

City Council Special Meeting - City Administrator Interviews Agenda

Tuesday, June 07, 2022 at 2:30 PM
27400 Southfield Road, Lathrup Village, Michigan 48076

HYBRID MEETING INFORMATION

Location: Council Chambers with remote access via Zoom

Meeting ID: 897 3872 7687

Password: LathrupCC

Online: <https://zoom.us/>

Telephone: 646.558.8656 or 312.626.6799

1. **Call to Order** by Mayor Garrett
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Approval of Agenda**
5. **Public Comments for Items on the Agenda** (Speakers are limited to 3 minutes)
6. **Action Requests - For Consideration / Approval**
 - A. 2:30 pm - Ken D. Marten
 - 3:30 pm - Anthony W. Debardelaben
 - 4:30 pm - Susan K. Montenegro
 - B. Candidate Deliberation
7. **Public Comment** (speakers are limited to 3 minutes)
8. **Mayor and Council Comments**
9. **Adjourn**

ANTHONY W. DEBARDELABEN

26563 Primary Drive • Southfield, Michigan 48034

Primary: (810) 516-1940 • E-Mail: tonydebar@aol.com • Secondary: (989) 714-4647

April 9, 2022

City of Lathrup Village
27400 Southfield Road
Lathrup Village, MI 48076

Vacancy Title: City Administrator

Greetings:

The purpose of this letter is to introduce my professional background to you. My extensive training in project management and public administration, my effective management skills, as well as my experience with community engagement make me a well-qualified candidate for the City Administrator position.

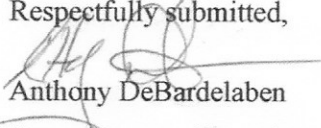
As you will note on my resume, I am an organized, people-centered public administrator. Additionally, I have a strong record of working collaboratively with all segments of the public and have built successful working relationships with special interest groups, businesses and civic leaders, educators, and the faith-based community. I am confident that such experiences, as well as my ability to work well with others, sense of organization utility, dedication to sound business acumen, commitment to the overall mission and the City's Master Plan will serve the residents of Lathrup Village community well.

My results-oriented, team-building leadership style and management of data research has helped build relationships throughout my professional and administrative development. While facilitating policies with directors and administrators, I have demonstrated an ability to summarize proposals, provide recommendation on a per-project basis and present to numerous groups on topics ranging from community partnerships to educational training. As a fiscally responsible manager, I have experience with budget development and administration, including the oversight and promotion of several grant projects. My accomplishments include:

- Grant Management and Budget Oversight: Completion of the Saginaw Transit Authority grant proposal for Transportation Improvement Projects (TIP), totaling \$3,800,000 in grant awards for fiscal year 2005; Operated a fund accounting system that oversaw general, operational, and capital funds; Managed a marketing project whereas \$133,000 was earmarked for that initiative; Performed a Cost Benefit Analysis - RE: Union into Management.
- Supervisory Skills: Supervised the Director of Finance, Human Resources Administrator, Director of Operations; Government Affairs Manager and Customer Service Manager; directed external and internal operational services Re: Ridership Statistics; Provided liaison and staff support to a variety of committees (Finance, Planning, Personnel and Policy); Developed agendas and legislative analysis.
- Administrative Leadership: Conducted policy research on various projects; Proficient in the use of micro-offices, spreadsheet applications, graphics and presentation application, and word processing applications; Wrote reports pertaining to a variety of administrative support services; Investigated facts and determined proper resolution of various issues.

I am declaring my candidacy for the position of City Administrator. I would like the opportunity to discuss more about ways in which I will contribute to the City of Lathrup Village, executive leadership team. Thank you for your consideration.

Respectfully submitted,


Anthony DeBardelaben

Enc.: Cover letter, Resume, Consent Form and Five (5) Professional references

ANTHONY W. DEBARDELABEN

26563 Primary Drive • Southfield, Michigan 48034

Primary: (810) 516-1940 • E-Mail: tonydebar@aol.com • Secondary: (989) 714-4647**Professional Summary:**

Accomplished management professional with demonstrated ability to deliver critical results. I have an effective combination of public/private sectors, non-profit and small business experience in a variety of capacities. Fourteen (14) plus years of progressively responsible experience in local, state, regional and federal government, with Ten (10) years of management experience.

