



innovative by nature

Bryan K. Barnett  
Mayor

July 30, 2012

City Council

Ravi Yalamanchi  
District 1

Adam Kochenderfer  
District 2

Greg Hooper  
District 3

Nathan Klomp  
District 4

James Rosen  
At-Large

Mark Tisdell  
At-Large

Michael Webber  
At-Large

Rebecca LaFlure  
C/O Ken Martin  
PO Box 4400  
Austin, Texas 78765

Dear Ms. LaFlure:

RE: FOIA Request (2012-108): Copy of Marc Ott's Personnel File

Dear Ms. LaFlure:

The City of Rochester Hills Clerk's Office received your above mentioned FOIA Request (#2012-108) on July 5, 2012 via email and your check in the amount of \$91.75 to cover the fees. Your request is granted in part and the documents are enclosed.

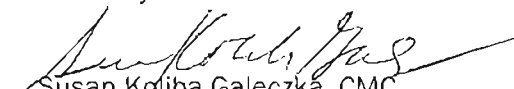
However some of the information has been redacted or not included pursuant to the following Acts:

- Privacy, MCL 15.243(a) - information of personal nature if public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
- Statutory Privileges, MCL 15.234(g) - Information or records are subject to attorney-client privilege
- Social Security Numbers, MCL 15.243(w): Information or records would disclose the social security of an individual

If you are not satisfied with this response, I want to advise you of your rights. You have the right to submit a written appeal to the Mayor of the City of Rochester Hills who is Bryan Barnett that specifically states the word "appeal" and identifies the reason or reasons for reversal of this denial. . If you seek judicial review and the Court determines that the public records are not exempt from disclosure, you have the right to receive attorney fees and damages pursuant to MCL 15.240.

If you have additional questions, please feel free to contact me at 248-841-2463 or [galeczkas@rochesterhills.org](mailto:galeczkas@rochesterhills.org).

Sincerely,

  
Susan Koliba Galeczka, CMC  
Deputy Clerk

Note: Original Notice Submitted  
4/19/02

## Voluntary Resignation/Retirement

To: Human Resources Department



Department: ADMINISTRATIVE

Date: 4/26/02

I, ALAN F. JONES, hereby voluntarily resign/retire from my employment as CITY COMMISSIONER for the City of Rochester Hills ("City") effective (date) 5/3/02. If no date is inserted in the provided space in the preceding sentence, this resignation is effective at the close of business on the date in the upper right corner of this form.

Further, I, \_\_\_\_\_, agree not to contest this employment separation and agree to release and forever discharge the City and its agents of and from all claims.

I have read this resignation/retirement and fully understand its contents.

Signed: [Signature]

Date: 4/26/02

Employee No.: \_\_\_\_\_

### ACCEPTED

City of Rochester Hills

By: [Signature]

Title: HR Director Date: 4/26/02

H.R. Director: \_\_\_\_\_ Date: \_\_\_\_\_

All correspondence will be mailed to the following address, unless written notification is received by the Human Resources Department.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

Date: \_\_\_\_\_

Copies to: ☒ Accounting ☐ Dept Director ☒ Fiscal ☒ Mayor's Office ☐ Union Local # \_\_\_\_\_

CITY OF ROCHESTER HILLS

**M**ayor's  
Office

Pat Somerville

DATE: April 23, 2002

TO: Pam Lee

RE: Employment Agreement for M.Ott

This memo shall serve to clarify Section 4.c ii of the subject Employment Agreement with Marc Ott, City Administrator of Rochester Hills, Michigan.

It was our mutual understanding and my intent that upon Marc's separation from employment with the City of Rochester Hills for any reason, he would be entitled to an amount equal to the value of any and all unvested amounts within his pension account.

All other elements of the Employment Agreement between Marc Ott and the City remain in effect. This memo is specifically intended to provide clarification in regard to Section 4.c ii.

c: M. Ott

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CITY OF ROCHESTER HILLS

**M**ayor's  
Office

Marc Ott, City Administrator

DATE: April 22, 2002

TO: Everyone

RE: A Time For Change

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It was with mixed feelings that I submitted my resignation as City Administrator for the City of Rochester Hills on Friday, April 19, 2002. I was recently offered and have accepted the position of Assistant City Manager of Ft. Worth, TX.

The effective date of my resignation will be May 3. However, I will be returning to my home in Orion, MI at the end of May to participate in the birth of our second child. During my stay, I will be available to assist the Mayor with whatever matters remain in regard to my responsibilities.

In closing, I want you to know that it has been my honor and my privilege to work with you. I am very proud of the many accomplishments we have achieved over the years. I will depart with the confidence that the city's record of achievement will continue because of your collective talents and commitment to giving the City of Rochester Hills your very best everyday.

While in many ways I am saddened by the prospect of leaving, Pam and I are truly excited by the future that awaits us in Fort Worth.

4/19/02

Mayor Pat Somerville  
City of Rochester Hills  
1000 Rochester Hills Dr.  
Rochester Hills, Michigan

APR 19 2002

Dear Mayor Somerville:

It is with mixed feelings that I hereby submit my resignation as City Administrator/Assistant to the Mayor for the City of Rochester Hills. I was recently offered, and I have accepted the position of Assistant City Manager of Fort Worth, Texas.

The effective date of my resignation will be May 3, 2002. My desire was to provide you with greater notice, however, unfortunately the terms of my new employment do not permit me that latitude. I will however, be returning to my home in Orion, Michigan on 6/3/02 to participate in the birth of our second child, and will remain for a yet to be determined period of time. To the extent that I am able, I am certainly willing to assist you with decisions about reallocating my responsibilities and/or tying down any remaining loose ends.

In closing, I offer my sincere thanks and gratitude to you for giving me the opportunity to serve as your City Administrator. I have truly considered it an honor and privilege to work with you, the various City Council members, the Directors and staff, and of course our residents. I am very proud of the many accomplishments we have shared, and I am confident that this City's record of achievements will continue.

While in many ways I am saddened by the prospect of leaving,  
Pam and I are truly excited about our future in Fort Worth.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marc A. Ott'. The signature is fluid and cursive, with a large initial 'M' and a distinct 'A'.

Marc A. Ott  
Co/Pam Lee HRD

CITY OF ROCHESTER HILLS

**P**arks & **F**orestry

Michael A. Hartner, Director  
841-2552

DATE: March 7, 2002

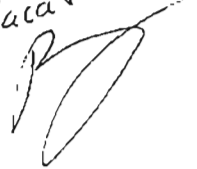
TO: Marc Ott, City Administrator

RE: Vacation Payment

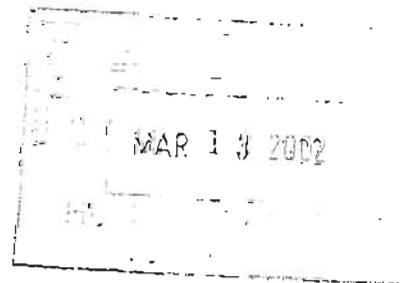
I am requesting your authorization for 80 hours of vacation pay in lieu of accumulated time off. My current balance of vacation and annual leave time is in excess of 7½ weeks.

  
Marc Ott's Authorization

MAH:cp

183.20 hrs  
Vacation Available  


I:\Pa\CORRES\MAH\2002\Memos\pay in lieu.doc



REVISED

CITY OF ROCHESTER HILLS

**M**ayor's  
Office

Pat Somerville, Mayor

DATE: December 3, 2001

TO: Marc Ott,  
City Administrator

RE: 2002 Wage and Fringes

As of January 1, 2002, your current base rate will be adjusted by 2.5%, increasing your base salary to **\$106,745.60**. Applicable longevity will be added to your adjusted annual base.

The attached Confirmation Statement lists your current annual salary (including longevity) and major fringe benefits elected for 2002 during open enrollment. Please review for accuracy, make any necessary corrections, sign and return the form to Human Resources by *Friday, December 7, 2001*.

Other benefit highlights for 2002 include:

**Pension**

The City will continue to contribute 12% of your monthly gross wages to your 401(a) pension account featuring participant-directed or trustee directed investment options under our new investment manager and administrator, Diversified Investment Advisors.

**457 Match Program**

If you were hired prior to January 1, 2001, the City will continue to provide a dollar-for-dollar match for each \$1.00 you voluntarily invest in the deferred compensation plan, to a maximum of 2% of your annual wage. The City's match is not available to employees hired as of January 1, 2001. The contribution is now made during January, for the prior year.

**Retiree Health**

A minimum of 3% of total gross wages will be contributed into your VantageCare retiree health savings account on a monthly basis. An additional monthly contribution of 1% will be made as of the first pay period in June if a two day accrued annual leave contribution is made to your VantageCare account. (See Annual Leave.)

**Annual Leave**

You will continue to accrue 13 annual days per year. As of the first pay day in June 2002, all accrued annual leave in excess of 40 hours, but less than 56 hours (for a total of 16 hours) will be contributed to your VantageCare account. Your remaining annual leave balance in excess of 56 hours will be paid off at that time.

**Tuition Reimbursement**

A reimbursement of up to \$2000 is available for GED, college or specialized courses to update or improve skills associated with career opportunities with the City. Satisfactory completion with a grade of "C" or better is required. Tuition reimbursements for both undergraduate and graduate courses are no longer subject to taxes.

**Textbook Reimbursement**

A non-taxable reimbursement of up to \$300 is available for the purchase of required textbooks upon completion of courses approved through the Tuition Reimbursement Program. As of January 1, 2002, surrender of textbooks to the City upon course completion is no longer required for reimbursement.



**Wellness Reimbursement**

A taxable reimbursement up to \$300 is available for approved employee fitness/wellness related purchases. The wellness benefit will be approved to reimburse expenses incurred for goods or services such as sports equipment, sports apparel, health club memberships or smoking cessation programs that enable or support participation in activities designed to promote physical fitness and healthier lifestyles. This benefit is also available to defray the costs of annual physicals, not covered by employee health insurance. No costs associated with hunting or weapons of any kind are eligible for reimbursement.

**Short Term Disability**

The City provides both total and partial short-term disability for up to six (6) months. Total short-term disability pays 66 2/3% of pay to a maximum of \$1000 per week. Partial disability coverage will supplement up to 100% of base pay for qualified employees who become temporarily disabled, but are able to work a reduced schedule.

**Voluntary Long Term Disability**

If you elected employee-paid supplemental Long Term Disability for 2002, the City will make after-tax deductions on those premiums. Pre-tax deductions would subject the employee-paid portion of the benefit to tax in the event of an LTD claim. However, the benefit associated with after-tax premiums would not be subject to tax.

**Life/AD&D Insurance**

Effective January 1, 2002, the City's basic term life insurance benefit will be rounded up to the nearest \$1000 above annual salary (including longevity) to a maximum of \$50,000.

**Voluntary Life/AD&D Insurance**

The City's new voluntary term life insurance plan allows you to purchase coverage for your spouse and dependents and increases the maximum employee coverage available without evidence of insurability to \$100,000.

**AFLAC Supplemental Insurance**

Beginning in 2002, AFLAC Cancer and Hospital Intensive Care deductions will be part of the Flexible Benefit Plan and therefore, deducted on a pre-tax basis.

A copy of the City's Flexible Benefits Summary Plan Description, which describes all pre-tax benefits available to you under IRS Section 125 is also enclosed for your reference.

If you have further questions regarding your wage and benefits, please contact the Human Resources Department at ext. 4708.

*By copy of this memo, the Accounting Division is requested to make the necessary adjustments to implement the specified changes.*

C:     Accounting Division  
        Department Director  
        Personnel File  
        Marc Ott

CITY OF ROCHESTER HILLS

**H**uman  
Resources

Pamela M. Lee, Director ext. 2521

DATE: November 20, 2001

TO: Mary Jane Leslie

RE: FOIA Request

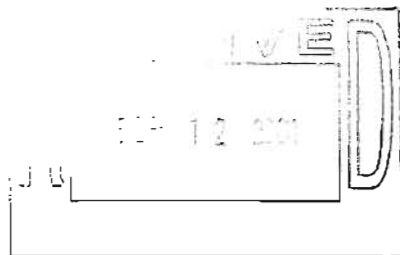
On November 15, I received the attached request for information hand-written by Tarik Dinha. The responses to his questions available from Human Resources are as follows.

- #8 Marc Ott's employment agreement is open-ended.
- #9 Under the current salary schedule for Non-union employees, Marc Ott's salary for 2002 is will be \$109,138, subject to performance appraisal. Salary adjustments for 2003 and 2004 have not been determined.
- #10 Mr. Ott earned a performance bonus of \$7800 in 2001.

Note that information on Linda Davis may be obtained from Jean Farris in Fiscal/Procurement, since Ms. Davis is an independent contractor.

C. Marc Ott ✓

# MARC ANTHONY OTT



## EDUCATIONAL BACKGROUND

- June, 1994      Program for Senior Executives in State and Local Government. John F. Kennedy School of Government, Harvard University, Cambridge, Massachusetts
- April, 1981      M.P.A., Public Administration, Oakland University, Michigan
- April, 1979      B.S., Management, Concentration in Economics, Oakland University, Michigan

## EMPLOYMENT BACKGROUND

### City Administrator

Rochester Hills, Michigan (Population: 69,000)  
March 1998 to Present

Responsibilities: Provide administrative and management oversight for all municipal operations. Directly assist the mayor with organizational development, budget development, strategic planning, city council relations; serve as Chief Administrative Officer during the Mayor's absence, and other duties as needed.

