operating budget as well as a five-year Capital Improvement Plan is developed annually and presented for review and approval by the County Board.

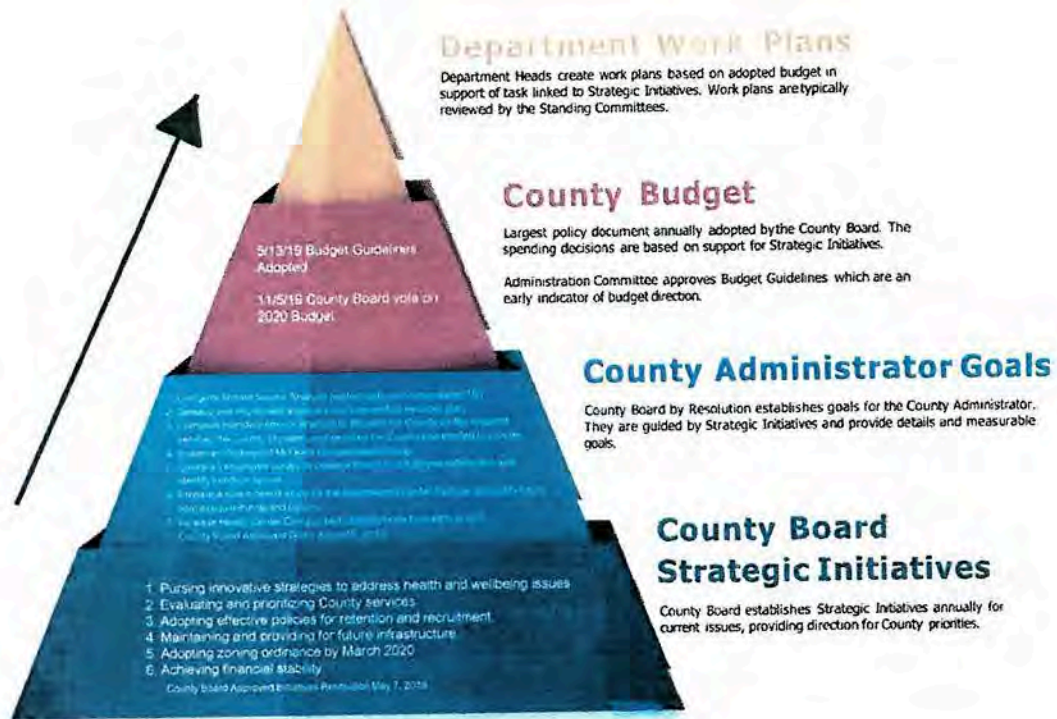
ABOUT THE COUNTY ADMINISTRATOR (From St. Croix County Administrator Job Description)

The County Administrator is the chief administrative officer of the County under Wisconsin Statutes sec. 59.18. The County Administrator is appointed by, and is accountable to, the County Board. The County Administrator works under the general supervision of the Administration Committee. The County Administrator provides sound information and recommendations to the County Board so they may make policy decisions in the best interests of the County. The County Administrator then administers and coordinates the policies of the County; and manages the overall County operations in a fiscally responsible manner through department heads in accordance with laws and ordinances, policies, goals and objectives established by the County Board.

Essential responsibilities include but are not limited to:

- Directs, supervises, and coordinates all administrative and management functions of the County's departments and agencies under direct jurisdiction or fiscal control of the County Board. Ensures effectiveness and efficiency of the day-to-day operations of all County government functions.
- Researches and recommends the establishment and modification of County policies and interprets for and advises department heads concerning board policies, directives, and expectations. Ensures the policies and programs adopted by the County Board are effectively carried out.
- Appoints and supervises all department heads of the County, other than the Constitutional officers who are elected in general elections. Appointments of department heads are subject to County Board confirmation.
- Ensures all finances and resolutions adopted by the County Board are faithfully executed.
- Appoints the members of all boards and commissions that are not elected by the County Board, subject to the confirmation of the County Board.
- Directs the preparation of all research, studies, and reports the County Board may require concerning operations of the County; prepares plans and programs for the County Board's consideration in anticipation of future needs.
- Oversees the County's contracts for goods and services.
- Collaborates with the County Board in establishing clearly defined metrics that measure the implementation and outcomes of the County Board Policies and Processes. Reviews with the County Board the established metrics on a quarterly basis.
- Attends all meetings of the County Board and the Committee of the Whole, except when excused by the County Board Chair, and advises the County Board and/or recommends courses of action to the County Board. Attends and participates in meetings of County Board standing committees as needed.