Skill Highlights:

- Strategic Planning
- Community & Economic Development
- Budgeting & Financial Management
- Grant Writing/Management
- Capital Improvement Planning
- Interest Based Collective Bargaining
- Certified Business Solution Professional
- Human Resource Management
- Cost Benefit & Public Policy Analysis
- Government & Community Relations
- Leadership/Communication Skills
- Transportation Management

Education:

University of Michigan, Flint/Ann Arbor, Michigan / MBA / Organizational Leadership, April, 2013
 Central Michigan University, Mt. Pleasant, Michigan / MSA / Public Administration, December, 2005
 Western Michigan University, Kalamazoo, Michigan / BS / Economics, April 1994

Professional Experience:**Township Manager, (Royal Oak Charter Township)/Ferndale, MI****11/18-05/20**

Responsible to the Township Board of Trustees for the efficient administration of all departments of Township government. Regularly conducted staff meetings to coordinate department activities.

- Acted as Chief Administrative Officer of the Charter Township.
- Coordinated regional collaboration, secured brownfield credits and increased CDBG funds by \$35,000
- Secured and Implemented Water Rehabilitation Grant; Awarded \$1.5 million
- Developed, initiated and completed Neighborhood Stabilization strategy (Blighted Removal)
- Created and Implemented Department of Transportation (DOT) Drug and Alcohol Testing program
- Facilitated a stakeholder Charter Township Master Plan 5-10 years plan (Approved by county & state)
- Prepared and recommended RFP's/RFQ's Re: Outside Counsel for Royal Oak Charter Township
- Achieved financial solvency for the Annual Budget for FY 2019 and 2020

Legal Specialist, Conduent (Formerly Xerox Corporation)/Dearborn, MI**09/15-10/18**

Monitored, tracked, and reported all client-supplied documents (legal pleadings) received into Document Management System (DMS). And, adherence to internal and external clients in managing daily operations.

- Researched, interfaced and generated reports using Litigation Support Application (LSA) and other proprietary software and resolved law inquiries.

Project Manager, (Detroit Revitalization Fellow), Wayne State University/Detroit, MI **06/13-08/15**

Southwest Housing Solutions (Host Agency), Directed community relations initiatives.

Southwest Economic Solutions (Host Agency), Managed Workforce Development program via contracts and grants. Identified job market trends and collaborate on workforce strategic initiatives.

- Cultivated public/private partners with Detroit Land Bank and Virginia Park in parcel lots acquisition
- Implemented/Administered agency's partnership with a specialty court formed by the 36th District Court Re: Driver's License and participated in Detroit Future City strategic mapping.

ANTHONY W. DEBARDELABEN**Page 2****Professional Experience, Continued****Unemployment Insurance Examiner, State of Michigan/Lansing/Detroit, MI****04/11-05/13**

Performed a variety of activities within the provision of Trade Readjustment Assistance (TRA) program to claimants whose jobs were affected by foreign imports as determined by certification of group coverage issued by the Department of Labor (DOL).

- Researched claimants' conflicts to determine eligibility of Trade Readjustment Allowances
- Collected and issued non-monetary/monetary determinations, (re)determinations, reconsideration on contested Trade Readjustment claims and questionable issues.

Program Analyst, Flint Community Schools/Flint, MI**08/07-03/11**

Advised in the development, implementation, and delivery of academic programs with Zone Facilitators and Site Coordinators. Managed and researched bi-weekly and monthly budgets. Researched existing Standard Operation Procedures (SOPs) and compiled similar SOPs from similar-sized school districts.

- Managed and approved \$424,000 annual budget (program actual vs. planned expenditures);
- Hired, trained and fired Zone and Site Coordinators according to personnel performances matrix.

Finance Manager, Flint/Genesee Job Corps Center/Flint, MI**07/06-07/07**

Planned and monitored the Center's financial compliance with government (DOL) and corporate (Alutiiq) requirements. Monitored and prepared budget adjustments, prepared financial reports, performed monthly closeouts and internal audits, reconciled to the general ledger and interfaced with executive management.

- Managed the Center's annual budget of \$13.7 million and 3 staff; prepared, monitored, allocated budgets and reported costs to various departments;
- Ensured all financial liabilities and obligations of the Center were reported accurately. Reviewed, investigated and explained any unusual fluctuations in the Center's cost.

Executive Administrator (Deputy GM), Saginaw Transit Authority/Saginaw, MI**12/01-06/06**

Deputy to the CEO/GM with overall management and administration of the Authority. Involved in directing, planning and facilitating the day-to-day operations. Lead members in contract administration, labor negotiations, grievance hearings and other sensitive issues. Delivered oral and written presentation for media, government officials, district businesses, community organizations and residents.