### City Manager

Kalamazoo, Michigan (Population: 81,000)  
March 1993 to January 1997

Responsibilities: Served as Chief Administrative Officer. Responsible for the day-to-day operations of the city, including 950 employees. Directly supervised the Deputy City Manager and all department directors and division managers including Public Safety, Public Works, Transportation, Management Information Systems, Human Resources and Labor Relations, Accounting, Treasury, Assessing, Buildings and Housing Inspections, Neighborhood, Community and Economic Development, Recreation, Utilities, and Purchasing. Additionally, prepared the City's annual operating budget of approximately \$120 million. Implemented major City projects and programs; developed a variety of reports requested by the City Commission; met with developers of various industries and businesses, community groups, and citizens. Resolved complaints, and implemented appropriate changes for the betterment of the community.

**Deputy City Manager**

February 1991 to March 1993

Responsibilities: Oversaw the Finance, Public Safety, Human Resources, Neighborhood and Community Development Departments and the Economic Development & Planning and Purchasing Divisions; coordinated submission and reviewed department budgets; served as spokesperson for the City; planned, developed, and implemented major City projects and programs; served as City's representative to various committees and boards; represented the City Manager at Commission meetings and made administrative decisions in absence of the City Manager. Met with citizens and groups to resolve complaints, plan programs, and to otherwise facilitate change when appropriate.

**Assistant City Manager**

Kalamazoo, Michigan

April 1990 to February 1991

Responsibilities: Oversaw the day-to-day administration of several departments i.e., Utilities, Public Works, Metro Transit, Planning, as well as Community and Economic Development. Worked with each Department Head in establishing goals, objectives and operating budgets. Approved all major actions within the departments. Also, served as the City's representative on various committees and boards.

**Administrative Services Officer**

City Manager's Office

Grand Rapids, Michigan (Population: 185,000)

January 1987 to April 1990

Responsibilities: Served as Assistant to the City Manager. Directly responsible for coordinating the City's legislative program. Acted as a liaison with elected and appointed officials including personal contact with regional, state and federal agencies.

**Director of Management Services**

City Manager's Office

Grand Rapids, Michigan

December 1984 to December 1986

Responsibilities: Responsible for preparing and administering a budget of approximately \$220,000; supervised two staff members. Provided general administrative and managerial assistance directly to the City Manager and to City departments throughout the organization.

**Administrative Assistant to the City Manager**

City Manager's Office

Jackson, Michigan (Population: 39,739)

November 1982 to November 1984

Responsibilities: Served as the principal assistant to the City Manager. Specific responsibilities included research projects; policy analysis; program development, implementation and evaluation. Also, served as Acting City Manager when required.

**Staff Assistant**

Michigan Municipal League

Ann Arbor, Michigan

October 1981 to November 1982

Responsibilities: Responded to inquiries from municipal officials throughout the state regarding local government operations.

**Administrative Intern**

City Administrator's Office, Southfield, Michigan

**Head Resident**

Oakland University, Rochester, Michigan

**Resident Assistant**

Oakland University, Rochester, Michigan

**Financial Adjuster**

Community National Bank, Pontiac, Michigan

**PROFESSIONAL AFFILIATIONS**

International City Management Association

Michigan City Management Association (Board Member, 1986-1988)

American Society for Public Administration

Government Finance Officers Association

## COMMUNITY-RELATED ACTIVITIES

Political Science Advisory Board Member, Oakland University, (1999-present)  
Kalamazoo Building Authority, Chairman. 1993-1997  
Kalamazoo Hospital Authority, Chairman, 1993-1997  
Downtown Kalamazoo Inc., Board Member, 1993-1997  
Council for Economic Opportunity, Board Member, 1993-1997  
Greater Kalamazoo United Way, 1994-1996 Community Campaign, Government Div. Chair  
Leadership Kalamazoo, Class of 1993  
Leadership Grand Rapids, Chairman, 1990  
Grand Rapids Art Museum, Board Member, 1989  
Urban Institute of Contemporary Art, Board Member, 1989  
Leadership Grand Rapids, Executive Board Member, 1987, 1988, 1989  
Leadership Grand Rapids, Class of 1986  
Reserve Police Officer Training, Jackson, 1984  
Kappa Alpha Psi Fraternity Member  
Recycling/Jackson, Inc. - Co-founder and Board Member, 1984  
Region II Planning Commission, Executive Board, 1983

## HONORS AND AWARDS

Certificate of Achievement, National Emergency Management Institute. 1984, 1985  
Certificate, Jackson Community College Leadership Academy, 1982  
Graduate Assistantship, Department of Political Science, Oakland University, 1980-1981  
Certificate of Appreciation in the Pursuit of Higher Education, Oakland University, 1979  
Community Service Award, Oakland University, 1979  
Member, "Who's Who in American Colleges and Universities," 1979  
Michigan Industrial Education Award, 1970

CITY OF ROCHESTER HILLS

**M**ayor's  
Office

PAT SOMERVILLE, Mayor, *PS*

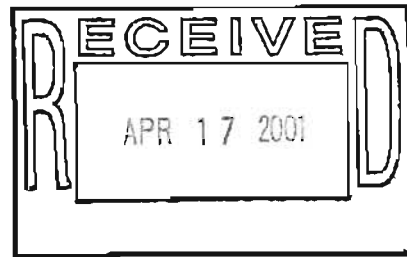
DATE: April 16, 2001

TO: Pam Lee, H.R.

RE: Marc Ott's Anniversary Date

As you may be aware there is some confusion regarding Marc's anniversary date resulting from his transition as City Administrator under the previous Mayor. Unfortunately, language regarding this matter was not stipulated in his current employment agreement. Therefore, after discussing the matter with Marc, I am directing that his anniversary date be reestablished as January 1<sup>st</sup> of each year.

Future and recent salary adjustments should be made accordingly, including appropriate retro pay in regard to his recent salary adjustment.



CITY OF ROCHESTER HILLS

**M**ayor's  
Office

PAT SOMERVILLE  
248.656.4664

*Pat Somerville*

DATE: April 06, 2001

TO: Pam Lee, Director

RE: Performance Appraisal

Per meeting and discussion of performance appraisal with Marc A. Ott, an adjustment in salary was agreed upon in the amount of \$104,150. Please create a salary structure to accommodate this amount.

Additionally, for Marc's exceptional abilities in managing the City's various new projects this past year a \$7,800 bonus is applicable and payable immediately.

Please make the necessary arrangements.

c: M. Ott



City of Rochester Hills

Performance Appraisal  
for  
Department Directors



Year 2000

## Performance Appraisal

- ☐ Orientation Period
- ☐ Merit Review
- ☒ Annual Performance Review
- ☐ Interim Rating
- ☐ Separation
- ☐ Other

MARC OTT

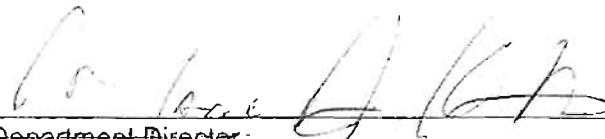
Name

CITY ADMINISTRATOR - MAYOR'S OFFICE

Job Title / Department

	Outstanding	Above Average	Average	Other
Initiative	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public Contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This evaluation has been reviewed with me, and I am retaining a copy of this form.

  
Department Director  
CITY ADMINISTRATOR

4/2/01  
Date

  
Mayor, City of Rochester Hills

3 - 26 - 01  
Date

## Initiative

THE DEGREE TO WHICH A DIRECTOR DEVELOPS, SUGGESTS, AND IMPLEMENTS IMPROVED POLICIES, PROCEDURES, OR ACTIVITIES OR MINIMIZES, AVOIDS, OR ELIMINATES PROBLEMS TO ENHANCE CITY FUNCTIONS.

### OUTSTANDING

Continually works to improve overall knowledge and skills for the department and City. These activities may impact the implementation of policies and procedures with other levels of government, professional organizations, regulatory agencies, and/or certification institutions.

### ABOVE AVERAGE

Routinely works to increase effectiveness in the department and City. Develops, reviews, modifies, suggests, and implements improved policies or procedures.

### AVERAGE

Usually works to increase effectiveness in the department and may develop, revise, or modify policies or procedures.

### OTHER

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### COMMENTS

*See Attached*

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## Quality of Work

## COMPLETENESS, ACCURACY, AND DOCUMENTATION OF WORK.

OUTSTANDING

Exceptional quality of work output. Projects and assignments are thoroughly documented, accurate, and complete. Mistakes in judgement, comprehension, or execution are rare.

ABOVE AVERAGE

Projects and assignments rarely contain errors and are routinely presented in a complete and accurate form. Additional documentation may be required in some instances.

**AVERAGE**

Projects and assignments are accurate but occasionally may require revision for completeness and documentation supplements.

OTHER \_\_\_\_\_

COMMENTS See Attached

## Adaptability

CHANGING WORK SITUATIONS - ABILITY TO CHANGE PRIORITIES AND HANDLE MULTIPLE RESPONSIBILITIES SIMULTANEOUSLY.

### OUTSTANDING

Exceptionally quick adjustment to priority changes for multiple projects with varied time tables and schedules without loss of efficiency.

### ABOVE AVERAGE

Adapts quickly to priority changes for multiple projects with minimum efficiency loss.

### AVERAGE

Adjusts to priority changes in a timely manner. Changes may cause a loss in efficiency for the overall multiple projects.

OTHER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMENTS *See Attached* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Cooperation

CONSIDER THE DEGREE TO WHICH THIS DIRECTOR COOPERATES WITH OTHER DEPARTMENT DIRECTORS IN THE PERFORMANCE OF HIS OR HER DUTIES AND RESPONSIBILITIES AND OVERALL CITY FUNCTIONS.

### OUTSTANDING

Active team member in roles of both leader and follower. Willingly participates with other department directors for own department goals and overall City functions.

### ABOVE AVERAGE

Works well with other directors, offers assistance, and accepts constructive criticism in a positive manner.

### AVERAGE

Works well with other directors and will make suggestions or offer assistance if asked.

### OTHER

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### COMMENTS

*See Attached*

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often come to work early, leave late, work during lunch hour or other non-scheduled hours when necessary. Attends all meetings unless excused.

**ABOVE AVERAGE**

Never absent from work beyond scheduled vacation, annual leave, or other approved leave. Attends all meetings unless excused.

**AVERAGE.**

Rarely absent from work beyond scheduled vacation, annual leave, or approved leave. Usually attends meetings.

OTHER See Attached

COMMENTS \_\_\_\_\_

## Public Contact

ABILITY TO DIPLOMATICALLY PROVIDE INFORMATION TO THE PUBLIC, INCLUDING RESIDENTS, CONTRACTORS (DEVELOPERS, BUILDERS, ENTREPRENEURS, ETC.), AND PUBLIC OFFICIALS (CITY COUNCIL, COUNTY, STATE AND FEDERAL OFFICIALS.)

### OUTSTANDING

Enthusiastically provides information when there are inquiries and during formal presentations. The mood of those receiving the information does not inhibit the display of necessary tact and diplomacy.

### ABOVE AVERAGE

Willingly assists the public with direction and information. Tact and diplomacy are utilized when appropriate to minimize hostile environment. Attempts are consistently made to avoid conflicts and confrontations.

### AVERAGE

Diplomatically and tactfully approaches the public. May or may not continue tactful or diplomatic techniques if audience is hostile or confrontational.

OTHER

*See attached*

COMMENTS



## Quantity of Work

CONSIDER THE DEGREE TO WHICH GOALS AND OBJECTIVES FOR THE DIRECTOR ARE OBTAINED; WORK PACE, DEADLINES, AND SCHEDULES.

### OUTSTANDING

Continually meets project deadlines or schedules with a consistent adjustable pace for priority change. Additional goals and objectives are developed and begun.

### ABOVE AVERAGE

Goals, objectives, deadlines, and schedules are routinely met. An adjustable pace enhances priority change.

### AVERAGE

Goals, objectives, deadlines, and schedules are usually met, save priority change and/or personnel attrition.

OTHER \_\_\_\_\_

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COMMENTS \_\_\_\_\_

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## Communication

INFORMATION PROVIDED ORALLY AND IN WRITING TO THE MAYOR, CITY COUNCIL, OTHER DIRECTORS, DEPARTMENT EMPLOYEES, OTHER CITY EMPLOYEES, AND THE PUBLIC.

### OUTSTANDING

Continuous proactive approach to provide information regarding policies and procedures. Information is shared to obtain the most effective position for the City. Information is accurate, complete, and consistent.

### ABOVE AVERAGE

Routinely provides policy and procedure information. Information is accurate, complete, and consistent.

### AVERAGE

Information to the Mayor, City Council, other directors, department employees, and the public is provided on a routine basis. Information is accurate and consistent, but may or may not be complete.

### OTHER

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### COMMENTS

*See Attached*

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Marc A. Ott  
Performance Appraisal  
March 25, 2001  
Page one

#### INITIATIVE

Rating: Above Average  
Comments:

Marc successfully serves the City as City Administrator and has demonstrated that he is very capable of handling all City operations and procedures and effectively carries out directions given to him by City Council and me. He is a good coach and shows that he can be challenged to accomplish new goals at any given time. A good example was his willingness to take on the role of Acting Director for the Public Service and Building Departments while continuing his duties as City Administrator.

#### QUALITY OF WORK

Rating: Outstanding  
Comments:

Marc has been placed in pressure situations many times as City schedules and workload increases. He has always given his best when handling multiple tasks and works well with others. His skills and abilities are excellent.

