

**BIRMINGHAM CITY COMMISSION AGENDA**  
**February 8, 2023**  
**Department of Public Service Building, 851 S. Eton St**  
**4:30 P.M.**

**I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**

Therese Longe, Mayor

**II. ROLL CALL**

Alexandria Bingham, City Clerk

**III. PUBLIC COMMENT**

The City of Birmingham welcomes public comment limited at the Mayor's discretion on items that do not appear in the printed agenda in order to allow for an efficient meeting. The Commission will not participate in a question and answer session and will take no action on any item not appearing on the posted agenda. The public can also speak to agenda items as they occur when the presiding officer opens the floor to the public. When recognized by the presiding officer, please state your name for the record, and direct all comments or questions to the presiding officer.

**IV. DISCUSSION ITEMS**

- A. Introductory Comments from Mayor Therese Longe
- B. Interview Candidate Jana Ecker at or around 4:30
- C. Interview Candidate George Lahanas at or around 6:00
- D. Interview Candidate Erik Tungate at or around 7:30

**XI. ADJOURN**

Should you wish to participate in this meeting, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760  
You may also present your written statement to the City Commission, City of Birmingham, 151 Martin Street, P.O. Box 3001, Birmingham, Michigan 48012-3001 prior to the hearing.

*NOTICE: Individuals requiring accommodations, such as mobility, visual, hearing, interpreter or other assistance, for effective participation in this meeting should contact the City Clerk's Office at (248) 530-1880 (voice), or (248) 644-5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.*

*Las personas que requieren alojamiento, tales como servicios de interpretación, la participación efectiva en esta reunión deben ponerse en contacto con la Oficina del Secretario Municipal al (248) 530-1880 por lo menos el día antes de la reunión pública. (Title VI of the Civil Rights Act of 1964).*

## City of Birmingham City Manager Interview Questions

*These sample questions have been provided to the City Commission as a guide to interview the City Manager candidates. As the interviews proceed, the interviewers may ask additional relevant questions which are not on this list.*

1. Please tell us about yourself, including a synopsis of your background, education and experience, and how you have prepared to take on the responsibilities of City Manager.
2. Should you be offered this position, what accomplishments would you seek to achieve in the first six months and twelve months?
3. What do you know about the responsibilities of the role of the City Manager within a council-manager municipal government format?
4. What do you feel will be the greatest challenges you will face in this position?
5. In serving in the capacity of City Manager, how would you ensure that department heads are meeting their City-wide goals and objectives?
6. What research have you done on the City of Birmingham, in preparation for this interview?
7. Tell us about a time when you made a decision as manager or supervisor that was viewed as unpopular by your staff. How did you handle the situation?
8. What experience do you have in preparing and managing a budget? Do you have any experience with Requests for Proposals (RFPs) or various service contracts?
9. What role do you believe cultural institutions, such as museums and libraries, should play in municipal government, and how would you conceptualize and implement strategies accordingly?
10. Please describe one strength you possess, as well as **two** weaknesses.
11. The City Manager may be responsible for representing the City in matters that are potentially upsetting to the local residents. How would you handle communication of a broadly unpopular municipal incident, such as property damage due to unavoidable weather events?
12. Explain your philosophies and approaches to handling projects, working with people, and your responsibilities as the City Manager.
13. How have your experiences in municipal government during the COVID-19 pandemic shaped your management style or philosophy?
14. Is there anything else you would like to tell us about yourself that you feel has not been covered in this process?

### **Interview Process Guidelines**

Regulations and U.S. Law provide extensive protections against discrimination in employment. The City of Birmingham is an Equal Opportunity Employer, which means that we do not discriminate on the basis of:

- Race
- Color
- Religion
- Sex (including pregnancy, gender identity, and sexual orientation)
- National origin
- Age
- Disability
- Genetic information
- Retaliation for filing a charge of discrimination

Likewise, we are especially careful about the way in which we ask questions in interviewing. Generally, we focus on what we need to know to determine whether the candidate is capable of doing the job. All questions must be directly related to the job for which the candidate is applying. The key to understanding unlawful inquiries is to ask only questions that will provide information about the person's ability to do the job, with or without a reasonable accommodation.

The City's HR Department takes care in drafting a list of job-specific questions in partnership with the Hiring Manager in advance of the interview process to ensure a fair and consistent process for all candidates. Panel members must not deviate from the pre-approved list of interview questions. However, an interview panel member may find it necessary to ask a candidate a follow-up question based upon the information conveyed during the interview.

As a member of an interview panel, you should be aware of the types of questions that may be problematic, and how to properly phrase a job-related question. The following list is simply an illustrative guideline of potentially illegal questions (and their legal counterparts), and is in no way all-inclusive. When in doubt, consult with HR to avoid unnecessary missteps during the interview process.

#### **Age / Date of Birth**

Age-based inquiries should be avoided because state law prohibits discrimination against persons age 40 and older. An age inquiry may be made to ensure a person is "old enough" to work for the job being filled, or if the job is among the few where age discrimination is permitted such as physically dangerous or hazardous work or driving a school bus.

<b>Example of Illegal Questions</b>	<b>Possible Legal Alternatives</b>
<ul style="list-style-type: none"> <li>• How old are you?</li> <li>• When is your birthday?</li> <li>• In what year were you born?</li> <li>• In what year did you graduate from college/high school?</li> </ul>	<ul style="list-style-type: none"> <li>• Are you over the age of 18?</li> <li>• Can you, after employment, provide proof of age?</li> </ul>

### **Marital/ Family Status (often alludes to sexual orientation)**

The purpose of these “family” inquiries is to explore what some believe is a common source of absenteeism and tardiness. If the concern is regular work attendance, a better question would be, “Are you able to work the established work schedule?”

<b>Example of Illegal Questions</b>	<b>Possible Legal Alternatives</b>
<ul style="list-style-type: none"><li>• Are you married or do you have a permanent partner?</li><li>• With whom do you live?</li><li>• How many children do you have?</li><li>• Are you pregnant?</li><li>• Do you expect to become pregnant? When?</li><li>• How many children will you have?</li><li>• What are your child care arrangements?</li></ul>	<ul style="list-style-type: none"><li>• Would you be willing to relocate if necessary?</li><li>• Travel is an important part of the job. Do you have any restrictions on your ability to travel?</li><li>• Are you able to work the established work schedule?</li></ul>

### **Personal**

Minimum height and weight requirements are unlawful if they screen out a disproportionate number of women or minorities. Unless we can show that a height or weight requirement is essential for job performance, such inquiries should be avoided.

<b>Example of Illegal Questions</b>	<b>Possible Legal Alternatives</b>
<ul style="list-style-type: none"><li>• How tall are you?</li><li>• How much do you weigh? (Questions about height and weight are always illegal unless it can be proven that there are minimum requirements to do the job.)</li></ul>	<ul style="list-style-type: none"><li>• Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?</li></ul>

### **Disabilities**

Inquiries about a person’s disability, health or worker’s compensation histories are unlawful if they imply or express a limitation based on disability. Under the Americans with Disabilities Act (ADA), any inquiry at the pre-employment stage, which would likely require an applicant to disclose a disability, is unlawful. We must avoid such inquiries or medical examinations before making a bona fide job offer. However, we may inquire about an applicant’s ability to perform certain job functions with or without an accommodation.

### **Disabilities (cont.)**

<b>Example of Illegal Questions</b>	<b>Possible Legal Alternatives</b>
<ul style="list-style-type: none"><li>• Do you have any disabilities?</li><li>• Have you had any recent illness or operations?</li><li>• Please complete this medical questionnaire.</li><li>• What was the date of your last physical exam?</li><li>• How's your family's health?</li><li>• When did you lose your eyesight/ leg/ hearing/ etc.?</li></ul>	<ul style="list-style-type: none"><li>• Are you able to perform the essential functions of this job with or without reasonable accommodations? (Legal if the interviewer thoroughly described the job.)</li><li>• Will you be able to carry out in a safe manner all job assignments necessary for this position?</li><li>• Are you able to lift a 50-pound weight and carry it 100 yards, as that is part of the job?</li></ul>

### **National Origin/ Citizenship**

Inquiries about a person's citizenship or country of birth are unlawful and imply discrimination on the basis of national origin. A lawfully immigrated individual may not be discriminated against on the basis of citizenship. We shall not ask applicants to state their national origin, but can ask if they have a legal right to work in the U.S.

<b>Example of Illegal Questions</b>	<b>Possible Legal Alternatives</b>
<ul style="list-style-type: none"><li>• Where were you/your parents born?</li><li>• What is your native language?</li><li>• What is your country of citizenship?</li><li>• Are you a US citizen?</li></ul>	<ul style="list-style-type: none"><li>• Do you have any language abilities that would be helpful in doing this job? (Legal if language ability is directly relevant to job performance.)</li><li>• Are you authorized to work in the United States?</li></ul>

### **Military Service**

It is unlawful to discriminate against someone because of membership in the National Guard, a state defense force or another state or Federal Reserve unit. Questions relevant to experience or training received in the military or to determine eligibility for any veteran's preference required by law are acceptable.