- Managed annual budget of over \$7.3 million and 7 staff members; Oversaw capital and general funds
- Liaison to a variety of committees (i.e., Finance, Strategic Planning, Personnel and Policy);
- Conferred with Representatives of the Michigan General Assembly and the U.S. Congress to support STARS legislative policies; Performed ridership projection analysis;

Partnership Specialist, U.S. Census Bureau, Detroit Regional Office/Bay Region, MI**08/98-11/01**

Plan, develop, and coordinate the partnership agreements to ensure activities at all levels are carried out, resolve problems encountered, and determines the need for renegotiation.

- Established partnership agreements with federal/tribal/state/local governments, and/or local businesses and constituent groups to develop specific strategies to eliminate enumeration barriers in specific regions in support of the Decennial Census.
- Developed presentations, presented media briefings, conducted meetings and promoted partnerships with various governments, local businesses and constituent groups.

Professional Experience, Continued

Internship Experience:**Senior Staff Intern, DaimlerChrysler Motors Corporation/Auburn Hills, MI 04/98 - 08/98**

(*Bargaining Unit*) Ensured compliance with DaimlerChrysler Motors Corporation warranties, vehicles service and repair, vehicle code and other laws/rules pertaining to dealership franchises.

- Coordinated consumer complaint investigations; Reviewed and analyzed consumer complaints; Adjudicated recommended complaint settlements.

Labor Relations Intern, City of Saginaw/Saginaw, MI 04/97 - 08/97

(*Employee Services Unit*) Executed special project management tasks, conducted various proposals and report to the City Director of Employee Services and Labor Relations Director.

- Completed 1997/1998 Michigan Municipal Wage and Salary Data; Wrote/edited findings and recommendations Re: Performance Improvement Plan;
- Analyzed and summarized programs, proposals and legislation on a per-project basis regarding wages; Conducted research on administrative salaries/responsibilities.

Community and Economic Development Intern, Saginaw Future Inc./Saginaw, MI 04/97 - 08/97

(*Junior Researcher*) Worked closely with community and economic development partners.

- Established collaboration with site selectors, executives, investors and developers for the implementation of major initiatives, and for comprehensive assistance to be offered to local and interested businesses.
- Assisted companies to secure or identify funding sources, incentive packaging, provided site location services, pursued job training assistance and other resources.

Computer Skills:

Microsoft Office Suite: Word, WordPerfect, Works, Access, Excel, PowerPoint, Outlook, SPSS, FMS, AS400, SharePoint, Quattro Pro, Citrix, CostPoint, Impromptu, CAS, Chrysler SMART, OSMIS, DMS, LSA, Lotus Notes, EzReports, Blackboard, GroupWise and Internet/Web Navigation

Professional Leadership:

Member, National Black Master of Business Administration Association (NBMBA)

Member, Certified Business Solutions Professionals (CBSP)

Member, National Forum of Black Public Administrators (NFBPA)

Past member, International City/County Management Association (ICMA)

Past member, University of Michigan, Graduate Student (Judicial Board)

Volunteer Affiliations:

Detroit, Michigan – The Friends of the Wright - Charles H. Wright Museum (Volunteer), 2012-2019

Detroit, Michigan - Southwest Detroit Neighborhood Beautification Day (Volunteer), 2013-2017

Saginaw, Michigan - Thanksgiving Day City Rescue Mission (Server), 2008-2011

Saginaw, Michigan - Friends of the Saginaw Public Library (Volunteer), 2001-2007

Flint, Michigan - Friends of the Flint Public Library (Volunteer), 2009-2012

Flint, Michigan - Boys and Girls Club of America - (Sponsor), 2007-2010

KEN D. MARTEN

2475 Iroquois, Detroit, MI 48214

313-657-3706 • 313-923-8031 • ken_marten@yahoo.com

April 13, 2022

Executive Recruiter Joyce Parker
Michigan Municipal League
1675 Green Road
Ann Arbor, MI 48105

Re: Lathrup Village City Administrator Position

Desire for Confidentiality: I seek confidentiality regarding my interest in this position as allowed for and provide by Michigan law.

Dear Ms. Parker:

With a stellar record of serving stakeholders, I submit my resume with great interest in becoming Lathrup Village's next administrator. A healthy combination of experience – much of it gained in Lathrup Village – education, and ambition makes me a terrific candidate for the position.