#### ADAPTABILITY

Rating: Outstanding  
Comments:

Marc can quickly change from one project to another in mid-stream or as the need arises. His assignments can change daily and he has been willing to step up to the plate several times this past year, as staff departed and new people were brought on-board. He has done this without hesitation and in a very professional way.

#### COOPERATION

Rating: Outstanding  
Comments:

Marc actively cooperates with Department Directors on a daily basis and values each of them independently. He cooperates well with others, including City Council.

Marc A. Ott  
Performance Appraisal  
March 25, 2001  
Page two

other professionals, the general public and me. He seems to get along well with everyone and is very well liked. He expects the same from himself as members of his staff; which is to be team players and he challenges all of us to do more.

#### ATTENDANCE

Rating: Above Average

Comments:

Marc's attendance is good. He attends many after hour meetings; such as City Council, sub-committees and many professional organizational meetings.

#### PUBLIC CONTACT

Rating: Above Average

Comments:

Marc is very good at working with the public and challenges himself to make it right, even if it is not what the person or general public wants to hear. He is very diplomatic and mindful of the situation, whatever it may be, and the fact that he is a public servant.

#### QUALITY OF WORK

Rating: Outstanding

Comments:

No matter what the workflow dictates or deadlines that occur, Marc effectively carries out the duties of his office and mine. He successfully meets his deadlines, goals, and objectives. Just this past year he has led the charge on the new J. D. Edwards Financial Software, city hall renovations, retiree's health care coverage, the joint-venture project and the wage classification study all of which were in addition to his regular duties and he consistently kept on target; not to mention all the adjustments we have had to personnel.

#### COMMUNICATION

Rating: Above Average

Comments:

Marc A. Ott  
Performance Performance  
March 25, 2001  
Page three

Marc's communication skills are admirable and he makes every effort to communicate with me, however; do to our conflicting schedules it is not always possible. It is my recommendation that we meet on a weekly basis to touch base with each other to look at where we are and in what direction we are heading.

# Form W-4 (2000)

**Purpose.** Complete Form W-4 so your employer can withhold the correct Federal income tax from your pay. Because your tax situation may change, you may want to refigure your withholding each year.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7, and sign the form to validate it. Your exemption for 2000 expires February 16, 2001.

**Note:** You cannot claim exemption from withholding if (1) your income exceeds \$700 and includes more than \$250 of unearned income (e.g., interest and dividends) and (2) another person can claim you as a dependent on their tax return.

**Basic instructions.** If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 adjust your withholding allowances based on itemized

deductions, adjustments to income, or two-earner/two-job situations. Complete all worksheets that apply. They will help you figure the number of withholding allowances you are entitled to claim. **However, you may claim fewer (or zero) allowances.**

**Child tax and higher education credits.** For details on adjusting withholding for these and other credits, see Pub. 919, How Do I Adjust My Tax Withholding?

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See line E below.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, you should consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax.

**Two earners/two jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 prepared for the highest paying job and zero allowances are claimed for the others.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the dollar amount you are having withheld compares to your projected total tax for 2000. Get Pub. 919 especially if you used the Two-Earner/Two-Job Worksheet on page 2 and your earnings exceed \$150,000 (Single) or \$200,000 (Married).

**Recent name change?** If your name on line 1 differs from that shown on your social security card, call 1-800-772-1213 for a new social security card.

## Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u>1</u>
B	Enter "1" if: <ul style="list-style-type: none"> <li>You are single and have only one job; or</li> <li>You are married, have only one job, and your spouse does not work; or</li> <li>Your wages from a second job or your spouse's wages (or the total of both) are \$1,000 or less.</li> </ul>	B	<u>0</u>
C	Enter "1" for your spouse. But, you may choose to enter -0- if you are married and have either a working spouse or more than one job. (Entering -0- may help you avoid having too little tax withheld.)	C	<u>0</u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u>0</u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u>0</u>
F	Enter "1" if you have at least \$1,500 of child or dependent care expenses for which you plan to claim a credit	F	<u>0</u>
G	<b>Child Tax Credit:</b> <ul style="list-style-type: none"> <li>If your total income will be between \$18,000 and \$50,000 (\$23,000 and \$63,000 if married), enter "1" for each eligible child.</li> <li>If your total income will be between \$50,000 and \$80,000 (\$63,000 and \$115,000 if married), enter "1" if you have two eligible children, enter "2" if you have three or four eligible children, or enter "3" if you have five or more eligible children.</li> </ul>	G	<u>0</u>
H	Add lines A through G and enter total here. Note: This may be different from the number of exemptions you claim on your tax return.	H	<u>1</u>

For accuracy, complete all worksheets that apply.

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2.
- If you are single, have more than one job and your combined earnings from all jobs exceed \$34,000. OR if you are married and have a working spouse or more than one job and the combined earnings from all jobs exceed \$60,000, see the Two-Earner/Two-Job Worksheet on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Cut here and give Form W-4 to your employer. Keep the top part for your records.

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b> ▶ For Privacy Act and Paperwork Reduction Act Notice, see page 2.		OMB No. 1545-0010 <b>2000</b>
1 Type or print your first name and middle initial <u>Mike H.</u>		Last name <u>Gill</u>		2 Your social security number <u>[REDACTED]</u>
Home address (number and street or rural route) <u>[REDACTED]</u>		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input checked="" type="checkbox"/> Married, but withhold at higher Single rate. Note: If married, but legally separated, or spouse is a nonresident alien, check the Single box.		
City or town, state, and ZIP code <u>[REDACTED]</u>		4 If your last name differs from that on your social security card, check here. You must call 1-800-772-1213 for a new card. <input type="checkbox"/>		
5 Total number of allowances you are claiming (from line H above OR from the applicable worksheet on page 2)		5 <u>[REDACTED]</u>		
6 Additional amount, if any, you want withheld from each paycheck		6 <u>\$ - 0 -</u>		
7 I claim exemption from withholding for 2000, and I certify that I meet BOTH of the following conditions for exemption: <ul style="list-style-type: none"> <li>Last year I had a right to a refund of ALL Federal income tax withheld because I had NO tax liability AND</li> <li>This year I expect a refund of ALL Federal income tax withheld because I expect to have NO tax liability.</li> </ul> If you meet both conditions, write "EXEMPT" here		7 <u>[REDACTED]</u>		
Under penalties of perjury, I certify that I am entitled to the number of withholding allowances claimed on this certificate, or I am entitled to claim exempt status.				
Employee's signature (Form is not valid unless you sign it)		Date <u>2/12/01</u>		
8 Employer's name and address (Employer: Complete lines 9 and 10 only if sending to the IRS.) <b>Original to Acctg.</b>		9 Office code (optional)		10 Employer identification number

3-19-01 ll

(Rev. 5-95)

This certificate is for Michigan income tax withholding purposes only. You must file a revised form within 10 days if your exemptions decrease or your residency status changes from nonresident to resident. Read instructions on back before completing this form.

Issued under P.A. 28 of 1967. Filing is mandatory.

1. Social Security Number [REDACTED]		2. Date of Birth [REDACTED]	
3. Type or Print Your First Name, Middle Initial and Last Name [REDACTED]		4. Driver License Number [REDACTED]	
Home Address (No., Street, P.O. Box or Rural Route) [REDACTED]		5. Are you a new employee? Yes <input type="checkbox"/> If yes, enter date of hire: ____/____/____ No <input checked="" type="checkbox"/>	
City or Town [REDACTED]	State [REDACTED]	ZIP Code [REDACTED]	
6. Enter the number of personal and dependency exemptions you are claiming .....		7. \$ .....00	
7. Additional amount you want deducted from each pay (if employer agrees and you are not choosing the No-Form option).....			
8. I claim exemption from withholding because: a. <input type="checkbox"/> A Michigan income tax liability is not expected this year (see instructions). b. <input type="checkbox"/> Wages are exempt from withholding. Explain: _____			

Complete lines 9 through 14 only if you elect not to file a Michigan income tax return, using the No-Form option (see line 9 instructions). Otherwise, skip to line 15.

### NO-FORM OPTION (Read instructions on back before completing.)

Electing to file using the No-Form option may not be for everyone who is eligible. If a taxpayer chooses the No-Form option, he or she may not be eligible for some of the credits allowed under the Michigan Income Tax Act including the property tax credit allowed under sections 520 and 522, the tuition tax credit allowed under section 274, and the city income tax credit allowed under section 257.

9. If you choose the No-Form option, check this box. ....		9. <input type="checkbox"/>																
10. Enter the tax year you want the No-Form option to begin (must be 1997 or later) .....		10. [REDACTED]																
11. Enter below the name(s) and Social Security numbers of the dependents you are claiming on line 6.																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Dependent's Name</th> <th style="text-align: center;">Social Security Number</th> </tr> </thead> <tbody> <tr> <td>Spouse</td> <td>▶</td> </tr> <tr> <td>a.</td> <td></td> </tr> <tr> <td>b.</td> <td></td> </tr> <tr> <td>c.</td> <td></td> </tr> <tr> <td>d.</td> <td></td> </tr> <tr> <td>e.</td> <td></td> </tr> <tr> <td>f.</td> <td></td> </tr> </tbody> </table>	Dependent's Name	Social Security Number	Spouse	▶	a.		b.		c.		d.		e.		f.		12. Check a box for all Michigan special exemptions that apply.	
Dependent's Name	Social Security Number																	
Spouse	▶																	
a.																		
b.																		
c.																		
d.																		
e.																		
f.																		
Age 65 or older .....	a. <input type="checkbox"/>	You Spouse b. <input type="checkbox"/>																
Deaf .....	c. <input type="checkbox"/>	d. <input type="checkbox"/>																
Disabled (and under age 65)* or blind ..... *(Applies only to hemiplegic, paraplegic, quadriplegic or totally and permanently disabled.)	e. <input type="checkbox"/>	f. <input type="checkbox"/>																
13. Total special exemptions (total number of boxes checked on line 12) .....		13. _____																
14. Check this box if your parents (or someone else) can claim you as a dependent on their tax return .....		14. <input type="checkbox"/>																

#### EMPLOYEE:

If you fail or refuse to file this form, your employer must withhold Michigan income tax from your wages without allowance for any exemptions. Keep a copy of this form for your records.

#### INSTRUCTIONS TO EMPLOYER:

Keep a copy of this certificate with your records. If the employee claims more than nine personal and dependency exemptions, or claims a status exempting the employee from withholding, or selects the No-Form option, you must file their original MI-W4 form with the Michigan Department of Treasury.

Under penalty of perjury, I certify that the number of withholding exemptions claimed on this certificate does not exceed the number to which I am entitled. If claiming exemption from withholding, I certify that I anticipate that I will not incur a Michigan income tax liability for this year.

15. Employee's Signature [REDACTED]	Date 02/12/01
Employer: Complete lines 16 and 17 before sending to the Michigan Department of Treasury.	
16. Employer's Name, Address, Phone No. and Name of Contact Person _____	
17. Federal Employer Identification Number [REDACTED]	

Original to Acctg.

3-19-01

## Status Change Request

To: Human Resources Department

Employee: Marc A. Ott Present Classification: City Administrator  
Dept/Div: Mayor's Office Emp. No. 463 Hire/Seniority Date: 3/25/98

Present Grade/Step or Percent of Scale: Grade 18 / Step 4

### Request for

- ✓ Pay Adjustment To: Grade 19 / Step 4 Effective Date: 01/01/01
- Reclassification Title: \_\_\_\_\_ Effective Date: \_\_\_\_\_
- Out of Class Title: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_

### Rationale : (attach additional documentation as needed)

per performance appraisal and adjusted non-union pay scale. In addition to an adjustment in base pay, a performance bonus of \$7,800 is hereby authorized (see attached memo).

Pat Sonnewille  
Director of Department

4-20-01  
Date

Pamela McFee  
Director of Human Resources

4/20/01 • Approved • ~~Modified~~ • Not Approved  
Date

### Comments:

Appraisal / review date adjusted to 01/01/01 per attached memo. \$7,800 bonus authorized by mayor for immediate issuance.

• Union Local # \_\_\_\_\_ • Non-Union • Exempt • Non-Exempt • Part-Time

Grade/Step or Percent:

Pay Rate:

Next Eligible Increase:

Grade 19 / Step 4

104,150/yr

01/01/02

### OTHER APPROVALS REQUIRED:

Robert J. [Signature]  
Fiscal/Budget

4/20/01 • Available • Not Available  
Date

### Comments:

Pat Sonnewille  
Mayor's Office

4-20-01 Approved • As Modified • Not Approved  
Date

### Comments:

Please return to Human Resources within three (3) business days.

Final copies to: ☒ Accounting • Union Local # \_\_\_\_\_ ☒ Department Director ☒ Employee ☒ Fiscal



# MARC ANTHONY OTT

[REDACTED]  
[REDACTED]  
[REDACTED]

## EDUCATIONAL BACKGROUND

June, 1994     Program for Senior Executives in State and Local Government, John F.  
                 Kennedy School of Government, Harvard University, Cambridge, Massachusetts  
April, 1981     M.P.A., Public Administration, Oakland University, Michigan  
April, 1979     B.S., Management, Concentration in Economics, Oakland University, Michigan

## EMPLOYMENT BACKGROUND

### City Administrator

Rochester Hills, Michigan (Population: 69,000)  
March 1998 to Present

Responsibilities: Provide administrative and management oversight for all municipal operations. Directly assist the mayor with organizational development, budget development, strategic planning, city council relations; serve as Chief Executive Officer during the Mayor's absence, and other duties as needed.

