

**CITY OF DETROIT**

**INDIVIDUAL PERSONAL SERVICES CONTRACT**

THIS INDIVIDUAL PERSONAL SERVICES CONTRACT (the "Contract") made this 15 day of DECEMBER 2016 by and between the Detroit Building Authority (herein called the "Authority") and Lorna Macfarlane, residing at 2112 Belmont Street, Unit #1, Hamtramck, Michigan 48212 (herein called the "Contractor").

**I. ENGAGEMENT OF CONTRACTOR**

1.01 The Authority hereby engages the Contractor and the Contractor agrees to perform the Services as set forth in Exhibit A which is herein incorporated by reference. The parties acknowledge that the Contractor is not an employee of the City of Detroit.

**II. TITLE**

2.01 The Contractor shall serve as Assistant Planning & Procurement Manager for the Authority.

**III. [INTENTIONALLY OMITTED]**

3.01

**IV. SCOPE OF SERVICES**

4.01 The Contractor shall perform in a satisfactory and proper manner the Services as set forth in Exhibit A (the "Services"). The Contractor shall, during the contract term or any extension thereof, use her best efforts and endeavors to promote the interest of the City and devote such time, attention, skill, knowledge and professional ability as is necessary to most effectively and efficiently carry out and perform the Services as described in Exhibit A.

4.02 The Services shall be performed by the Contractor at the Detroit Building Authority office, located at 1301 Third Street, Suite 328, Detroit, Michigan 48226, or at such other location as may be determined by the Authority in its sole discretion.

**V. CONTRACT TERM**

5.01 This Contract is effective for a term commencing on January 2, 2017 and expiring at midnight on June 30, 2017 unless sooner terminated as provided for therein, or extended for such further period as determined between the parties hereto.

5.02 During the entire term of this Contract the hours and days on which the Services of the Contractor are to be performed for the Authority shall be determined by the Authority in its sole discretion.

**VI. COMPENSATION**

6.01 The Authority agrees to pay the Contractor for the Services performed at an annualized salary not to exceed Seventy Thousand and 00/100 (\$70,000.00) Dollars for the term of the Contract. Compensation to be paid to the Contractor for the term shall not exceed approximately Thirty Five Thousand and 00/100 (\$35,000.00) Dollars. It is understood and agreed by the parties hereto that

the compensation stated above is inclusive of any and all remuneration to which the Contractor may be entitled and that the Contractor shall not receive any fringe benefits, INCLUDING BUT NOT LIMITED TO OVERTIME PAY, HOLIDAY PAY, SICK PAY, VACATION PAY, RETIREMENT BENEFITS, PENSION BENEFITS, AND INSURANCE BENEFITS. The Contractor shall receive HOLIDAY PAY according to the City's holiday schedule and shall receive ten (10) DAYS OF PAID VACATION TIME.

## VII. METHOD OF PAYMENT

- 7.01 Payment for the proper performance of the Services shall be biweekly.
- 7.02 The Contractor's working hours shall be determined by the Authority.
- 7.03 Payment for *Services* provided under this *Contract* is governed by the terms of Ordinance No. 42-98 entitled "Prompt Payment of Vendors", being Sections 18-5-71 through 18-5-79 of the 1984 Detroit City Code.

The individual responsible for accepting performance under this *Contract* and from whom payment should be requested is:

Tyrone Clifton  
Director  
Detroit Building Authority  
1301 Third Street, Suite 328  
Detroit, Michigan 48226  
(313) 224-5504  
(313) 224-4998

## VIII. INDEMNITY

- 8.01 The Contractor agrees to save harmless the Authority against and from any and all liabilities, obligations, damages, penalties, claims, costs, charges and expenses (including without limitation, fees and expenses of attorneys, expert witnesses and other consultants) which may be imposed upon, incurred by or asserted against the Authority by reason of any of the following during the term of this Contract:
- a) any negligent or wrongful act of the Contractor, or
  - b) any failure by the Contractor to perform her obligations either implied or expressed, under this Contract.
- 8.02 The Contractor also agrees that it is her responsibility and not the responsibility of the Authority to safeguard property and materials that the Contractor uses pursuant to the Contractor's performance under this Contract. Further, the Contractor agrees to hold the Authority harmless for any loss of such property and materials used by the Contractor pursuant to the Contractor's performance under the Contract.
- 8.03 In the event any action or proceeding shall be brought against the Authority by reason of any claim covered hereunder, the Contractor, upon notice from the Authority, will at her sole cost and expense, resist or defend the same.

## **IX. TERMINATION**

- 9.01 The Authority has the right, in its sole discretion, to terminate this Contract without cause by giving notice to the Contractor of such termination, specifying the effective date thereof, at least fourteen (14) days before the effective date of such termination, and this Contract shall terminate in all respects as if such date were the date originally given for the expiration of this Contract.

The Contractor shall be liable to the Authority for damages sustained by the Authority by virtue of any breach of the Contract by the Contractor, and any costs the Authority might incur enforcing or attempting to enforce this Contract, and the Authority may withhold any payment(s) to the Contractor for the purpose of setoff until such time as the exact amount of damages due the Authority from the Contractor are determined by the Authority.

