



City of Pleasant Ridge
23925 Woodward Avenue
Pleasant Ridge, Michigan 48069

Special City Commission Meeting
April 12, 2014
Agenda

Honorable Mayor, City Commissioners and Residents: This shall serve as your official notification of the Special City Commission Meeting to be held Saturday, April 12, 2014, at 1:00 p.m., in the City Commission Chambers, 23925 Woodward Avenue, Pleasant Ridge, Michigan 48069. The following items are on the Agenda for your consideration:

SPECIAL CITY COMMISSION MEETING – 1:00 P.M.

1. Meeting Called to Order.
2. Roll Call.
3. Consideration of the following interviews for the position of City Manager:
 - a. Richard Haberman: 1:00 pm
 - b. James Breuckman: 2:00 pm
 - c. David Flaisher: 3:00 pm
 - d. Scott Pietrzak: 4:00 pm
 - e. David Murphy: 5:00 pm
4. Adjournment.

In the spirit of compliance with the Americans with Disabilities Act, individuals with a disability should feel free to contact the City at least seventy-two (72) hours in advance of the meeting, if requesting accommodations.

Richard E. Haberman**Career Summary**

20-years progressive municipal management experience	Developed and managed budgets ranging from \$2.2 to 25 million.	Ability to quickly adapt, analyze, and learn new laws, policies & procedures.
Creative short and long term problem solver	Demonstrated ability to work with local, State and Federal government leaders	Personnel policy administration and conflict mediation
Planning, Organizing and Implementing programs	Extensive experience in public outreach	Excellent verbal and written communication skills

Education

- **Masters in Public Administration**, *Municipal Government emphasis*, University of Arkansas, Fayetteville, Arkansas. May 1995.
- **Bachelor of Science in Public Administration**, *Magna Cum Laude*, University of Arkansas, Sam M. Walton College of Business, Fayetteville, Arkansas, August 1991, GPA 3.93.
- **Teaching Assistant**, Taught four semesters undergraduate government, University of Arkansas, one semester supervised, three unsupervised.

Public Service

Chairperson, Infrastructure and Environmental Concerns Subcommittee of the General Plan Revision Task Force
Hayward, CA August 1984 – December 1985.

- Appointed position charged with the responsibility of rewriting the General Policies Plan for land use and planning. Presided over biweekly subcommittee meetings, monthly task force meetings, and more than twenty-one neighborhood public hearings over the sixteen months the task force worked. City of Hayward's broad ethnic and economic diversity was utilized in preparation for a document devoted to economic development, human service and cultural needs for the community.

Reserve Police Officer, San Leandro, CA March 1975 – March 1977
Volunteer Firefighter, Wheeler, Arkansas January 1991 – February 1993

Public Sector Employment History

City Manager, Fraser, Michigan, June 2010 – Present

- Chief Administrative Officer. Primary focus on financial management in first three years. Assumed budget that was \$400,000 out of balance and projected revenue losses for next four years totaling more than 30% and water/sewer fund with \$700,000 deficit. Pension Plan noncompliant with IRS, poor management, flawed plan and assumptions all corrected. Oversight of \$11 million sewer interceptor project. Oversight of street, water and sewer projects. Upgraded vehicle pool through lease arrangement with Enterprise Leasing. Collective Bargaining for 5 Union contracts as Chief Negotiator.

City Manager, Clawson, Michigan, January 2006 – December 2009

- Chief Administrative Officer. Focus on financial management, developing management team, and overhaul of development ordinances, policies and procedures. Managed and supervise all public improvements, works, and undertakings of the city including \$20 million in construction, repair, maintenance, cleaning, and lighting of streets, sidewalks, pavements, water and sewer improvements. Managed and supervised all city utilities. Prepared and managed all municipal budgets, developed new financial policies, and received more than \$7 million in State and Federal grants. Developed effective management team to oversee changes in the City. New development policies and procedures led to the location of more than 30 new commercial and industrial businesses in Clawson.