### City Manager

Kalamazoo, Michigan (Population: 81,000)  
March 1993 to January 1997

Responsibilities: Served as Chief Administrative Officer. Responsible for the day-to-day operations of the city, including 950 employees. Directly supervised the Deputy City Manager and all department directors and division managers including Public Safety, Public Works, Transportation, Management Information Systems, Human Resources and Labor Relations, Accounting, Treasury, Assessing, Buildings and Housing Inspections, Neighborhood, Community and Economic Development, Recreation, Utilities, and Purchasing. Additionally, prepared the City's annual operating budget of approximately \$120 million. Implemented major City projects and programs; developed a variety of reports requested by the City Commission, met with developers of various industries and businesses, community groups, and citizens. Resolved complaints, and implemented appropriate changes for the betterment of the community.

### **Deputy City Manager**

[REDACTED]

February 1991 to March 1993

Responsibilities: Oversaw the Finance, Public Safety, Human Resources, Neighborhood and Community Development Departments and the Economic Development & Planning and Purchasing Divisions; coordinated submission and reviewed department budgets; served as spokesperson for the City; planned, developed, and implemented major City projects and programs; served as City's representative to various committees and boards; represented the City Manager at Commission meetings and made administrative decisions in absence of the City Manager. Met with citizens and groups to resolve complaints, plan programs, and to otherwise facilitate change when appropriate.

### **Assistant City Manager**

Kalamazoo, Michigan

April 1990 to February 1991

Responsibilities: Oversaw the day-to-day administration of several departments i.e., Utilities, Public Works, Metro Transit, Planning, as well as Community and Economic Development. Worked with each Department Head in establishing goals, objectives and operating budgets. Approved all major actions within the departments. Also, served as the City's representative on various committees and boards.

### **Administrative Services Officer**

City Manager's Office

Grand Rapids, Michigan (Population: 185,000)

January 1987 to April 1990

Responsibilities: Served as Assistant to the City Manager. Directly responsible for coordinating the City's legislative program. Acted as a liaison with elected and appointed officials including personal contact with regional, state and federal agencies.

### **Director of Management Services**

City Manager's Office

Grand Rapids, Michigan

December 1984 to December 1986

Responsibilities: Responsible for preparing and administering a budget of approximately \$220,000; supervised two staff members. Provided general administrative and managerial assistance directly to the City Manager and to City departments throughout the organization.

**Administrative Assistant to the City Manager**

City Manager's Office

Jackson, Michigan (Population: 39,739)

November 1982 to November 1984

Responsibilities: Served as the principal assistant to the City Manager. Specific responsibilities included research projects; policy analysis; program development, implementation and evaluation. Also, served as Acting City Manager when required.

**Staff Assistant**

Michigan Municipal League

Ann Arbor, Michigan

October 1981 to November 1982

Responsibilities: Responded to inquiries from municipal officials throughout the state regarding local government operations.

**Administrative Intern**

City Administrator's Office, Southfield, Michigan

**Head Resident**

Oakland University, Rochester, Michigan

**Resident Assistant**

Oakland University, Rochester, Michigan

**Financial Adjuster**

Community National Bank, Pontiac, Michigan

**PROFESSIONAL AFFILIATIONS**

International City Management Association

Michigan City Management Association (Board Member, 1986-1988)

American Society for Public Administration

Government Finance Officers Association

## COMMUNITY-RELATED ACTIVITIES

Political Science Advisory Board Member, Oakland University, (1999-present)  
Kalamazoo Building Authority, Chairman, 1993-1997  
Kalamazoo Hospital Authority, Chairman, 1993-1997  
Downtown Kalamazoo Inc., Board Member, 1993-1997  
Council for Economic Opportunity, Board Member, 1993-1997  
Greater Kalamazoo United Way, 1994-1996 Community Campaign, Government Div. Chair  
Leadership Kalamazoo, Class of 1993  
Leadership Grand Rapids, Chairman, 1990  
Grand Rapids Art Museum, Board Member, 1989  
Urban Institute of Contemporary Art, Board Member, 1989  
Leadership Grand Rapids, Executive Board Member, 1987, 1988, 1989  
Leadership Grand Rapids, Class of 1986  
Reserve Police Officer Training, Jackson, 1984  
Kappa Alpha Psi Fraternity Member  
Recycling/Jackson, Inc. - Co-founder and Board Member, 1984  
Region II Planning Commission, Executive Board, 1983

## HONORS AND AWARDS

Certificate of Achievement, National Emergency Management Institute, 1984, 1985  
Certificate, Jackson Community College Leadership Academy, 1982  
Graduate Assistantship, Department of Political Science, Oakland University, 1980-1981  
Certificate of Appreciation in the Pursuit of Higher Education, Oakland University, 1979  
Community Service Award, Oakland University, 1979  
Member, "Who's Who in American Colleges and Universities," 1979  
Michigan Industrial Education Award, 1970

1/15/81 8:52:59  
CITY OF ROCHESTER HILLS

EMPLOYEE MASTER FILE CHANGES

MILLENN

PG0014  
PAGE 1

EMP # LAST NAME FIRST NAME MIDDLE NAME

\*\* BEFORE \*\*

403 CITY MAPC ANTHONY SOC SEC # [REDACTED]  
DATE HIRED 3/25/1998 EMP. TYPE- SALARY  
DEPARTMENT- 171 HOURLY RATE  
JOB CLASS- 131 SALARY AMT- 3,518.38  
MARITAL STATUS- [REDACTED]  
STATUS- ACTIVE  
BIRTH DATE [REDACTED] PROBATION DATE [REDACTED] TERMINATION DATE [REDACTED]  
LONGEVITY DATE [REDACTED] SENIORITY DATE 3/25/1998 ACCOUNT [REDACTED] WORKERS COMP. [REDACTED]  
SEX- M PHYSICAL EXAM - E.E.O.C. CODE B UNION LOCAL  
IN CASE OF EMERGENCY CONTACT [REDACTED]  
AT [REDACTED] FUTA EXEMPT- N SUTA EXEMPT- N BENEFIT CLASS -  
WITHHOLD FICA - Y QUALIFIED FOR PENSION - Y

--- EXEMPTIONS ---  
FED STATE CITY  
-- ADDITIONAL TAX --  
FED STATE CITY  
WITHHOLDING- [REDACTED]

\*\* AFTER \*\*

403 CITY MAPC ANTHONY SOC SEC # [REDACTED]  
DATE HIRED 3/25/1998 EMP. TYPE- SALARY  
DEPARTMENT- 171 HOURLY RATE  
JOB CLASS- 131 SALARY AMT- 3,518.38  
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STATUS- ACTIVE  
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SEX- M PHYSICAL EXAM - E.E.O.C. CODE B UNION LOCAL  
IN CASE OF EMERGENCY CONTACT [REDACTED]  
AT [REDACTED] FUTA EXEMPT- N SUTA EXEMPT- N BENEFIT CLASS -  
WITHHOLD FICA - Y QUALIFIED FOR PENSION - Y

--- EXEMPTIONS ---  
FED STATE CITY  
-- ADDITIONAL TAX --  
FED STATE CITY  
WITHHOLDING- [REDACTED]

TOTAL EMPLOYEES CHANGED 1  
TOTAL EMPLOYEES TERMINATED

CITY OF ROCHESTER HILLS



Pat Somerville, Mayor

DATE: December 14, 2000

TO: Marc Ott,  
City Administrator

RE: 2001 Wage and Fringes

The following is a highlight of fringe benefits and changes for 2001:

**Base Pay**

Your base rate of pay will increase by 3.5% to \$94,682. Applicable longevity will be added to your adjusted annual base.

**Pension**

The City will contribute 12% of your monthly gross wages to your pension account featuring self-directed or trustee directed investment options.

**457 Match Program**

The City will continue to provide a dollar-for-dollar match for each \$1.00 that you voluntarily invest in the deferred compensation plan, to a maximum of 2% of your annual wage. This contribution will be made in January for the previous year. However, the City's match will no longer be available to newly hired employees, effective of January 1, 2001.

**Retiree Health**

The City will implement its Retiree Health Benefit Program during the first quarter of 2001. Enrollment forms for your ICMA VantageCare Retiree Health Savings (RHS) account will be available during the week of January 8, 2001. Once the program is implemented, a minimum of 3% of total gross wages will be contributed into your account on a monthly basis. An additional monthly contribution of 1% will be made beginning June 1, 2001 if a two day accrued annual leave contribution is made to your RHS account.

**Annual Leave**

You will continue to accrue 13 annual days per year. However, as of June 1, 2001, the sixth and seventh accrued annual days (for a total of 16 hours) will be contributed to your RHS account. Your remaining annual leave balance (beyond day 7) will be paid off.

**Tuition Reimbursement**

A reimbursement of up to \$2000 is available for GED, college or specialized courses to update or improve skills associated with career opportunities with the City. Satisfactory completion with a grade of "C" or better is required. However, the maximum credit hour limit no longer applies. Tuition reimbursements other than for undergraduate courses are subject to taxes.

**Textbook Reimbursement**

Annual taxable reimbursement up to \$300 for the purchase of textbooks surrendered to the City upon completion of courses approved through the Tuition Reimbursement Program.

**Wellness Reimbursement**

Annual taxable reimbursement up to \$300 for approved employee fitness/wellness related purchases. The wellness benefit will be approved to reimburse expenses incurred for goods or services such as sports equipment, sports apparel, health club memberships or smoking cessation programs that enable or support participation in activities designed to promote physical fitness and healthier lifestyles. This benefit is also available to defray costs

associated with annual physicals, not covered by employee health insurance. No costs associated with hunting or weapons of any kind are eligible for reimbursement.

**Short Term Disability**

With the transition to Fortis Benefits as our new disability and life insurance carrier, the City now provides benefits for partial disability. Partial disability coverage will supplement pay for qualified employees who become temporarily disabled, but are able to work a reduced schedule, up to 100% of base pay.

**Flexible Benefit Plan**

Effective the first pay period of 2001, the City will begin after-tax deductions on flex plan buy-up options for Life/ADD and Long Term Disability. Under IRS rules, the current pre-tax deductions subject the employee-paid portion of the benefit to tax. Even though an after tax deduction will result in slightly higher taxable income, in the event of an LTD claim, the employee-paid portion of the benefit will not be subject to tax.

By copy of this memo, the Accounting Division is requested to make the necessary adjustments to implement the specified changes.

If you have further questions regarding your wage and benefits, please contact the Human Resources Department at ext. 4708.

C: Accounting Division  
Department Director  
Personnel File  
Marc Ott

I:\HUM\PERSONEL\SALARIES\NonUnion 2001.doc

Marc Ott  
2000 Accomplishments

1. Coordinated and supervised the Y2K Readiness Project.
2. Coordinated budget reductions of approximately \$500,000 within the FY2000 budget.
3. Lead the recruitment and/or selection process for the DPS, Planning and Building Department Directors.
4. Served as Acting DPS Director in addition to City Administrator duties.
5. Served as Acting Building Department Director in addition to City Administrator duties.
6. Facilitated the creation of the MIS Department.
7. Developed a proposal to create a Department of Finance, (Still pending)
8. Established the position of Finance Director.
9. Provided leadership and oversight for the development of the FY 2000 budget.
10. Facilitated the Administrative Goal Setting Session for the FY 2000 budget.
11. Oversaw the selection of the Equalizer Software Products. Already implemented in the Building and Treasurer Departments. Currently being implemented in Assessing.
12. With the assistance of our technology consultant and staff, I coordinated the review of the city's hardware and software platforms.



13. Oversaw the development of a RFP for new Financial Software, which led to the acquisition of the JD Edwards 1 World Financial System. Presently, this system is being implemented
14. Oversaw the redesign of the Agenda Review Process. Developed a new memo format for agenda items, which will also be used when we convert to a paperless packet process.
15. I continued to lead the Joint DPS Facility Steering Committee.
16. I lead the very successful Retiree Health Project Team.
17. Initiated the "Wage and Classification" Study. Completion will occur in FY 01.
18. Facilitate the FY 2000 Administrative Goal Setting Session.
19. Oversaw the City's efforts to attract Energy Conversion Devices Inc. Our efforts included working with State and County Officials. We created an incentive package that included Tax Abatement and the State of Michigan's MEGA Grant. Subsequently, EDC announced that Rochester Hills would be the location of its new Corporate Headquarters.