<b>Example of Illegal Questions</b>	<b>Possible Legal Alternatives</b>
<ul style="list-style-type: none"><li>• What type of discharge did you receive?</li></ul>	<ul style="list-style-type: none"><li>• In what branch of the Armed Forces did you serve?</li><li>• What type of training or education did you receive in the military?</li></ul>

## **Affiliations**

<b>Example of Illegal Questions</b>	<b>Possible Legal Alternatives</b>
<ul style="list-style-type: none"><li>• What clubs or social organizations do you belong to?</li><li>• Do you go to church?</li></ul>	<ul style="list-style-type: none"><li>• List any professional or trade groups or other organizations that you belong to that you consider relevant to your ability to perform this job.</li></ul>

## **Race/Color/Religion**

Employers that can prove a Bona Fide Occupational Qualification related to race, color and/or religion can seek such information. The City has not found any reason to inquire about the aforementioned. Do not ask questions related to race, color and/or religion.

## **Arrest Record**

Related questions are listed on the first page of the employment application, and applicants are required to provide truthful information. The HR Department in conjunction with the Police Department will consider any disclosed convictions individually, and in consideration of the position in which the applicant is seeking.

## **Credit or Garnishment Record? Charge Accounts? Homeowner?**

Answers to these inquiries are almost always irrelevant to job performance. Because census data indicates minorities, on average, are poorer than whites, consideration of these factors may have a disparate impact on minorities. Therefore, requests of this nature may be unlawful unless clearly required by business necessity.

## **Maiden Name, Spouse's Name? Mr., Mrs., Miss. or Ms.?**

None of these inquiries are relevant to job performance. For example, a woman's maiden name or spouse's name may indicate religion or national origin. We may not discriminate against a person because of their status of being married, single, divorced, separated, or widowed.

## **Use or Nonuse of Lawful Products? Do you smoke? Drink Alcohol?**

A person may not be discriminated against for using or not using "lawful products" in their personal time. The law contains some exceptions, but we generally should avoid inquiries in this area.



## CITY MANAGER EXECUTIVE RECRUITMENT



"On behalf of the City of Birmingham and City Commission, we welcome your interest in joining our team. Birmingham is a vibrant community with a historic and prosperous downtown. The city is unique and affluent, with charming tree-lined neighborhoods. Our walkable downtown boasts a diverse assortment of retailers and restaurants, with movie theatres and a centrally located park completing the city center. With so much to offer, Birmingham is an ideal place to live, work and play."

Mayor Therese Longe

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# THE COMMUNITY

The City of Birmingham is located roughly halfway between the cities of Detroit and Pontiac, in Southeast Michigan. Birmingham is a vibrant community with a historic downtown dating back to the 1830's. The city is rated as one of the "Top 20 Most Walkable Communities" with a downtown featuring shops, restaurants, salons, spas, art galleries, home furnishings, antique dealers and clothiers.

Birmingham maintains the feel of a small town, while experiencing the benefits of an affluent urban area. The city is home to two top-rated municipal nine-hole golf courses, a picturesque trail system, a dog park, a newly renovated indoor ice arena and beautiful award-winning parks. Housing is primarily single-family homes of exceptional value with condos, townhomes and lofts throughout the downtown and rail district areas.

Education is highly valued. The schools, both public and private, offer a tradition of academic excellence that consistently rank them as some of the finest schools in the country.





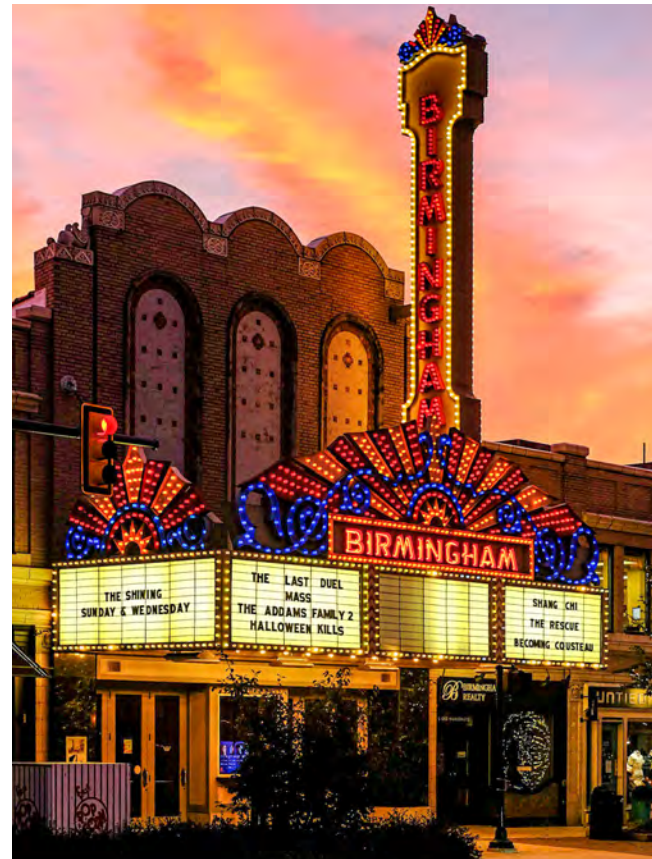
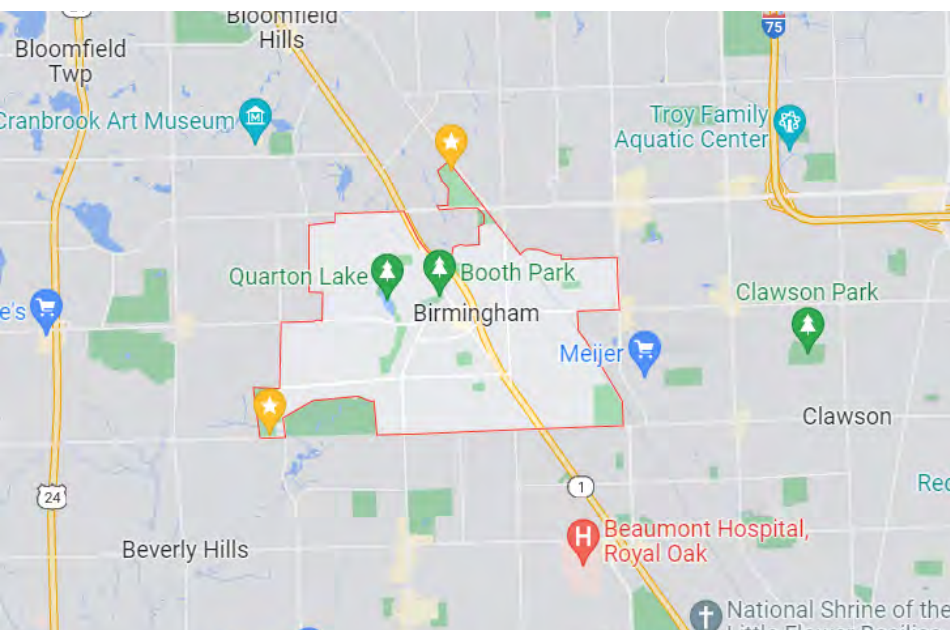


## QUICK FACTS

Population: 21,813  
Square Miles: 4.73  
Median Home Value: \$538,900  
Median Household Income: \$126,601

Birmingham City Hall  
151 Martin Street  
Birmingham, MI 48009  
[www.bhamgov.org](http://www.bhamgov.org)

Staffing  
175+ Full-Time Employees  
100+ Part-Time Employees







# WELCOME

## About the Department

Following the traditional Council/Manager form of government, the City Manager is appointed by and reports directly to the City Commission. Acting as the chief administrative officer, the City Manager supervises all aspects of City operations on a day to day basis.

The current City Manager is planning for a phased transition into retirement. Depending on the selected candidate's start date, a period of overlap should provide an opportunity for the current City Manager to share his institutional knowledge of the City Government.

## Opportunities

The future City Manager of Birmingham will have an opportunity to work on downtown infrastructure projects, strategic planning, unimproved streets, senior services, sustainability initiatives and more.

The City is currently developing a Strategic Plan which will help guide the new City Manager in project priorities.







# THE IDEAL CANDIDATE

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The City of Birmingham's ideal candidate for City Manager will embody a fully qualified professional with a dedicated alignment toward public service, as well as demonstrate a strong ability to:

- Regularly correspond with elected officials
- Positively represent Birmingham and its interests
- Adhere to a very high standard of ethics and integrity
- Utilize strong and concise communication skills
- Act flexibly and adaptively to multiple responsibilities
- Maintain up-to-date knowledge of municipal legislation
- Guide staff on all matters related to public service
- Remain politically unbiased but firm on City positions
- Motivate staff while guiding future development
- Consistently drive well-planned results on projects
- Obtain a top-down understanding of all City functions







# QUALIFICATIONS

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- Possession of a Bachelor's Degree in Public or Business Administration, or a closely related field.
- Possession of a Master's Degree is preferred.
- Minimum of 8 years of progressively responsible executive management experience, with at least 5 years of responsible experience as a municipal Department Director.
- Experience as an Assistant City Manager preferred.
- Knowledge of various municipal government functions including public safety, financial management, community development, engineering, municipal parking, public works, economic development, civic engagement, etc.
- Ability to work evening and weekend hours as City activities require.