After more than three years as the Bingham Farms Village Administrator, I'm prepared to take the next step in public administration by transitioning to a larger community. I certainly enjoy working in Bingham; however, I feel I could more fully employ my talents and achieve a greater sense of career fulfillment by working for a larger community. I possess the following essential strengths and attributes that I think you'll agree match what Lathrup Village seeks in terms of leadership.

• **Municipal administration experience:** I oversee the day-to-day management of Bingham Farms, which includes the continuous coordination of contracted services with either neighboring communities or private companies. With guidance from Village Council, I've ushered many projects and programs to completion: Launching a business license program; rewriting and reformatting the village zoning ordinance; overhauling and expanding allowable uses in the commercial district; negotiating a planned unit development (PUD) agreement that includes an assisted living facility and office building; creating the "How Local Government Works" lecture series for residents; organizing the village's first-ever community festival.

While a member of the city of Lathrup Village's administrative team, I held several positions of increased responsibility, including assistant to the city administrator and economic development director. Prior to joining Lathrup Village, I worked as a project manager on the administration team of a public high school; while this necessitated serving an alternative sector of the public, the same principles of public service applied. Moreover, as a journalist writing about local public affairs for many years, I served the public in a different yet still important manner and thus view openness and transparency and vital facets of local government.

• **Knowledge of Lathrup Village:** Thanks to my previous employment with the city, I'm intimately familiar with Lathrup Village's uniqueness, its geography and demographics, its contractors and vendors, its strengths and weaknesses. I know personally Lathrup Village

KEN D. MARTEN

2475 Iroquois, Detroit, MI 48214

313-657-3706 • 313-923-8031 • ken_marten@yahoo.com

residents, business owners, and past and present city staff. In many instances, Lathrup and Bingham share similarities: Both communities are members of SOCWA and the Alliance of Rouge Communities; both contract planning services with Giffels Webster; both contract website services with Revize; both contract various services with the City of Southfield.

• **My leadership philosophy:** A leader identifies goals, then inspires and guides people to achieve those goals. A leader must exercise flexibility and know when to set an example, when to pitch in, when to steer, and when to stand aside and observe.

I've served as a leader through much of my professional life: As Bingham's administrator; as Lathrup's economic development director and Main Street Program manager; as project manager guiding at-risk students and their families; as the managing editor in a newsroom directing and mentoring reporters.

Leadership is in large part based on experience drawn from a variety of sources, and experienced leaders know that not every effort is showered in success. Some programs sputter and stall and must be adjusted or abandoned. Not everyone will be happy with every decision or outcome. Effective leaders examine setbacks just as thoroughly as they examine achievements and use them as learning tools to inform sound future decisions.

• **Exceptional communication skills:** As a former journalist, clear and concise communication is second nature. I write and edit Bingham's quarterly newsletter and acted in the same capacity for Lathrup. I manage Bingham's -- and managed Lathrup's -- website. To keep Bingham's council apprised of village matters, I write and distribute a weekly memo. I prepare meeting agendas and packets for the council, planning commission and zoning board of appeals.

I'm keenly aware that oral communication includes listening as well as speaking. I've led classrooms and discussion groups, chaired countless meetings, delivered countless presentations, and serve on the board of directors for two non-profit organizations. Throughout my years as a journalist, I've conducted literally thousands of interviews in person and by phone.

Bingham is a community of contracts: Police, fire, library, public works, planning, engineering, municipal law and more. Forging and fostering those contracts requires continuous and tactful communication.

• **Strategic planning:** As the nation recovers from the pandemic and the commercial sector re-evaluates its office models, economic development has taken on a greater-than-usual concern in many communities. In Bingham, I led a successful effort to amend our Master Plan Update to emphasize mixed-use and live/work options in the village's large commercial district. I also guided the village in an expansion of the types of acceptable uses within the commercial district. With an eye on property values and the taxes they generate, both measures now provide property owners with greater flexibility in their pursuit of tenants and development projects.

• **Knowledge of local government practices and finances:** My immersion in taxpayer-funded entities, my education, and my years as a journalist all contribute to a deep understanding of

KEN D. MARTEN**2475 Iroquois, Detroit, MI 48214****313-657-3706 • 313-923-8031 • ken_marten@yahoo.com**

local government processes, standards and regulations. I've researched, drafted or edited innumerable policies and shepherded the creation of new ordinances and ordinance amendments. I've led or participated in hundreds of public meetings and similar municipal gatherings, gavel to gavel.