(Continued on page 5)



Budgeted Revenue	2019 Budget	2020 Recommended	Change
Property Taxes	\$4,336,265	\$6,366,478	2,030,193
Other Taxes	8,767,000	9,316,700	549,700
Intergovernmental	12,788,241	13,548,200	759,959
Permits, Fees, Penalties	690,200	757,700	67,500
Charges for Services	16,407,170	18,481,221	2,074,051
Transportation Charges	8,434,500	8,671,674	237,174
Miscellaneous	1,168,525	1,819,504	650,979
Internal Service Funds	8,955,000	10,735,000	1,780,000
Fund Balance	6,375,095	4,514,909	(1,860,186)
	\$ 97,922,016	\$ 104,211,186	\$ 6,289,170

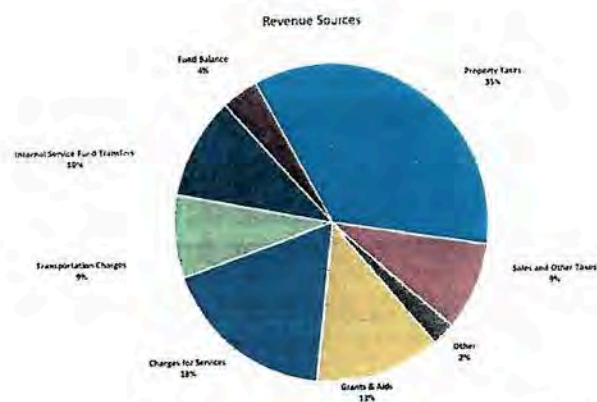
- Taxes up 10% from Govt \$800,000 and Debt Service \$1,200,000
- Sales Tax Growth
- HHS Funding and Charges for Services
- Health Insurance Program Increases
- Extra Debt Payment in 2019 with Fund Balance

Budgeted Expenses	2019 Budget	2020 Recommended	Change
General Government	12,720,900	11,795,199	\$925,701
Internal Service Funds	13,600,000	13,155,000	2,934,900
Capital Projects	2,753,500	2,742,000	(11,500)
Public Safety	13,612,111	14,411,199	799,088
Health and Human Services	28,457,634	31,190,952	2,733,318
Highways	17,022,901	17,941,467	918,566
Education and Recreation	2,211,099	2,216,564	5,465
Conservation and Development	2,984,642	3,226,244	241,602
Debt Service	7,409,000	5,923,113	(1,485,887)
	\$ 97,922,016	\$ 104,211,186	\$ 6,289,170

- New Policies: Health Insurance, Contract Increase
- Health Insurance
- New Policies: Operating Expense Increases
- HHS Program Expansion due to Service Delivery Demands
- Pass Thru Contracts
- Extra Debt Payment in 2019

St. Croix County

St. Croix County

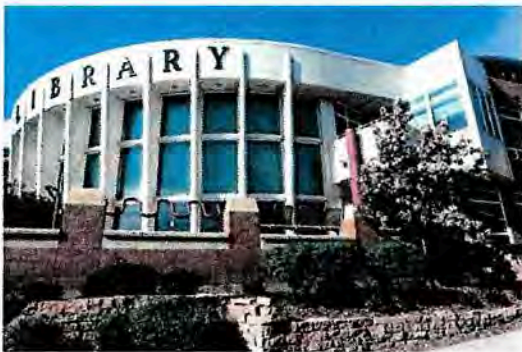


County Bond Rating

St. Croix County's Aa1 rating is second highest possible rating

Moody's	# of Rated Counties
Aaa	5
Aa1	11
Aa2	14
Aa3	7
A1	2
A2	3
A3	0
Total	42

• Property Taxes • Sales and Other Taxes • Permits • Grants & Aids • Charges for Services • Transportation Charges • Internal Service Fund Transfers • Fund Balance



St. Croix County Health Center

- Supports the County Board by assisting with the preparation of County Board meeting agendas and minutes, and all resolutions and ordinances to be presented to the County Board.
- Provides the County Board with regular reports and data regarding County programs and activities.
- Monitors, reviews and keeps the County Board fully informed of any federal and state administrative, legislative and judicial developments that may affect or impact the County. Solicits and represents the County Board's position on proposed legislation, drafts responses to legislators and others and recommends amendments. At the request of or with approval by the County Board, represents the County at state legislative meetings or hearings, or engages in lobbying efforts, on behalf of the County.
- Directs long-range strategic planning for all County activities.
- Presents capital improvement program proposals to the County Board.
- Evaluates, on a continuing basis, the levels of service provided by County departments and recommends the establishment and/or modification of policies, procedures, or operating standards. Recommends reorganization, improvement, or development of new functions, or abandonment of unnecessary functions, to the County Board.
- Works with the Administration Committee to establish procedures and schedules for the preparation of each annual County budget based on priorities established by and directives of the County Board. Conducts and schedules budget meetings and/or hearings on budget requests with the Administration Committee. Attends budget meetings of and makes budget recommendations to the County Board.
- Executes the adopted budget, ensuring that all expenditures of County funds are made in strict compliance with the budget; reviews and administers all department and agency requests for adjustments or transfers of budgeted funds with Finance and the Administration Committee as required by law and County policy.
- Makes regular financial reports to the County Board, keeping the County Board fully advised as to the financial condition of the County and its future financial needs.
- Develops financial plans in which revenues and expenditures are projected against anticipated County growth and recommends methods of financing future needs.



