

# Charter Township of Oakland

4393 Collins Road, Rochester, Michigan 48306-1670

Telephone: (248) 651-4440

Fax: (248) 651-1510

www.oaklandtownship.org



## BOARD OF TRUSTEES NOTICE AND AGENDA

Thursday, March 14, 2019

### 7:00 PM - SPECIAL MEETING

- I. **Call to Order**
- II. **Pledge of Allegiance to the Flag and Roll Call**
- III. **Amendments to the Agenda/Approval of the Agenda**
- IV. **PENDING BUSINESS**

1. Recruiter Introduction: Jaymes Vettraino with GovHR will discuss the procedure for the interviews. 2

2. Manager Interviews: Board will interview the following candidates:

7:05 Tracey Kevelighan

8:00 Adam Kline

9:00 Anthony Moggio

3. Board Discussion

V. **Public Comment**

VI. **Adjournment**

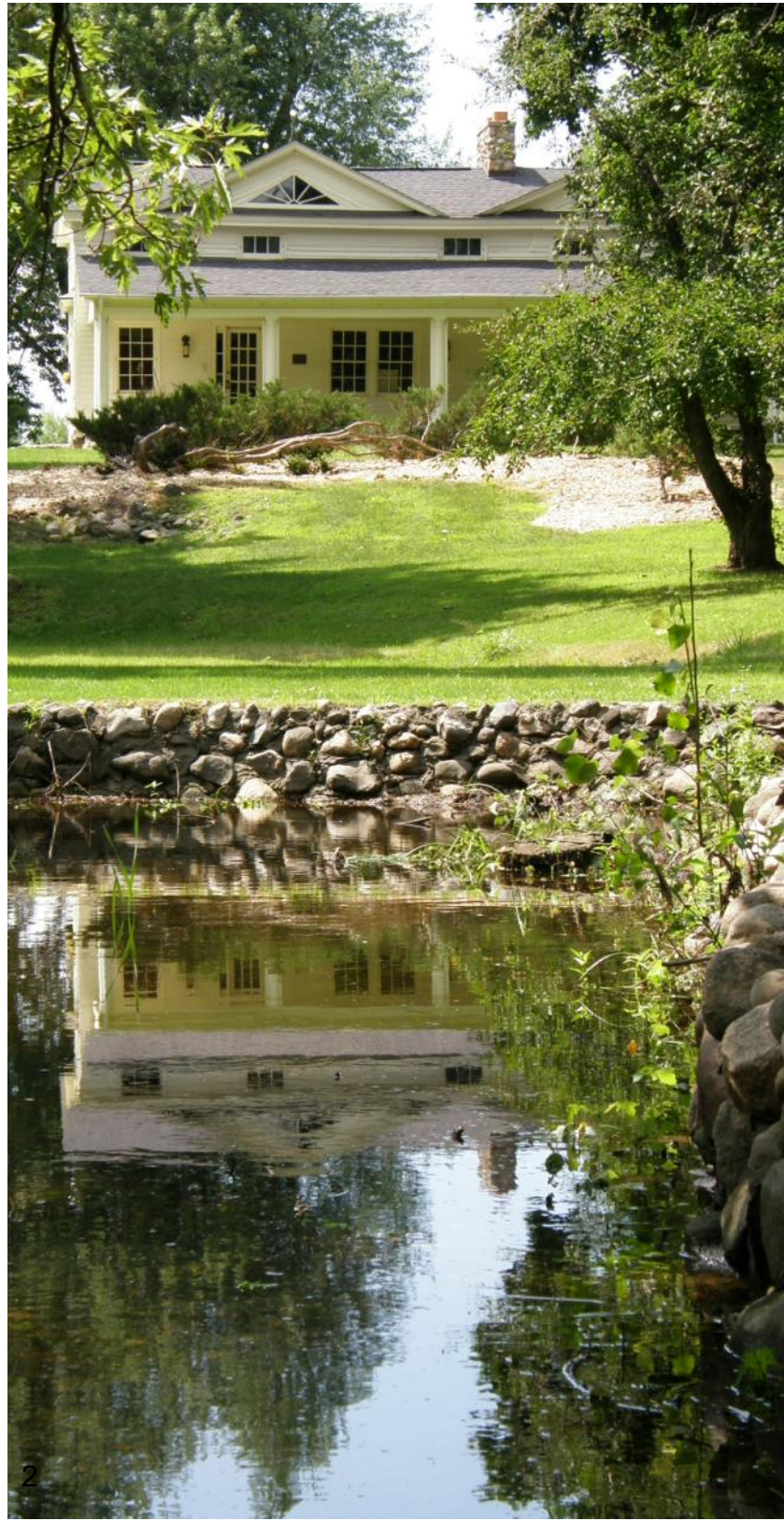
**Executive Recruitment for**

**OAKLAND TOWNSHIP, MICHIGAN TOWNSHIP MANAGER**

GovHR USA is pleased to announce the recruitment and selection process for a Township Manager for the Charter Township of Oakland, Michigan. This brochure provides background information about the Township, as well as the requirements and expected qualifications for the position. Candidates should apply by February 15, 2019 with resume, cover letter and contact information for three (3) professional references to [www.GovHRjobs.com](http://www.GovHRjobs.com) to the attention of Jaymes Vettrano, Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062, Email: [jvettrano@govhrusa.com](mailto:jvettrano@govhrusa.com), Tel: (o) 847-380-3240, (c) 248-379-892. **Oakland Township is an Equal Opportunity Employer.**