While Bingham's treasurer prepares the village's annual \$2 million budget, it's with my constant consultation as a member of the budget subcommittee. I was a member of negotiation team during contract talks with the Franklin-Bingham Farms Police Officers Association in 2018 and again in 2021. I oversee staff recruitment, performance and discipline (although a need for the last item is rare).

• **An appreciation for stakeholders and diversity:** As a public sector professional, I exercise tact and diplomacy in dealing with stakeholders – residents, business owners, landlords, elected officials, contractors, employees and colleagues. I have a successful history of living, working and recreating in situations where diversity abounds in terms of race, ethnicity, religious affiliation, gender, sexual orientation, age and socioeconomic status.

I work well independently, and I value being part of – and leading – a team. It would be a privilege to interview for Lathrup Village's administrator position and rejoin the city. I'll gladly provide additional materials such as transcripts or writing samples. I look forward to hearing from you.

Sincerely,

Ken Marten

KEN D. MARTEN

2475 Iroquois, Detroit, MI 48214

313-657-3706 • 313-923-8031 • ken_marten@yahoo.com

PUBLIC SECTOR EXPERIENCE**Village Administrator & Clerk, Bingham Farms, 8/18-Present**

- Oversee day-to-day village operations; attend all meetings of Council, Planning Commission, Design Review Board, Zoning Board of Appeals, police/fire committee, budget committee; prepare agendas/packets; advise boards and applicants
- Administer village contracts: Police, fire, rubbish/recycling, library, building, planning, engineering, water and sewer systems, public works, snow removal, code enforcement;
- Oversee planning and development: Master Plan Update and Zoning Ordinance reformatting/overhaul; creation of business licensing program; expanded allowable uses in commercial corridor; shepherded PUD agreement for assisted living facility and office facility
- Communication and engagement efforts: maintain village website; prepare/edit quarterly newsletter; created/conduct "Local Government 101" lecture series; prepare weekly memo for village council; organized village's first-ever community festival
- Oversee human resources activities including recruitment, hiring, training and performance management; contract negotiation with police officers association (2018, 2021)

Assistant to the City Administrator & Economic Development Director; Administrative Assistant, Lathrup Village, 9/15-8/18

- Led development/redevelopment efforts in city's commercial corridor
- Oversaw Downtown Development Authority (DDA) and Main Street programs; engaged in business retention and recruitment
- Planning Commission liaison; prepared meeting agendas/packets, advised applicants
- Zoning Board of Appeals liaison; prepared presentations and advised applicants
- Prepared/edited correspondence, memos, speeches, PowerPoint presentations, RFPs; edited/designed quarterly newsletter; maintained city website
- Building/Code Enforcement coordinator; processed applications/permits, scheduled inspections
- City's SOCRRA and SOCWA trustee; member of SOCRRA recycling committee

Project Manager, Westwood Cyber High School, Westwood Community Schools, Inkster and Dearborn Heights, 8/12-9/15

- Advised at-risk students and parents regarding education goals; managed mentors and teachers
- Conducted home visits and community outreach; developed parent teacher conference program

ADDITIONAL PROFESSIONAL EXPERIENCE**Treatment Specialist, Holy Cross Children's Services, Detroit, 04/11-7/12**

- Provided guidance and counseling to teen males in secure residential placement
- Developed and taught "Life Skills" sessions

Freelance Communications Consultant, self-employed, 4/05-4/11

- Wrote 1,000-plus articles, columns, essays for numerous publications: Detroit News and Free Press, Royal Oak Tribune, Metro Parent, BLAC, Traverse, True North, Chaldean News, Bark
- Instructor, Royal Oak Continuing Education; "Professional Writing" and "Press Release 101," 9/02-9/09; member of Continuing Education Advisory Board
- Consulted clients; provided editing, proofreading and ghostwriting services

KEN D. MARTEN**2475 Iroquois, Detroit, MI 48214****313-657-3706 • 313-923-8031 • ken_marten@yahoo.com****Managing Editor, City Editor, Hometown Communications Network, 11/99-4/05**

- Mirror Newspapers: Supervised, trained, mentored and evaluated editorial staff and freelancers for chain of five Oakland County weeklies; covered public affairs, local government
- Wrote features, columns, editorials, political endorsements
- Additional duties: Editing, proofreading, feature development, community outreach
- Company's 2003 Journalist of the Year; earned numerous Michigan Press Association awards

