

City of Biddeford
Finance Committee
October 18, 2022 5:30 PM
Council Chambers and via Zoom:
Please click this URL to join.
<https://biddeford.zoom.us/j/98140819819?pwd=b1VKKy9uOGIHSIhPMmRrd0tsZFhtZz09>

Webinar ID: 981 4081 9819
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International numbers available: <https://biddeford.zoom.us/u/addN8WqDDk>

Status: In-Person and via Zoom; Council Chambers; 5:00 p.m.

- 1. Call to order**
- 2. Approval of the Minutes**
 - 2.1. Minutes
[10-4-2022 Finance Committee Minutes.pdf](#)
- 3. Signing of the expenditure warrant**
- 4. Discussion/Approval**
 - 4.1. APPROVAL: GovHR Police Chief Recruitment proposal
[20221018 - Approval: GovHR Police Chief Recruiting Services - MEMO](#)
[20221018 GovHR Police Chief Recruiting Svcs Proposal](#)
- 5. Other Business**
 - 5.1. Investment Update
[Investment Update - 10-18-2022.docx](#)
- 6. Adjournment**

City of Biddeford
Finance Committee Meeting Minutes
October 4, 2022

The meeting was called to order at 5:31 p.m. by Councilor Norman Belanger.

Present: Mayor Alan Casavant; Councilor Norman Belanger; Councilor William Emhiser; Councilor Marc Lessard; Chief Operating Officer Brian Phinney; City Clerk Carmen Bernier; and Finance Director Nichole Wood.

Approval of Minutes of September 20, 2022

Motion by Councilor Emhiser, seconded Councilor Lessard to accept the minutes as printed.

Vote: unanimous.

Motion carries.

Expenditure Warrants:

The Warrants were available for review.

Discussion/Approval

Approval of Additional Funds for Ford Electric Vehicle Pickup Truck

Motion by Mayor Casavant, seconded by Councilor Emhiser to approve the additional \$3,100.00 for the purchase of the Ford Electric Pickup Truck.

Public Works Director Jeff Demers was available to answer questions from the Committee. Councilor Lessard asked what the expected use would be for the truck. Jeff explained it would have surveying equipment and Engineering equipment in the vehicle. Councilor Emhiser asked about the delivery date, and Jeff noted it could be 8 months out.

Vote: unanimous.

Motion carries.

Other Business

No other business.

Motion by Councilor Emhiser, seconded by Councilor Lessard to adjourn.

Vote: unanimous.

Motions carries.

Adjourned at 5:36 pm



Finance Committee

Meeting Date: Tuesday, October 18, 2022

Meeting Time: 5:30 pm

Agenda Item No: 4.1

Item Description: APPROVAL: GovHR Police Chief Recruitment Proposal

Submitted by: Diana DePaolo

Supporting Information/Documentation:

Proposal attached

Executive Summary:

The Police Chief has given his notice of retirement for January 25, 2023, giving the City ample time to find a suitable replacement. A municipal recruiting firm, GovHR, has provided a proposal to provide a nationwide executive recruitment.

Detailed Review:

On the attached proposal you will see the details of what GovHR calls their virtual recruitment package. This includes creation of an announcement, the advertisement of this announcement, and review of all applicants based on a matrix which will be created along with City representatives. This recruitment package is a total of \$11,000.

GovHR was selected as the City has a very strong, working relationship with them. They have provided successful recruitment for past Finance Directors. We need to begin the recruiting process as soon as possible.

Funding Source:

This will come out of the HR Account for Recruiting ("Advertising" 21108-60320). This was not a budgeted expense as we did not have an official retirement letter at the time of the budget so it will overextend the line item. This will be addresses through other GF savings before the end of the year. However, tracking the expense in the appropriate line will allow for accurate future budgeting.

Staff Recommendation:

Approve GovHR's recruiting services for the police chief position.

City of Biddeford, Maine Request for Proposal Chief of Police Virtual Recruitment

September 29, 2022



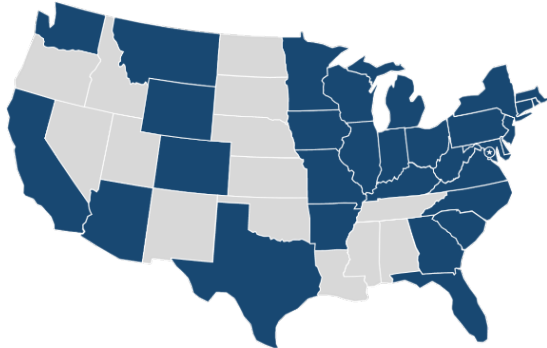
630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Director of Administrative Services
847-380-3198
LPederson@GovHRusa.com

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 21 full-time and 8 permanent part-time employees including 6 full-time recruiters and 26 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,000 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership



Heidi Voorhees
President

847-380-3240

HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.