**Jaymes Vettrano, Vice President**

GovHRUSA, LLC  
630 Dundee Road, Suite 130  
Northbrook, Illinois 60062  
847-380-3240  
Formal Applications should be submitted to:  
[www.GovHRjobs.com](http://www.GovHRjobs.com)



## PROFESSIONAL ANNOUNCEMENT

Oakland Township, MI (19,132 residents) – The Charter Township of Oakland is located in the northeastern Oakland County, Michigan. The population was 16,779 at the 2010 census and is currently estimated to be 19,132. Oakland Township is less densely populated than neighboring municipalities in southeast Michigan and retains many elements of a rural, wooded residential bedroom community. Local ordinances and zoning laws are aimed at limiting commercial and industrial development while maintaining a cap on population density by way of a master plan.

Oakland Township is governed by a seven-member Board, which includes an elected Supervisor, Treasurer, Clerk and four Trustees. The Board hires the positions of Manager/Superintendent to facilitate the day-to-day business of the Township. Charter Township of Oakland Ordinance Number 97 (“Township Superintendent Ordinance”) provides the powers and duties of the Township Manager position; these duties include: manage departments and personnel, enforcement of laws, prepare and administer the Township budget and act as its purchasing agent. The Township is financially stable and seeks an experienced municipal manager to oversee a total general fund budget of \$8.6 million and enterprise budgets of \$4.4 million. The Township has 25 full-time, 14 part-time, 4 seasonal and 26 paid-on-call (fire/EMS) employees. The Township has one union (fire department staff). The administrative staff is very stable and supportive of the Board and Manager.

The Township is most interested in individuals who have a proven track record in budget/finance, fire department management, water distribution and local zoning. Candidates must have the ability to communicate with elected officials, staff and public in a trustworthy and ethical manner.

Candidates are required to have:

- Bachelor’s degree in Public Administration, Business Administration or closely related field; Master’s Degree is preferred.
- Seven or more years of progressively more responsible municipal management experience, preferably as a Manager and/or Director; or other professional experience comparable to this requirement.

Starting salary is \$90,000 - \$105,000, dependent on qualification and experience (DOQE).

Apply with resume, cover letter, contact information and three (3) professional references by February 15, 2019; to

the attention of Jaymes Vettrano, Vice President, GovHR USA, [jvettrano@govhrusa.com](mailto:jvettrano@govhrusa.com), 630 Dundee Road, Suite 130, Northbrook, IL 60062 Tel: (o) 847-380-3240, (c) 248-379-892. Oakland Township is an Equal Opportunity Employer.

Apply at [www.GovHRjobs.com](http://www.GovHRjobs.com).



## COMMUNITY BACKGROUND

Charter Township of Oakland is predominantly residential, with only 1% of its properties identified as commercial, industrial or agricultural for property tax purposes. Oakland Township is a low-density community, with two unincorporated communities. The Township offers residents convenient access to Metro Detroit attractions (professional sports teams, international airport, arts and cultural activities) while living in semi-rural surroundings. Oakland University and nearby downtown Rochester provide advanced learning opportunities and cultural amenities.

Oakland Township has the distinction of being one of Michigan's oldest townships. It was one of the original 25 townships in the Territory of Michigan when counties were further divided into townships in 1827. The Township is a complete 36 square miles. The Detroit and Bay City Railroad was built through the township in 1872 and established a “flag” station at Goodison. A branch of the Detroit (electric) Urban Railway was built through Goodison in 1900 and went north to Orion, Oxford, and Flint. A grist mill and mill race were built on Paint Creek in 1835. Later named Goodison Mill, it operated for more than 100 years before being dismantled in the late 1940s. The former site of the mill is the current location of Paint Creek Cider Mill, which is home to the Oakland Township Parks and Recreation, among other offices and a year-round Cider Mill/Restaurant.

The Township is served by three excellent school districts: Rochester Community Schools, Lake Orion Community Schools, and Romeo Community Schools. There are also two private schools within its municipal boundaries: Eagle Creek Academy and Living Word Lutheran School.

