

JANE BAIS DiSESSA

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November 3, 2023

Board of Trustees
Charter Township of Oakland
4393 Collins Road
Rochester, MI 48306

Dear Honorable Board of Trustees:

I am writing to express my interest in the position of Township Manager for the Charter Township of Oakland, Michigan. Please be informed that until very recently, I was the Deputy Mayor/Chief of Staff for the City of Lansing, Michigan.

I have worked in public administration for my entire career, in both small and large cities in Michigan, Colorado, and Texas. I attribute my success in these roles to my belief in Dr. W. Edward Deming's principles of Total Quality Management and my commitment to collaboration, teamwork, and customer service.

As the chief executive administrator for six of the nine cities with which I have worked, it has been my responsibility to secure their fiscal stability by developing, analyzing, and implementing organizational policies, economic initiatives, infrastructure projects, new technologies, and budgetary plans. My diverse work experience includes working with all areas associated with the management and implementation of local government services. Some major highlights of my career include:

- Preparation of annual municipal budgets ranging from \$3M to over \$700M, for which I frequently receive the Budget Presentation Award from Government Finance Officers' Association.
- Successful negotiation of union contracts with organizations including the American Federation of State, County and Municipal Employees; the Police Officers Labor Council; and the Michigan Association of Public Employees.
- Successful negotiation with major corporations to convince them to relocate, adding to the tax base and to increased employment in the community.
- Administration and implementation of major capital infrastructure projects ranging from \$3M to over \$100M.
- Development of collaborative efforts with surrounding communities in the provision of municipal services and the marketing of the entire area.

In addition to administering day-to-day operations, my vision for this position is one in which the Township Manager collaborates with the Board of Trustees to develop a credible strategic action plan that would not only identify the present and future needs of the township, but most importantly, include action plans that would address "how" these needs will be accomplished.

I would like very much to speak with you regarding this interesting opportunity. As requested, a copy of my resume is attached. Let me know if you need additional information. I look forward to hearing from you.

Sincerely,

Jane Bais DiSessa

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Attachment

JANE BAIS DISSA

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EXECUTIVE SUMMARY

Team-oriented executive with a wealth of experience in all areas related to local governance of municipalities ranging in population from under 3k to over 1M. Proactive, fair-minded problem-solver who embraces and follows the principles of Total Quality Management. Recipient of 2019 Civic Leader Award from Centro Multicultural La Familia, and finalist for 2018 Trailblazer Award given by Women in Local Government.

DEPUTY MAYOR /CHIEF OF STAFF

1/2022 – 6/2023

CITY OF LANSING, MICHIGAN – POPULATION 112,644

Appointed by Mayor and in accordance with the City Charter, acted as the Executive Assistant to the Mayor “for the purpose of coordinating departments, the development of the budget (\$270M), communication with the City Council and in carrying out the ordinances and policies of the City.” Oversaw the following City Departments: Information Technology, Fire, Police, and Human Relations & Community Services.

KEY ACCOMPLISHMENTS:

- Led efforts to determine the feasibility of submitting a recount of the City’s final 2020 Census count.
- Appointed as a member of the Mayor’s Personnel Committee responsible for recommending final candidates for the position of Fire Chief in 2022.
- Appointed as the City’s liaison to the Mayor’s Task Force for Mental Health and worked in the development of a comprehensive community plan that would identify educational and mental health resources.
- Acted as Co-Chair for the City’s Gun Violence Committee and worked to develop educational programs for gun safety.
- Lead efforts to distribute \$1.9M in ARPA funds to eligible non-profit organizations.
- Appointed to the City’s Outfield Condominium Association and elected as Association President.
- Received award to attend the Bloomberg Harvard Kennedy School/Government Performance Lab entitled: “Leading City Procurement Reform Program.”

CITY MANAGER

9/2020 – 10/2021

CITY OF BRIGHTON, COLORADO – POPULATION 40,083

Acted as the Chief Administrative Officer responsible for administering the City in accordance with the City Charter, supervision of all City Departments, preparation of Brighton’s annual \$138M annual budget, and other duties as requested by the City Council. Appointed by the City Council to the Metro Water Resource (MWR) Board of Directors. MRW’s mission is to protect the region’s health and environment by cleaning water and recovery.

KEY ACCOMPLISHMENTS:

- Led efforts in the development of a proposal to address the City’s growing water needs. Proposal included three options to utilize the City’s existing water plant and out-of-the-box solutions for brine removal. Proposal will allow the City of Brighton to meet state permit requirements and provide adequate water supply through 2034 and meet budget constraints (\$81-\$100M).
- Centralized all City contracts to ensure contract acquisition and compliance.
- Created a new Grant Administrator position for the sole purpose of applying for County, State, and Federal grants. To-date, this position has brought in \$284,851+ in Federal funding. A grant application is currently in the running for Federal earmark funds for pipeline replacement and the I-76 Interchange.
- Enhanced departmental operations through succession planning.