CURRENT ISSUES AND OPPORTUNITIES

- St. Croix County recently hired a Public Information Officer to further public understanding of the services provided by the County. Residents are generally satisfied with the County government.
- St. Croix is essentially two counties; the urban/suburban west side is within an easy commute to the Twin Cities while the east side is very rural and agricultural. The urban/rural divide is growing as the County is experiencing the most rapid county population growth in Wisconsin.
- A variety of issues, such as water protection and land use, lead to differing urban/rural points of view.
- Rural areas of the County are concerned that they may receive less consideration than their more urban neighbors.
- A looming issue -- the County needs a comprehensive office space needs analysis and to develop a creative, efficient and economical plan for office space and service provision. Courts, the jail and some administrative offices are at or nearing capacity.
- COVID-19 poses both a health as well as a financial concern to the County, although the virus has not yet significantly hit St. Croix County.
- Wisconsin governments are under a state budget tax levy limit. New growth is exempt.

REQUIREMENTS

St. Croix County plans to hire an energetic, bold, and dynamic leader as its next County Administrator. The County Administrator will assist the Board of Supervisors in developing policy while diligently working to implement their policies and managing the day-to-day operations for the Board.

The successful candidate will have a solid track record of successful collaborative management that meets the policy objectives of the governing board and that provides exceptional public services which benefit the entire County.

Education and Experience

- Master's Degree in Public Administration, Business Administration, or related field.
- Ten years' experience in a progressively responsible management position in a complex organization.
- Five years senior management level experience in public sector.
- ICMA Credentialed Manager certification is preferred

Characteristics of the Ideal Candidate

Important Knowledge, Skills and Abilities

- Appreciates the structure and management challenges inherent in Wisconsin counties.
- Understands the programmatic, service delivery and space needs for jurisdictions facing a rapidly growing and diversifying population.
- Possesses a record of successful collaboration with other jurisdictions.
- Is a self-starter and strategic thinker who sets and directs the tactical steps designed to meet the goals set by the Board.
- Experienced in managing complex financial and human relations challenges.
- Offers evidence of staying current in the profession

Style with the Board of Supervisors and other elected officials:

- Supports the policy-making prerogatives of the Board of Supervisors.
- Performs both publicly and privately in an apolitical manner.
- Is available and accessible to all Board members.
- Exemplifies integrity and high personal ethics in all actions

- Demonstrates excellent oral and written communication skills which are exercised regularly with the Board of Supervisors as a whole.
- Facilitates the building and implementation for a strategic plan with the Board.

With Staff

- Fosters a positive and highly motivated customer service culture.
- Develops feedback loops and/or surveys of recently served customers to assess the level of customer service and any emerging trends of improvement or deterioration of service satisfaction.
- Trusts and supports staff.
- Facilitates communication and service coordination among departments and individual staff.
- Develops performance metrics which demonstrate the degree Board goals are attained and Board policy followed.
- Is a fair, evenhanded and consistent team builder.
- Can be counted on to coach and mentor while encouraging and supporting individual professional development.

With the Community

- Understands at times conflicting viewpoints of urban/suburban/rural constituencies.
- Anticipates the needs of jurisdictions with rapidly growing populations.
- As necessary responds to invitations to attend civic and community meetings.

TO APPLY

The position will remain open until filled. A first review of resumes is scheduled for November 13, 2020. Please e-mail a detailed resume with a cover letter and current salary to:



Robert E. Slavin or David Krings
SLAVIN MANAGEMENT CONSULTANTS
3040 Holcomb Bridge Road, A1
Norcross, Georgia 30071
Phone: (770) 449-4656
Fax: (770) 416-0848
E-mail slavin@bellsouth.net



St. Croix County is an Equal Opportunity Employer

PRO FORMA INVOICE

INVOICE DATE: _____

CLIENT: _____

ADDRESS: _____

CITY, STATE: _____

Progress billing for professional services
rendered in connection with our agreement:

(Invoice __ of __) \$XXXX.XX

Reimbursable expenses at cost:

Airfare	\$ XXX.XX
Hotel	XX.XX
Ground Transportation	XX.XX
Meals	XX.XX
Tips	XX.XX
Telephone	XXX.XX
Clerical Support	XXX.XX
FAX	XX.XX
Messenger Service	XX.XX
Copies	XX.XX
Postage	XX.XX
Misc. Direct Costs	XX.XX

Total Expenses \$XXXX.XX

TOTAL INVOICE **\$XXXX.XX**

CLIENT LIST BY CATEGORY

The following list of clients represent organizations for which our principal Consultants performed significant project work. This client list spans thirty years of experience of SMC consultants. Please contact SMC if you desire to speak with the individuals who were project contacts.