Dedicated funding for Parks and a Land Preservation Program have provided for significant parkland, open spaces and nature trails; and portions of a Metro Park, County Park and State Park are also located in the Township. Oakland Township enjoys an abundance of natural beauty in its streams and wetlands, woodlands, and meadows. Since 1975, the Oakland Township Parks and Recreation Commission has been preserving, through acquisitions and donations, over 1,000 acres of natural beauty parklands and miles of trails. These special areas offer township residents walking, hiking, biking, horseback riding and nature viewing throughout the changing seasons.



*A rural setting, with close proximity to the urban centers of southeast Michigan, Oakland Township is unique in both its natural beauty and quality of life opportunities.*

## OAKLAND TOWNSHIP AT A GLANCE

**Population:** 19,132

**Land Area:** 36 square miles

**Households:** 6,326

**Median Home Value:** \$383,400

**Median Household Income:** \$139,542

**Bachelor's degree or higher:** 61%



## TOWNSHIP GOVERNMENT

Oakland Township is organized as a Charter Township under State Law, Public Act 359 of 1947. The Township is governed by a seven-member elected Board of Trustees which includes a Supervisor, Clerk, Treasurer and four Trustees. All elected positions are part-time, with the Clerk and Treasurer having deputies to oversee the day-to-day operations. The duties and responsibilities of the Township Manager are described in the Charter Township Act where the position is identified as "Superintendent," and Township Ordinance Number 97. The position functions similar to a city manager.

The Township provides the following services directly to its residents: fire, building inspection, tax collection, planning and zoning, parks and recreation programming, clerk and treasurer offices. Several municipal services are provided by contract or agreement with other governmental entities. Oakland County provides police and property assessment services along with water and sanitary sewer service to portions of the Township. The Oakland County Road Commission maintains the roads in the Township. Library services are provided by a multi-jurisdictional District Library and a world-class Senior Citizen Center is available to residents through an agreement with neighboring municipalities. Oakland Township has several community boards and commissions, including, a Planning Commission, Zoning Board of Appeals, Parks and Recreation, Historic District and Library.



## CHALLENGES/OPPORTUNITIES FOR THE TOWNSHIP MANAGER

*The Oakland Township Manager position offers a unique opportunity for an individual to work with a stable Board and dedicated employees to guide the Township in retaining its place as the premier, unique, rural residential community in Southeast Michigan.*

The next Oakland Township Manager will be expected to work closely with the Township Board and staff on the following:

- Grow positive working relationships with staff, elected officials and the citizens of the community.
- Facilitation of a solution to the challenges of providing fire services consistent with the policy objectives of the Township.
- A deep understanding and carefully analyzing the Township's development history and rural character; with the goal of developing innovative zoning and development tools to maintain the unique character of the community.
- Consideration and development of best practice solutions to the Township's water storage and distribution needs.
- Build a culture of trust, and openness to create a collaborative, solutions-oriented organization.
- Research, prepare and present well-considered policy options to elected officials.

- Maintain and improve the Township's current services, while carefully avoiding expansion of local government scope and costs.

## MANAGEMENT STYLE AND PERSONAL TRAITS

- Understand the policy-making role of the Board of Trustees and day-to-day policy implementation role of the Township Manager. Have a facilitative demeanor to successfully manage these appropriate roles and responsibilities.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of co-workers and elected officials, and other stakeholders.
- Have the maturity and professional stature to project a strong professional and personal presence that will quickly establish credibility and gain respect within the Township and the region.
- Have proven verbal communication and listening skills, both one-on-one and in a public speaking venue, treating everyone in a professional and respectful manner.



## CANDIDATE QUALIFICATION CRITERIA

- Candidates are required to have:
- Bachelor's degree in Public Administration, Business Administration or closely related field; Master's Degree is preferred.
- Seven or more years of progressively more responsible municipal management experience, preferably as a Manager and/or Department Manager; or related non-municipal experience closely matching this requirement.
- Successful Candidates will have:
- Strong knowledge of a wide range of local government issues, including a proven track record in budget/

finance, fire department management, water distribution and local zoning.

- The ability to communicate with elected officials, staff and public in a trustworthy and ethical manner.
- Experience in leading similar organizations and a track record of effectively working with community partners.

Starting salary is \$90,000 - \$105,000, DOQE.

Apply with resume, cover letter, contact information and three (3) professional references by February 15, 2019; to the attention of Jaymes Vettrano, Vice President, GovHR USA, 630 Dundee Road, Suite 130, Northbrook, IL 60062, Email: [jvettrano@govhrusa.com](mailto:jvettrano@govhrusa.com), Tel: (o) 847-380-3240, (c) 248-379-892. Oakland Township is an Equal Opportunity Employer. Apply at [www.GovHRjobs.com](http://www.GovHRjobs.com).