*The City of Birmingham is an Equal Opportunity Employer seeking qualified applicants, without regard to race or other protected status.*

*The City expects that both internal and external candidates will compete for the City Manager position.*







## SALARY & BENEFITS

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Salary range of \$140,000 - \$160,000 DOQ, with an attractive benefits package, including:

- o Medical, dental, vision, and life insurance
- o Paid time off
- o 401(a) defined contribution retirement package
- o Retiree Health Savings plan
- o Voluntary 457 Retirement plan
- o Short/Long-Term disability
- o College tuition reimbursement
- o Flexible Spending Account

## APPLY

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Applications for the Birmingham City Manager position are due by 4:00 p.m. on December 2, 2022. Submit your application at [www.bhamgov.org/jobs](http://www.bhamgov.org/jobs). Candidates selected for an interview will be required to appear in person or via Zoom before the Birmingham City Commission.





# SEASONS OF BIRMINGHAM







**APPLY TODAY!**

*Submit your application at:*

[www.bhamgov.org/jobs](http://www.bhamgov.org/jobs)





**City of Birmingham**  
**City Manager Recruitment**

First Name	Last Name	City	Interview Date	Interview #1 Time
Jana	Ecker	Royal Oak	Wednesday, February 8	4:30 PM
George	Lahanas	East Lansing	Wednesday, February 8	6:00 PM
Erik	Tungate	Royal Oak	Wednesday, February 8	7:30 PM
Troy	Bell	Muskegon	Thursday, February 9	4:30 PM
Blaine	Wing	Rochester Hills	Thursday, February 9	6:00 PM

Candidates for Round 1 Interviews





## Employment Application | Submitted: 28-Nov-2022

Jana Ecker

☎ [REDACTED]  
✉ jecker@bhamgov.org

🏠 [REDACTED]

[REDACTED]

United States

City Manager

Job Location - Birmingham, MI

Department - Manager's Office

Source - Employee Referral - Employer, ICMA

### Employment Experience

List any jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Briefly summarize your job duties to give the reviewer a general idea of your tasks and responsibilities. Please include all requested information, even if a résumé is attached.

*Note: If you are unable to provide a phone number, enter 000-000-0000.*

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### City of Birmingham - Current Employer

**Job Title:** Assistant City Manager

**Dates Employed From:** Aug/2021

**Dates Employed To:** Currently Employed

**Employment Length:** 1 year, 4 months **Position Type:** Full-Time

**Duties:** Assist City Manager with management and operation of all city departments and functions, lead and motivate employees, handle problems that arise, act as City Manager when requested, manage City Commission agendas and meetings as needed, prepare reports and evaluate City processes

**Reason For Leaving:** Currently Employed

**Supervisor Name:** Thomas Markus

**Supervisor Title:** City Manager

**Starting Rate of Pay:** \$119,814

**Ending Rate of Pay:** \$140,335

**May We Contact?** Yes

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### City of Birmingham

**Job Title:** Planning Director

**Dates Employed From:** Aug/2002

**Dates Employed To:** Jul/2021

**Employment Length:** 18 years, 11 months

**Position Type:** Full-Time

**Duties:** Please see attached resume.

**Reason For Leaving:** Promotion

**Supervisor Name:** Thomas Markus

**Supervisor Title:** City Manager

**Starting Rate of Pay:** \$53,000

**Ending Rate of Pay:** \$108,000

**May We Contact?** Yes

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### City of Jeffersonville

**Job Title:** Director of Planning and Development**Dates Employed From:** Oct/1998**Dates Employed To:** Aug/2002**Employment Length:** 3 years, 10 months**Position Type:** Full-Time**Duties:** Please see attached resume.**Reason For Leaving:** Moved to Michigan**Supervisor Name:** Thomas Galligan**Supervisor Title:** Mayor**Starting Rate of Pay:** \$38,000**Ending Rate of Pay:** \$45,000**May We Contact?** Yes**Easterbrook & Associates**

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**Job Title:** Attorney**Dates Employed From:** Feb/1996**Dates Employed To:** Oct/1998**Employment Length:** 2 years, 8 months**Position Type:** Full-Time**Duties:** Awards**Reason For Leaving:** Moved to Indiana**Supervisor Name:** Susan Easterbrook**Supervisor Title:** Owner & Attorney**Starting Rate of Pay:** \$30,000**Ending Rate of Pay:** \$38,000**May We Contact?** Yes**Educational Background**

List below your educational background, including high school, all colleges, trade and military service schools.

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**Central Michigan University | Graduate School**

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**Degree:** Graduate Certificate in Public Administration**Major:** Public Administration**Location:** Mount Pleasant, MI, UNITED STATES**Graduated?** Yes**University of Toronto | College or University**

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**Degree:** Bachelor of Arts**Major:** Urban Planning**Location:** Toronto, ON, CANADA**Graduated?** Yes**University of Windsor | Graduate School**

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**Degree:** Bachelor of Laws**Major:** Law**Location:** Windsor, ON, CANADA**Graduated?** Yes**Cover Letter & Resume**

You may provide us with your cover letter & resume here. You may either copy and paste a cover letter & resume in the space provided or upload a file.

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*Click on the link to open the resume file if you wish to print the formatted resume.*

File Name	Link
Cover letter - 11-27-22.docx	<div><div>Preview</div><div>Download</div></div>
Resume - 11-27-22.doc	<div><div>Preview</div><div>Download</div></div>

Text Only Resume

Jana L. Ecker

Jana L. Ecker

Objectives

To continue to enhance a great community through the implementation of successful management strategies by leveraging my education, experience and passion for community enhancement and public engagement. to inspire creativity, collaboration and innovation in a supportive and inclusive team environment.

PROFESSIONAL LICENSES

Licensed Residential Builder

State of Michigan

Licensed Attorney, Member of the Bar

Province of Ontario

Education

Graduate Certificate in Public Administration

Central Michigan University

Leadership Training Program

Leadership Southern Indiana

Bachelor of Arts

University of Toronto, ON

Urban Planning & Environmental Studies

Emerging Leaders Development Program

International City/County Managers Association

Bachelor of Laws

University of Windsor, ON

Professional Experience

Management & Leadership

Currently oversee the Planning Department and coordinate work with the Building and Engineering Departments to ensure City staff is working together to provide seamless and comprehensive service to local business owners and residents

Involved in many complex projects, including land acquisition, contract negotiation, economic development projects, dispute resolution among staff, residents, business owners and politicians

Able to successfully cultivate relationships across all sectors of the community, including local, state and federal elected officials, Chamber of Commerce, school

boards, business owners, homeowner's associations, non-profit agencies and neighboring communities

Inspire confidence and creativity in others, very effective team builder

Ongoing leadership training 1999 To Till

Economic & Community Development

Represent the City of Birmingham at trade shows and events to promote the City and entice new development

Staff liaison to the Brownfield Redevelopment Authority and Corridor Improvement Authority

Prepare grant applications and conduct grant administration for development projects

Coordinate with state and federal agencies to obtain funding and priority status for transportation projects

Assisted the Birmingham Shopping District Board to meet its strategic goals by creating marketing research objectives, compiling demographic data and creating community profiles Managed and implemented an on-line Market Analysis Mapping application to assist in retail recruitment efforts and business location analysis

Coordinate and conduct keynote presentations at semi-annual roundtable programs for commercial real estate brokers across the region

Strategic Planning

Currently managing a multi-year comprehensive master planning project to establish a vision and strategic plan for Birmingham in 2040

Participate in annual long range planning sessions with the City Commission and board members to develop strategies for the future growth and development of the City

Participated in strategic planning sessions to develop goals and objectives for the City Commission, City government and non-profit agencies

Conducted numerous master planning initiatives for key commercial and residential areas, including the Triangle District Urban Design Plan, Triangle District Corridor Improvement Plan, updates to the Downtown Birmingham 2016 Plan, The Birmingham Plan, Eton Road Corridor Plan, and the Jeffersonville Master Plan

Prepared and implemented a strategic plan for a Transit Oriented Development District

Devised outreach strategies to ensure adequate citizen participation

Planned and conducted a two day public design charrette involving elected officials, residents and business owner

Represented community in Detroit Regional Mass Transit initiative and Ohio River Bridge Crossing Project, and the Kentucky-Indiana Transportation for Tomorrow mass transit initiative

Municipal Finance & Budgeting

Twenty four years of experience in preparing annual department budgets for municipalities and non-profits and participating in budget hearings

Utilize effective financial forecasting and local economic indicators to develop an annual department budget

Financial oversight of department expenditures

Conduct review of Brownfield Redevelopment plans, and evaluate requests for approval to utilize future tax increments to offset site clean up costs

Worked with Bond Counsel on various issues with regards to municipal bonds for economic development

Assisted with preparation of Tax Increment Financing Plan for Triangle District Corridor Improvement Area

Municipal Finance and Budgeting course at graduate level

Extensive experience with construction liens and development bonds

Personnel & Labor Relations

Managed union employees for over ten years

issued discipline, participated in grievance process and contract negotiations



Represented both public employee unions and management in several key labor disputes while practicing law

Represented clients in arbitrations, Disability claims and appeals, as well as Unemployment Insurance appeals

Completed law courses in contract law, labor relations, collective bargaining and employment law

#### Planning & Zoning

Oversee all planning applications, reviews and appeals for the City of Birmingham

Conduct site plan reviews and community impact study reviews for all new development in multi-family, commercial and mixed use zone districts

