

Susan Montenegro

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Career Summary

Municipal leader with over 22 years of public service management experience with 10 years in city management. Demonstrated record of budget development, financial management, comprehensive IT overhaul and development, mentoring, team building, organizational building, community outreach, economic development, strategic planning, public relations, and consensus building.

Work Experience

City Manager

(July 2022 – July 2023)

City of Lathrup Village, MI
Population 4,100

Lathrup Village is located in Oakland County with 22 full-time employees. Responsible for day-to-day operations with oversight of Treasury, City Clerk, Community Development, Engineering Planning and Zoning, IT, Public Works, Procurement, and Downtown Development Authority. Oversight of contracts with several entities providing services for Audio/Visual, Custodial and Grounds, and Department of Public Services, and a contract with the City of Southfield to provide Fire/EMS/Dispatch services. Total general fund budget is \$7.2 million.

- Oversight of a comprehensive road replacement/refurbishment, sidewalk replacement, ditch and culvert replacement program.

City Manager

(January 2022 – April 2022)

City of Eaton Rapids, MI
Population 5,214

Eaton Rapids is located in Eaton County and is a full-service city, including electric generation, with 35 full-time and 22 part-time employees. Responsible for day-to-day operations with oversight of Finance and Treasury, City Clerk, Assessor, Planning and Zoning, IT, Public Works, Downtown Development Authority and Local Development Finance Authority. The City's Budget is slightly over \$17 million with a general fund of \$3 million. The City's electric supply budget comprises \$10 million of the \$17 million total budget.

City Manager

(June 2018 – January 2022)

City of Leslie, MI
Population 1,854

Leslie is located south of Lansing and is a full-service city with 14 FTE and 7 PTE. Responsible for day-to-day operations with oversight of Finance and Treasury, City Clerk, Assessor, Planning and Zoning, IT, Public Works, Police, Fire, Downtown Development Authority and Local Development Finance Authority. Total budget is approximately \$2.5 million.

Achievements and Oversight:

- \$400,000 Lift station decommissioning and extension/looping of sewer line.
- Coordination of \$1.1 million MDOT Bridge replacement.
- Took operations of WWTP back in house and provided staffing.
- Sought out and negotiated purchase of office building to relocate city offices and council

- chambers. Renovated lower level for council chambers.
- Instrumental in obtaining commercial appraisal and selling of old city office building.
- Successful negotiation of all union contracts.
- Created new TIF plans for LDFA and DDA.
- Selection and implementation of new City website.
- Creation of attendance tracking system of all boards and commissions members.
- Updated boards and commissions member list and terms.
- Complete overhaul of internal IT protocols and selection of new IT contractor and updating of servers and systems.
- Researched and analyzed a \$6 million WWTP and collection system renovation and seeking USDA-RD funding.
- Researched and analyzed a \$4.5 million new water improvement project constructing a new elevated water storage tank, installing 12-inch water main, extending city roadway and lead service line replacements.
- Sought \$600,000 + grant for trail system installation and completion working with Leslie Public Schools, Leslie Township and Ingham County Parks and Recreation.
- Successful collaborative partnerships with Ingham County, Leslie Township, and Leslie Public Schools for community trails system funding.

**Assistant City Manager/
Director of Community Development**

(December 2013 to May 2018)

*City of Owosso, MI
Population 15,140*

The City of Owosso, Michigan is a full-service municipal organization consisting of 88 FTE and 28 PTE. The 2017-18 budget included a general fund of \$7,409,531; street funds of \$2 million (excluding \$10 million bond issue); and regional water and wastewater utilities budgets of \$4.7 million for operations and \$3 million for capital.

Primary responsibilities were to assist in the day-to-day operations of the city. Fill in for city manager during vacations or illness, work with staff and council members. Directly responsible for grant writing and administration, economic development, planning and zoning, downtown revolving loan committee, and the brownfield authority. Provide direction and oversight to the following city internal servicing departments: building, code enforcement, assessing, Downtown Development Authority/Main Street, and parks and recreation. Actively engaged and providing administrative support and direction as needed with finance, utilities, DPW, engineering, treasury, clerk's office, and human resources.