7/11/00 17:40:37  
CITY OF ROCHESTER HILLS

EMPLOYEE MASTER FILE CHANGES

FILEDMM

PEOPLE  
PAGE 1

EMP # LAST NAME FIRST NAME MIDDLE NAME

\*\* BEFORE \*\*

463 OTT MARC ANTHONY  
SOC SEC # [REDACTED] EMP. TYPE- SALARY  
DATE HIRED 3/25/1998 HOURLY RATE  
DEPARTMENT- 171 SALARY AMT- 3,518.38  
PHONE [REDACTED] JOB CLASS- 101 MARITAL STATUS-  
STATUS- ACTIVE  
BIRTH DATE [REDACTED] PROBATION DATE [REDACTED] TERMINATION DATE [REDACTED]  
LONGEVITY DATE [REDACTED] SENIORITY DATE 3/25/1998 ACCOUNT [REDACTED] WORKERS COMP. [REDACTED]  
SEX- M PHYSICAL EXAM - E.E.O.C. CODE B UNION LOCAL  
IN CASE OF EMERGENCY- CONTACT [REDACTED]  
AT [REDACTED]  
FUTA EXEMPT- N SUTA EXEMPT- N BENEFIT CLASS -  
WITHHOLD FICA - Y QUALIFIED FOR PENSION - Y

---- EXEMPTIONS ----  
FED STATE CITY  
-- ADDITIONAL TAX --  
FED STATE CITY  
WITHHOLDING- [REDACTED]

\*\* AFTER \*\*

463 OTT MARC ANTHONY  
SOC SEC # [REDACTED] EMP. TYPE- SALARY  
DATE HIRED 3/25/1998 HOURLY RATE  
DEPARTMENT- 171 SALARY AMT- 3,518.38  
PHONE [REDACTED] JOB CLASS- 121 MARITAL STATUS-  
STATUS- ACTIVE  
BIRTH DATE [REDACTED] PROBATION DATE [REDACTED] TERMINATION DATE [REDACTED]  
LONGEVITY DATE [REDACTED] SENIORITY DATE 3/25/1998 ACCOUNT [REDACTED] WORKERS COMP. [REDACTED]  
SEX- M PHYSICAL EXAM - E.E.O.C. CODE B UNION LOCAL  
IN CASE OF EMERGENCY- CONTACT [REDACTED]  
AT [REDACTED]  
FUTA EXEMPT- N SUTA EXEMPT- N BENEFIT CLASS -  
WITHHOLD FICA - Y QUALIFIED FOR PENSION - Y

---- EXEMPTIONS ----  
FED STATE CITY  
-- ADDITIONAL TAX --  
FED STATE CITY  
WITHHOLDING- [REDACTED]

TOTAL EMPLOYEES CHANGED 1  
TOTAL EMPLOYEES TERMINATED

From: PAMELA M. LEE  
To: otlm  
Date: 4/11/00 1:02pm  
Subject: Pay History

As a follow-up to our discussion this morning:

- You were hired at grade 16, Step 4 (non-union pay scale)
- Mayor Snell did a six month appraisal and early increase to step 5 effective 9/98 (this was requested in Jan 99).
- Non-union employees can be granted early increase after 6 month probation
- You received a 3% increase effective Jan 99 (non-union adjustment).
- Your position was upgraded to grade 18/step 3 effective Nov 99.
- You received another 3% non-union adjustment effective Jan 2000.
- You would be eligible for a step increase under the new grade as of March 25, 2000

This is all consistent with the current non-union pay policy.

3/17/2000

To: Pat Somerville  
Fr: Marc Ott  
Re: 2000 Performance Appraisal

I prepared the attached information to assist you with my 2000 performance appraisal. The packet includes a copy of my 1998 performance appraisal, a blank copy of the appraisal form, and a list of some of my accomplishments during 2000.

Mayor, I have also included my resume and other background information. Although this additional information is not directly related to my appraisal, I thought it would be helpful for you to have a more complete understanding of my education and range of professional experience.

If you have any questions or if I can assist you further please advise.

## Status Change Request

To: Human Resources Department

Employee: Marc A. Ott Present Classification: City Administrator  
Dept/Div. Mayor's Office Emp. No. 463 Hire/Seniority Date: 3-25-98

Present Grade/Step or Percent of Scale: Grade 18, Step 3

Request for

☒ Pay Adjustment To: Grade 18, Step 4 Effective Date 3/27/00

☐ Reclassification Title: \_\_\_\_\_ Effective Date: \_\_\_\_\_

☐ Out of Class Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

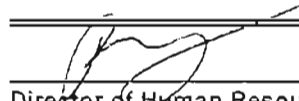
Requested by: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Rationale : (attach additional documentation as needed)

*Per employment agreement.*

Director of Department

Date



Director of Human Resources

5/16/00  
Date

☐ Approved ☐ Modified ☐ Not Approved

Comments:

☐ Union Local # \_\_\_\_\_ ☒ Non-Union ☒ Exempt ☐ Non-Exempt ☐ Part-Time

Grade/Step or Percent:

Pay Rate:

Next Eligible Increase.

6r18/ St 4

\$41,478

3/25/01

OTHER APPROVALS REQUIRED:

☐

Fiscal/Budget

Date

☐ Available ☐ Not Available

Comments:



Mayor's Office

5/17/00  
Date

☐ Approved ☐ As Modified ☐ Not Approved

Comments:

Please return to Human Resources within three (3) business days.

Final copies to: ☒ Accounting ☐ Union Local # \_\_\_\_\_ ☐ Department Director ☒ Employee ☒ Fiscal

# City of ROCHESTER HILLS

1000 Rochester Hills Drive, Rochester Hills, Michigan 48309-3033

Pat Somerville, Mayor

• City Council Members • Bryan K. Barnett • John Dalton • Jim Dustermars • Lois Goloen • Melinda Hill • Barbara L. Holder • Gerald Robbins

## DEPARTMENT OF HUMAN RESOURCES

Pamela M. Lee  
Director  
Human Resources

Telephone  
(248) 656-4708  
FAX  
(248) 656-4739

Marie A. Killen  
Human Resources Analyst  
Benefits Administration  
Classifications / Compensations  
Employee Selection / Placement  
Employee Wellness

Nancy K. Bowman  
Human Resources Assistant  
Recruitment / Selection / Placement  
Training / Orientation  
Employee Safety & Risk Management

Leanne Farquhar  
Administrative Secretary  
Personnel Records  
Worker's Compensation /  
Disability / MESC Claims  
Employee / Employment Notices

City Hall  
Customer Service  
(248) 656-4600

Pat Somerville  
Mayor  
(248) 656-4664

Marc A. Ott  
City Administrator  
(248) 656-4664

December 21, 1999

## PERSONAL AND CONFIDENTIAL

Marc A. Ott  
City Administrator  
City of Rochester Hills  
1000 Rochester Hills Drive  
Rochester Hills, MI 48309

RE: Employment Agreement

Dear Marc:

In your Employment Agreement dated December 8, 1999, please substitute the enclosed new page 5 for the current page 5. The reason for this substitution is that "Section (c) ("Cause")" should read "Section (b) ("Cause")".

If you have any difficulty with this change, please contact me as soon as possible.

Sincerely,



Pamela M. Lee  
Human Resources Director

PML/lf

CITY OF ROCHESTER HILLS



DATE: December 16, 1999

TO: Pamela S. Lee

RE: Employment Agreement for Marc Ott

Pamela M. Lee, HR Director (248) 656-4708

In addition to the upgrade established for the classification of City Administrator, the employment agreement signed by Mayor Somerville specifies other terms and conditions of employment for Marc Ott. They include an annual bonus of \$4000, payable at the end of the first quarter of 2000 and every calendar year thereafter. The employee may choose to contribute this bonus to his 457 plan (or any "eligible City sponsored tax deferred compensation plan"). As a result of receiving this bonus, the employee will be ineligible for any other incentives bonuses under the City's Retiree Incentive Savings Plan. All other benefits and accruals provided to non-union employees will apply.

Please execute the above specified terms at the appropriate times. If you have further questions, please let me know.

c: Marc Ott, City Administrator  
Mayor Somerville  
Bob Spaman, Acting Financial Administrator

\\HUM\BENEFITS\CM\Ott\BONUS.MEM

## CITY OF ROCHESTER HILLS

# H

uman  
Resources

DATE: December 15, 1999

TO: Pamela S. Lee

RE: New Grades for Non-union Salary Scale

Pamela M. Lee, HR Director (248) 656-4708

Effective November 15, 1999, grades 17 and 18 will be added to the non-union pay scale in order to accommodate a salary increase granted to the City Administrator by the Mayor, and to provide for future adjustments and new classifications. Each new grade increases the scale by 6.5%. The scale below amends the current scales for 1999 and 2000, with a 3% increase applied for 2000.

## 1999 Non-Union Amended Grades

EMPLOYEE POSITION	GRADE	Base	Step 1	Step 2	Step 3	Step 4	Step 5
New grade	17	32.46	34.35	36.25	38.17	40.09	42.02
		67517	71448	75400	79394	83387	87402
Assistant to the Mayor/ City Administrator	18	34.57	36.58	38.61	40.65	42.7	44.75
		71906	76086	80309	84552	88816	93080

## 2000 Non-Union Amended Grades (3% increase)

EMPLOYEE POSITION	GRADE	Base	Step 1	Step 2	Step 3	Step 4	Step 5
New grade	17	33.43	35.38	37.34	39.32	41.29	43.28
		69534	73590	77667	81786	85883	90022
Assistant to the Mayor/ City Administrator	18	35.61	37.68	39.77	41.87	43.98	46.09
		74069	78374	82722	87090	91478	95867

A separate memorandum and status change form will be provided which outlines the relevant terms of the employment agreement signed by Mayor Somerville and Marc Ott.

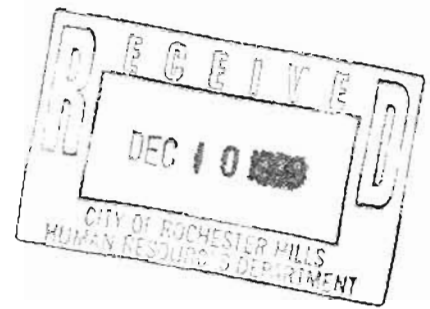
You are requested to make the appropriate adjustments to the payroll system in order to implement this change. If you have further questions, please let me know.

c: Mayor Somerville  
Bob Grace, D.P. Manager  
Marc Ott, City Administrator  
Bob Spaman, Acting Financial Administrator

I:\HUMANPERSONEL\SALARIES\NONUNAM.MEM



## EMPLOYMENT AGREEMENT



THIS EMPLOYMENT AGREEMENT ("Agreement") entered into between the City of Rochester Hills, ("City") and Marc A. Ott, ("Employee") on this eighth day of December, 1999.

WHEREAS, Employee is currently employed by the City as Assistant to the Mayor/City Administrator; and

WHEREAS, Mayor Somerville and Employee desire to continue Employee's Employment with the City under the following terms and conditions:

1. Effective Date and Term. This Agreement will take effect as of November 15, 1999 and will remain in effect during employee's Employment.
2. Employment. Employee will continue to serve as the Assistant to the Mayor/City Administrator of the City, and Employee's duties will be those assigned by the City's Mayor, consistent with employee's position, ("Employment"). The Employment will be full time, and Employee's entire business time and efforts will be devoted to the performance of Employee's duties for the City during the term of the Employment.
3. Term of Employment. Employee's Employment will be indefinite and will continue until terminated pursuant to Paragraph 5.
4. Compensation. Employee will be compensated during the Employment as follows:
  - a. Salary. Employee's position will be initially established as Grade 18, Step 3, currently comprising a salary at the rate of \$84,522 per year, (see attached chart as Exhibit A, incorporated herein by reference) subject to normal payroll deductions and payable at regular

paydays established by the City for non-union employees.

b. Bonus. During Employee's Employment, Employee will be eligible to receive an annual bonus of \$4,000, at the end of the first quarter of the year 2000, and the end of the first quarter of every calendar year thereafter. Employee may contribute this bonus to any eligible City sponsored tax deferred compensation plan. In consideration of this annual bonus, Employee waives and forfeits any right to incentive bonuses under the City's Retiree Incentive Savings Plan.

c. Benefits. Employee will be eligible during the Employment to continue to participate in fringe benefit programs covering the City's non-union employees as a group, including but not limited to health, dental, disability, life and AD&D insurance and optional coverages under the City's Flexible Compensation program established by the City for non-union employees.

In addition, Employee will be eligible for the following benefits:

i. Employee will be eligible to continue to participate in the City's Group Pension Plan and contributions will continue to be made for Employee, under the terms of such Plan. The current contribution rate will be modified by the City from 11% to 12% of annual compensation effective January 1, 2000.

ii. In the event that Mayor Somerville loses or relinquishes her office and Employee is not retained in his position by the Mayor's successor, or elects not to remain in his position, the City shall pay to Employee, as a bonus, an amount equal to the value of any and all unvested amounts within Employee's pension account, as well as any amount that would have been contributed to Employee's pension account based on compensation earned by employee through his last day of Employment, to be paid no later than the next regular payday, which is at least one week after that last day of Employment.

iii. Employee will continue to accrue all vacation days and annual leave days earned in connection with his Employment with the City prior to this Agreement, consistent with the City's policies for non-union employees.

iv. The City agrees to budget for and to pay the travel and subsistence expenses of employee for professional and official travel, meetings and occasions adequate to continue the professional development of Employee and to adequately pursue necessary official and other functions for the City, as may be approved by the Mayor, in her discretion.

v. The City agrees to budget and to pay for the travel and subsistence expenses of Employee for short courses, institutes and seminars that are necessary for his professional development and for the good of the City, as may be approved by the Mayor, in her discretion.

vi. Notwithstanding paragraphs iv. and v., the City agrees to pay for membership in the International City Managers Association (ICMA), the Michigan City Managers Association (MCMA), the American Society of Public Administrators (ASPA), and the National League of Cities (NLC) as well as employee's reasonable expenses associated with attending related conferences at Employee's discretion, with reasonable notice, in accordance with City policies regarding expense reimbursement.

vii. All other benefits associated with non-union Employment with the City will continue to be available to Employee, including, but not necessarily limited to, tuition and book reimbursement, wellness programs, paid holidays, longevity pay, funeral leave, and jury duty leave, according to the terms of such benefit plans or policies.

viii. A cell phone and pager will be provided to Employee for City

business, which must be returned by Employee upon termination of Employee's Employment.

d. Plan Terms and Changes. The terms of applicable insurance policies and benefit plans in effect from time to time will govern with regard to specific issues of coverage and benefit eligibility. It is understood that all benefit programs are subject to change in the discretion of the City.