Conduct detailed research and planning analysis on topical planning issues

Act as key staff liaison to the City Commission, Planning Board, Board of Zoning

Appeals, Historic District Commission, Design Review Board and Historic District Study Committee

Manage, update and administer all planning documents including the Zoning Ordinance, Zoning Map, City's Master Plans and sub-area plans

Drafted and continue to implement Urban Design Plan : A Strategy for Alleys and Passages Infrastructure Improvements

Coordinated planning, design and engineering for the reconstruction of major roadway and streetscape improvements in Downtown Birmingham

Oversee planning and design coordination for all pedestrian, bicycle, transit and vehicular infrastructure projects in the City of Birmingham

Lead staff liaison for the Birmingham Multi-Modal Transportation Board in conjunction with the Engineering and Police Departments

Lead multi-jurisdictional project to convert an abandoned railroad bridge between Kentucky and Indiana into a non-motorized, multi-modal connecting bridge between downtown Louisville, KY and downtown Jeffersonville, IN

Represented the community in planning and design to provide new interstate connection across the Ohio River between Kentucky and Indiana, including restoring local access (Ohio River Bridges Project)

Managed and worked in conjunction with the INDOT on multiple road construction and reconstruction projects

Prepared redevelopment plan for historic U.S. Army Quartermaster Depot, including the reinvestment in water, sewer and road infrastructure and co-ordination with the Indiana Historic Preservation Office, U.S. Parks Service, U.S. Army and the Historic Landmarks Foundation of Southern Indiana

Assisted with preparation of infrastructure reinvestment plan for the U.S. Army Ammunition Plant property

Participated in sewer expansion project in areas to be annexed, including wastewater treatment plant improvements, development of floodplain regulations, flood operations and State compliance audits

Member of the Jeffersonville Drainage Board which reviewed and approved all public and private development projects for drainage, sewer and flood regulation compliance

#### Parking

Research trends and best practices for changing parking needs in urban areas

Draft ordinance language for public and private parking requirements and standards for new development

Completed a Downtown Parking Plan : Zoning Strategies Assessment for Downtown Birmingham

Completed public parking needs analysis for Downtown Birmingham and the Birmingham Triangle District

Staff liaison for the Ad Hoc Parking Development Committee

Attend Advisory Parking Committee as needed

#### Elections & Licensing

Assisted in preparation of Records Retention Policy  
Assisted with redistricting of City of Birmingham for municipal elections  
Prepared and implemented Outdoor Dining License program  
Assisted with the update of the Special Event Licensing program  
Preparation of ordinance amendments, resolutions and exhibits for City Commission approval  
Recommended updates to Vendor and Peddler Licensing Program  
Co-ordinate FOIA requests for Community Development and enforce Records Retention Policy

#### Parks & Recreation

Co-ordinate with the Department of Public Services and Parks Board to implement public art program in City parks  
Created and implemented Piano in the Park program in Shain Park  
Created and implemented Art in the Alley event to bring visual and musical artists together for public enjoyment  
Administrator for local baseball organization  
President and administrator/manager for combined varsity hockey program in Royal Oak, Clawson and Berkley  
Employment History  
Planning Director, City of Birmingham, MI  
October 2003 to present  
City Planner, City of Birmingham, MI  
August 2002 to October 2003  
Director of Planning and Development, City of Jeffersonville, IN  
October 1998 to August 2002  
Attorney, Easterbrook & Associates, Windsor, ON  
February 1996 to October 1998

#### awards

Community Landscape Beautification Award - Michigan Nursery and Landscape Association, 2019  
Crain's Detroit 2010 Class of 40 under 40 - October 2010  
Green Award, Oakland County, May 2009  
Best Transit-Oriented Development Plan (Triangle District Urban Design Plan) , Woodward Avenue Action Association, 2009  
GIS for Everyone Award (Market Analysis Mapping & Retail Recruitment) , IMAGIN, 2008  
Active Communities Award (Birmingham) - Gold Level, State of Michigan, 2007 , 2008 , 2009 , 2010 , 2011 , 2012 , 2013  
Best Planning Project (Jeffersonville Zoning Ordinance) , Indiana Planning Association, 2001  
Community of the Year Award (Jeffersonville, IN) , Indiana Chamber of Commerce, 2000

#### Speaking Engagements

Form Based Code Institute  
Wayne State University  
University of Michigan - Ann Arbor  
Ball State University, IN  
Urban Land Institute  
American Institute of Architects  
Congress for New Urbanism  
Birmingham Bloomfield Chamber Economic Forecast Series  
Michigan Association of Planning Conference  
Indiana Association of Planning Conference  
IMAGIN Conference

Michigan Historic Preservation Network Conference  
Southeast Michigan Council of Governments (SEMCOG)  
Kentucky Indiana Planning and Development Agency (KIPDA)  
Southeast Michigan Transit Forum  
Commercial Real Estate Women (Detroit)  
Birmingham Commercial Broker Roundtables  
Facilitator, Transit Oriented Development Charrette

#### Professional Affiliations

International City/County Managers Association  
Michigan Local Government Managers Association  
Michigan Association of Planning  
American Planning Association  
Urban Land Institute  
Congress for the New Urbanism  
Oakland County Planners Group  
Michigan Builders Association  
Michigan Economic Development Association

#### VOLUNTEER positions

President, Griffins High School Hockey Boosters  
Administrator, Royal Oak Sand Lot League

## References

Please fill out the information below regarding references.

*Note: If you are unable to provide a phone number, enter 000-000-0000. If you are unable to provide an email address, enter noreply@noemail.com*

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### Robin Boyle

**Company:** Retired, Wayne State University  
**Occupation:** Professor  
**Years Known:** 19 years

**Phone:** [REDACTED]  
**Email:** [REDACTED]t

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### Hope Calati

**Company:** Watkins, Pawlick, Calati & Prifti, PC  
**Occupation:** Attorney, Managing Partner  
**Years Known:** 20 years

**Phone:** [REDACTED]  
**Email:** [REDACTED]

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### Brad Strader

**Company:** MKSK Studios  
**Occupation:** Principal, Community and Transportation Planner  
**Years Known:** 16 years

**Phone:** [REDACTED]  
**Email:** [REDACTED]

## Additional Questions

## General Information | Score Total - 0

Question	Answer	Score	Disqualifier?
Minimum Salary Acceptable: *	\$155,000		
Date available for work: *	Immediately		
Prior addresses (last 5 years):	None		
Are you interested in full-time work? *	Yes	0	
Are you interested in part-time work? *	No	0	
Would you like to be considered for seasonal opportunities? *	No	0	
Are you 18 years of age or older? *	Yes	0	
Do you have any relatives now or previously employed by the City of Birmingham? *	Yes	0	
If yes, list name(s): *	Charles Ecker, son, Temporary - Election Inspector		
Have you ever been convicted of a crime? (A positive response to this question does not automatically disqualify you from consideration) *	No	0	
Are there any felony charges pending against you? *	No	0	
Do you know of any reason why you would not be able to perform the essential functions of the job for which you are applying, with or without accommodation?  (Michigan law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an accommodation of their disability by notifying the City	No	0	

in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's rights under the Americans with Disabilities Act. Failure to notify the City will preclude any claim that the employer failed to accommodate the disabled individual.) \*

Have you ever worked for a company under a different name? \* Yes 0

If yes, what was the name? \* [REDACTED] (Maiden name)

Have you ever been discharged from any employment? No 0  
(A positive response to this question does not automatically disqualify you from consideration) \*

### Professional Licenses/Certifications/Credentials | Score Total - 0

Question	Answer	Score	Disqualifier?
List all professional licenses, certifications, and/or credentials. Include type and number:	Member of the Ontario Bar		

### Driver's License Information | Score Total - 0

Question	Answer	Score	Disqualifier?
Driver's License Number: *	[REDACTED]		
Expiration date: *	[REDACTED]		
State Issued: *	MI		

### Computer & Systems Proficiency | Score Total - 0

Question	Answer	Score	Disqualifier?
Please list any applicable computer skills:	Microsoft Word, Powerpoint, Excel, BS&A, basic GIS skills		
Please list your typing speed: ___ wpm *	40-50 wpm		



## Military Service | Score Total - 0

Question	Answer	Score	Disqualifier?
Have you served in the Military? *	No	0	

### Applicant Statement

If selected for employment, the following prescribed conditions must be met before such employment offer is considered final. All persons hired by the City of Birmingham must undergo and pass a medical examination (including, but not limited to, physical examination, psychological evaluation (for sworn Fire and Police), and drug and/or alcohol screening) from a City- appointed physician or other professional at no cost to the applicant. The medical examination must be scheduled and taken, and results received, prior to the employee's first date of employment. Prior to the date of hire, candidates must provide original documents establishing their employment eligibility as required under the Immigration Reform and Control Act of 1986. An investigation of past employment references and other information will be conducted. Acceptance of an offer of employment does not create a contractual obligation upon the City of Birmingham to continue employment in the future.

I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the City. I also understand that nothing in this employment application, in the City's statements, policies, or Employee Handbook, or in my communications with any City official or representative is intended to create an employment contract between the City and me. Additionally, I understand that if an employment relationship is established, I have a right to terminate my employment at any time. I also understand that the City retains the right to terminate my employment at any time, unless I am subject to a just cause provision under a collective bargaining agreement. Further, I understand that the City has the right to modify its policies without giving me any notice of the change(s).