March 11, 2019

TO: Oakland Township Board of Trustees

RE: Interview Instructions – Township Manager Search – March 14, 2019

Please find attached:

- Proposed questions to be asked by the Board of Trustees of the candidates, with space for notes and scoring
- A one-page explanation of the types of questions that may be asked during the interview
- A copy of the invitation/instructions sent to the candidate

**\*\* NOTE:** Please bring your recruitment report with you to the interview

Due to the prompt scheduling of the interviews, GovHR has not completed the credit, criminal or educational checks of the candidates. It is recommended that any offer, if made, be conditional on a satisfactory completion/review of these background checks.

General Instructions

As a professional courtesy to the candidates, please do not share the attached questions or other information with the candidates or the public prior to the interviews.

The order of interviews will be:

Tracey Kevelighan	7:05 PM
Adam Kline	8:00 PM
Anthony Moggio	9:00 PM

The candidates have been instructed to arrive 30 minutes before their scheduled time. It is recommended that the Board interview the candidates in immediate succession and wait to discuss the candidates until after all three interviews are concluded.

Interview Format

The March 14<sup>th</sup> meeting will start at 7:00 pm. The three candidates will be interviewed individually by the Board.

[jvettrano@govhrusa.com](mailto:jvettrano@govhrusa.com) GovHRUSA.com

I will provide a brief overview of the process at the beginning of the meeting. During my introductory comments I will provide “Comment Cards” to the audience and ask that they consider providing feedback on the candidates for Board’s consideration. I will collect the comment cards during/after the meeting and provide a verbatim report of the comments to Board.

The Supervisor will recognize the candidates and begin the questioning. It is recommended that a different Trustee each ask one of the prepared questions. It is recommended that additional questions, be asked by the Trustees after the prepared questions at the end of the interview. **I encourage you to review the attached one-page primer on the types of questions that, by law, may not be asked.**

The planned time for each interview is approximately 45 minutes; which we will try to keep consistent for all candidates.

#### Post Interview Review

During the interview process, please consider utilizing the attached interview notes and scoresheet to record your opinions regarding the candidates. After the interviews, I can help facilitate a discussion among the Board members to try to arrive at an agreement as to the preferred candidate.

If you have any questions or would like additional information, please let us know. I look forward to seeing you March 14<sup>th</sup>.

Sincerely,



Jaymes Vettraino  
Vice President  
GovHR USA

## Topics that Employers Must Avoid in a Job Interview

During an interview, it is important for the interviewer to focus the questions around behaviors, skills, and experience desired to perform the job.

### Federal law prohibits the use of the following factors in making employment decisions:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Age</li> <li>• Race, ethnicity, or color</li> <li>• Gender or sex</li> <li>• Country of national origin or birth place</li> </ul> | <ul style="list-style-type: none"> <li>• Religion</li> <li>• Disability</li> <li>• Marital, family status, or pregnancy</li> <li>• Political party affiliation</li> </ul> |
|--|---|

Any questions related to these topics have the potential to make your organization or company the subject of a discrimination charge.

### Examples of Questions to Avoid:

#### Age

- How old are your children?
- When did you graduate from high school?
- How long do you plan to work before you retire?

#### Race

- Would you feel uncomfortable if you were the minority among your co-workers?
- Do you belong to any clubs or organizations?
- What ethnicity are you?

#### Sex

- Are you comfortable working for a female boss?
- We've always had a woman/man in this role. How do you think you will handle it?
- What's your sexual orientation?

#### Nationality

- Are you a U.S. citizen?
- Where did you live while you were growing up?
- Are you bilingual? (unless job related)

#### Political

- What is your view on the current presidency?
- With what political party are you affiliated?

#### Religion

- Will you need personal time for particular religious holidays?
- Do you plan to work on Sundays?
- Are you a member of a religious group?

#### Disability

- Have you experienced any serious illnesses in the past year?
- Do you have back problems?
- What health problems do you have?
- Can you read small print? (unless job related)

#### Family status

- What arrangements are you able to make for child care while you work?
- What does your spouse do for a living?
- How many people live in your household?

If a candidate offers undesirable information, do not pursue that topic further. Simply bring the discussion back to focus by asking another job-related question.

### References:

<https://www.thebalance.com/job-interview-questions-that-are-illegal-1918488>

<https://www.utsa.edu/hr/docs/InterviewQuestions.pdf>

<https://knowhownonprofit.org/how-to/how-to-avoid-illegal-or-innapropriate-interview-questions>

Copy of the instructions provided to the candidates (sent via email):

Thank you again for agreeing to be part of the interview process for the Oakland Township Manager position on Thursday, March 14, 2019. The interview will be in a public meeting with the seven (7) member Board of Trustees. Please know that your interview has been scheduled for \_\_\_\_\_ at the Oakland Township Municipal Building, 4393 Collins Road, Oakland Township, MI 48306. Please plan to arrive at least 30 minutes prior to your interview time. When you arrive at Municipal Building you will either be greeted or receive further direction. While all of the interviews will be held in open session, we are requesting candidates have professional courtesy and that they choose to not be in the Board room while another candidate is being interviewed. A separate space will be available for you to wait in.