Legal Assistant, Pepper Hamilton, Detroit, 1/95-11/99

- Prepared general litigation and product liability cases for trial and/or settlement
- Drafted interrogatories, prepared documents for production, summarized depositions

Trial Assistant, Bowman & Brooke, Detroit, 11/90-12/94

- Prepared general litigation and product liability cases for trial and/or settlement
- Drafted interrogatories, prepared documents for production, summarized depositions

EDUCATION**Master of Public Administration degree, Central Michigan University, Mt. Pleasant, MI.**

- Graduated from NASPAA-accredited program in December 2014; 3.97 GPA
- Received Honorable Mentions in CMU Annual Student Paper Competitions; 2013, 2014

Bachelor of Science degree, Grand Valley State University, Allendale, MI.

- Graduated in December 1991, major in sociology, minor in criminal justice

SKILLS AND INVOLVEMENT

- Proficient in Microsoft, Apple, BS&A, Revize Software Systems, ArcGIS applications
- Member of Michigan Municipal Executives, 9/18-present
- Member of MME Early Career Outreach Committee, 1/21-present
- Member of MML Economic Development & Land Use Committee, 1/21-present
- Member of Michigan Association of Planning (MAP), 9/21-present
- Member of Global Ties Detroit, 5/15-present
- Ukrainian American Center Foundation Board of Directors, secretary/president, 4/17-present
- Detroit Blues Society Board of Directors, secretary, 2/18-present
- Volunteer with Motor City Greyhound Rescue, 6/11-present

KEN D. MARTEN**2475 Iroquois, Detroit, MI 48214****313-657-3706 • 313-923-8031 • ken_marten@yahoo.com**

CONFERENCES & CONTINUING EDUCATION

- Michigan Municipal Executives Winter Institute, hosted by MME, 1/22
- Virtual Stormwater Summit, hosted by Oakland County Water Resources Commissioner, 10/21
- Illicit Discharge Elimination Program observer training, hosted by SEMCOG, 10/21
- Site Plan Review Workshop, hosted by Michigan Association of Planning, 3/21
- Michigan Municipal Executives Winter Institute, hosted by MME, 1/21
- Zoning Administration Workshop, hosted by Michigan Association of Planning, 6/20
- Michigan Municipal Executives "Boards & Committees" seminar, 11/19
- Michigan Municipal Executives Summer Workshop, hosted by MME, 7/19
- Michigan Recycling Coalition Conference & Summit; hosted by MRC, 5/18
- CIP workshop, hosted by Michigan Association of Planning, 3/18
- Planning & Zoning Essentials, hosted by Michigan Association of Planning, 3/18
- The Connected Downtown; hosted by Main Street Oakland County, 2/18
- Redevelopment Ready Certification Best Practices Training; hosted by MEDC, 2/18
- Care of the City: Theory and Practice; hosted by Brooklyn Institute for Social Research, 7/17
- Michigan Water School: Essential Resources for Local Officials; hosted by MSU Extension and Michigan Sea Grant, 5/17
- Michigan Recycling Coalition Conference & Summit; hosted by MRC, 5/17
- Overcoming Urban Challenges in the Era of Globalization; hosted by CMU Dept. of Political Science & Public Administration, 10/16
- "Main Street Now" National Conference; hosted by National Main Street Center, 5/16
- Community Engagement Workshop; hosted by Michigan Association of Planning, 4/16
- United Nations ECOSOC Simulation; hosted by CMU and University of Rome, 4/13

Susan K Montenegro
700 Willow Springs Drive
Owosso, MI 48867
810.434.0686
skmontenegro65@gmail.com

May 26, 2022

Subject: Lathrup Village City Administrator Search
Confidentiality requested

Dear Ms. Parker,

I am writing to express my interest in the City Administrator position for Lathrup Village. Working in collaboration with the Mayor, City Council, City Staff as well as the many constituents who are vested in the future of Lathrup Village, I believe I am the right candidate for this position. My experience in a close knit community has provided me with numerous opportunities to engage in hands-on municipal work in varying capacities. Additionally, I am accustomed to fast-shifting priorities and the need to think of creative solutions to complex problems.

In my years of service in smaller communities, I have developed a strong affinity for the mixture of small town atmosphere and high quality of customer service that can be found in municipal government of this size. I understand the importance of properly funding current services and ensuring long-term fiscal sustainability. Team-building and mentoring of staff is something I am devoted to because strengthening my team strengthens the backbone of the city. Being a team oriented leader, I seek to nurture and encourage growth among my team members.