I hereby authorize the City of Birmingham to verify all the information I have provided on my application. I also agree to execute, as a condition of employment or continued employment, any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I expressly authorize the City of Birmingham to contact any of my current or prior employers, educational institutions, and other references I have provided, and release all of those employers, educational institutions and references and the City of Birmingham from any and all liability arising from their giving information about my employment, academic, and/or military experience. For purposes of the medical examination(s), I hereby authorize the City of Birmingham to access any medical histories or records pertaining to me. I also hereby waive any right under the Bullard-Plawewski Right to Know Act, 1978 PA 397, to receive written notice from the City of Birmingham or any former or current employer, that a disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or has been disclosed to a third person or entity.

I agree not to commence any action or suit relating to my employment with the City of Birmingham more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the City of Birmingham.

The City of Birmingham is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest

answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from eligibility or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

☒ I agree to the above.

**Signature:** Jana Ecker

**Date:** 2022-11-28 12:18:13am

Wet Signature:



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Signature

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Date

November 27, 2022

Dear Mr. Lambert,

Please accept this letter and attached resume in support of my application for the Birmingham City Manager position. I have over 26 years of professional experience in municipal law and local government, including 22 years of experience in management roles in municipal government in both Indiana and Michigan. I am a confident, outgoing and intuitive administrator, capable of managing a multi-disciplinary team, with a diverse background of skills, education and experience in municipal government.

As a result of 20+ years with the City of Birmingham, I have gained extensive knowledge regarding the operation of the City, the functions of each City department and the high caliber of our employees. I enjoy working to create and support a positive work environment that inspires employees to be fully engaged, try new things, and to develop their skills to the next level. My management style is open, inclusive and supportive. For the past year and a half, I have served the City as Assistant City Manager, building relationships across all City departments. Prior to serving as Assistant City Manager, I managed the Planning Division for 18 years, and was responsible for the coordination of activities between the Building and Engineering Divisions, the Department of Public Services, GIS services, and the Birmingham Shopping District for many of those years. For the past eight months I have also acted as the Interim Executive Director of the Birmingham Shopping District.

In addition to working with City staff across departments, I have a proven record of working collaboratively with elected and appointed officials and City residents to achieve consensus and work through challenging issues while respecting the long term vision for the City. I have acted as staff liaison to more than 14 City boards and committees, and overseen the management of agendas, conducted public presentations, provided professional advice and information to elected and appointed officials, and encouraged robust public engagement and discussion.

In addition to my municipal government experience, I am also a licensed attorney. I previously practiced municipal and development law, along with corporate, employment and real estate law. This experience working with municipalities and government agencies while practicing law inspired my interest in public service. I have found that working in local government and serving the public has continued to provide me with an interesting and challenging career path that allows me to further my passion for community building and to utilize my legal skills and experience to effectively engage, advise, collaborate and negotiate creative solutions.

I believe that my extensive knowledge of Birmingham and my combination of skills, education and experience make me an excellent candidate for the City Manager position. I look forward to discussing this opportunity further and continuing to serve the City.

Sincerely,

Jana Ecker

# Jana L. Ecker

## OBJECTIVES

To manage and lead the City of Birmingham through the implementation of successful management strategies and by leveraging my education, experience and passion for community enhancement and public engagement. To inspire creativity, collaboration and innovation in a supportive and inclusive team environment.

## PROFESSIONAL LICENSES

### ***Licensed Residential Builder***

State of Michigan

### ***Licensed Attorney, Member of the Bar***

Province of Ontario

## EDUCATION

### ***Graduate Certificate in Public Administration***

Central Michigan University

### ***Emerging Leaders Development Program***

International City/County Managers Association

### ***Leadership Training Program***

Leadership Southern Indiana

### ***Bachelor of Laws***

University of Windsor, ON

### ***Bachelor of Arts***

University of Toronto, ON

Urban Planning & Environmental Studies

## PROFESSIONAL EXPERIENCE

### ***Management & Leadership***

- ◆ Currently Assistant City Manager, work closely with City Manager and all City departments to ensure City staff is working together to provide seamless and comprehensive service to residents and business owners
- ◆ Manage City Commission agendas and meetings as needed, act as City Manager in his absence
- ◆ Inspire confidence and creativity in others, very effective team builder
- ◆ Involved in many complex projects, including land acquisition, contract negotiation, economic development projects, dispute resolution among staff, residents, business owners and politicians
- ◆ Able to successfully cultivate relationships across all sectors of the community, including local, state and federal elected officials, Chamber of Commerce, school boards, business owners, homeowner's associations, non-profit agencies and neighboring communities
- ◆ Previously managed the Planning Department and coordinated work with the Building and Engineering Departments
- ◆ Ongoing leadership training since 1999

### ***Economic & Community Development***

- ◆ Currently acting as Interim Executive Director of the Birmingham Shopping District, and staff liaison to the BSD Board, supporting and developing Downtown Birmingham through promotion, marketing and retail attraction
- ◆ Coordinate with state and federal agencies to obtain funding and priority status for transportation projects
- ◆ Conduct market research, compile demographic data, conduct comparison studies with similar communities
- ◆ Coordinate and conduct keynote presentations at community non-profits, economic development events and commercial and transportation seminars across the region
- ◆ Managed and implemented an on-line Market Analysis Mapping application to assist in retail recruitment efforts and business location analysis
- ◆ Acted as staff liaison to the Brownfield Redevelopment Authority and Corridor Improvement Authority
- ◆ Prepared grant applications and conducted grant administration for development projects

### ***Strategic & Comprehensive Planning***

- ◆ Participated in 2022 strategic planning sessions with the City Commission, and assisted with the creation of goals and objectives from City Commission and public input sessions
- ◆ Participate in annual long range planning sessions with the City Commission and board members to develop strategies for the future growth and development of the City
- ◆ Have participated in strategic planning sessions to develop goals and objectives for the City Commission, City government and non-profit agencies
- ◆ Managed a multi-year comprehensive master planning project to establish a vision and community plan for Birmingham in 2040
- ◆ Conducted numerous master planning initiatives for key commercial and residential areas, including the Triangle District Urban Design Plan, Triangle District Corridor Improvement Plan, updates to the Downtown Birmingham 2016 Plan, The Birmingham Plan, Eton Road Corridor Plan, and the Jeffersonville Master Plan
- ◆ Prepared and implemented a strategic plan for a Transit Oriented Development District
  - ◆ Devised outreach strategies to ensure adequate citizen participation
  - ◆ Planned and conducted a two day public design charrette involving elected officials, residents and business owner
- ◆ Represented city in Detroit Regional Mass Transit initiative and Ohio River Bridge Crossing Project, and the Kentucky-Indiana Transportation for Tomorrow mass transit initiative

### ***Municipal Finance & Budgeting***

- ◆ Twenty four years of experience in preparing annual budgets for municipalities and non-profits and participating in budget hearings
- ◆ Utilized effective financial forecasting and local economic indicators to develop annual department budgets
- ◆ Financial oversight of BSD expenditures and other departments as needed
- ◆ Conducted review of Brownfield Redevelopment plans, and evaluated requests for approval to utilize future tax increments to offset site clean up costs
- ◆ Worked with Bond Counsel on various issues with regards to municipal bonds for economic development
- ◆ Assisted with preparation of Tax Increment Financing Plan for Triangle District Corridor Improvement Area
- ◆ Municipal Finance and Budgeting course at graduate level, attend ongoing training sessions through the Municipal Government Finance Officers Association
- ◆ Extensive experience with construction liens and development bonds

### ***Personnel & Labor Relations***

- ◆ Provide guidance to Human Resources on employment and benefit issues, review changes to collective bargaining agreements, evaluate and interview candidates for Department Head and other senior positions
- ◆ Managed union employees for over ten years
- ◆ issued discipline, participated in grievance process and contract negotiations
- ◆ Represented both public employee unions and management in several key labor disputes while practicing law
- ◆ Represented clients in arbitrations, disability claims and appeals, as well as Unemployment Insurance appeals
- ◆ Completed law courses in contract law, labor relations, collective bargaining and employment law

### ***Planning & Zoning***

- ◆ Managed all planning applications, reviews and appeals for the City of Birmingham for 18 years
- ◆ Conducted site plan reviews and community impact study reviews for all new development in multi-family, commercial and mixed use zone districts
- ◆ Conducted detailed research and planning analysis on topical planning issues
- ◆ Acted as key staff liaison to the City Commission, Planning Board, Board of Zoning Appeals, Historic District Commission, Design Review Board and Historic District Study Committee
- ◆ Managed, updated and administered all planning documents including the Zoning Ordinance, Zoning Map, City's Master Plans and sub-area plans
- ◆ Drafted and implemented the City's Urban Design Plan: A Strategy for Alleys and Passages