MUNICIPALITIES

Aiken, South Carolina	Corinth, TX
Albany, Georgia	Creedmoor, North Carolina
Alpharetta, Georgia	Culver City, California
Anaheim, California	Dallas, Texas
Ann Arbor, Michigan	Davenport, Iowa
Arlington, Texas	Davie, Florida
Arlington Heights, Illinois	Decatur, Georgia
Arvada, Colorado	Decatur, Illinois
Atlanta, Georgia	Delray Beach, Florida
Atlantic Beach, Florida	Del Rio, Texas
Asheville, North Carolina	Denton, Texas
Auburn, Maine	Destin, Florida
Aurora, Colorado	Dothan, Alabama
Austin, Texas	Dubuque, Iowa
Bartlesville, Oklahoma	Duluth, Georgia
Bentonville, Arkansas	Dunedin, Florida
Bergenfield, New Jersey	Durham, North Carolina
Berkeley, California	Eagle Pass, Texas
Beverly Hills, California	East Brunswick Township, New Jersey
Birmingham, Alabama	Edmond, Oklahoma
Bisbee, Arizona	Elgin, Illinois
Blacksburg, Virginia	Enfield, Connecticut
Bloomington, Illinois	Englewood, Colorado
Bothell, WA	Escondido, California
Boynton Beach, Florida	Evanston, Illinois
Branson, Missouri	Fort Collins, Colorado
Brea, California	Fort Lauderdale, Florida
Bridgeport, Connecticut	Fort Smith, AR
Broken Arrow, Oklahoma	Fort Worth, Texas
Brownsville, Texas	Frankfort, Kentucky
Bryan, Texas	Franklin, Tennessee
Burbank, California	Frisco, Colorado
Camarillo, California	Gainesville, Florida
Carson, California	Gainesville, Georgia
Cary, North Carolina	Galesburg, Illinois
Casper, Wyoming	Garden City, New York
Chapel Hill, North Carolina	Glastonbury, Connecticut
Charlotte, North Carolina	Glendale, Arizona
Cherry Hills Village, Colorado	Glen Ellyn, Illinois
Chesapeake, Virginia	Golden, Colorado
Clearwater, Florida	Grand Rapids, Michigan
Cleveland, OH	Greensboro, North Carolina
Columbia, Missouri	Gulfport, Florida
Columbus, Georgia	Hardeeville, SC
Concord, New Hampshire	Hemet, California
Coral Springs, Florida	Hercules, California
Corpus Christi, Texas	Highland Park, Illinois
Corta Madera, California	Hollywood, Florida

Homestead, Florida
Huntington Beach, California
Independence, Missouri
Independence, Kansas
Iowa City, Iowa
Jacksonville Beach, Florida
Jupiter, Florida
Kalamazoo, Michigan
Kansas City, Missouri
Lake Worth, Florida
Lakewood, Colorado
Lapeer, Michigan
Laramie, Wyoming
Laredo, Texas
Lenexa, Kansas
Liberty, Missouri
Lillburn, Georgia
Little Rock, Arkansas
Long Beach, California
Longmont, Colorado
Manassas, Virginia
Mansfield, Massachusetts
Maplewood, Missouri
Marshfield, Missouri
Miami Beach, Florida
Milwaukie, Oregon
Minneapolis, Minnesota
Miramar, Florida
Modesto, California
Muscatine, Iowa
Neptune Beach, Florida
Newark, Delaware
New Smyrna Beach, Florida
Norfolk, Virginia
Norman, Oklahoma
North Las Vegas, Nevada
North Miami Beach, Florida
Northglenn, Colorado
North Port, Florida
Norwich, Connecticut
Oberlin, Ohio
Ocean City, Maryland
Oceanside, California
Olathe, Kansas
Oklahoma City, Oklahoma
Orlando, Florida
Oxnard, California
Palm Bay, Florida
Palm Beach Gardens, Florida
Palo Alto, California
Panama City, Florida
Park Ridge, Illinois
Pasadena, California
Peoria, Illinois
Phoenix, Arizona
Pittsburg, Kansas
Pompano Beach, Florida
Portage, Michigan

Pueblo, Colorado
Richmond, California
Richmond, Virginia
Riverside, California
Riverview, Michigan
Roanoke, Virginia
Rock Hill, South Carolina
Rockville, Maryland
Sacramento, California
St. Louis Park, Minnesota
Salem, Oregon
San Diego, California
San Fernando, California
San Francisco, California
San Jose, California
San Juan Capistrano, California
Sandersville, Georgia
Santa Ana, California
Santa Monica, California
Sarasota, Florida
Shaker Heights, Ohio
Simi Valley, California
Sioux City, Iowa
Snellville, Georgia
South Brunswick Township, New Jersey
Springfield, Missouri
Steamboat Springs, Colorado
Stratford, Connecticut
Storm Lake, Iowa
Sunnyvale, California
Sunrise, Florida
Takoma Park, Maryland
Topeka, Kansas
Titusville, Florida
Thornton, Colorado
Traverse City, Michigan
Topeka, Kansas
Turlock, California
Upper Arlington, Ohio
Urbana, IL
Urbandale, Iowa
Valdez, Alaska
Venice, FL
Virginia Beach, Virginia
Waco, Texas
Warrensburg, Missouri
Washington, Illinois
West Des Moines, Iowa
West Hartford, Connecticut
West Hollywood, California
West Palm Beach, Florida
Wichita, Kansas
Windham, Connecticut
Winston-Salem, North Carolina
Winter Park, Florida
Worthington, Minnesota
Ypsilanti, Michigan