DEPUTY MAYOR

10/2015 – 9/2020

CITY OF PONTIAC, MICHIGAN – POPULATION 59,917

Appointed by Mayor with approval of City Council. Acted as Chief of Staff for Mayor's Executive Office. Responsible for direct supervision of all City departments. Performed the duties of Office of Mayor during absence or temporary disability of Mayor.

KEY ACCOMPLISHMENTS:

- Led all efforts in the development of the Congress for New Urbanism (CNU), Legacy Charrette for City of Pontiac. Through the CNU Charrette, a new vision for a revitalized, transit-ready downtown was developed.
- Developed Pontiac's Neighborhood Empowerment Project to cultivate grassroots neighborhood involvement by implementing capital improvement proposals drafted by citizen groups and non-profits; done in accordance with Pontiac's Economic Development Plan, *'Moving Pontiac Forward.'*
- Supervised Pontiac's CDBG program, Housing Rehab and Demolition projects. To date, 800+ distressed properties have been demolished. The Demolition project has been instrumental in Pontiac's efforts to eliminate blight, improve property values, and reduce crime and arson rates.
- Successfully administered various economic incentives for new Pontiac businesses.
- Instrumental in preparing Pontiac's 3-year annual budget (\$78M). For the first time, Pontiac received the prestigious 'Budget Presentation Award' from Government Finance Officers' Association (GFOA).

CITY MANAGER

8/2001 – 10/2015

CITY OF BERKLEY, MICHIGAN – POPULATION 14,500

Acted as Chief Administrative Officer. Implemented all City Council policies; supervising all City departments; preparing Berkley's annual \$20M+ budget; and other duties. Also acted as Berkley's Union Bargaining Representative, Downtown Development Authority Secretary, Street Administrator, Southeastern Oakland County Resource Recovery Authority (Board Member and past Chair), and Southeast Area Council of Governments (Alternate).

KEY ACCOMPLISHMENTS:

- Berkley was recognized as one of **America's Best Affordable Suburbs** by *Forbes* and *Business Week* in 2010; **5th Safest City** by *Safewise Report* in 2014; one of the **50 Best Suburbs in America** by *Business Insider* in 2014; and one of the **Best 50 Places to Live in the U.S.** by *Money* in 2015.
- Completed studies to evaluate and prioritize Berkley's infrastructure, facilities, and information technology in FY 2015.
- Received AA bond rating with a 'stable outlook' from Fitch in May 2013.
- Led successful efforts to pass a 3-Mill Headlee Override by 69% of voters in August 2012.
- Earned the first-ever 'clean opinion' from Berkley's auditor for FY 2003.
- Received the prestigious 'Budget Presentation Award' from GFOA for 5 years running, 2010 – 2014.
- Received Berkley's first-ever 'Comprehensive Annual Financial Report Award' from GFOA in FY 2013.
- Successfully negotiated union contracts for Berkley's Public Safety Department (officers and command) and Public Works (laborers).
- Passed three road bond issues totaling \$5.4M in November 2005.
- Completed construction of four Downtown Improvement projects.
- Developed Berkley's first web site and updated the City's computer system for all departments.
- Led efforts to create the 'Woodward Five,' a collaboration of five cities and two school districts, to promote all services available in the dynamic Southeast Michigan hub.
- Grew Berkley's unencumbered General Fund balance from \$55k in FY 2002 to over \$1M in FY 2005.

VILLAGE ADMINISTRATOR**9/1998 – 8/2001****VILLAGE OF FRANKLIN, MICHIGAN – POPULATION 2,868**

Franklin's first Village Administrator in over 20 years. Supervised all municipal services. Key responsibilities included: preparation of Franklin's annual \$2M budget and \$5.5M Capital Improvement Bond projects; negotiating the Police Officer's Union contract; and conducting special projects as directed by the Village Council (i.e., Village-Wide Water Study). Held positions of Council Liaison to all Village committees, commissions, and boards; Street Administrator; Board Member for the Birmingham Area Cable Board; and member, Oakland County Rouge River Committee.

KEY ACCOMPLISHMENTS:

- Completed construction of Franklin's new police station, as well as the reconstruction of Franklin Road and all local streets.
- Village of Franklin received the 'Great Place to Live' Award sponsored by AIA, Birmingham Community House, and Observer & Eccentric newspapers, in April 2001.

ASSISTANT CITY ADMINISTRATOR**2/1993 – 9/1998****CITY OF GROSSE POINTE WOODS, MICHIGAN – POPULATION 17,713**

Acted as City's Personnel Director; appointed as City's MML Legislative Coordinator; oversaw Municipal Courts Department; administered the Community Development Block Grant and the Suburban Mobility Authority for Regional Transportation programs; assisted in preparation of City's annual \$20M budget; negotiated Public Safety union contracts; and prepared special reports as directed by City Administrator.