### ***Infrastructure Improvements***

- ◆ Provide management oversight on the planning, design and engineering for the reconstruction of major roadway and streetscape improvements in Birmingham
- ◆ Assist with management of the Department of Public Services, including Street, Sewer and Water, and Parks and Recreation divisions in the absence of a full time Director of Public Services
- ◆ Oversee planning and design coordination for all pedestrian, bicycle, transit and vehicular infrastructure projects in the City of Birmingham
- ◆ Acted as former staff liaison for the Birmingham Multi-Modal Transportation Board in conjunction with the Engineering and Police Departments
- ◆ Lead multi-jurisdictional project to convert an abandoned railroad bridge between Kentucky and Indiana into a non-motorized, multi-modal connecting bridge between downtown Louisville, KY and downtown Jeffersonville, IN
- ◆ Represented the community in planning and design to provide new interstate connection across the Ohio River between Kentucky and Indiana, including restoring local access (Ohio River Bridges Project)
- ◆ Managed and worked in conjunction with the INDOT on multiple road construction and reconstruction projects
- ◆ Prepared redevelopment plan for historic U.S. Army Quartermaster Depot, including the reinvestment in water, sewer and road infrastructure and co-ordination with the Indiana Historic Preservation Office, U.S. Parks Service, U.S. Army and the Historic Landmarks Foundation of Southern Indiana
- ◆ Assisted with preparation of infrastructure reinvestment plan for the U.S. Army Ammunition Plant property
- ◆ Participated in sewer expansion project in areas to be annexed, including wastewater treatment plant improvements, development of floodplain regulations, flood operations and State compliance audits
- ◆ Member of the Jeffersonville Drainage Board which reviewed and approved all public and private development projects for drainage, sewer and flood regulation compliance

### ***Parking***

- ◆ Assist Parking Manager with evaluation of parking system equipment upgrades and reporting
- ◆ Researched trends and best practices for changing parking needs in urban areas
- ◆ Drafted ordinance language for public and private parking requirements and standards for new development
- ◆ Completed a Downtown Parking Plan: Zoning Strategies Assessment for Downtown Birmingham
- ◆ Completed public parking needs analysis for Downtown Birmingham and the Birmingham Triangle District
- ◆ Former staff liaison for the Ad Hoc Parking Development Committee
- ◆ Attend Advisory Parking Committee as needed

### ***Public Safety***

- ◆ Attended OAKWAY Fire Operations Training at Oakland Community College in 2021
- ◆ Attended police training session covering current legal standards of search and seizure, pursuit, detention and arrest, participated in ride along with Birmingham Police Department
- ◆ Evaluated and interviewed Birmingham Police Chief candidates

### ***Elections & Licensing***

- ◆ Assisted in preparation of Records Retention Policy
- ◆ Assisted with redistricting of City of Birmingham for municipal elections
- ◆ Prepared and implemented Outdoor Dining License program
- ◆ Assisted with the update of the Special Event Licensing program
- ◆ Preparation of ordinance amendments, resolutions and exhibits for City Commission approval
- ◆ Recommended updates to Vendor and Peddler Licensing Program
- ◆ Co-ordinated FOIA requests for Community Development and enforced Records Retention Policy

### ***Parks & Recreation***

- ◆ Current staff liaison to the Parks and Recreation Board in the absence of a full time Director of Public Services
- ◆ Managing safety enhancement projects at Lincoln Hills and Springdale Golf Courses
- ◆ Worked with the Department of Public Services and Parks Board to implement public art program in City parks
- ◆ Created and implemented Piano in the Park program in Shain Park, and Art in the Alley event

### ***Intergovernmental Co-ordination***

- ◆ Communicate with State and Federal legislators and agencies regarding current issues and needs
- ◆ Represent City in co-ordination meetings with the MDOT for local and regional projects
- ◆ Co-ordinate with Oakland County on regional projects, attend county training programs and events
- ◆ Member of Oakland County City Managers Association, attend monthly meetings with other city management officials to discuss current issues, share resources and learn about local and regional initiatives
- ◆ Attend South Oakland County Mayors Association events to network with mayors and managers of local cities
- ◆ Represented Birmingham in the Detroit Regional Mass Transit initiative, served as Chair of the Woodward Avenue Transit Coalition
- ◆ Represented the City of Jeffersonville in the Ohio River Bridge Crossing Project, and the Kentucky-Indiana Transportation for Tomorrow mass transit initiative

## **EMPLOYMENT HISTORY**

### ***Assistant City Manager & Interim Executive Director of the BSD, City of Birmingham, MI***

August 2021 to present

### ***Planning Director, City of Birmingham, MI***

October 2003 to July 2021

### ***City Planner, City of Birmingham, MI***

August 2002 to October 2003

### ***Director of Planning and Development, City of Jeffersonville, IN***

October 1998 to August 2002

### ***Attorney, Easterbrook & Associates, Windsor, ON***

February 1996 to October 1998

## **AWARDS**

- ◆ **Community Landscape Beautification Award** – Michigan Nursery and Landscape Association, 2019
- ◆ **Crain's Detroit 2010 Class of "40 under 40"** – October 2010
- ◆ **Green Award**, Oakland County, May 2009
- ◆ **Best Transit-Oriented Development Plan (Triangle District Urban Design Plan)**, Woodward Avenue Action Association, 2009
- ◆ **GIS for Everyone Award (Market Analysis Mapping & Retail Recruitment)**, IMAGIN, 2008
- ◆ **Active Communities Award (Birmingham)– Gold Level**, State of Michigan, 2007, 2008, 2009, 2010, 2011, 2012, 2013
- ◆ **Best Planning Project (Jeffersonville Zoning Ordinance)**, Indiana Planning Association, 2001
- ◆ **Community of the Year Award (Jeffersonville, IN)**, Indiana Chamber of Commerce, 2000

## **SPEAKING ENGAGEMENTS**

- |                                      |  |
|--------------------------------------|--|
| ◆ Form Based Code Institute          | ◆ Birmingham Bloomfield Chamber Economic Forecast Series |
| ◆ Wayne State University             | ◆ Michigan Association of Planning Conference            |
| ◆ University of Michigan – Ann Arbor | ◆ Indiana Association of Planning Conference             |
| ◆ Ball State University, IN          | ◆ IMAGIN Conference                                      |
| ◆ Urban Land Institute               | ◆ Michigan Historic Preservation Network Conference      |
| ◆ American Institute of Architects   |  |
| ◆ Congress for New Urbanism          |  |

## Jana L. Ecker

- ◆ Southeast Michigan Council of Governments (SEMCOG)
- ◆ Kentucky Indiana Planning and Development Agency (KIPDA)
- ◆ Birmingham Community House and Rotary Club
- ◆ Southeast Michigan Transit Forum
- ◆ Commercial Real Estate Women (Detroit)
- ◆ Birmingham Commercial Broker Roundtables
- ◆ Facilitator, Transit Oriented Development Charrette

## PROFESSIONAL AFFILIATIONS

- ◆ International City/County Managers Association
- ◆ Michigan Local Government Managers Association
- ◆ Michigan Municipal League
- ◆ Michigan Association of Planning
- ◆ American Planning Association
- ◆ National League of Cities
- ◆ Urban Land Institute
- ◆ Congress for the New Urbanism
- ◆ Oakland County Planners Group
- ◆ Michigan Economic Development Association

## VOLUNTEER POSITIONS

- ◆ Assistant Chief Administrative Officers Committee, International City/County Managers Association
- ◆ Traffic Safety Task Force Committee Member, Southeast Michigan Council of Governments
- ◆ Administrator, Royal Oak Sand Lot League



George Lahanas, ICMA-CM



City Hall  
151 Martin Street  
Birmingham, Michigan

Honorable Mayor and Council,

It is with great interest that I submit my application for the position of City Manager for the City of Birmingham, Michigan. I have most recently served as the City Manager for the City of East Lansing, Michigan, home of Michigan State University. With nearly 50,000 residents, \$155 million budget and approximately 590 employees, East Lansing is a vibrant, diverse and growing university community.

As noted in my resume, I have had the opportunity to lead an excellent organization that has helped move East Lansing forward in the areas of downtown development, financial and environmental sustainability and citizen engagement. During my tenure as manager we have revitalized a stagnant and deteriorating downtown with approximately \$300 million in total investment, passed a local income tax after intensive citizen engagement and allocated an additional \$25 million to needed priorities for supplemental legacy cost payments and infrastructure from our general fund, all while increasing fund balance.

Environmental sustainability is always a priority for our residents, and we are particularly proud of our accomplishments in this area. Our Water Resource Recovery Facility has a new anaerobic digester that powers a significant portion of the plant and drastically reduces landfill material. In terms of sustainable energy, we partnered with a non-profit to create a large-scale community solar allowing individual residents to invest in solar energy. We have also implemented curbside single-stream recycling and partnered with a neighboring municipality to construct a local material recovery facility to avoid excessive transportation.

We worked to increase citizen engagement through several initiatives, including our Neighborhood Partnership Initiative, where we provide staff, resources and support to our many neighborhood associations, as well as a greatly expanded Emerging Leaders citizens academy to increase participation in government.

While we have had significant accomplishments in East Lansing, the opportunity to work for the City of Birmingham, and be a part of your great community, is an exciting possibility. In terms of my skills and experience in local government management, I believe I have much to offer. With my leadership, I always strive to create an ethical, highly collaborative organizational culture that values diversity, service and excellence. I look forward to confidentially continuing the application process and learning more about the opportunity.

Sincerely,

George Lahanas, ICMA-CM

## **GEORGE LAHANAS, ICMA-CM**

### **SUMMARY:**

Excellent management and communication skills with strong expertise in government operations, human resources and strategic budgeting.