Town Manager, Berlin Connecticut, August 2003 - August 2004

- Supervised, provided direction and administration of all departments, agencies and offices, except the Department of Education and the Police Department. Ensured that all laws and ordinances governing the town were faithfully executed; developed periodic reports to the Council; prepared an annual town report; made recommendations to the Council. Prepared and administered the annual budget. During an emergency or disaster, expended the necessary funds to assure the smooth operation of town business and the health, safety and well being of the town and its residents. Exercised such powers and performed such other duties as may be required by ordinance or resolution of the Council not inconsistent with the Charter. Appointed and supervised all town department heads.

Town Manager and Chief Administrative Officer, Town of Old Orchard Beach, Maine, March 1999 – July 2003

- Head of the administrative branch of the Town government. Responsible to the Council for the proper administration of the affairs of the Town. Appointed department heads, established performance criteria for each position of the Town. Prepared and administered an annual budget, prepared and submitted to the Town Council a complete annual report on the finances and administrative activities of the Town. Published and made available to the public an annual report; a monthly cumulative financial report of all accounts showing appropriations, income and anticipated income, expenditures to date, balance remaining and anticipated expenditures for the remainder of the year. Advised Council of Town's future needs making such recommendations after consultation with respective department heads.

City Administrator, City of Barling, Arkansas, January 1994 – March 1999

- Responsible for the supervision of all administrative departments, agencies, offices, and employees including inquiry into the conduct of any municipal office, department, or agency subject to the control of the board. Represented the board in enforcing all obligations in favor of the city. Prepared and administered the annual municipal budget. Advised the board of the financial conditions and future needs of the city and made recommendations for improvement or change. Annexed and served on Redevelopment Board for Fort Chaffee, AR property released under BRAC 1995.

Private Sector Employment History

Material Manager, Hydrotec International Inc., Siloam Springs, AR August 1988 - January 1990.

Purchasing Agent, Baldwin Piano and Organ Co., Fayetteville, AR December 1986 - December 1987

Manufacturers Representative, Allgood Industries, Inc., Hayward, CA February 1978 - June 1986

Field Underwriter, Metropolitan Insurance Co., Hayward, CA June 1971 - November 1976.

Military Experience

Aviation Electronics Technician, US NAVY, January 1966 – May 1970

Advanced to Second Class Petty Officer (E-5) in less than two years. ASW sonar specialist, Helicopter Anti Submarine Squadron 5 (HS-5) Quonset Point, RI and aboard USS Essex CVS-9. Electronics A and B schools and a variety of special instruction Class C Schools.

Computer Skills

Experience in using Corel Office, MS Office, Windows 95/98/ME and XP, and other software programs.

Professional Affiliations

Michigan City Manager's Association

Michigan Municipal League

1996 President Arkansas City Management Association

International City/County Manager's Association

Honors

Beta Gamma Sigma, National Honor Society of Collegiate Schools of Business

Phi Kappa Phi, National Honor Society

Golden Key, National Honor Society

National Dean's List, 1991

Professional Training and Advanced Coursework

FEMA Integrated Emergency Management Training	Labor Law/Labor Relations
Solid Waste Management Engineering	Administrative Law, Property and Casualty License
Economic Development, Intergovernmental Relations	National Association of Securities Dealers Training and Licensor
Public Finance	Life and Health Underwriters Training Course
Public Utility Finance	Distribution and Transportation Management