Joellen Cademartori
Chief Executive Officer

847-380-3238

JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Virtual Recruitment Option

Summary of Costs: Virtual	Price
Recruitment Fee:	\$9,000
Advertising: *Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.	2,000*
Total:	\$11,000**

GovHR offers a condensed process called a “Virtual Recruitment”. GovHR services will include the following:

- Telephone or video conference regarding the position and the recruitment process.
- Review of position job description and any prior position announcements.
- Preparation of a position announcement for client review and approval.
- Posting of position announcement on GovHR’s website and social media sources (Twitter, Facebook, LinkedIn, Instagram).
- Distribution of position announcement to relevant professional network contacts via direct e-mail or telephone (up to 6 hours)
- Preparation of matrix for client review and approval that identifies key position requirements with which to evaluate candidates.
- Review of each candidate’s qualifications against key position requirements and presentation of candidate matrix.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: ½ of the Recruitment Fee (invoice sent upon acceptance of our proposal).

Final Payment: ½ of the Recruitment Fee (invoice sent following the candidate matrix).

Payment of invoices is due within thirty (30) days of receipt.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Biddeford, Maine agrees to retain GovHR USA, LLC ("GovHR") to conduct a Chief of Police Virtual Recruitment in accordance with its proposal dated September 29, 2022. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Biddeford, Maine

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

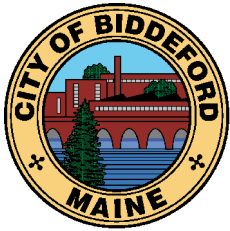
Title: _____

Date: _____

Law Enforcement Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Alaska	Unalaska	Police Chief	4,768	2018
Georgia	Decatur	Police Chief	25,000	2021
Illinois	Arlington Heights	Chief of Police (Virtual)	75,500	2019
	Buffalo Grove	Chief of Police	42,909	2013
	Cary	Chief of Police	18,713	2010
	College of Lake County	Chief of Police	Multi	2020
	Des Plaines	Chief of Police	58,364	2020
	Evanston	Chief of Police	75,000	2018
	Glencoe	Public Safety Director	8,723	2013
	Grayslake	Chief of Police	24,400	2011
	Highland Park	Chief of Police	31,365	2017
	Hinsdale	Police Chief (Professional Outreach)	16,816	2017
	Joliet Junior College	Director of Campus Safety and Security, Chief of Police	700,000	2020
	La Grange	La Grange, IL - Chief of Police(Virtual)	15,610	2017
	La Grange Park	Chief of Police	13,579	2014
	Lake Bluff	Chief of Police	5,700	2018
			5,722	2013
	Lake County	Sherriff's Office Business Manager	703,462	2015
	Lake County/Nineteenth Judicial Circuit Court	Superintendent of Detention (Professional Outreach)	Multi	2018
	Lake Forest	Chief of Police	19,375	2012
	Lincolnshire	Chief of Police	7,500	2016
	Lincolnwood	Chief of Police	12,590	2017
	Lisle	Chief of Police	23,440	2019
	Mokena	Chief of Police	19,042	2013
	Moline	Chief of Police	43,100	2017
		Chief of Police Selection Services	43,100	2010
	Naperville	Chief of Police	148,000	2021
	Northbrook	Chief of Police	35,000	2020
			37,000	2017
	Northern Illinois University	Chief of Police	44,098	2013
	Northwestern University	Director of the Office of Professional Standards	21,000	2014
	Northwestern University Police Department	Commander (2 positions)	21,000	2018
		Commander and Accreditation Manager	21,000	2017
	Oakton Community College	Chief of Police and Emergency Management	46,000	2019
	Peoria	Chief of Police	115,234	2021
	Princeton	Chief of Police	7,700	2017

	Schaumburg	Chief of Police	75,000	2013
		Deputy Police Chief	75,000	2018
	St. Charles	Chief of Police	33,264	2014
	Tinley Park	Chief of Police	58,000	2011
	Vernon Hills	Chief of Police	25,911	2017
	Villa Park	Chief of Police (Virtual)	22,038	2017
				2020
	Wauconda	Chief of Police	14,125	2015
	West Chicago	Chief of Police	27,221	2021
	Woodridge	Chief of Police	32,971	2011
	Wynstone Property Owners Association	Director of Public Safety	1,500	2013
Indiana	St. John	Chief of Police	15,677	2015
Iowa	Dubuque	Chief of Police	59,700	2021
Michigan	Ann Arbor	Deputy Police Chief	117,700	2017
	Midland	Chief of Police	42,000	2011
	Midland	Chief of Police	42,000	2019
Montana	Bozeman	Chief of Police	39,860	2015
Ohio	Kettering	Chief of Police	55,870	2014
Pennsylvania	Allegheny County	Police Superintendent	1,230,000	2016
	Ferguson Township	Police Chief	18,300	2017
	McCandless	Chief of Police	28,457	2016
	Mt. Lebanon	Chief of Police	33,137	2015
Virginia	Hampton	Chief of Police	137,436	2021
	Prince William County	Chief of Police	460,457	2020
	Roanoke	Chief of Police	100,220	2019
	Virginia Beach	Chief of Police	442,707	2020
Wisconsin	Bayside	Police Chief	4,400	2018
	Beaver Dam	Chief of Police	16,291	2010
	Beloit (City)	Chief of Police	36,966	2020
		Police Chief	36,966	2016
	Brown Deer	Chief of Police	12,000	2014
				2021
	Burlington	Chief of Police	10,511	2009
	DeForest	Chief of Police	10,000	2018
	Evansville	Chief of Police	5,124	2019
	Grafton	Chief of Police	11,766	2019
	Middleton	Chief of Police	21,000	2019
	Monona	Chief of Police	8,000	2020
	Polk County	Chief Deputy Sheriff	43,476	2016
	River Falls	Chief of Police	15,200	2015
	Sparta	Chief of Police	9,600	2014
	Sun Prairie	Chief of Police	32,894	2019
	Waukesha	Chief of Police	72,489	2019