### **PROFESSIONAL EXPERIENCE:**

#### **City of East Lansing, East Lansing, Michigan**

I have held progressively responsible leadership positions with the City of East Lansing over the past 24 years and most recently served as City Manager. East Lansing is a full-service municipality with approximately 49,000 residents and is the home of Michigan State University, the twelfth largest university in the United States.

#### **Career Accomplishments:**

- Utilized the comprehensive plan process and other outreach efforts to develop a community consensus around downtown development after years of downtown stagnation.
- Facilitated approximately \$300 million of total investment from private projects over the prior five year period, primarily focused in the downtown.
- Recruited a single corporate user to the downtown bringing up to 400 office jobs to the downtown.
- Maintained high resident satisfaction while significantly reducing staff.
- Implemented a number of green initiatives including a waste water plant anaerobic digester, community solar project and single-stream curbside recycling.
- Initiated numerous citizen engagement and informational community meetings regarding the funding of city government. Culminated in a local income tax approval with over 60% of residents supporting the ballot initiative.
- Consolidated two public safety dispatch operations into one.
- Implemented ordinances to diversify downtown housing.
- Initiated and managed collaborative health care cost containment with employee groups.
- Reformed retiree health care, significantly reducing costs.
- Implemented neighborhood partnership initiative with 17 neighborhoods participating with staff liaisons, city sponsored web-resources and mini-grants for community building activities
- Increased transparency with city council and planning commission meetings, live web stream, meeting archives and paperless agenda while reducing staff time.
- Invested an additional \$25 million in infrastructure and employee legacy cost payments and doubled general fund reserves during a difficult financial period.

- Initiated a number of service sharing opportunities with neighboring municipalities in order to control costs while maintaining service levels.
- Emergency management focus; broadly trained staff in unified command including sending senior leadership and public safety to advanced FEMA incident management training.

**City Manager – 1/2012 to 2/2023**

City of East Lansing, East Lansing, Michigan

The City of East Lansing employs over 590 employees and has an annual budget of \$155 million. Responsible to the City Council for operations of all City departments including; police, fire/EMS, public works, parks and recreation, planning & code enforcement and administrative services.

**Deputy City Manager – 7/2008 to 1/2012**

City of East Lansing, East Lansing, Michigan

The second most senior executive position for the East Lansing City government. Responsibilities include oversight of several divisions including communications, city clerk, information technology and human resources. Served as the Acting City Manager as needed.

**Administrative Services Director – 10/2005 to 6/2008**

City of East Lansing, East Lansing, Michigan

Responsibilities include oversight of several divisions including communications, city clerk, information technology and human resources.

**Human Resources Director- 2/2001 to 9/2005**

(reclassified from Administrator 12/2001)

City of East Lansing, East Lansing, Michigan

Senior human resources position for a full-service city with approximately 450 full time equivalent employees and nine labor units.

**Labor Relations Specialist - 1/1999 to 1/2001**

City of East Lansing, East Lansing, Michigan

Provided labor relations, employment and training expertise and support to all departments within the City.

**Prior Professional Experience:**

**Director of Administrative Operations - 8/1996 to 12/1998**

Shiawassee County Mental Health Board, Owosso, Michigan

Responsible for all aspects of human resources and physical plant management for a public mental health services board.

**Accomplishments:**

- Helped the organization successfully achieve the agency's initial JACHO accreditation. Areas of direct responsibility included human resources and environment of care.
- Actively involved in the development and implementation of the quality improvement process.

**Human Resources Coordinator** - 11/1995 to 8/1996

Eastern Upper Peninsula Mental Health Board, Sault Ste. Marie, Michigan

**Accomplishments:**

- Served as a member of the agency management team.
- Participated in agency contract negotiations.
- Actively involved in the development and implementation of the quality improvement process.

**EDUCATION:**

**Master of Public Administration:** Northern Michigan University, 1995

Concentration in Personnel and Labor Relations

**Bachelor of Science, Cum Laude:** Northern Michigan University, 1993 Major:

Criminal Justice, Minor: English

**Continuing Graduate Coursework; Master of Labor Relations/Human Resource Management:**

Michigan State University, 1997 to 2002 (Completed 21 of 36 credit hours)

**CREDENTIALS, TRAININGS & SERVICE ACTIVITIES:**

**Credentialed City Manager, International City Management Association (ICMA):** Member since 2011.

**Emergency Management:** completed over 80 hours of FEMA trainings, including advanced unified command (MGT-314) at FEMA training center - Texas A&M

**Michigan Public Employer Labor Relations Association (MPELRA):** 1996 - 2012

**Red Cross:** Active blood donor since 2014.

**Meals on Wheels:** Deliver lunch meals to home-bound local area senior citizens from 2000-2008.

**Rotary International:** Member since 2002.

**Parish Council Member:** 2014 -2021

**PERSONAL:** I enjoy spending time with my family, exercising, camping and reading.





## Employment Application | Submitted: 14-Nov-2022

Erik Tungate



United States

City Manager

Job Location - Birmingham, MI

Department - Manager's Office

Source - Other - MML

### Employment Experience

List any jobs held in the past 10 years. List your present employment first. List every promotion as a new job. Briefly summarize your job duties to give the reviewer a general idea of your tasks and responsibilities. Please include all requested information, even if a résumé is attached.

*Note: If you are unable to provide a phone number, enter 000-000-0000.*

---

### CITY OF OAK PARK - Current Employer

**Job Title:** City Manager ( Chief Executive Officer )

**Dates Employed From:** Aug/2012

**Dates Employed To:** Currently Employed

**Employment Length:** 10 years, 4 months **Position Type:** Full-Time

**Duties:** Administration of all City departments and staff

**Reason For Leaving:** Currently Employed

**Supervisor Name:** City Council

**Supervisor Title:** City Council

**Starting Rate of Pay:** 95000

**Ending Rate of Pay:** 144000

**May We Contact?** Yes

### Educational Background

List below your educational background, including high school, all colleges, trade and military service schools.

---

### Wayne State University | College or University

**Degree:** MBA

**Major:** Business Administration

**Location:** Detroit, MI, UNITED STATES

**Graduated?** Yes

---

### Western Michigan University | College or University

**Degree:** Bachelors

**Major:** English Literature/General Business Administration

**Location:** Kalamazoo, MI, UNITED STATES

**Graduated?** Yes

Cover Letter & Resume

You may provide us with your cover letter & resume here. You may either copy and paste a cover letter & resume in the space provided or upload a file.

Click on the link to open the resume file if you wish to print the formatted resume.

File Name	Link
Erik Tungate - Resume1 -2022 _1_.pdf	<div><div>Q Preview</div><div>Download</div></div>
Tungate_ Erik - Cover Letter-2022.pdf	<div><div>Q Preview</div><div>Download</div></div>

Text Only Resume

No Text Only Resume on File

References

Please fill out the information below regarding references.

*Note: If you are unable to provide a phone number, enter 000-000-0000. If you are unable to provide an email address, enter noreply@noemail.com*

Gary Torgow

Company: Huntington Bank

Occupation: Chairman

Years Known: 10

Phone: [REDACTED]

Email: [REDACTED]

Dave Coulter

Company: Oakland County

Occupation: Oakland County Executive

Years Known: 15

Phone: [REDACTED]

Email: [REDACTED]

Steve Cooper

Company: City of Oak Park

Occupation: Director of Public Safety

Years Known: 10

Phone: [REDACTED]

Email: [REDACTED]

Additional Questions

General Information | Score Total - 0

Question	Answer	Score	Disqualifier?
Minimum Salary Acceptable: *	160,000		

<b>Date available for work: *</b>	2/1/2023	
<b>Prior addresses (last 5 years):</b>	This question was not answered.	
<b>Are you interested in full-time work? *</b>	Yes	0
<b>Are you interested in part-time work? *</b>	No	0
<b>Would you like to be considered for seasonal opportunities? *</b>	No	0
<b>Are you 18 years of age or older? *</b>	Yes	0
<b>Do you have any relatives now or previously employed by the City of Birmingham? *</b>	No	0
<b>Have you ever been convicted of a crime?</b> (A positive response to this question does not automatically disqualify you from consideration) *	No	0
<b>Are there any felony charges pending against you? *</b>	No	0
<b>Do you know of any reason why you would not be able to perform the essential functions of the job for which you are applying, with or without accommodation?</b>  (Michigan law requires employers to make accommodations to disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need for accommodation within 182 days of the date the disabled individual knows or should know that an accommodation is needed. This requirement does not apply to an individual's rights under the Americans with Disabilities Act.	No	0



Failure to notify the City will preclude any claim that the employer failed to accommodate the disabled individual.) \*

Have you ever worked for a company under a different name? \* No 0

Have you ever been discharged from any employment? No 0  
(A positive response to this question does not automatically disqualify you from consideration) \*

### Professional Licenses/Certifications/Credentials | Score Total - 0

Question	Answer	Score	Disqualifier?
List all professional licenses, certifications, and/or credentials. Include type and number:	ICMA-CM Certified City Manager; IPMA-HR Senior Certified Professional; ICMA Leading with Excellence Certified		

### Driver's License Information | Score Total - 0

Question	Answer	Score	Disqualifier?
Driver's License Number: *			
Expiration date: *			
State Issued: *	MI		

### Computer & Systems Proficiency | Score Total - 0

Question	Answer	Score	Disqualifier?
Please list any applicable computer skills:	Microsoft 365; BS & A Financial Software		
Please list your typing speed: ___wpm *	40		

### Military Service | Score Total - 0

Question	Answer	Score	Disqualifier?
Have you served in the Military? *	No	0	

### Applicant Statement

If selected for employment, the following prescribed conditions must be met before such employment offer is

considered final. All persons hired by the City of Birmingham must undergo and pass a medical examination (including, but not limited to, physical examination, psychological evaluation (for sworn Fire and Police), and drug and/or alcohol screening) from a City- appointed physician or other professional at no cost to the applicant. The medical examination must be scheduled and taken, and results received, prior to the employee's first date of employment. Prior to the date of hire, candidates must provide original documents establishing their employment eligibility as required under the Immigration Reform and Control Act of 1986. An investigation of past employment references and other information will be conducted. Acceptance of an offer of employment does not create a contractual obligation upon the City of Birmingham to continue employment in the future.