James C. Breuckman, AICP

SUMMARY	<p>Multi-disciplinary planner seeking City Management position. Strengths and skills include:</p> <ul style="list-style-type: none"> • Department administration and management • Project management and budgeting • Strategic planning • Zoning and general ordinance development and enforcement • Corridor and transportation planning • TIF (DDA, LDFA, Brownfield) planning • Market and project feasibility analysis • Public participation and outreach • Graphic and visual communication and public presenting • Grant writing and administration
EXPERIENCE	<p>City of Rochester Hills Rochester Hills, MI 2011-present <i>Manager of Planning (confidentiality requested)</i></p> <p>Managed the planning element of the Planning and Economic Development Department</p> <ul style="list-style-type: none"> • Works directly with elected and appointed officials and community stakeholders • Provides staff support to City Council, Planning Commission, Zoning Board of Appeals, Brownfield Redevelopment Authority, Historic Districts Commission, and Historic Districts Study Committee • Project manager for beautification design and construction projects, including project design, RFP process, and construction management • Experienced and dynamic public speaker with deep experience presenting to elected and appointed officials, professional organizations, and citizen groups • Department administration, including budgeting and personnel management <p>McKenna Associates, Incorporated Northville, MI 2002-2011 <i>Principal Planner</i></p> <p>Projects for public and private clients at a leading Michigan planning consulting firm. Specific experience and accomplishments include:</p> <ul style="list-style-type: none"> • Master planning, zoning ordinance development, economic development, market and feasibility analysis, transportation planning, on-site community development department management, and day-to-day planning services • Served as Planning Director managing a 4-person team providing outsourced Planning Department role for Williamston, MI • Managed project teams of 2-7 professionals and 0-4 sub-consultants per project • Project scoping and budgeting - successfully managed all managed projects within budget • Recognized with first annual company award for excellence (January, 2007) <p>Old Town Lansing Main Street Association Lansing, MI 2001 Community Planning and Management Shelby Township, MI 2000</p>
EDUCATION	<p>University of Notre Dame Notre Dame, IN 1996-2000 Bachelor of Arts, History Bachelor of Arts, Computer Applications <i>Phi Alpha Theta – National History Honor Society; Dean’s List 5 consecutive semesters</i></p> <p>Michigan State University East Lansing, MI 2000-2002 Master of Science, Urban and Regional Planning <i>American Institute of Certified Planners Outstanding Student Award</i></p> <p>University of Michigan-Dearborn Dearborn, MI 2008-Present Master of Science, Finance (in progress, 3 credits remaining, anticipated completion 2014)</p> <p>Additional Training Seminar and certified training programs in pro-forma modeling, form based code institute, sustainable community development, and project management</p>

OTHER

American Institute of Certified Planners

Form Based Codes Institute Certified

Author, *Flexible Zoning Mechanisms: Building Balanced Housing Options and Planning for the Future in Built-Out Communities*, Michigan Municipal Review Magazine, July/August 2007

Author, *2012 Zoning Series: Reimagining Development Regulations in a Changing World*, Michigan Association of Planning, series of 6 articles

Presenter at State Michigan Association of Planning Conference

Training and certification education programs: management skills and government ethics (Oakland County Human Resources), parliamentary procedure (MML)

Expert in MS Office suite, SketchUp 3D Modeling, Adobe PageMaker, Adobe Creative Suite (Illustrator, Photoshop, InDesign), and Joomla content management system. Proficient with ArcView GIS, web design, and computer programming (C++ and Java)

Member, Ferndale Brownfield Redevelopment Authority

David Flaisher

Objective: To serve in a position in the public or private sector in which my extensive experience in finance and management will be an asset to the organization.

Experience:

U.S. Department of Treasury – March 2010 to present: Revenue agent. Audit returns of small business and self employed individuals. Make adjustments to tax returns to conform to tax code.

City of Pontiac – Feb. – June 2009: Finance Director for City of 68,000 residents, and budget of \$50 million. Finance Director reports directly to the City of Pontiac Chief Executive Officer (Mayor). The Finance Director provides administrative oversight of the Treasury, Budget, Assessing, Income Tax, Accounting, Accounts Payable, Purchasing, and Information Technology units of government. Additionally, the Finance Director works with other city departments such as Police, Fire, and Public Works to ensure proper management and maximization of fiscal resources. The Finance Director works closely with the Downtown Development Authority to attract and retain businesses and economic development. Supervise six division directors, and a total staff of twenty-four.

West Bloomfield Township Supervisor - 2000-2008: Chief Executive of a local government serving 65,000 residents and with an annual budget of \$60 million. The Supervisor is responsible for all aspects of Township government which are not specific to the Clerk and Treasurer. Prepares budgets, works with auditors on financial statements, oversees police and fire, purchasing, personnel, public works, interacts with residents, business owners, contractors, vendors, and other units of local, county, and State government. The Supervisor communicates with entities to bring businesses and development to the Township. While Supervisor, the Township has implemented cost containment measures in the area of liability insurance and employee benefits, and for refunding or retirement of long term debt. West Bloomfield has a AA+ bond rating from Standard and Poor's. In addition, the Supervisor is a Trustee on the Township Pension Board, which manages the assets, and evaluates the performance of the money managers of the retirement system.