COUNTIES

Adams County, Colorado	Martin County, Florida
Alameda County, California	McHenry County, Illinois
Albemarle County, Virginia	Mecklenburg County, North Carolina
Arapahoe County, Colorado	Mendocino County, California
Beaufort County, South Carolina	Mesa County, Colorado
Broward County, Florida	Moffat County, Colorado
Brown County, Wisconsin	Monterey County, California
Buffalo County, Nebraska	Muscatine County, Iowa
Buncombe County, North Carolina	New Kent County, Virginia
Chaffee County, Colorado	Orange County, New York
Cass County, Michigan	Orange County, North Carolina
Chesterfield County, Virginia	Palm Beach County, Florida
Clark County, Nevada	Peoria County, Illinois
Cobb County, Georgia	Pinellas County, Florida
Dade County, Florida	Polk County, Florida
Dunn County, Wisconsin	Prince William County, Virginia
Eagle County, Colorado	Ramsey County, Minnesota
Escambia County, Florida	St. Louis County, Minnesota
Fairfax County, Virginia	Saline County, Kansas
Forsyth County, Georgia	San Diego County, California
Fremont County, Colorado	San Luis Obispo County, California
Fresno County, California	San Mateo County, California
Fulton County, Georgia	Sarasota County, Florida
Georgetown County, South Carolina	Sedgwick County, Kansas
Glynn County, Georgia	Seminole County, Florida
Gunnison County, Colorado	Sonoma County, California
Hall County, Georgia	Springettsbury Township, Pennsylvania
Hamilton County, Ohio	Spotsylvania County, Virginia
Johnson County, Kansas	Tazewell County, IL
Ketchikan-Gateway Borough, Alaska	Volusia County, Florida
Lake County, Florida	Wake County, North Carolina
Lake County, Illinois	Washtenaw County, Michigan
La Plata County, Colorado	Whiteside County, Illinois
Leon County, Florida	Whitfield County, Georgia
Lincoln County, North Carolina	Yolo County, California
Livingston County, Illinois	
Los Angeles County, California	

OTHER ORGANIZATIONS

Development Groups

Arrowhead Regional Development, Duluth, Minnesota
Columbia Development Corporation, South Carolina
Fresno Economic Development Commission, California
Fresno Redevelopment Authority, California
GoTopeka, Inc., Kansas
Lincoln Road Development Corporation, Miami Beach, FL
Los Angeles, California, Community

Redevelopment Agency

Mid-American Regional Council, Kansas City, Missouri
West Palm Beach Downtown Development Authority, Florida

Housing Authorities

California Housing Finance Agency
Jefferson County Housing Authority, Alabama
Las Vegas Housing Authority
Memphis Housing Authority, Tennessee
Ocala Housing Authority, Florida

Peoria Housing Authority, Illinois

Libraries

Birmingham, Alabama Public Library
Central Arkansas Library System
Lexington, Kentucky Library System
Metropolitan Library System of Oklahoma
Moline Public Library

Non-Profits and Other Governmental Jurisdictions

California State Government
CDC Federal Credit Union, Atlanta, Georgia
District of Columbia
Fresno Employment and Training Commission, California
Jefferson County Personnel Board, Alabama
Local Government Insurance Trust, Maryland
Los Angeles, California Department of
Community Public Health Los Angeles,
California Music Center Operating Company
Los Angeles Olympics Organizing Committee
Metropolitan Nashville, Tennessee Arts
Commission
Parkland Hospital, Texas
Southwest Florida Regional Planning Council

Professional Associations

American Public Works Association
Association of County Commissioners, Georgia
Georgia Municipal Association
International City/County Management
Association
Iowa League of Cities
Missouri Municipal League

School Districts

Adams County School District #14, Commerce
City, Colorado
Lake Sumpter Community College, Florida
Dallas Independent School District, Texas

Transportation Agencies

Alameda-Contra Costa Transit District, Oakland,
California
Bay Area Rapid Transit District, Oakland,
California
Dallas Area Rapid Transit District, Dallas, Texas
Greater Dayton Regional Transportation
Authority
Kalamazoo County Transportation Authority
Lee County Port Authority, Florida
Metra (Chicago Commuter Rail System)
MetroPlan Orlando (MPA)
Port Everglades Authority, Fort Lauderdale,
Florida
Orlando - Orange County Expressway Authority
Port of Sacramento, California
Riverside Transit Agency, California
San Francisco Bay Area Rapid Transit District,
California
Sarasota/Manatee Airport Authority, Florida
Southern California Rapid Transit District

Utilities

Columbus Water Works, Georgia
Greater Peoria Sanitation District
Gulf Shores Utilities
Metropolitan Sewer District of Greater Cincinnati,
Ohio
Orange Water and Sewer Authority (North
Carolina)
Public Works Commission of Fayetteville, North
Carolina
Rivanna Solid Waste Authority, Virginia
Rivanna Water and Sewer Authority, Virginia
Sacramento Municipal Utility District, California
South Florida Water Management District
Spartanburg Utility District, South Carolina

EEO STATEMENT

Slavin Management Consultants (SMC) is committed to building a diverse workforce which reflects the face of the community we serve, honors and respects the differences and abilities of all our employees and residents, and provides employees with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity means striving to maintain an environment in which managers value the differences in their employees and take steps to ensure that all employees know they are welcome.