Please confirm the interview time on March 14<sup>th</sup> will work for your schedule.

I look forward to hearing from you soon!

Sincerely,  
Jaymes Vettraino  
GovHR USA  
248-379-8923

# Tracey L. Cooley Kevelighan

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## Contact Information

Address: [REDACTED]  
Oakland, Michigan [REDACTED]

Work: [REDACTED]  
Cell: [REDACTED]

Email: [REDACTED]

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## Education

- Juris Doctor, 1998  
University of Detroit Mercy School of Law, Detroit, Michigan
- Bachelor of Arts – Public Affairs and French, 1994  
Columbia College, Columbia, South Carolina

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## Work History

5/2000 to Present	<u>Kevelighan &amp; Kevelighan PC, Bloomfield Hills, Michigan</u> Owner/Attorney
10/1999 to Present	<u>Law Office of Tracey Cooley Kevelighan PLLC, Bloomfield Hills, Michigan</u> Owner/Attorney
4/2014 to 1/2015	<u>Coalition to Elect Kevin Kevelighan for Judge, Bloomfield, Hills, Michigan</u> Campaign Manager
1/2000 to 3/2000	<u>52-District Court, Troy, Michigan</u> Temporary Clerk to Judge Martone
4/1999 to 9/1999	<u>Law Office of Dehai Tao, Ann Arbor, Michigan</u> Attorney
8/1998 to 3/1999	<u>Computech Corporation, Bingham Farms, Michigan</u> Corporate Counsel

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**Data Summary:**

Candidate:	Tracey L. Cooley Kevelighan
Organization:	Kevelighan & Kevelighan PC, Michigan
Position:	Owner/Attorney
Organization Budget:	\$1.6 million (past)
Total Number of Employees in Organization:	2
Total Number of Employees in Department:	1
Expected Salary:	\$93,000 +
Reporting Relationship:	President (past)
Years of Experience:	21

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**Professional Affiliations:**

- American Immigration Lawyers Association

# TRACEY COOLEY KEVELIGHAN

Attorney ♦ Leader ♦ Manager

## EDUCATION

*Juris Doctor*  
University of Detroit Mercy, School of Law, MI 1998

*B.A., Magna Cum Laude with Honors*  
Double Major: Public Affairs & French  
Columbia College, SC, 1994

## LEADERSHIP

*Van Hoosen Middle School*  
Safe Routes Committee Chair  
September 2018 to present

*Hope Against Trafficking*  
Volunteer & Speaker  
Recognized as a "Key of Change"  
December 2016 to present

*American Immigration Lawyers Association (AILA)*  
Committee Work, Member  
January 1999 to present

*Institute For Healing Racism*  
August 2016

*Leadership Oakland*  
Class of XXVII Class Member & Steering Committee  
Community Project Proposal Chosen  
September 2016 to June 2017

*Master Global Champion (Diversity, Equity & Inclusion)*  
September 2015

*Junior League of Birmingham, Inc.*  
Board, Officer, Management Team  
September 2011 to July 2016

*PTO Council*  
Board, Officer, Chair  
Current Co-President  
September 2011 to June 2018

*Eastover & East Hills (BHSD) PTO*  
Board, Officer, Chair  
September 2008 to June 2018

## EXPERIENCE

*Kevelighan & Kevelighan PC, Bloomfield Hills, MI*  
Owner/Attorney, May 2000 to present  
*Law Office of Tracey Cooley Kevelighan PLLC, Bloomfield Hills, MI*  
Owner/Attorney, October 1999 to present

- Manage law firm; oversee staff of 1-6
- Manage Immigration Department: contracts, family law, labor law, naturalization/citizenship law, policies & procedures
- Ensure client compliance with DHS, DOL, DOS, IRS, etc.
- Advise Executives, Managers, Boards on labor law, record keeping, negotiations, job requirements, recruitment, hiring/firing, grievances, evaluations, FOIA, FMLA, ADA, I-9s
- Meet with elected officials on laws; Lecture upon request

*Junior League of Birmingham, Inc., Birmingham, MI (Community Service)*

- Fund Development Council Director & President Elect (PEE) July 2015 to June 2016: Management Team, Personnel & Finance Committees; Oversaw all fundraising, event planning, & donor relations committees to raise funds to cover the budget for the community impact projects and overhead; Trained membership (over 300); Strategic planning; Reported to Board
- 2016 Winter Leadership Conference January 2016 in PEE capacity
- Treasurer July 2014 to June 2015 (+ taxes to November 2015) Board, Personnel & Finance Committees (Chair); Created & oversaw budget; Oversaw investments/assets (stocks, bonds, endowments, real estate approx \$1.6 million); monitored & balanced all bank accounts & credit cards; Oversaw filing of Form 990s, sales tax, and employment tax; Provided training to membership; Reported to Board & Membership
- ODI: "Building Internal Capacity-Strengthening Your League's Operating Infrastructure 2014"
- Assistant Treasurer July 2013 to June 2014: Board and Finance Committee; Paid all of the bills, paychecks, and reimbursements; Deposited cash and checks; Inputted all transactions into QuickBooks; Assisted Treasurer; Reported to Treasurer
- Government Affairs July 2012 to June 2013: Lobby elected officials & aid in passing a bulk of human trafficking laws in MI