Versatube Corporation, Troy, Michigan - 1992-2000: Comptroller of a metal stamping business serving the automotive and non-automotive industries. Responsible for all financial reporting including monthly and year-end financial statements, cost accounting, backup to payroll, receivables, and payables personnel. Duties also included all reporting to regulatory agencies, importing/exporting of raw material and finished goods, and assisted with implementation of ISO/AS 9000 quality control system. Prepared cash requirement projections, and was responsible for transfer of funds into and out of short and long term investments.

TKMS, Oxford, Michigan - 1989-1991: Controller of a trucking/aggregate business, responsible for monthly financial statements, payroll, receivables, payables, payroll taxes, year-end closing, and other related responsibilities.

Automotive Accessories, Inc., Oxford, Michigan - 1986-1989: Controller of a metal stamping/casting business servicing automotive and non-automotive industries. Responsible for monthly and year-end financial statements, receivables, backup to payroll and payables personnel, and administered revolving loan and cash flow requirements.

Comprehensive Youth Training and Community Involvement Program (CYTCIP) - 1983-1986: Controller of non-profit agency in the employment and training field. Responsible for monthly and year-end financial statements, budgeting, payroll, grant applications, and reporting to funding sources.

Apex Corporation, Roseville, Michigan - 1980-1982: Controller of a special machine tool manufacturer. Responsible for monthly and year-end financial statements, cash requirements and investing of surplus cash, cost accounting, payroll, receivables, payables, and scheduling shipments.

Marx Manufacturing, Taylor Michigan - 1979-1980: Accounting manager of a metal stamping and health product manufacturing business. Responsible for cost accounting and monthly and year-end financial statements. After this company went into Chapter 11 bankruptcy, additional duties including preparation of all documents required by the Court, including projections, creditor schedules, and other legal papers.

Gross, Bornstein and Co., C.P.A.'s, Southfield, Michigan - 1977-1978: Staff accountant and auditor for local C.P.A. firm. Responsible for individual and corporate income tax returns, month-end and annual financial statements, payroll taxes, and certified audits. Earned C.P.A. license while at this position.

City of Detroit - 1974-1977: Auditor for Auditor General office, auditing City departments and reviewing annual budget. Accountant for departments receiving grants, prepared financial statements and other reporting to funding agencies.

Education: Bachelor's in Science, with Major in Accounting, Wayne State University. C.P.A. license (State of Michigan) earned in 1979. Not currently practicing public accounting.

Continuing professional education: attended conferences and seminars presented by Michigan Association of C.P.A.'s, American Institute of C.P.A.'s, and other public accounting related training.

Continuing professional education: attended conferences and seminars presented by Michigan Township Association, Michigan State Police, Michigan Association of Public Retirement Systems, Michigan Municipal Risk Management Authority, Louise Saks Parliamentarian unit, and other local government related training.

Scott R. Pietrzak

WORK HISTORY

**Acting City Manager/Assistant City Manager/Recreation Director
City of Pleasant Ridge Dates Employed: 3/99 to present**

The City of Pleasant Ridge is known for its historic homes, tree-lined streets and active citizens who dedicate their time for the betterment of the community. Our long tradition of community pride is reflected in our beautiful parks along Woodward Avenue and our pristine neighborhoods. A strong sense of community, dedication to historic preservation and ideal location makes Pleasant Ridge the perfect city for all ages, interests and lifestyles.