KEY ACCOMPLISHMENTS:

- Developed employee performance appraisal process for Executive Staff.
- Established and implemented procedures to achieve FMLA and ADA compliance.
- Designed and developed Grosse Pointe Woods' first web site.
- Special projects: identified costs for downtown trolley system; supervised establishment of direct internet access to State of Michigan's mainframe for City's Municipal Court; and testified before State Legislature regarding municipal representation on Drainage Boards.

VILLAGE MANAGER**8/1990 – 9/1992****VILLAGE OF HOLLY, MICHIGAN – POPULATION 5,595**

Acted as Chief Administrative Officer. Supervised all Village departments. Prepared Holly's annual \$3.4M budget and six-year Capital Improvement Plan; implemented Village ordinances; conducted special projects as requested by Village Council; and acted as Union Bargaining Representative, Downtown Development Authority Director, Street Administrator, and Economic Development Corporation Director.

KEY ACCOMPLISHMENTS:

- Coordinated the financing and upgrading of Holly's 40-year-old water system.
- Negotiated Holly's first consolidated solid waste contract.

ASSISTANT TO CITY MANAGER**3/1987 – 8/1990****CITY OF LA PORTE, TEXAS – POPULATION 27,910**

Conducted organizational studies; planned and supervised major City events; prepared the City Manager's and Council's annual budgets; acted as La Porte's liaison to civic groups; provided administrative support to Mayor and City Council; assisted in preparing La Porte's annual \$28M budget; served as coordinator of all economic development and marketing projects. Additionally, I oversaw La Porte's media relations functions, which included the following tasks: preparation of press releases and speeches for Mayor; serving as Public Information Officer during natural emergencies; and acting as La Porte's spokesperson for all media.

KEY ACCOMPLISHMENTS:

- Administered "City Leadership Program" and "Vision '89" economic development plans.
- Developed RFP for marketing of La Porte's Sylvan Beach Convention Center.

BUDGET & MANAGEMENT ANALYST**7/1982 – 3/1987****CITY OF SAN ANTONIO, TEXAS – POPULATION 1.1 MILLION**

Analyzed financial strategies and productivity studies and assisted in preparation of San Antonio's annual \$700M+ budget and five-year financial forecast. Assisted in \$30M+ budget preparation and monitoring of General and Enterprise Fund departments.

KEY ACCOMPLISHMENTS:

- Completed major workforce studies for the following City facilities: San Antonio International Airport, The Henry B. Gonzales Convention Center, and San Antonio Municipal Civic Auditorium.
- Conducted management studies including direct hire program, building permit process, performance standards for building inspectors, and workforce needs for San Antonio's health department – children's nursing staff.
- Received the prestigious 'Budget Presentation Award' from GFOA during entire tenure.

EEO OFFICER**8/1981 – 7/1982****CITY OF SAN ANTONIO, TEXAS – POPULATION 1.1 MILLION**

Prepared Affirmative Action Plans for San Antonio and City-contracted agencies. Wrote internal departmental progress reports and assisted public and private entities in development of EEO plans.

PROJECT MANAGEMENT SPECIALIST – DEPARTMENT OF HUMAN RESOURCES**9/1979 – 8/1981****CITY OF SAN ANTONIO, TEXAS – POPULATION 1.1 MILLION**

Monitored and evaluated City-funded social service agency programs to ensure compliance with San Antonio's contracts. Programs provided services such as mental health care, childcare, and drug rehab. Also developed Management by Objective plans, and prepared budgetary and personnel impact reports.

EDUCATION**Master of Science – Public Institutional Administration****Bachelor of Arts – Political Science**

St. Mary's University, San Antonio, Texas

CONTINUING EDUCATION2023 – **Bloomberg/Harvard/ Kennedy School**, Government Performance Lab (Procurement Services)2005 – **Certified City Manager**, International City/County Management Association (ICMA)1995 – **Executive Leadership Program** sponsored by Michigan City Management Association, Central Michigan University School for Public Service, and Western Michigan University School for Public Affairs and Administration1990 – **Basic City Manager Course** sponsored by Texas City Manager Association and Texas A&M University**PROFESSIONAL AFFILIATIONS AND LEADERSHIP**

- **International City/County Management Association (ICMA)**: Vice President for Midwest Region (2003 – 2006) and Membership Committee Chair (2006)
- **Local Government Hispanic Network (LGHN)**: President (Two Terms: 2008 - 2012)
- **Michigan Municipal Executives**: Board Director (2000 – 2003)
- **Oakland County Managers' Association**: Member (1990 – 2020)
- **Colorado City & County Manager's Association** (2020 – 2021)