*Coalition to Elect Kevin Kevelighan for Judge, Bloomfield Hills, MI*  
Campaign Manager, April 2014 to January 2015 (to present for reporting)

- Managed all aspects of the campaign for 48<sup>th</sup> District Court judicial seat, including strategic planning, fundraising, donor relations, event planning, financial reporting, budget, volunteer management, communications, community interactions, etc.

*52-District Court, Troy, MI*  
Temporary Clerk to Judge Martone, January 2000 to March 2000

- Responsible for all aspects of running Judge Martone's courtroom while directly supporting Judge Martone and overseeing his docket.

**CONTACT INFORMATION**

Tracey Cooley Kevelighan

[REDACTED]  
Oakland, MI [REDACTED]

[REDACTED]  
[REDACTED]

*Law Office of Dehai Tao, Ann Arbor, MI*  
Attorney, April 1999 to September 1999

- Responsible for case analysis, client interaction, preparing and filing cases, and representing clients in Immigration Court

*Computech Corporation, Bingham Farms, MI*  
Corporate Counsel, August 1998 to March 1999

- Responsible for advising the President of the company on legal issues relating to his international IT company with offices at that time in Bingham Farms, Chicago, Newhart, Toronto, and India

# Adam T. Kline

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## Contact Information

Address: [REDACTED]  
Goodrich, Michigan [REDACTED]

Home: [REDACTED]  
Cell: [REDACTED]

Email: [REDACTED]

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## Education

- Bachelor of Science – Community Development/Public Administration, 2011  
Central Michigan University, Mt. Pleasant, Michigan

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## Work History

11/2016 to Present	<u>Lansing Township, Michigan (population 8,100)</u> Chief of Police
12/1987 to 11/2016	<u>White Lake Township, Michigan (population 31,100)</u>
3/2014 to 11/2016	Chief of Police
4/2013 to 3/2014	Lieutenant/Commander Investigative Division
1/2010 to 4/2013	Lieutenant/Commander Patrol Division
5/2005 to 1/2010	Patrol Sergeant
1/1994 to 5/2005	Detective
12/1987 to 11/1994	Patrol Officer
1/1984 to 1/1987	<u>United States Army</u> Areal Observer

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**Data Summary:**

Candidate:	Adam T. Kline
Organization:	Lansing Township, Michigan
Position:	Chief of Police
Organization Budget:	\$4.9 million
Total Number of Employees in Organization:	35
Expected Salary:	\$95,000
Reporting Relationship:	Chief of Police
Years of Experience:	35

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**Professional Affiliations:**

- Michigan Association of Chiefs of Police
- FBI National Academy Associates

# Adam T. Kline

Goodrich, Mi.

## Professional Profile

### **Objective**

Provide accurate portrayal of work experience and education in effort to better familiarize The Township of Oakland with my skill sets, experience, and education as it pertains to the Township Manager position.

### **Skills Summary**

- Organizational Operations
- Training Coordinator
- Major Projects
- Equipment acquisition
- Budgeting
- Union/Management Negotiations
- Personnel acquisition
- IT Coordinator
- Internal Investigations
- Annual Reports
- Community initiatives
- FOIA Coordinator

## Professional Experience

### November 2016 - Present

#### **Lansing Township Chief of Police**

Direct all activities of the police department

- Implements goals, objectives, policies, procedures, and standards for the department
- strategically plans for the use of resources, coordinates activities, and ensuring high quality service
- Hire, Discipline, Organize, and review all the department staff.
- Develops and implements emergency management plans and programs to maximize police services in coordination with the Township Supervisor, Township Fire Department, Township Board, and private organizations.
- Organizes and prepares police budget
- Negotiation team for union contracts

### December 1987 - November 2016

March 2014- November 2016

#### **White Lake Township Chief of Police**

- Direct all activities of the police department
- April 2013- March 2014 - White Lake Township Police  
Lieutenant/Commander Investigative Division
  - Criminal Investigations, FOIA Coordinator, Narcotics Investigations
  - IT Coordinator, Internal Investigations, Acting Chief
- January 2010- April 2013 - White Lake Township Police  
Lieutenant/Commander Patrol Division
  - Dispatch commander, Fleet Maintenance, Uniform Accounts,
  - Training-State 911&302, Building Maintenance, Equipment Acquisition,
- May 2005- January 2010 - White Lake Township Police  
Patrol Sergeant
  - Shift Commander, Field Training Supervisor, Dispatch Supervisor, Acting Lieutenant
- November 1994- May 2005 - White Lake Township Police  
Detective
  - Major Case Investigator, Criminal Sexual Assault Investigator, Builders Trust Investigator, Acting Sergeant
- December 1987- November 1994 - White Lake Township Police  
Patrol Officer
  - Field Training Officer, 3-year MADD Award recipient, Acting Sergeant