To achieve workplace equity and inclusion, SMC will observe the practices outlined below:

- We will ensure that we do not discriminate in employment on the basis of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, creed, ancestry, medical condition, or political ideology.
- Our recruiting efforts will ensure that applicant pools are both capable and diverse.
- We will make employment decisions based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs.
- We will ensure a workplace free of all forms of harassment.
- We will develop a procedure for prompt, thorough and impartial investigations of discrimination or harassment complaints and will act on appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination or harassment.

Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The chief executive officer will evaluate the effectiveness of our diversity policies and programs.

By creating a workplace where everyone can work towards their maximum potential, SMC will retain quality, productive employees who will provide excellent services to our clients.

SMC SEXUAL HARASSMENT POLICY

Slavin Management Consultants (SMC) is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is against the law and will not be tolerated. Should the company determine that an allegation of sexual harassment is credible, it will take prompt and appropriate corrective action.

What Is Sexual Harassment?

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- An employment decision affecting that individual is made because the individual submitted to or rejected the unwelcome conduct; or
- The unwelcome conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or abusive work environment.
- Certain behaviors, such as conditioning promotions, awards, training or other job benefits upon acceptance of unwelcome actions of a sexual nature, are always wrong.

Unwelcome actions such as the following are inappropriate and, depending on the circumstances, may in and of themselves meet the definition of sexual harassment or contribute to a hostile work environment:

- Sexual pranks, or repeated sexual teasing, jokes, or innuendo, in person or via e-mail;
- Verbal abuse of a sexual nature;
- Touching or grabbing of a sexual nature;
- Repeatedly standing too close to or brushing up against a person;
- Repeatedly asking a person to socialize during off-duty hours when the person has said no or has indicated he or she is not interested (supervisors in particular should be careful not to pressure their employees to socialize);
- Giving gifts or leaving objects that are sexually suggestive;
- Repeatedly making sexually suggestive gestures;
- Making or posting sexually demeaning or offensive pictures, cartoons or other materials in the workplace;
- Off-duty, unwelcome conduct of a sexual nature that affects the work environment. A victim of sexual harassment can be a man or a woman.
- The victim can be of the same sex as the harasser.
- The harasser can be a supervisor, co-worker, other company employee, or a non-employee who has a business relationship with the Slavin Management Consultants.

SMC's Responsibilities Under This Policy:

If SMC receives an allegation of sexual harassment, or has reason to believe sexual harassment is occurring, it will take the necessary steps to ensure that the matter is promptly investigated and addressed. If the allegation is determined to be credible, SMC will take immediate and effective measures to end the unwelcome behavior. SMC is committed to take action if it learns of possible sexual harassment, even if the individual does not wish to file a formal complaint.

SMC will seek to protect the identities of the alleged victim and harasser, except as reasonably necessary (for example, to complete an investigation successfully). SMC will also take the necessary steps to protect from retaliation those employees who in good faith report incidents of potential sexual harassment. It is a violation of both federal law and this policy to retaliate against someone who has reported possible sexual harassment. Violators may be subject to discipline.

Employees who have been found by SMC to have subjected another employee to unwelcome conduct of a sexual nature, whether such behavior meets the legal definition of sexual harassment or not, will be subject to discipline or other appropriate management action. Discipline will be appropriate to the circumstances, ranging from a letter of reprimand through suspensions without pay of varying lengths to

separation for cause. A verbal or written admonishment, while not considered formal discipline, may also be considered.

Employees' Rights and Responsibilities Under This Policy

Any employee who believes he or she has been the target of sexual harassment is encouraged to inform the offending person orally or in writing that such conduct is unwelcome and offensive and must stop.

If the employee does not wish to communicate directly with the offending person, or if such communication has been ineffective, the employee has multiple avenues for reporting allegations of sexual harassment and/or pursuing resolution.

Employees are encouraged to report the unwelcome conduct as soon as possible to his or her supervisor or to the President of SMC.

In addition to reporting sexual harassment concerns to a responsible SMC official, employees who believe they have been subjected to sexual harassment may elect to pursue resolution in several ways, including:

Mediation: Mediation is an informal way to resolve office problems using a trained mediator who facilitates communication between the parties to the dispute. If an employee chooses to attempt resolution through mediation, management is obligated by Company policy to send a representative to the table. If a resolution is not reached, the parties may continue to pursue their rights in any other appropriate forum.