5. Termination of Employment. Employee's Employment may be terminated in the following circumstances.

a. Death. The Employment will terminate automatically in the event of Employee's death.

b. Termination by City for Cause. The City may terminate the Employment immediately for Cause, defined as Employee's material breach of this Agreement, misappropriation of City property, intentional damage to City property, gross insubordination, dishonesty, conviction of a felony, or breach of the public trust.

c. Discretionary Termination by Employee. Employee may terminate his Employment at will, without cause, with reasonable and customary written notice. Separation under this paragraph will not entitle employee to severance pay.

d. Discretionary Termination by City. The City may terminate Employee's Employment at will, without cause and without notice at any time, but if it does so it will pay Employee Severance Pay as provided in Section 6.

Upon termination of Employee's Employment, Employee shall not be entitled to any further compensation from the City, except: (i) unpaid salary installments or bonuses through the end of the week in which the Employment terminates; and (ii) any vested benefits accrued prior to the date the

Employment terminates under the terms of any written benefit program; and (iii) Severance Pay (if any) becoming due under Section 6.

6. Severance Pay. The City will pay Employee the Severance Pay described in this Section if the City terminates employee's Employment during the term of this Agreement other than under Section 5(a) ("Death") or Section 5(c) ("Cause").

a. Amount of Severance Pay. Subject to the other provisions of this Section 6, Employee will receive Severance Pay in the amount of six (6) months of employee's then current regular salary, in lump sum, on or before the City's next regular payday, which is at least one week following termination.

7. Entire Agreement. No agreements or representations, oral or otherwise, express or implied, with respect to employee's Employment with the City or any of the subjects covered by this Agreement have been made by either party which are not set forth expressly in this Agreement, and this Agreement supersedes any pre-existing Employment agreements and any other agreements on the subjects covered by this Agreement.

8. Amendment and Waiver. This Agreement has been duly authorized by the City. No provisions of this Agreement may be amended, modified, waived or discharged unless such waiver, modification or discharge is agreed to in a writing signed by the parties. No waiver by either party at any time of any breach or non-performance of this Agreement by the other party shall be deemed a waiver of any prior or subsequent breach or non-performance.

9. Severability. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision of this Agreement, which will remain in full force and effect.

10. Assignability. This Agreement contemplates personal services by Employee, and Employee may not transfer or assign Employee's rights or obligations under this Agreement.

11. Residency. Employee is not required to reside in the City of Rochester Hills during his Employment.

12. Governing Law. The validity, interpretation, and construction of this Agreement are to be governed by the laws of the State of Michigan.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date and year first above written.

CITY OF ROCHESTER HILLS

By: Pat Somerville  
Pat Somerville

Its: Mayor

EMPLOYEE

Marc A. Ott  
Marc A. Ott

205055

INFORMATION SYSTEMS USAGE POLICY  
POLICY #301-1999  
ACKNOWLEDGMENT FORM

By signing this release, the undersigned employee agrees that he/she has received, read and understands the Information Systems Usage Policy and will abide by the policy.

R. Mac G...  
Employee Name (Please Print)

[Signature]  
Employee Signature Date

Pat Somerville 11-29-99  
Department Head Approval Date

# Status Change Request

To: Human Resources Department

Employee: Marc A. Ott Present Classification: City Administrator  
Dept/Div: Mayor Emp. No. 463 Hire/Seniority Date: 3/25/98

Present Grade/Step or Percent of Scale: Gr 16 / St 5

Request for

☒ Pay Adjustment To: Grade 18 / St 3 Effective Date: 11/15/99

☐ Reclassification Title: \_\_\_\_\_ Effective Date: \_\_\_\_\_

☐ Out of Class Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Requested by: Mayor Somerville Date of Request: 12/8/99

Rationale : (attach additional documentation as needed)

Director of Department

Date

Kamela M Lee

12/16/99

☒ Approved ☐ Modified ☐ Not Approved

Director of Human Resources

Date

Comments:

Attached memos establish new grade and additional terms of employment agreement.

☐ Union Local # \_\_\_\_\_ ☒ Non-Union ☒ Exempt ☐ Non-Exempt ☐ Part-Time

Grade/Step or Percent:

Pay Rate:

Next Eligible Increase:

Gr 18 / St 3

\$84,552

11/15/2000

OTHER APPROVALS REQUIRED:

☒ Linda Blueberry 1/17/00

☒ Available ☐ Not Available

Fiscal/Budget

Date

Comments: \_\_\_\_\_

☒ Pat Somerville

1/6/2000

☒ Approved ☐ As Modified ☐ Not Approved

Mayor Somerville

Date

Comments: \_\_\_\_\_

☐

Marc Ott, City Administrator

Date

☐ Approved ☐ As Modified ☐ Not Approved

Comments: \_\_\_\_\_

Please return to Human Resources within three (3) business days.

Final copies to: ☒ Accounting ☐ Union Local # \_\_\_\_\_ ☒ Department Director ☒ Employee ☒ Fiscal



**M**AYOR'S  
OFFICE

DATE: 8 November 1999

TO: Marc Ott, City Administrator/Asst to the Mayor

RE: 2000 BASE PAY AND FRINGES

KENNETH D. SNELL, Mayor

The following changes will be effective January 1, 2000:

- Base Pay - Your base rate of pay will increase by 3% to **\$84,531**. Applicable longevity will be added to your adjusted annual base.
- Pension - City Council has approved an additional 1% of annual salary to be contributed to your pension account for a total of **12%** contribution by the City.
- 457 Plan - The City will increase its contribution to a dollar-for-dollar match for each \$1.00 that you voluntarily invest in the deferred compensation plan, to a maximum of **2%** of your annual wage.

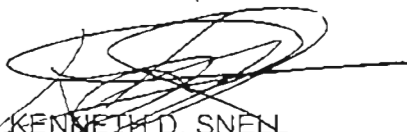
In addition, you will receive an additional annual leave day each year. As a result, the birthday holiday will be eliminated. Available annual leave may be used to provide for time off on your birthday.

Other benefits continuing for 2000 include

- Annual reimbursement up to \$300 for the purchase of textbooks surrendered to the City upon completion of courses approved through the Tuition Reimbursement Program.
- Annual reimbursement up to \$300 for approved employee fitness/wellness related purchases, including membership dues (e.g., fitness clubs, smoking cessation programs, weight-watcher programs, and team sport fees), equipment purchases, as well as costs associated with annual physicals not covered by employee health insurance.

By copy of this memo, the Accounting Division is requested to make the necessary adjustments to implement the specified changes.

If you have further questions regarding your wage and benefits, please contact the Human Resources Department at ext. 708.

  
KENNETH D. SNELL  
Mayor

cc: Accounting Division  
Mayor's Office  
Department Director  
Fiscal Team  
Human Resources

## INTERNET POLICY ACKNOWLEDGMENT FORM

By signing this release, the undersigned employee agrees that he/she has read and understands (Name of Policy and ID#) and will abide by the policy. Specifically, the undersigned acknowledges that (1) use must be restricted to official City business with the exception of limited personal use as described in the attached policy, (2) exchanges that occur in the course of conducting City business on the Internet will be considered a communication of the City and held to the same standards as formal letters, and (3) the department of Data Processing reserves the right to monitor the user's Internet activity.

In addition, the undersigned employee agrees to the following:

City of Rochester Hills Employee Internet Users WILL:

- Take all required precautions against importation of computer viruses. This includes scanning files obtained through the Internet utilizing a virus scan program BEFORE the file is accessed in any way.
- Use common sense at all times.

City of Rochester Hills Employee Internet Users WILL NOT:

- Operate a business through the City's Internet link.
- Send or willingly receive sexually oriented messages or images.
- Subscribe to any non-work related list servers.
- Send mail or other communications, files or programs containing offensive or harassing statements, including comments based on race, national origin, gender, age, disability, religion or political beliefs.
- Take actions that cause interference to the network or to the work of others.

HIRE A. OTT  
Employee Name (Please Print)

[Signature]  
Department Head Approval

[Signature]  
Employee Signature

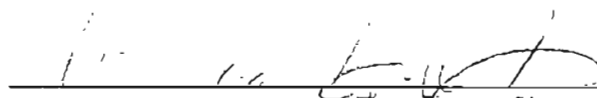
7/12/1999  
Date of Department Head Approval


# CITY OF ROCHESTER HILLS

## AGREEMENT

### RULES AND REGULATIONS OF ADMINISTRATIVE POLICY #98-58

I hereby acknowledge that I have received a copy of Administrative Policy #98-58 pertaining to the use of photo identification/security/building entry cards, and agree to abide by all of the provisions of the "*Rules and Regulations*" section of said policy.

  
\_\_\_\_\_  
Employee Signature

  
\_\_\_\_\_  
Date



DATE: 19 January 1999

TO: Pamela M. Lee

RE: Salary Adjustment for Marc Ott

KENNETH D. SNELL, Mayor

I have completed Marc's performance appraisal for his initial six-month employment period (25 March - 25 September 1998); he received "Above Average" or "Outstanding" ratings for all categories.

Based upon this appraisal, I am changing his salary to the next higher step (Step 5) for his grade level (Grade 16) on the 1999 Nonunion Compensation Table. This salary adjustment is to be retroactive to 25 September 1998 (1998 compensation should be based upon the 1998 Nonunion Compensation Table).

Please implement this change in his salary. Thank you.

Thank you.

/ s /

KENNETH D. SNELL  
Mayor

## Status Change Request

To: Human Resources Department

Employee: Marc Ott Present Classification: Asst to the Mayor  
Dept/Div: Mayor Emp. No. 463 Hire/Seniority Date: 3/25/98

Present Grade/Step or Percent of Scale: Grade 16/ Step 4

**Request for**

☒ Pay Adjustment To: Grade 16/ Step 5

☐ Reclassification Title: \_\_\_\_\_

Effective Date : 9/25/98

☐ Out of Class Title: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_

Requested by: Mayor Snell Date of Request: 1/19/99

**Rationale :** (attach additional documentation as needed)

Performance appraisal for initial six-month employment period.

Director of Department

Date

Director of Human Resources

Date

☐ Approved ☐ Modified ☐ Not Approved

Comments: \_\_\_\_\_

☐ Union Local # \_\_\_\_\_ ☐ Non-Union ☒ Exempt ☐ Non-Exempt ☐ Part-Time

Grade/Step or Percent:

9/98 Pay Rate: 39.31 39.41

Next Scheduled Increase:

Grade 16/Step 5 max. for grade 16

**OTHER APPROVALS REQUIRED:**

☐ \_\_\_\_\_ ☐ Available ☐ Not Available  
Fiscal/Budget Date

Comments: \_\_\_\_\_

☐ \_\_\_\_\_ ☐ Approved ☐ As Modified ☐ Not Approved  
Office of the Mayor Date

Comments: \_\_\_\_\_

Please return to Human Resources within three (3) business days.

Final copies to: ☒ Accounting ☐ Union Local # \_\_\_\_\_ ☐ Department Director ☒ Employee ☒ Fiscal

**M**AYOR'S  
OFFICE

DATE: 5 January 1999

TO: Marc Ott,  
Assistant to the Mayor/City Administrator

RE: 1999 BASE SALARY (Corrected)

KENNETH D. SNELL, Mayor

Effective January 1, 1999, your base salary will be \$78,291. Applicable longevity will be added to your adjusted annual base. Also effective January 1, 1999, an additional 1% of annual salary will be contributed by the City to your pension account.


Although the "seed" match for 457 contributions will no longer be available to you after March 25, 1999, the City will continue to contribute \$.50, up to a maximum of 1% of your annual wage, for each \$1.00 that you voluntarily invest in the deferred compensation plan.

Other benefits continuing for 1999 include:

- Annual reimbursement up to \$300 for the purchase of textbooks surrendered to the City upon completion of courses approved through the Tuition Reimbursement Program.
- Annual reimbursement up to \$300 for approved employee fitness/wellness related purchases, including membership dues (e.g. fitness clubs, smoking cessation programs, weight-watcher programs, and team sport fees), as well as equipment purchases. Beginning on 1/1/99, this reimbursement is also available to defray costs associated with annual physicals not covered by employee health insurance.

By copy of this memo, the Accounting Division is requested to make the necessary adjustments to implement the specified changes.

If you have further questions regarding your wage and benefits, please contact the Human Resources Department at ext. 708.



KENNETH D. SNELL  
Mayor

cc: Accounting Division  
M. Ott, Mayor's Office  
R. White, Mayor's Office  
Department Director  
Fiscal Team  
Human Resources

NONUN99.LT2

City of Rochester Hills

Performance Appraisal  
for  
Department Directors



## Initiative

THE DEGREE TO WHICH A DIRECTOR DEVELOPS, SUGGESTS, AND IMPLEMENTS IMPROVED POLICIES, PROCEDURES, OR ACTIVITIES OR MINIMIZES, AVOIDS, OR ELIMINATES PROBLEMS TO ENHANCE CITY FUNCTIONS.

### ✓OUTSTANDING

Continually works to improve overall knowledge and skills for the department and City. These activities may impact the implementation of policies and procedures with other levels of government, professional organizations, regulatory agencies, and/or certification institutions.

### ABOVE AVERAGE

Routinely works to increase effectiveness in the department and City. Develops, reviews, modifies, suggests, and implements improved policies or procedures.

### AVERAGE

Usually works to increase effectiveness in the department and may develop, revise, or modify policies or procedures.

### OTHER

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### COMMENTS

See attached

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## Adaptability

CHANGING WORK SITUATIONS - ABILITY TO CHANGE PRIORITIES AND HANDLE MULTIPLE RESPONSIBILITIES SIMULTANEOUSLY.

### OUTSTANDING

Exceptionally quick adjustment to priority changes for multiple projects with varied time tables and schedules without loss of efficiency.