May 1998 - Present

**Village of Goodrich Planning Commission**  
Board President - 2007

January 1984 - January 1987

- U.S. Army
- **Aerial Observer**
  - OH-58 Helicopter Mechanic

**Education**

- CENTRAL MICHIGAN UNIVERSITY - Mt. Pleasant, Michigan  
BS-Community Development/Public Administration
- FBI NATIONAL ACADEMY - Quantico, Virginia  
Graduate Certificate - University of Virginia, 2012
- NORTHWESTERN UNIVERSITY - Evanston, Illinois  
Police Staff and Command, 2006
- DETROIT POLICE ACADEMY - Detroit, Michigan  
Class 88-C, 1988

# Anthony L. Moggio

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## Contact Information

Address: [REDACTED]  
Rochester, Michigan [REDACTED]

Work: [REDACTED]  
Cell: [REDACTED]

Email: [REDACTED]

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## Education

- Bachelor of Science – Accounting, 2011  
Oakland University, Rochester, Michigan
- Associate of Business Administration, 2007  
Oakland Community College, Auburn Hills, Michigan

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## Work History

2004 to Present	<u>City of Rochester, Michigan (population 13,000)</u>
2016 to Present	Finance Director/Treasurer
2003 to Present	Lieutenant, Firefighter & Emergency Medical Technician – Volunteer Fire Department
2014 to 2016	Assistant to the City Manager & Financial Analyst
2011 to 2014	Accounting Technician – General Ledger
2009 to 2011	Cashier
2004 to 2009	Fire Inspector
2016 to Present	<u>State of Michigan Task Force One, Michigan</u>
	Technical Information Specialist

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**Data Summary:**

Candidate:	Anthony L. Moggio
Organization:	City of Rochester, Michigan
Position:	Finance Director/ Treasurer
Organization Budget:	\$37.8 million
Department Budget:	\$1.4 million
Total Number of Employees in Organization:	76
Total Number of Employees in Department:	8
Expected Salary:	\$95,000-\$98,000
Reporting Relationship:	City Council
Years of Experience:	15

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**Professional Affiliations:**

- Michigan Municipal Treasurers Association
- Government Finance Officers Association – Michigan
- Government Finance Officers Association
- Oakland County Treasurers Association
- Association of Public Treasurers

# Anthony L. Moggio

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[REDACTED]  
Rochester MI, [REDACTED]  
[REDACTED]  
[REDACTED]

Dynamic leadership style with experience in a wide variety of disciplines including finance, budgeting, fire department operations, operational efficiency, process improvement, strategic planning, financial forecasting and modeling, information technology and team development. Constantly striving for new improvements beyond conventional boundaries through state-of-the-art methods, technology and best practices to deliver exemplary service levels with transparency, accuracy and understanding aligned with organizational goals.

## EXPERIENCE & ACCOMPLISHMENTS

**Finance Director / Treasurer, City of Rochester, MI** 2016-Present

Leading my team to push forward great financial budgeting, reporting, long-term planning and financial management. Presenting complex information in a clear and understandable way to all constituents with high levels of transparency and justifications for all financial practices. Ensuring proper accounting practices and procedure oversight to my 8-member team.

- ✓ Ensure strong accounting and financial management for Federal, State and local regulations and compliance.
- ✓ Created written policies and procedures for finances, budgeting process, project prioritization.
- ✓ Implement city council policies and procedures with compliance monitoring.
- ✓ Responsible for managing the City's budget program, coordinating with City auditors, department heads and general employees with projects.
- ✓ Prepare and file State of Michigan reports (E.V.I.P./C.V.T.R.S., Act 51, C.D.B.G. funds & various others).
- ✓ Coordinate strategic planning initiatives and objectives while utilizing adaptive leadership skills.
- ✓ Enhanced City I.T. across all departments and implemented BS&A ERP software.
- ✓ Created a unique employee evaluation process tying performance to city objectives.

**Lieutenant, Firefighter & Emergency Medical Technician for the City of Rochester Volunteer Fire Department, Rochester MI** 2003-present

Assisted fire chief with and through the transition of the fire department from a volunteer/paid on call model to a hybrid model. We utilized technology and planning tools to model various scenarios to meet the board objectives. Once the goals were set, we started implementing the direction of council in establishing policies, procedures and processes for the department. Participates regularly in disaster planning, attends County and other trainings on a regular basis. Handle personnel issues appropriately and ensure compliance with operating procedures and guidelines. Constant monitoring of I.T. systems and development of models where appropriate to accomplish organizational goals. Continued adaptive leadership training and development to keep the department and the City moving forward.