- Responsible for the daily management and operation of the City, which includes Recreation, DPW, Water Services, Police/Fire and contract management.
- Main technical advisor to the City Commission on overall governmental operations, including handling and disbursement of all communication to and from the City Commission, including weekly updates, any and all general questions, City Commission packets and backup material.
- Responsible for interviewing, hiring, training and terminating staff.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints; assign departments to resolve those items and concerns in a timely manner.
- Financial development that includes budgeting, billing, purchasing and record keeping.
- Prepare and communicate all information to the Planning Commission/DDA, including the Master Plan.
- Administer a comprehensive recreation program for all ages that includes, sports, special events, art fairs, classes, summer camps, aquatics, and facility management.
- Evaluate programs, classes and special events with comprehensive reports.
- Develop and administer grant programs.
- Construction Liaison for all City construction projects, including roads, infrastructure and buildings.
- Represent the City to other public agencies, community based organizations, elected officials, outside agencies, and the mass media.
- Development of the Pleasant Ridge 2014 Master Plan that will lead the city into the next decade with a vision for "Complete Streets", building facades, and pedestrian friendly areas.
- Coordination of the financial, legal, departmental activities, and public relations for a \$2.5 million municipal facilities bond issue approved by the electorate resulting in the reconstruction of a Pool and Community Center.
- Successfully completed all phases of the Governors EVIP program since its inception.

Recreation Intern, City of Huntington Woods Dates Employed: 5/98 to 12/98

- Enhanced my experience in the field of municipal government in an administrative role.
- Planned, implemented, scheduled and evaluated programs and special events.
- Started and supervised a teen volunteer program, including recruitment and placement.
- Involved in policy making.

Playground Director, City of Roseville Dates Employed: 6/91 to 5/98

- Managed camp programs at nine parks for over 600 children, ages 5-14.
- Supervised 35 part time employees at 9 different sites.
- Worked closely with Community School system.

EDUCATION

- Central Michigan University, BAA in Recreation, Parks and Leisure Administration with a concentration in Community Recreation.
- Completed "Disney's Approach to Leadership Excellence" program, 2007.
- Completed the Walt Disney World College Program, 1995.

COMPUTER SKILLS

- Familiar with most programs on all platforms, including all Microsoft programs, Adobe products, web design and BS&A.

CERTIFICATIONS, ACHIEVMENTS & POSITIONS HELD

- MLGMA Scholarship recipient.
- Chairman of the Southeast Oakland County Water Authority.
- President of the Northwest Parks & Recreation Association.
- Woodward 5 Sustainability Grant Steering Committee.
- Professional organization affiliations include: MML, ICMA, MLGMA, MRPA & NRPA.

Education: **Oakland University**, Rochester, Michigan
Degree: Master of Public Administration, December 2001

University of Michigan, Dearborn, Michigan
Degree: Bachelor of Arts, December 1992
Major: Public Administration, Specializing in Personnel and Labor Relations
Minor: Political Science

Experience:

2/14 to Present **Village of Franklin**, Franklin, Michigan

Interim Village Administrator: I am currently overseeing the day-to-day operations of the Village.

6/08 to 10/13 **City of South Lyon**, South Lyon, Michigan

City Manager: Appointed by the City Council to oversee the day-to-day operations of the City. South Lyon has over 11,000 residents and is a full service City. I was responsible for the oversight of all of the Departments, all infrastructure projects as well as preparation and implementation of the budget.

4/05 – 6/08 **Charter Township of Brighton**, Brighton, Michigan

Township Manager: Appointed by the Township Board of Trustees to oversee the day-to-day operations of the Township. Brighton Township has over 18,000 residents. I was also responsible for the growth and oversight of the water and sewer systems and the preparation and implementation of the budget.

4/98 - 4/05 **Village of Caro**, Caro, Michigan

Village Manager: Appointed by the Village Council to oversee all departments, work with the Downtown Development Authority and the Tuscola County Economic Development Corporation to retain and create more business and jobs in the Village. Attended Tuscola Area Airport Authority meetings and the Downtown Merchants meetings. Board Member of the Caro Chamber of Commerce and a Caro Rotarian. Negotiated all Village contracts. I was responsible for recommending, implementation and complete oversight of all infrastructure projects. I also was responsible for preparation and implementation of budget, and drafting and implementing goals and objectives.

11/93 - 4/98 **Village of Almont**, Almont, Michigan

Village Manager: I was the administrator for the Village and responsible for day-to-day operations, as well as the Zoning Administrator and chief labor negotiator. I acted as liaison to the Planning Commission, Downtown Development Authority, Zoning Board of Appeals and the Park and Recreation Commission. I worked to bring manufacturing businesses and jobs to the Village, and on implementation and oversight of all infrastructure projects. Administered sidewalk replacement program. I was also responsible for the preparation and implementation of the budget.