Upon reviewing the expectations for the role, I feel uniquely qualified given my work history and educational background. I have lived in smaller communities most of my life and enjoy the personalized touch and sense of connectedness they provide. Being a part of the community, volunteering, and working together is of utmost importance to me. I believe strong collaboration among the citizens, municipal staff, and elected officials are key to a vision for the future being successful.

In addition to my professional experience, I hold an Associate of Arts in Business, a Bachelor of Science in Human Services Management, and a Master of Public Administration. I am a believer in life-long learning and understand the importance of continuously seeking out the best practices in municipal governance.

I look forward to meeting with you to discuss my qualifications and learn more about this opportunity to serve the Lathrup Village and its residents.

Sincerely,

Susan

Susan K. Montenegro

Susan Montenegro

700 Willow Springs Drive
Owosso, MI 48867

skmontenegro65@gmail.com

Cell Phone
(810) 434-0686

Career Summary

Municipal leader with over eighteen (18) years of public service management experience with nine (9) years in city management. Demonstrated record of budget development and financial management, comprehensive IT overhaul and development, mentoring, team-building, organizational building, community outreach, economic development, strategic planning, public relations, and consensus building.

Work Experience

City Manager

(January 2022 – April 2022)

City of Eaton Rapids, MI
Population 5,214

Eaton Rapids is located in the southeastern part of Eaton County and is a full-service city, including electric generation, with 35 full-time and 22 part-time employees. Responsible for day-to-day operations with oversight of Finance and Treasury, City Clerk, Assessor, Planning and Zoning, IT, Public Works, Downtown Development Authority and Local Development Finance Authority. The City's Budget is slightly over \$17,000,000 with a general fund of \$3,000,000. The City's electric supply budget comprises \$10,000,000 of the \$17,000,000 total budget.

City Manager

(June 2018 – January 2022)

City of Leslie, MI
Population 1,854

Leslie is located south of Lansing and is a full-service city with 14 FTE and 7 PTE. Responsible for day-to-day operations with oversight of Finance and Treasury, City Clerk, Assessor, Planning and Zoning, IT, Public Works, Police, Fire, Downtown Development Authority and Local Development Finance Authority. Total budget is approximately \$2.5 million.

Achievements and Oversight:

- \$400,000 Lift station decommissioning and extension/looping of sewer line.
- Coordination of \$1.1 million dollar MDOT Bridge replacement.
- Took operations of WWTP back in house and provided staffing.
- Sought out and negotiated purchase of office building to relocate city offices and council chambers. Renovated lower level for council chambers.
- Instrumental in obtaining commercial appraisal and selling of old city office building.
- Successful negotiation of all union contracts.
- Created new TIF plans for LDFA and DDA.
- Selection and implementation of new City website.
- Creation of attendance tracking system of all boards and commissions members.
- Updated boards and commissions member list and terms.

- Complete overhaul of internal IT protocols and selection of new IT contractor and updating of servers and systems.
- Researched and analyzed a \$4-6 million dollar WWTP and collection system renovation and seeking USDA-RD funding.
- Researched and analyzed a \$4.5 million dollar new water improvement project constructing a new elevated water storage tank, installing 12-inch water main, extending city roadway and lead service line replacements.
- Sought \$600,000 + grant for trail system installation and completion working with Leslie Public Schools, Leslie Township and Ingham County Parks and Recreation.
- Successful collaborative partnerships with Ingham County, Leslie Township, and Leslie Public Schools for community trails system funding.

**Assistant City Manager/
Director of Community Development**

(December 2013 to May 2018)

City of Owosso, MI

Population 15,140

The City of Owosso, Michigan is a full-service municipal organization consisting of 88 FTE and 28 PTE. The 2017-18 budget included a general fund of \$7,409,531; street funds of \$2,000,000 (excluding \$10,000,000 bond issue); and regional water and wastewater utilities budgets of \$4,700,000 for operations and \$3,000,000 for capital.

Primary responsibilities were to assist in the day-to-day operations of the city. Fill in for city manager during vacations or illness, work with staff and council members. Directly responsible for grant writing and administration, economic development, planning and zoning, downtown revolving loan committee, and the brownfield authority. Provide direction and oversight to the following city internal servicing departments: building, code enforcement, assessing, Downtown Development Authority/Main Street, and parks and recreation. Actively engaged and providing administrative support and direction as needed with finance, utilities, DPW, engineering, treasury, clerk's office and human resources.