### ABOVE AVERAGE

Adapts quickly to priority changes for multiple projects with minimum efficiency loss.

### AVERAGE

Adjusts to priority changes in a timely manner. Changes may cause a loss in efficiency for the overall multiple projects.

### OTHER

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### COMMENTS

*See attached*

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## Attendance

ABSENCE, ARRIVAL, AND DEPARTURE TIMES DURING REGULAR WORKS HOURS AS WELL AS MEETING ATTENDANCE.

### OUTSTANDING

Never absent from work beyond scheduled vacation, annual leave, or other approved leave. May often come to work early, leave late, work during lunch hour or other non-scheduled work hours when necessary. Attends all meetings unless excused.

### ABOVE AVERAGE

Never absent from work beyond scheduled vacation, annual leave, or other approved leave. Attends all meetings unless excused.

### AVERAGE.

Rarely absent from work beyond scheduled vacation, annual leave, or approved leave. Usually attends meetings.

OTHER \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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COMMENTS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Quantity of Work

CONSIDER THE DEGREE TO WHICH GOALS AND OBJECTIVES FOR THE DIRECTOR ARE OBTAINED; WORK PACE, DEADLINES, AND SCHEDULES.

### OUTSTANDING

Continually meets project deadlines or schedules with a consistent adjustable pace for priority change. Additional goals and objectives are developed and begun.

### ABOVE AVERAGE

Goals, objectives, deadlines, and schedules are routinely met. An adjustable pace enhances priority change.

### AVERAGE

Goals, objectives, deadlines, and schedules are usually met, save priority change and/or personnel attrition.

### OTHER

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### COMMENTS

*See attached*

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**MARC A. OTT**  

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**CITY OF ROCHESTER HILLS**  
**EMPLOYEE PERFORMANCE APPRAISAL**  
**(SIX-MONTH)**  
**1998**

**INITIATIVE**

*Rating: Above Average*

*Comments:*

Although Marc has many years of experience in city government, most recently as a city manager, Rochester Hills is the first "strong mayor" form of government in which he's worked. He's in the midst of a steep learning curve for our operations, procedures, history, and administration/council interactions. He has acknowledged and accommodated our procedures and documents while offering examples of different approaches from his experiences.

Marc has accepted the responsibility of joining the mayor in his efforts to implement managerial techniques and tools, and to coach the directors in their professional and managerial growth. He's challenging the management staff, B. Peters, and the mayor to think "outside the box" and to form teams to address major projects and policy issues, which is helping the staff to elevate its discussions and thought processes to policy and planning modes instead of "day-to-day" activities. He has taken the lead at facilitating group discussions as well as teaching others how to take that role.

He has "suggested" management training classes for M. Hartner and B. Dinnan to take, which they've found useful and worthwhile. Marc has begun to require the department directors to be managers of their businesses (departments), to become knowledgeable about how to run that business, to reach outside the organization and nurture professional relationships with people in other agencies, and to view their operations as a part of "the whole" rather than as an independent, "stand-alone" department.

He also accepted the difficult task of coordinating and overseeing the city's "Year 2000" ("Y2K") compliance effort. He gathered a team of staff members; presented a plan for utilizing an outside consultant and for changing our 1999 budget priorities; and has been a persistent and visible leader in the plan.

Marc is encouraged to take the initiative to implement appropriate changes to routine procedures that currently include unnecessary involvements by the mayor.

### **QUALITY OF WORK**

*Rating:* Outstanding

*Comments:*

Marc ensures completeness for the assignments that he's given and for those he delegates to others. Good judgement, maturity, and practicality are demonstrated in his decisions and work output. He has incorporated principles of "Managing from the Heart" in his written memos. He "ghost-wrote" an opening statement for Council President S. deCaussin regarding public behavior at city council meetings, which she accepted without changes.

### **ADAPTABILITY**

*Rating:* Outstanding

*Comments:*

Marc quickly takes on immediate, "no notice" projects and assignments by adjusting current tasks in order to address the new issue. He handles multiple assignments well, keeping all of them moving forward. He sees in many projects opportunities for others to develop their skills and abilities, and he delegates assignments accordingly. Examples of this are the building department issues that come to the attention of the mayor's office and the "Y2K" issue. He accepted the assignment of all department directors reporting to him within a few weeks of beginning work.

He is demonstrating good adaptability by adjusting to the "strong mayor" form of government, to the expectations of the mayor, and to the operational differences at Rochester Hills (compared to his previous positions). His innate political skills are coming to the forefront in this position. He's an effective "change" motivator with the city staff and the city council.

### **COOPERATION**

*Rating:* Above Average

*Comments:*

Marc matches his talents to lead or follow to the situations in which he is. He takes an active role as "leader" with a group that needs prodding or pushing to form a team and produce a result, and then relinquishes that role when another person takes it or when he assigns it. Marc challenges people to become better than they are, and to grow professionally. He supports the mayor's goals and vision in his interactions with staff members, city customers, and city council members.

Marc provides good suggestions and advice for various interpersonal and teamwork situations. He recognizes people's strong and weak skills, supporting the former

while encouraging improvement in the latter. He sets goals for his staff so that they have a clear purpose and mission. He shares his experiences with others in order to help them see opportunities in their work assignments.

He has adjusted aspects of his work style to conform to our city hall environment, which is somewhat different from his previous work assignments. He has gained the trust, cooperation, and respect of staff members.

### **ATTENDANCE**

*Rating:* Above Average

*Comments:*

Marc demonstrates good attendance at work, and attends many of the evening and weekend meetings for city council and its committees and for city operations. He works additional hours, when necessary, in order to complete assignments or to accommodate others' schedules.

### **PUBLIC CONTACT**

*Rating:* Outstanding

*Comments:*

Interacting with the public is an effective skill for Marc. He has handled difficult problems that the mayor has delegated to him, finding information and facts and making good recommendations and decisions about how to resolve the issues. He's involved staff members in these efforts, too. Marc projects confidence, knowledge, credibility, and professional demeanor; this gains him the respect and trust of those whom he is serving. He is tactful and diplomatic, and has provided good advice to the mayor on how to handle "delicate" situations. He makes good, solid presentations, conveying the same skills as in "one-on-one" situations.

### **QUANTITY OF WORK**

*Rating:* Outstanding

*Comments:*

Since April 1998, all city departments have been reporting to Marc; in August, Bob Grace began reporting to him, too. Marc has met assigned dates for projects, making sure that his team pulls together the correct and needed information. Marc handles multiple projects very well; he accepted the "Y2K" project on top of his other work expectations, and has kept it and the other important projects moving forward. He and his teams have adjusted to changes in deadlines and timelines for some projects. He has taken advantage of recreational project opportunities that have

come to the city's attention by forming a project team and managing its review and work; these efforts are good examples to city staff members on how to use "Managing from the Heart" and "process improvement" principles in city projects.

## **COMMUNICATION**

*Rating: Above Average*

*Comments:*

Marc speaks clearly, directly, and distinctly. His style can be challenging when in small groups, causing people to carefully reflect on what's said and what needs to be done. He has brought many issues, including policies, to the mayor's and staff's attention for improvements in processes and outcomes. He is taking charge of reports and other information to ensure that they're complete and accurate before being released to the public or being brought to the mayor for a decision.

Marc "ghost-wrote" a statement for Council President deCaussin to read at a council meeting regarding the conduct of the meetings. His written works are understandable and clear. He suggested that the mayor provide a weekly or biweekly "brief update" memo to the city council members in order to keep them aware of various administrative issues; this suggestion has been implemented.

Marc is encouraged to provide the mayor with more frequent, brief, interim updates on open projects; this will support the mayor's desire to know what's happening on different projects without overly burdening the mayor with detail.

## PROGRESS ON OBJECTIVES

1. Evaluate the Building Department; determine the appropriate actions necessary to ensure effective accomplishment of
  - the director's role/ability,
  - the departmental organization,
  - the staff's duties, responsibilities, and efficiency/effectiveness, and
  - the staff's professional capabilities;and obtain approval from the Mayor of the implementation of the action plan.

### *Comments:*

Marc has initiated discussions with the department director, has begun coaching sessions with him, and has suggested outside training for him. Marc also met with members of the Building Department's staff to obtain more insight on operations, roles, and expectations; and has gained their confidence and respect. Mr. Dinnan attended a training course on management and supervisory duties; since that class, we've noted improved skills from Bill re: how he delivers messages, how he talks (tone, pace, etc. of voice), and the suggestions and observations that he makes with other managers.

No specific actions have been suggested by Marc re: the department as a whole at this time; he is working with Mr. Dinnan on improvements and changes. Progress on this objective is progressing.

2. Prepare a draft of improved performance appraisal formats for directors and nonunion personnel that more effectively evaluate job performance, skills, and objectives [work with new HR Director].

### *Comments:*

Marc has discussed with, and assigned this project to, our new HR director, who started in very late April 1998. He has periodically reviewed her efforts. Marc reported to the Mayor in early October that a proposal will be forthcoming very shortly; and a memo presenting a proposal has been given to the mayor in December.

Progress on this objective has been slowed by the new, unanticipated assignment of the "Y2K" project to Marc after these objectives were prepared.

3. Establish a regular, communication partnership process with Pine Trace Golf



Concepts, Inc., the private operators of Pine Trace Golf Course, such that the city's relationship with it is strengthened and is mutually supportive. Do this through M. Hartner.

*Comments:*

Marc has discussed with, and assigned this project to, Mike Hartner, Director of Parks, Forestry, and Facilities. Mike Hartner has acknowledged that this is an important role and believes that the communication has been there all along. Marc and Mike have met at different times with Mr. Mike Bylen, operator of the golf course, as part of this effort; most recently as part of a proposal from an adjacent landowner for swapping property. It appears that we have a solid communication line in place at this time.

4. Implement an intern program within the Mayor's office, with said intern(s) to be reviewing and updating all city administrative policies.

*Comments:*

This objective hasn't been pursued by Marc because of other priorities; Rita White has undertaken the reformatting of the administrative policies and has placed them on the city's computer network's "j" drive for easy access. She also has deleted some obsolete policies. Long-term goals for this objective's focus are to overhaul all the city's policies and prepare an "index" to clearly show the deriving authority for the policies.

This objective was set aside because of the new, unanticipated assignment of the "Y2K" project to Marc after these objectives were prepared.

5. Work with and assist the city council's Salary Committee so that it recommends to the city council (in accordance with city council policy) the 1999 compensations for mayor, directors (salary pool), city council, and boards/commissions [work with new HR Director and Fiscal Team].

*Comments:*

This objective has been completed. Marc coordinated the preparation and gathering of required data for the committee's discussions and deliberations. The committee made its recommendations on time to the city council.

6. Identify/procure/implement new equipment to make employee ID badges (wallet-

sized; combine with security card access for city hall, etc.?; badge still to be worn on person when in buildings just as is now done).

*Comments:*

Marc discussed with, and assigned this project to, Mike Hartner, who led an interdepartmental team to prepare recommendations for the appropriate technology, system, and process. Marc used this objective to teach the group how to work as a team, how to research and compare information, and how to prepare a recommendation; he also used it to teach Mike how to lead. Approval to purchase was obtained, the equipment has been ordered, and is being implemented; only glitch is a printing problem that's being addressed by the vendor.

**M**AYOR'S  
OFFICE

DATE: 26 December 1998

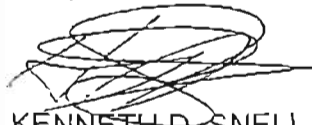
TO: Marc Ott

RE: Our Third Annual Holiday Family Fun  
Night Was.... FUN!

KENNETH D. SNELL, Mayor

We did it again! We brought smiles, laughter, and fun to the faces and lives of our employees and their families! Our third annual Holiday Family Fun Night was a great success!

Thank you for volunteering to work at the "paint bar" for the night! The young people really enjoyed the event! Thank you for bringing alive the magic of this wonderful season for all.



KENNETH D. SNELL  
Mayor

c: Personnel File

recog228.mem

CITY OF ROCHESTER HILLS  
DEPARTMENT OF HUMAN RESOURCES

TO: ALL EMPLOYEES  
SUBJECT: PHOTO IDENTIFICATION BADGES

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Attached is a copy of Policy #95-42(b) regarding photo identification badges. Badges must be worn at all times when working in or at a municipal facility. Please complete the following information so that your badge can be properly prepared. Please print all information.

DATE: 7/30/98  
NAME: John De  
(First) (Last)  
DEPARTMENT: \_\_\_\_\_

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Upon receipt of badge, please sign below.

DATE: 7/30/98  
SIGNATURE: [Signature]  
DEPARTMENT: Mayor's Office

# MAYOR'S OFFICE

DATE: 6 April 1998

TO: Distribution


RE: Reporting Relationship to Assistant to  
the Mayor/City Administrator

KENNETH D. SNELL, Mayor

Effective immediately, Marc Ott will assume the managerial responsibility for the Departments of Parks/Forestry/Facilities, Planning, Public Services, Building, Assessing, Human Resources, Treasury, Clerk, and Fire. The directors of these departments will report to Marc.

I appreciate everyone's support and cooperation during these past nine months while I searched for and filled the Assistant to the Mayor/City Administrator position. I know that each of you will provide that same support and cooperation to Marc.

Thank you!