- Assist with budget preparation and workshops.
- Responsible for the Redevelopment Ready Community process and engagement.
- Working with planning commission to draft and implement a citizen participation plan.
- Researched and facilitated a successful intergovernmental agreement with surrounding townships and cities.
- Working with staff and planning commission to draft a capital improvements plan.
- Zoning administrator for the city.
- Staff liaison for brownfield authority, planning commission and zoning board of appeals.
- Attend monthly Downtown Development Authority/Main Street board meetings.
- Tracking and reporting of Brownfield sites in the city.
- CDBG grant administration and tracking.
- Façade grant program.
- Rental rehab program.
- Administer grants and loans from the Department of Environmental Quality. Applied for and received a \$45,000 Recreation Passport grant from the Department of Natural Resources.
- Updated Owosso's 5-year Parks and Recreation Master Plan.
- Updating Owosso Master Plan.

- Updating Owosso Zoning Ordinance.

Intern

(February 2013 – December 2013)

City of Owosso, MI

Population 15,140

Worked directly with the city manager, finance director, human resources director and city clerk performing a variety of tasks.

- Interaction with city council.
- Budget preparation and workshops.
- Participation in contract negotiations.
- Participation in hiring process of prospective employees.
- Participation in records retention.
- Participation in city clerk's office leading up to election season.
- Created BID Specifications for Library boiler system replacement.
- Created Bid Specifications for DPW equipment purchase.
- Part of local street and major street reconstruction process.
- Researched new fleet maintenance software, implement, and train DPW garage members.
- Researched costs associated with purchasing spray injection patching equipment and set up demo.
- Part of RFP and selection process for broker/agent selection for health insurance, life insurance, accidental death, and long-term disability/short-term disability coverage.
- Researched process and implemented online payment option to current city website.
- Part of process to list used vehicles and equipment for auction.

Pastor

(1998 to 2007)

United Methodist Church (Leading and serving churches as a minister in Southeast Michigan)

Duties were to work with church council and provide guidance. Directly responsible for building teamwork within various committees, community relations outreach, recruit new members, oversee and educate committees within the churches. Additionally, I held multi-charge appointments, requiring the ability to deal with the individual needs and personality of each church, their respective boards, commissions, and programs. These opportunities helped develop strong interpersonal skills and an ability to work with a diverse group of people.

- Developed new mid-week youth program taking youth participation from two children to 27 within three months.
- Increased membership in all churches served. Last appointment had an increase of 26% in one year.
- Supervisory leadership of all committees within the church.
- Organized, led, and empowered committees to set and meet goals.
- Successfully led one church through conflict resolution.
- Educated teams of their function and responsibility within the church.
- Applied for and received grants for two midweek church outreach programs to local businesses.
- Fundraising events in all churches.
- Developed annual church and committee budgets.
- Coaching practicum on conflict management and resolution.
- Multi-church appointments required flexibility with time and scheduling as well as covering larger geographical areas.
- Excellent oral and written communication skills.
- Excellent public speaking skills.

Education

University of Michigan-Flint

Master's Degree, Public Administration
University of Phoenix
Bachelor of Science, Human Services Management
Axia College of the University of Phoenix
Associate of Arts, Business

Business Professional Training

MSU Citizen Planner Program	2014
MSU Extension Zoning Administrator Course	2015
ICMA High Performance Leadership Academy	2021

Professional Involvement/Affiliations

- Michigan Municipal Executives Board Member 2018-2022.
- Michigan Municipal League Workers Compensation Fund Board Member 2019-2023.
- Michigan Municipal Executives Diversity, Equity, and Inclusion Committee Member.
- Member – Michigan Women in Municipal Government.
- Member – Michigan Municipal Executives.
- Member – Michigan Municipal League.
- Member – International City/County Manager's Association.
- Member – Michigan Association of Planners.
- Former member – James S. Minor River Trail Joint Trail Joint Powers Committee. (an intergovernmental committee), served while employed in Owosso.
- Former member – I-69 International Trade Corridor Local Development Finance Authority, served while employed in Owosso.
- 2015 Leadership Shiawassee graduate.

Volunteer Involvement

Owosso Area Amphitheater Board	2014 - 2016
Rotary Club of Owosso	2014 – 2018
Rotary Club of Eaton Rapids	2022