City of Biddeford

Nichole Wood

Finance Director

Nichole.Wood@Biddefordmaine.org

MEMORANDUM

TO:	Honorable Members of the Finance Committee
FROM:	Nichole Wood, Finance Director <i>NW</i>
DATE:	October 18, 2022
RE:	Investment Update

In the last investment update I provided a plethora of information regarding our investment position curated by Brad Eadeh at Multi-Bank Securities. The consensus at that meeting was that it was a lot of information, and would be easier to consume with just highlights.

Attached you will find some graphical illustrations of our positions through today. Included in those graphs are a representation of how much we have invested in US Treasury Notes vs. fully-insured Certificates of Deposit, and when they will mature.

Some highlights as of September 30, 2022:

Book Value of portfolio - \$29,725,636

Market Value of portfolio - \$28,917,187

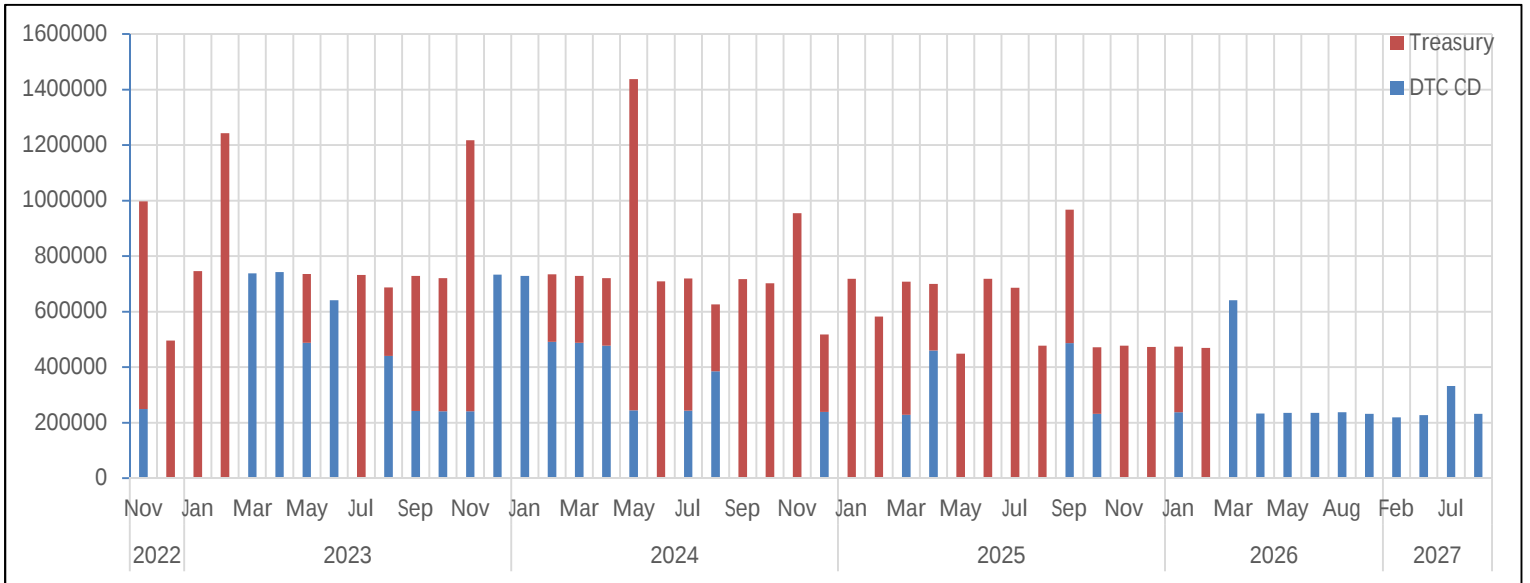
Average yield: 2.05%

Average life: 1.88 years

Estimated annual realized income: \$612,490

The City opened a Municipal Checking account with Camden National Bank in September with an Insured Cash Sweep to maximize interest earnings on our liquid cash. This account currently offers 2.1% on deposits from \$2M - \$4.99M, and 2.3% on deposits over \$5M. Realized interest earned in this account for the month of September was \$1,807.78 on an average daily balance of \$1,384,210. I expect that the addition of this activity will yield approximately \$20,000 in additional investment revenue for FY23.

Book Value by Maturity 10/18/2022



Market Value by Maturity 10/18/2022