I understand that by completing this application there is no guarantee of a job interview or a job offer. No promises regarding employment have been made to me and I understand that no such promise or guarantee is binding upon the City. I also understand that nothing in this employment application, in the City's statements, policies, or Employee Handbook, or in my communications with any City official or representative is intended to create an employment contract between the City and me. Additionally, I understand that if an employment relationship is established, I have a right to terminate my employment at any time. I also understand that the City retains the right to terminate my employment at any time, unless I am subject to a just cause provision under a collective bargaining agreement. Further, I understand that the City has the right to modify its policies without giving me any notice of the change(s).

I hereby authorize the City of Birmingham to verify all the information I have provided on my application. I also agree to execute, as a condition of employment or continued employment, any additional written authorizations necessary for the City to obtain access to and copies of records pertaining to this information. I expressly authorize the City of Birmingham to contact any of my current or prior employers, educational institutions, and other references I have provided, and release all of those employers, educational institutions and references and the City of Birmingham from any and all liability arising from their giving information about my employment, academic, and/or military experience. For purposes of the medical examination(s), I hereby authorize the City of Birmingham to access any medical histories or records pertaining to me. I also hereby waive any right under the Bullard-Plawecki Right to Know Act, 1978 PA 397, to receive written notice from the City of Birmingham or any former or current employer, that a disciplinary report, letter of reprimand, or other disciplinary action taken against me while employed, will be or has been disclosed to a third person or entity.

I agree not to commence any action or suit relating to my employment with the City of Birmingham more than 180 days after the occurrence of the facts giving rise to the claim, or more than 180 days of the date of my termination of such employment, whichever is earlier, and to waive any statute of limitations to the contrary.

If I am employed, I understand that additional personal data will be required for determination of benefit eligibility and for statistical purposes.

I will abide by all policies, rules and regulations of the City of Birmingham.

The City of Birmingham is an equal opportunity employer to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, sex (including pregnancy), sexual orientation, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local laws. We provide reasonable accommodation for qualified individuals with a disability if requested.

I certify that I can and will, upon request, substantiate all statements made by me on this application; that such statements are true, complete and correct to the best of my knowledge. I understand that a false statement, dishonest answer, misrepresentation or omission to any question will be sufficient for rejection of my application, removal of my name from eligibility or my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

☒ I agree to the above.

**Signature:** Erik Tungate

**Date:** 2022-11-14 12:45:07pm

Wet Signature:

A handwritten signature in blue ink, appearing to read "C. J. Turner". The signature is written in a cursive style with a large initial "C" and a distinct "J".

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Signature

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Date



Dear Director of Human Resources:

As a resilient individual with valuable experience as a City Manager / Chief Executive Officer and highly transferable leadership skills, I welcome this opportunity to submit my application with your organization. I offer a vision-driven approach to decision making, strategic planning, and tactical implementation that I am excited to bring to your team. I am recognized for my ability to motivate teams to achieve results beyond expectations while maintaining unwavering integrity and a tenacious work ethic. These professional qualities, among others, place me in an excellent position to provide impactful value to the City of Birmingham.

The following professional attributes represent the value I can deliver in this new role:

- ◆ Accomplished leader with the ability to develop valuable professional relationships through a commitment to trust and transparency.
- ◆ Tactical thinker and skilled problem-solver with the ability to address and manage high-profile crises within a fast-paced, high-profile environment.
- ◆ Authentic and relatable individual with a unique capacity to create a people-centric environment; able to identify important questions, define key metrics, and cultivate a data-driven decision-making culture.
- ◆ Versatile and dependable professional with inspiring leadership ability, excellent communication skills, and the capacity to develop strong working relationships and interact with elected officials, senior staff, boards, commissions, and employee representatives in a professional, productive manner.
- ◆ Innovative professional with a clear sense of purpose and urgency when faced with diverse situational obstacles; inspired by big challenges with a passion for helping others succeed through shared learning.
- ◆ Extensive use of strategic thinking skills, creativity, and sound judgment to drive multiple, complex streams of work with a keen sense of when to act boldly and when to take time to contemplate alternatives.

I am known to be an imaginative professional with the ability to align organizational goals with technical capabilities. I approach each day with passion, inspiration, and enthusiasm and consistently apply my proven expertise and ongoing professional development to meet and exceed all objectives put before me. Further examples of my skills and achievements are outlined within my resume. As you will see, I am dedicated to partnering with a team with the same passion for growth and success.

I look forward to the opportunity to discuss with you how I can meet and exceed the demands of this role in order to advance the overall mission of your organization.

Sincerely,

Erik D. Tungate

# Erik D. Tungate

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## **Record of success managing municipal and nonprofit entities**

Highly effective change agent with a history of building effective functions from the ground up, consolidating disparate teams, and turning around problematic situations. Realist who aligns sound strategy with business goals and works very closely with elected leaders and staff. Never says ‘no’ without offering an alternative solution. Business-focused and results driven.

### **Areas of expertise include:**

- |   |                             |
|---|-----------------------------|
| • <i>Public Policy</i>                        | • <i>Public Finance</i>     |
| • <i>Public Administration</i>                | • <i>Public/Private</i>     |
| • <i>Community &amp; Economic Development</i> | • <i>Partnerships</i>       |
| • <i>Public Relations</i>                     | • <i>Project Management</i> |
|   | • <i>Strategic Planning</i> |

## **PROFESSIONAL EXPERIENCE**

8/12–Present	<b>CITY OF OAK PARK</b>	<b>Oak Park, MI</b>
	<b>City Manager</b>	
	<ul style="list-style-type: none"><li>• Serving as the municipal government's Chief Executive Officer (Detroit inner-ring suburb with approximately 30,000 residents)</li><li>• Responsible for implementing the policies and priorities adopted by City Council</li><li>• Directly managing the city's \$21 million general fund budget and coordinating the operations of all service-providing departments comprising 191 full time employees</li><li>• Assessing community and citizens' needs and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high-quality municipal services</li></ul>	

# **Erik D. Tungate**

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**3/12–7/12 CITY OF HAMTRAMCK**

**Hamtramck, MI**

**City Manager (Acting)**

- Served as the municipal government’s chief executive (Michigan’s most densely populated and diverse community)
- Planned, organized, controlled, integrated and evaluated the work of all city departments to ensure that operations and services comply with the policies and direction set by the city council and with all applicable laws and regulations
- Worked closely with the city council, a variety of public, private and community organizations and citizens groups in developing and implementing programs to achieve city priorities and solve community problems

**4/11–1/12 CHARTER COUNTY OF WAYNE**

**Detroit, MI**

**Development Officer**

- Responsible for lead project management employing numerous state and federal development incentive programs, including state and federal historic tax credits, tax increment finance, brownfield incentives and obsolete property tax abatements
- Managed corporate relationships with General Motors, Ford and other large companies
- Administered a multi-million-dollar real estate loan closing fund to provide incentives for Detroit-based economic development projects

**9/08–4/11 MICHIGAN ECONOMIC DEVELOPMENT CORP Lansing, MI**

**Senior Project Manager, National Business**

- Managed the corporate relocation process for several major corporations on a statewide basis
- Represented the State of Michigan at real estate conferences and events throughout the United States
- Planning and preparing State of Michigan policy initiatives that are most beneficial to the major urban communities across the state



# **Erik D. Tungate**

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## **EDUCATION**

- Completed 2001      WAYNE STATE UNIVERSITY**  
**Mike Ilitch School of Business Administration**
- Master's degree in business administration (MBA)
  - Specialty in marketing and corporate finance
- Completed 1999      WESTERN MICHIGAN UNIVERSITY**  
**Haworth College of Business, Arts and Sciences**
- Bachelor's degree in general business (finance & commercial law) and English literature (BA)

## **CERTIFICATIONS**

- International City/County Management Association (ICMA)-  
Credentialed City Manager since 2014
- International Public Management Association (IPMA)-  
Human Resources Senior Certified Professional Certification  
since 2014

## **HONORS AND AWARDS**

- Crain's Detroit Business – 40 Under 40 Award Recipient for  
2014
- Corps! Business magazine Most Valuable Professional (MVP)  
for 2017
- American Society for Public Administration (ASPA) Detroit  
Metropolitan Chapter - Public Service Executive of the Year  
Award for 2022