- ✓ Coordinate strategic planning initiatives, objectives, and monitor progress utilizing adaptive leadership.
- ✓ Created model to ensure that mandatory training requirements, tracking and compliance was achieved to coincide with the National Firefighters Protection Agency regulations.
- ✓ Instructor coordinator – training new EMT's and firefighters.
- ✓ Responsible for firefighters, technical rescue members and I.T. support team members.

**Technical Information Specialist for the State of Michigan Task Force One** 2016-Present  
Responsible for documenting, tracking and retrieving all pertinent information to support management and operations during an incident. Planning and managing operations systems in disasters utilizing knowledge and the ability to think clearly in high stress environments.

**Assistant to the City Manager & Financial Analyst, City of Rochester, MI** 2014-2016  
Created plan that consolidated two positions, resulting in \$90k+ per annum savings; creation of two-part time positions coinciding with expanding office hours to serve the public; remaining funding reallocated to other projects. Identified, researched and implemented the online property information lookup system to provide greater transparency and easier information access to users. Orchestrated the closing and distribution of the fire department pension including ensuring that proper I.R.S. forms were filed and taxes were withheld and paid as appropriate.

- ✓ Assisted in pension and OPEB processes and creation of pension board.
- ✓ Responsible for special projects across all City departments functions.
- ✓ Assisted in preparation of the City's parking structure bond Official Statement (OS).
- ✓ In-depth understanding of processes, operations and strategy.
- ✓ Strong leadership, motivational and managerial skills.
- ✓ Served on CLEMIS testing board for updating FRMS program.
- ✓ Continued responsibilities of the Accounting Technician – General Ledger position.

**Accounting Technician – General Ledger, City of Rochester, MI** 2011-2014  
Developed budgeting model tool into a comprehensive budgeting model. Assisted regularly the City auditors in extrapolating data from various programs and systems necessary for schedule information for qualifying and receiving the Comprehensive Annual Financial Award from the Government Finance Officers Association since 2011.

- ✓ Multiple efficiencies with Access/Excel programming.
- ✓ Lead I.T. coordinator for City departments.

**Cashier, City of Rochester, MI** 2009-2011  
Increased quality of service and reduced service time by analyzing and reorganizing the process structure. Challenged status quo by incorporating the front-counter workspace design into the renovation of the City hall lobby at minimal cost. This allowed for the consolidation of tasks and for one position to service a wider variety of customers, including those with disabilities, more efficiently. Increasing quality of service and reducing time for transactions allowed other areas more time and provided customers quicker quality service.

**Fire Inspector for the City of Rochester, MI** 2004-2009  
Established scheduling program for inspections that resulted in annual checks for businesses, added new businesses through an auditing process. Established lasting relationships with businesses to ensure safety compliance and helped all income ranged businesses get the most affordable priced solutions without sacrificing safety levels.

## COMMUNITY INVOLVEMENT, ACTIVITIES & ACHIEVEMENTS

- Exemplary service merit awards from Oakland County Medical Control.
- Oakland County Treasurers Association Board Member.
- Community service acknowledgements.
- Community volunteering projects: building barn for Becca, terminally ill child through Rainbow Connection; Howlett park bridge community project; non-profit fundraisers (RAYA/RARA/Boy Scouts) spaghetti dinners/pancake breakfasts; Community house volunteer dinners; Goodfellow's paper sale benefiting the Rochester area food pantry.

## EDUCATION

Bachelor of Science majoring in Accounting from Oakland University, Rochester MI  
Associate in Business Administration from Oakland Community College, Auburn Hills MI,  
Member of Phi Theta Kappa honor society

## ADDITIONAL SPECIALTIES & TRAINING

- Certified Public Funds Investment Manager.
- Federal Aviation Administration Part 107 Airman Certificate for Unmanned Aircraft Systems.
- Strategic Planning by Creating, Aligning, Coordinating and Implementing objectives to match organizational goals.
- Command and adaptive leadership training.
- Knowledge of local government practices and procedures.
- IT & telecommunication systems.
- Project management.
- Proficiency in GIS, BSA, Fund Balance, and QuickBooks software as well as Microsoft Office Word, Excel (extensive knowledge), Power Point, Access, video and sound editing.
- License Instructor Coordinator with the State of Michigan, license #3205002758.
- Licensed EMT Basic, license #3203043192.
- Training in auto-cad, welding, robotic welding, robotic programming, pneumatics, hydraulics, electrical, machining and CNC machining.
- Technician training in Hazardous Materials, Trench Rescue, Confined Space and Structural Collapse, rope rescue and water rescue.
- Specialty courses in clandestine drug labs, responding to weapons of mass destruction and responding to terrorist bombings.
- Certificates in Firefighter I and II and NIMS 100, 200, 300, 400, 700 and 800.
- Blue Card certification, a regionally adopted company officer's standardization guide to incident tactics.