EEO processes: All SMC employees can file an Equal Employment Opportunity (EEO) complaint with the United States Equal Employment Commission (EEOC). An employee who wishes to file a complaint under EEO procedures must consult an EEO counselor within 45 days of the alleged incident. It is not necessary for an employee to complain to his/her supervisor before approaching an EEO counselor, nor to attempt informal resolution through mediation or other means. EEOC contact Information:
<https://eeoc.com>. Phone 1 (800) 669-4000

All SMC employees are required to comply with this policy. Employees are also expected to behave professionally and to exercise good judgment in work-related relationships, whether with fellow employees, business colleagues, or members of the public with whom they come into contact in the course of official duties. Further, all employees are expected to take appropriate measures to prevent sexual harassment. Unwelcome behavior of a sexual nature should be stopped before it becomes severe or pervasive and rises to a violation of law.

MINORITY AND WOMEN PLACEMENTS

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
ALACHUA COUNTY, FL	County Administrator			X
ALBANY, GA	City Manager	X		
	Police Chief	X		
	Assistant City Manager	X		
	Human Resources Director	X		
ASPEN, CO	City Manager		X	
AUSTIN, TX	City Auditor		X	
	City Manager		X	
	Police Chief			X
BERKELEY, CA	City Manager	X		
	Public Works Director			X
BEVERLY HILLS, CA	Sanitation Director	X		
	Library Director		X	
BOCA RATON, FL	City Manager		X	
	Asst. City Manager		X	
BOTHELL, WA	City Manager		X	
BOISE, ID	Chief Financial Officer	X		
BROWARD COUNTY, FL	Assistant Director of Equal Employment	X	X	
	Director of Budget	X		
BOISE, ID	Chief Financial Officer		X	
BRYAN, TX	Municipal Court Judge		X	
	City Manager		X	
BUNCOMBE COUNTY, NC	County Manager	X	X	
CAMARILLO, CA	City Clerk		X	
CARSON, CA	Planning Director		X	
CHAPEL HILL, NC	Transportation Director		X	
	Human Resources Director		X	
CHARLOTTE COUNTY, FL	County Attorney		X	
CENTRAL CITY ASSN. OF THE CITY OF LOS ANGELES (CA)	Director of Security	X		
CHARLOTTE, NC	Neighborhood Services Director	X		
COLUMBIA, MO	Police Chief	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
CORINTH, TX	Director of Economic Development			X
CORPUS CHRISTI, TX	City Manager			X
CULVER CITY, CA	Finance Director			X
DALLAS INDEPENDENT SCHOOL DISTRICT (TX)	Chief Financial Officer	X	X	
DALLAS, TX	City Attorney		X	
DECATUR, GA	Chief of Police	X		
DISTRICT OF COLUMBIA	Executive Director Alcoholic Beverage Regulations Commission		X	
DURHAM, NC	City Manager	X		
	City Manager	X	X	
	Police Chief		X	
	Public Works Director	X	X	
ESCAMBIA COUNTY, FL	Assistant County Administrator	X		
ESCONDIDO, CA	Civic Center Construction Mgr		X	
FRANKFORT, KY	City Manager		X	
EVANSTON, IL	City Manager		X	
FRESNO, CA (PIC)	Executive Director	X		
FORT COLLINS, CO	City Attorney		X	
FORT LAUDERDALE, FL	Fire Chief	X		
FORT MYERS, FL	City Manager	X		
	Police Chief	X		
FORT WORTH, TX	Auditor General		X	
	Police Chief	X		
FRANKLIN, TN	Director of Community Development		X	
FRESNO, CA (PIC)	Executive Director	X		
GAINESVILLE, FL	Equal Employment Director	X		
GEORGETOWN, SC	City Administrator		X	
GEORGETOWN COUNTY, SC	County Manager	X	X	
GLASTONBURY, CT	Human Resources Director	X	X	
GLENWOOD SPRINGS, CO	City Manager		X	
GREENBELT HOMES, INC. (MARYLAND)	Executive Director		X	
GREENSBORO, NC	Assistant City Manager	X		
GREENVILLE, NC	City Manager	X	X	
HAMILTON COUNTY, OH	Jobs and Family Services Director		X	
HILLSBOROUGH COUNTY (FL) CHILDREN'S BOARD	Executive Director		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
HOLLYWOOD, FL	City Manager	X		
JUPITER, FL	Assistant to the City Manager		X	
	Public Works Director			X
KALAMAZOO, MI	City Manager		X	
	Assistant City Manager		X	
LAKE COUNTY, FL	County Attorney		X	
LAKE COUNTY, IL	Purchasing Director		X	
	Human Resources Director	X		
	Assistant County Administrator		X	
LAKE COUNTY, IL HEALTH DEPARTMENT	Executive Director		X	
LAKE WORTH, FL	Utilities Customer Services Manager	X		
LA PLATA COUNTY, CO	Human Services Director		X	
LAREDO, TX	City Manager			X
LEE COUNTY, FL	County Administrator		X	
	Human Resources Director	X		
LINCOLN ROAD DEVELOPMENT CORP.	Executive Director		X	
LONG BEACH, CA	Police Chief	X	X	
	Executive Director, Civil Service Commission			
LONGMONT, CO	City Manager			X
LONGVIEW, CO	Assistant City Manager		X	
LOS ANGELES, COMMUNITY REDEVELOPMENT AGENCY	Sr. Project Manager	X		X
	Project Manager	X		
	Project Manager			X
LOS ANGELES COUNTY (CA) HEALTH SYSTEMS AGENCY	Executive Director	X	X	
	Deputy Exec. Dir.			X
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH	Public Health Director	X		
LOS ANGELES OLYMPICS ORGANIZING COMMITTEE	Human Resources Director	X	X	
	Director of Venues		X	
METROZOO (MIAMI FL)	Director of Marketing		X	
MEMPHIS (TN) HOUSING AUTHORITY	Executive Director	X		
MIAMI (FL) OFF-STREET PARKING SYSTEM	Finance Director			X