- Assist with budget preparation and workshops.
- Responsible for the Redevelopment Ready Community process and engagement.
- Working with planning commission to draft and implement a citizen participation plan.
- Researched and facilitated a successful intergovernmental agreement with surrounding townships and cities.
- Working with staff and planning commission to draft a capital improvements plan.
- Zoning administrator for the city.
- Staff liaison for brownfield authority, planning commission and zoning board of appeals.
- Attend monthly Downtown Development Authority/Main Street board meetings.
- Tracking and reporting of Brownfield sites in the city.
- CDBG grant administration and tracking.
- Façade grant program.
- Rental rehab program.
- Administer grants and loans from the Department of Environmental Quality. Applied for and received a \$45,000 Recreation Passport grant from the Department of Natural Resources.
- Updated Owosso's 5 year Parks and Recreation Master Plan.
- Updating Owosso Master Plan.
- Updating Owosso Zoning Ordinance.

Intern**(February 2013 – December 2013)***City of Owosso, MI**Population 15,140*

Worked directly with the city manager, finance director, human resources director and city clerk performing a variety of tasks.

- Interaction with city council.
- Budget preparation and workshops.
- Participation in contract negotiations.
- Participation in hiring process of prospective employees.
- Participation in records retention.
- Participation in city clerk's office leading up to election season.
- Created BID Specifications for Library boiler system replacement.
- Created Bid Specifications for DPW equipment purchase.
- Part of local street and major street reconstruction process.
- Researched new fleet maintenance software, implement, and train DPW garage members.
- Researched costs associated with purchasing spray injection patching equipment and set up demo.
- Part of RFP and selection process for broker/agent selection for health insurance, life insurance, accidental death, and long-term disability/short-term disability coverage.
- Researched process and implemented online payment option to current city website.
- Part of process to list used vehicles and equipment for auction.

Pastor**(1998 to 2007)***United Methodist Church* (Leading and serving churches as a minister in Southeast Michigan)

Duties were to work with church council and provide guidance. Directly responsible for building teamwork within various committees, community relations outreach, recruit new members, oversee and educate committees within the churches. Additionally, I held multi-charge appointments, requiring the ability to deal with the individual needs and personality of each church, their respective boards, commissions, and programs. These opportunities helped develop strong interpersonal skills and an ability to work with a diverse group of people.

- Developed new mid-week youth program taking youth participation from two children to 27 within three months.
- Increased membership in all churches served. Last appointment had an increase of 26% in one year.
- Supervisory leadership of all committees within the church.
- Organized, led, and empowered committees to set and meet goals.
- Successfully led one church through conflict resolution.
- Educated teams of their function and responsibility within the church.
- Applied for and received grants for two midweek church outreach programs to local businesses.
- Fundraising events in all churches.
- Developed annual church and committee budgets.
- Coaching practicum on conflict management and resolution.
- Multi-church appointments required flexibility with time and scheduling as well as covering larger geographical areas.
- Excellent oral and written communication skills.
- Excellent public speaking skills.

Education

University of Michigan-Flint

Master's Degree, Public Administration

University of Phoenix

Bachelor of Science, Human Services Management

Axia College of the University of Phoenix

Associate of Arts, Business

Business Professional Training

MSU Citizen Planner Program

2014

MSU Extension Zoning Administrator Course

2015

ICMA High Performance Leadership Academy

2021

Professional Involvement/Affiliations

- Michigan Municipal Executives Board Member.
- Michigan Municipal League Workers Compensation Fund Board Member.
- Michigan Municipal Executives Early Career Outreach Committee Member.
- Member – Michigan Women in Municipal Government.
- Member – Michigan Municipal Executives.
- Member – Michigan Municipal League.
- Member – International City/County Manager's Association.
- Member – Michigan Association of Planners.
- Former member – James S. Minor River Trail Joint Trail Joint Powers Committee. (an intergovernmental committee), served while employed in Owosso.
- Former member – I-69 International Trade Corridor Local Development Finance Authority, served while employed in Owosso.
- 2015 Leadership Shiawassee graduate.

Volunteer Involvement

Owosso Area Amphitheater Board

2014 - 2016

Rotary Club of Owosso

2014 – 2018

Rotary Club of Eaton Rapids

2022