KENNETH D. SNELL  
Mayor

Distribution:

K. A. Dawson  
P. A. Goodwin  
R. G. Spaman

W. W. Dinnan  
M. A. Hartner  
H. W. Thornton

T. J. Dohr  
B. A. Jasinski

c: B. Grace  
M. Killen  
M. A. Ott  
B. M. Peters  
J. Quisenberry  
R. J. White

!ott-dir.mem

# CITY OF ROCHESTER HILLS

## Human Resources Department

### DRIVING RECORD CHECK

The City of Rochester Hills is responsible for all employees who drive municipal vehicles. The job you are being hired for may require you to drive a City vehicle; therefore, it is necessary for our office to process a driving record check through the State of Michigan, Department of Driving Records.

Please provide the following:

PRINT NAME:

Alfred Anthony Gitt  
(as it appears on your driver's license)

DRIVER'S LICENSE NUMBER:

[REDACTED]

BIRTH DATE:

1/3/56

City of Rochester Hills  
Employee Safety Manual  
Acknowledgment of Understanding

Employee Name: Michael H. Ott

I acknowledge that I have read the City of Rochester Hills - Employee Safety Manual, and that I have had an opportunity to discuss any concerns that I had with my supervisor(s).

Signature: [Signature] Date: 4/5/98

Having read the City of Rochester Hills - Employee Safety Manual, I would like to offer the following suggestions to the Safety Committee for their consideration.

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CITY OF ROCHESTER HILLS  
DEPARTMENT OF HUMAN RESOURCES

TO: ALL EMPLOYEES  
SUBJECT: PHOTO IDENTIFICATION BADGES

---

Attached is a copy of Policy #95-42(b) regarding photo identification badges. Badges must be worn at all times when working in or at a municipal facility. Please complete the following information so that your badge can be properly prepared. Please print all information.

DATE:

2/23/98

NAME:

A. Hall  
(First)

Don  
(Last)

DEPARTMENT:

Office of the Mayor

---

Upon receipt of badge, please sign below.

DATE:

4/1/98

SIGNATURE:

[Signature]

DEPARTMENT:

Office of the Mayor

---



# The City of Rochester Hills

## SECURITY CARD AGREEMENT

I, *[Signature]*, understand that as an employee of the  
(Print name)

City of Rochester Hills ("City"), I have been offered the use of a security card for City Hall providing that:

1. I agree to use that card only in the manner specified by the City; AND
2. I agree to abide by the Rules & Regulations as set forth in the City's Administrative Policy #92-17 which I received, read, and understand.

Furthermore, I understand that the security card remains the property of the City and that the security card must be immediately surrendered to an appropriate City official upon demand. It is also understood that a demand to surrender the security card by the City, in and of itself, is not deemed to be a disciplinary or discriminatory action and is, therefore, not subject to any grievances or appeal processes.

## ACKNOWLEDGEMENT OF RECEIPT

I acknowledge receiving the security card for City Hall on this date. I also understand and have agreed to the conditions governing the use, care and/or loss of the security card.

Witness:

*[Signature]*

Signature:

*[Signature]*

Date:

4/19/98

4/02/98 9:07:54  
CITY OF ROCHESTER HILLS

EMPLOYEE MASTER FILE CHANGES

MILLER

PEOPLE  
PAGE 1

EMP # LAST NAME FIRST NAME MIDDLE NAME

\*\* BEFORE \*\*

162 OTT MARC ANTHONY SOC SEC # [REDACTED] EMP. TYPE- SALARY  
DATE HIRED 3/25/98 HOURLY RATE  
DEPARTMENT- 171 SALARY AMT- 2,923.19  
JOB CLASS- 101 MARITAL STATUS-  
PHONE [REDACTED]  
STATUS- ACTIVE PROBATION DATE TERMINATION DATE  
BIRTH DATE [REDACTED] SENIORITY DATE 3/25/98 ACCOUNT # [REDACTED] WORKERS COMP. [REDACTED]  
LONGEVITY DATE [REDACTED]  
SEX- M PHYSICAL EXAM - E.E.O.C. CODE # UNION LOCAL  
IN CASE OF EMERGENCY- CONTACT [REDACTED]  
AT [REDACTED] FUTA EXEMPT- N SUTA EXEMPT- N BENEFIT CLASS -  
WITHHOLD FICA - Y QUALIFIED FOR PENSION - N

--- EXEMPTIONS ---  
FED STATE CITY  
--- ADDITIONAL TAX ---  
FED STATE CITY  
WITHHOLDING- [REDACTED]

\*\* AFTER \*\*

163 OTT MARC ANTHONY SOC SEC # [REDACTED] EMP. TYPE- SALARY  
DATE HIRED 3/25/98 HOURLY RATE  
DEPARTMENT- 171 SALARY AMT- 2,923.19  
JOB CLASS- 101 MARITAL STATUS-  
PHONE [REDACTED]  
STATUS- ACTIVE PROBATION DATE TERMINATION DATE  
BIRTH DATE [REDACTED] SENIORITY DATE 3/25/98 ACCOUNT # [REDACTED] WORKERS COMP. [REDACTED]  
LONGEVITY DATE [REDACTED]  
SEX- M PHYSICAL EXAM - E.E.O.C. CODE # UNION LOCAL  
IN CASE OF EMERGENCY- CONTACT [REDACTED]  
AT [REDACTED] FUTA EXEMPT- N SUTA EXEMPT- N BENEFIT CLASS -  
WITHHOLD FICA - Y QUALIFIED FOR PENSION - N

--- EXEMPTIONS ---  
FED STATE CITY  
--- ADDITIONAL TAX ---  
FED STATE CITY  
WITHHOLDING- [REDACTED]

TOTAL EMPLOYEES CHANGED 1  
TOTAL EMPLOYEES TERMINATED

# MAYOR'S OFFICE

DATE: 31 March 1998

TO: Marie Killen

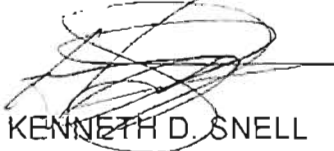
RE: Marc Ott -- Assistant to the Mayor/City  
Administrator

KENNETH D. SNELL, Mayor

I have offered the position of Assistant to the Mayor/City Administrator to Marc Ott, and he has accepted it.

Marc's starting date is Wednesday, 25 March 1998. His salary is \$76,003 (Grade 16, Step 4).

Please initiate the appropriate actions to effect this hiring.



KENNETH D. SNELL  
Mayor

c: M. A. Ott  
B. M. Peters  
R. J. White  
P. Lee

# CITY OF ROCHESTER HILLS

New Hire Checklist -- Page 1 of 2

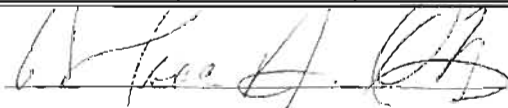
Non-Union and 1917

Employee Name: Marc Ctt DOE: 3/25/98

Item	Presented	Discussed	Returned
<b>Initial Documents:</b> (Some documents may have been completed prior to Orientation)			
City ID Card Policy & Signature Sheet	✓		✓
Driving Record Policy & Authorization Form	✓		✓
Emergency Information Contact Sheet	✓		✓
Employment Eligibility Verification (I-9)	✓		✓
Federal Tax Form (W-4)	✓		✓
State Tax Form (MI-W4)	✓		✓
<b>Basic:</b>			
Flexible Compensation Program Workbook	✓		
Flexible Compensation Election Form	✓		6/17
BC/BSM Booklet	✓		
HAP Directory	✓		
Delta Dental Booklet	✓		
Health Insurance Declination Form	✓		
Dental Insurance Declination Form	✓		
UNUM			6/17
→ Life Enrollment Booklet	✓		
→ Short Term Disability Booklet	✓		
→ Long Term Disability Booklet	✓		
Pension Booklet & Enrollment Form	✓		6/17
Employee Assistance Program (EAP)	✓		
ICMA Booklets & Enrollment Form	✓		
AFLAC	✓		
Tuition Information	✓		

Item	Presented	Discussed	Returned
<b>Policies:</b>			
Code of Ethics & Signature Sheet	✓		
Drug Free Workplace Policy	✓		
Employee Parking Policy	✓		
Family Medical Leave Act (FMLA) (2)	✓		
Gratuity Policy	✓		
Security Card Policy & Agreement (2)	✓		✓
Sexual Harassment Policy	✓		
Work Rules	✓		
<b>Safety Issues:</b>			
Back Safety Booklet	✓		
Safety Manual & 1 Signature Sheet	✓		✓
Seat Belt Policy	✓		
Your Right to Know Booklet	✓		
<b>Video Presentations:</b>			
Defensive Driving & Acknowledgement			
Your Right to Know & Response Sheet			
<b>Miscellaneous:</b>			
Direct Deposit Form (optional participation)	✓		
Employee Quick Reference Guide	✓		
Evacuation Map	✓		
Holiday Schedule	✓		
<b>1917 ONLY:</b>			
Union Contract			
Union Dues Authorization Forms (2)			

Employee Signature:



Date:

2/23/98

H. R. Representative:



Date:

2/23/98

5043 03/22/98 INQ 7

MARC ANTHONY OTT

R-OPER 12/30/1997 2002

110896 KALAMAZOO 9TH  
022097 KALAMAZOO 9TH

103196 SPEED 30/25 -PA  
020497 FAILED TO SIGNAL AND/OR OSSERVE  
-PA

2

2

\*\*\* 022897 DI CORRESPONDENCE 0

MI SJS

(PREPARED IN COMPLIANCE WITH MCL 257.733)

25 1998

**From:** ALISA HEALY  
**To:** BINSPECT, PLAGUEST, JONESA, ALEXANDA, KEYB, POSTB,...  
**Date:** 2/20/98 2:44pm  
**Subject:** Press Conference Monday

A new Assistant to the Mayor (AM) has been hired. Mayor Snell will introduce the new AM at a press conference to be held on Monday, February 23, 1998, at 11:30 a.m. in the City Hall auditorium. Please feel free to attend, if you can get away from your office.

Although the new AM is coming on Monday to take care of some paperwork and be briefed on Rochester Hills projects/issues, the AM will not officially start work until March 23, when the soon-to-be-married AM returns from the honeymoon.

**M**AYOR'S  
OFFICE

DATE: 18 February 1998

TO: Barbara Brooks, Director of Human  
Resources

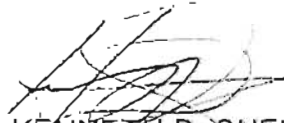
RE: Appointment of Assistant to the  
Mayor/City Administrator

KENNETH D. SNELL, Mayor

Pursuant to the authority granted to me by the city charter, I hereby appoint Marc Ott as the Assistant to the Mayor/City Administrator. His appointment shall be effective on Wednesday, 25 March 1998.

Please initiate the appropriate paperwork to effect his hiring as a city employee, in accordance with the specific job offer detailed in my 10 February 1998 letter to him.

Please let me know if you need additional information.



KENNETH D. SNELL  
Mayor

c: M. Ott  
B. M. Peters  
B. A. Jasinski

am-ca.mem



City of  
**ROCHESTER HILLS**

Kenneth D. Snell, Mayor

10 February 1998

Marc A. Ott  
[REDACTED]  
[REDACTED]

Dear Mr. Ott:

I am pleased to present to you this offer of employment for the mayor-appointed position of Assistant to the Mayor/City Administrator for the city of Rochester Hills:

- **Salary** - \$76,003 per year to start; after a six-month performance appraisal that demonstrates acceptable accomplishment of mutually agreed-upon, specific objectives, the salary will be increased to \$79,685 per year.
- **Health Benefits** - (Details are in the enclosed "1998 Flexible Compensation Program" packet)
  - Medical insurance* - Blue Cross Blue Shield or Health Alliance Plan HMO (coverage starts on the first day of the month that follows 60 days on the job)
  - Dental insurance* - Delta Dental (coverage starts on the first day of the month that follows 60 days on the job)
  - Short-term disability insurance* (coverage starts on the first day of the month that follows 6 months on the job)
  - Long-term disability insurance* - can purchase additional coverage (coverage starts on the first day of the month that follows 6 months on the job)
  - Life insurance* - can purchase additional coverage (coverage starts on the first day of the month that follows 6 months on the job)
  - Accidental death & dismemberment insurance* - (coverage starts on the first day of the month that follows 6 months on the job)
- **Pension** - Defined contribution plan; city contributes an amount equal to 10% of compensation, beginning with the first pay period after six months on the job. *If I don't win reelection in 1999 and you don't retain the Assistant to the Mayor/City Administrator position, we will pay you the value of the pension account as additional compensation at the end of my current mayoral term.* (Smith-Barney is the financial consultant for this pension. Currently, six money managers invest the pension funds; each money manager is rated "four diamonds".) The normal vesting period for this pension is five years of service. This pension can be rolled over into another tax-deferred investment when you leave the city's employ.
- **Deferred Compensation** - Voluntary, city-run "457" plan. In 1998, the city will match one dollar for each dollar you contribute, up to a maximum of \$4000 contributed by the city. In 1999 and beyond, the city will match 50 cents for each

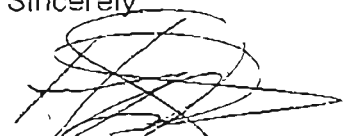
Mr. Marc Ott  
10 February 1998  
page 3

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that you may meet with many directors to be briefed on activities in their departments. Additionally, you may wish to visit us a second day prior to 16 March.

Again, I thank you for your strong, continued interest in this position. Please let me know if you have any questions.

Sincerely

A handwritten signature in black ink, appearing to read "KENNETH D. SNELL", written over a circular stamp.

KENNETH D. SNELL, Mayor  
City of Rochester Hills

KDS.  
Enclosure

c: B. M. Peters  
B. A. Brooks