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
MIAMI VALLEY REGIONAL TRANSIT AUTH. (DAYTON, OH)	Executive Director	X	X	
MIRAMAR, FL	City Manager		X	
MONTEREY COUNTY, CA	Hospital Administrator	X		
MONTGOMERY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES	Executive Director	X	X	
MOUNT DORA, FL	City Manager		X	
NOAH DEVELOPMENT CORPORATION	Executive Director	X		
NEWARK, DE	City Manager	X		
NORFOLK, VA	Human Resources Director	X		
	Senior Engineer		X	
NORFOLK, VA	Social Services Director	X		
OAK PARK, IL	Village Manager		X	
OCALA (FL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
OBERLIN, OH	City Manager		X	
ORLANDO, FL	Fire Chief	X		
ORMOND BEACH, FL	City Manager	X		
OKLAHOMA CITY, OK	City Manager	X		
PALM BAY, FL	Human Resources Director		X	
PALM BEACH COUNTY, FL	Assistant County Administrator		X	
PALM BEACH COUNTY (FL) CHILDREN'S SERVICES BOARD	Executive Director		X	
PALM BEACH COUNTY (FL) HEALTH CARE DISTRICT	Executive Director		X	
PALM BEACH GARDENS, FL	City Manager (1992) City Manager (1999)		X	X
PALO ALTO, CA	City Attorney		X	
PARKLAND, FLORIDA	City Manager		X	
PEORIA (IL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
PHOENIX, AZ	Chief of Police			X
PRINCE WILLIAM COUNTY, VA	County Executive		X	
	Human Resources Director	X	X	
	Fire Chief	X	X	
RICHMOND, CA	City Manager	X		
RICHMOND, VA	Director of Public Health	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
ROANOKE, VA	Police Chief	X		
	Economic Development Director		X	
	Assistant City Manager	X	X	
	Director of Human Services		X	
ROCKVILLE, MD	Assistant City Manager		X	
SACRAMENTO, CA	Human Resources Director	X	X	
SAGINAW, MI	Police Chief			X
SAN DIEGO, CA	City Manager	X		
SAN FRANCISCO, CA	Assistant City Administrator		X	
SAN JOSE, CA	Police Chief	X		
SANTA MONICA, CA	Deputy City Manager		X	
SARASOTA, FL	Human Resources Director	X		
SARASOTA COUNTY, FL	Deputy County Administrator	X		
SELMA, AL	Chief of Police	X		
SHAKER HEIGHTS, OH	City Administrator		X	
SOUTH DAKOTA STATE LEGISLATURE	Chief Legislative Analyst		X	
SUNNYVALE, CA	Public Information Officer		X	
	City Clerk		X	
STRATFORD, CT	Human Resources Director		X	
TAKOMA PARK, MD	City Manager		X	
	Recreation Director	X	X	
	Housing and Community Development Director		X	
	Public Works Director	X		
THORNTON, CO	Public Information Officer		X	
	City Attorney			X
TOPEKA, KS	City Manager	X		
	Police Chief	X		
VALDEZ, AK	City Manager	X		
VENICE, FL	Police Chief		X	
VIRGINIA BEACH, VA	Human Resources Director	X		
VIRGINIA BEACH PARK TRUST (FL)	Executive Director	X		
VOLUSIA COUNTY, FL	County Manager		X	
	Budget Director		X	
	Human Resources Director		X	
	Deputy County Manager		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
WACO, TX	Deputy City Manager		X	
	Exec. Dir. - Support Services			X
	Assistant City Manager	X		
	Director of Facilities			X
WAKE COUNTY, NC	Human Services Director			X
THE WEINGART CENTER (LOS ANGELES)	Executive Director		X	
WEST COVINA, CA	Planning Director	X	X	
WEST MIFFLIN, PA	Town Administrator		X	
WEST PALM BEACH, FL	Assistant City Administrator	X	X	
WICHITA, KS	Human Resources Dir	X	X	
	Community Services Dir	X	X	
	Communications Director		X	
	Director of Libraries		X	
	Housing and Development Director	X	X	
	City Manager	X		
WYOMING, OHIO	City Manager		X	
YPSILANTI, MI	City Manager	X		
ZOOLOGICAL SOCIETY OF FLORIDA (DADE COUNTY)	Executive Director			X