- 9.02 Any compensation due and owing the Contractor at the time of any termination shall be paid as soon thereafter as can be authorized by the Authority.

## **X. COMPLIANCE WITH LOCAL LAWS**

- 10.01 The Contractor shall comply with all applicable laws, ordinances, and codes of the federal, state and local governments, including the City's Fair Employment Practices Ordinance, being Ordinances 205G; Section 2-7-6.1 et. seq. of the City of Detroit Municipal Code; and the Contractor shall save the City harmless with respect to any damages arising from any violation of the same by her.

## **XI. CONFLICT OF INTEREST**

- 11.01 The Contractor covenants that she presently has no personal or financial interest, and shall not acquire any such interest, direct or indirect, which would conflict in any manner or degree with the performance of the Services under this Contract. The Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed. The Contractor further covenants that no officer, member or employee of the City and no other public official who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this Contract has any personal or financial interest, a direct or indirect, in this Contract or in the proceeds thereof.

## **XII. OFFICE OF INSPECTOR GENERAL**

- 12.01 In accordance with Section 2-106.6 of the City Charter, this Contract shall be voidable or rescindable at the discretion of the Mayor or Inspector General at any time if a Public Servant who is a party to the Contract has an interest in the Contract and fails to disclose such interest.
- 12.02 This Contract shall also be voidable or rescindable if a lobbyist or employee of the contracting party offers a prohibited gift, gratuity, honoraria or payment to a Public Servant<sup>1</sup> in relation to the Contract.

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<sup>1</sup>"Public Servant" means the Mayor, members of City Council, City Clerk, appointive officers, any member of a board, commission or other voting body established by either branch of City government or the City Charter, and any appointee, employee or individual who provides services to the City or municipal corporation created by the City within or outside of its offices or facilities pursuant to a personal services contract.

- 12.03 A fine shall be assessed to the Contractor in the event of a violation of Section 2-106.6 of the City Charter. If applicable, the actions of the Contractor, and its representative lobbyist or employee, shall be referred to the appropriate prosecuting authorities.
- 12.04 Pursuant to Section 7.5-306 of the City Charter, the Inspector General shall investigate any Public Servant, City Authority, program or official act, contractor and subcontractor providing goods and services to the City, business entity seeking contracts or certification of eligibility for City contracts and person seeking certification of eligibility for participation in any City program, either in response to a complaint or on the Inspector General's own initiative in order to detect and prevent waste, abuse, fraud and corruption.
- 12.05 In accordance with Section 7.5-310 of the City Charter, it shall be the duty of every Public Servant, contractor, subcontractor, and licensee of the City, and every applicant for certification of eligibility for a City contract or program, to cooperate with the Inspector General in any investigation pursuant to Article 7.5, Chapter 3 of the City Charter.
- 12.06 Any Public Servant who willfully and without justification or excuse obstructs an investigation of the Inspector General by withholding documents or testimony, is subject to forfeiture of office, discipline, debarment or any other applicable penalty.
- 12.07 As set forth in Section 7.5-308 of the City Charter, the Inspector General has a duty to report illegal acts. If the Inspector General has probable cause to believe that any Public Servant or any person doing or seeking to do business with the City has committed or is committing an illegal act, the Inspector General shall promptly refer the matter to the appropriate prosecuting authorities.

### **XIII. DEBT TO AUTHORITY**

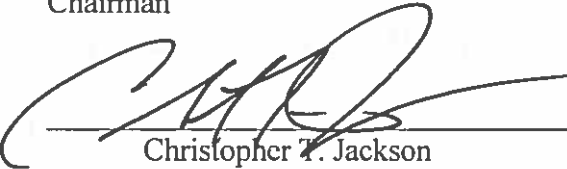
- 13.01 The Contractor covenants that she is not, and will not become in arrears to the Authority or the City upon contract, debt, or any other obligation to the Authority or the City, including real property, personal property and income taxes.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CITY OF DETROIT BUILDING AUTHORITY, a Michigan public authority and body corporate

By:   
Brian Barnhill, III

Its: Chairman

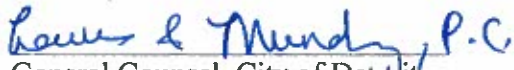
By:   
Christopher T. Jackson

Its: Treasurer

By: Lorna Macfarlane

LORNA MACFARLANE  
(Print Name)  
  
(Signature)

APPROVED AS TO FORM:

  
General Counsel, City of Detroit  
Building Authority

# LORNA M. MACFARLANE

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2112 Belmont St, Unit #1, Hamtramck MI  
lorna.macfarlane@gmail.com  
Tel: 313-516-3111

## PROFESSIONAL SUMMARY

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Experienced Contract/Compliance Analyst with a strong background in sales, problem analysis, research and composition. Skilled in performing financial evaluations by applying risk management strategies to improve procurement decisions. Proven leadership in assisting with the management of a multimillion-dollar federal grant program. Dedicated team player determined to help support staff and aid in achieving relevant spend-down benchmarks through training and development. Strong emphasis on following precise policies and procedures stressing acute attention to detail, organization and communication.

## CORE QUALIFICATIONS

- Ability to identify, organize and manage a variety of complex tasks and complete them in a timely manner
- Proven ability to create steps in order to implement complicated processes
- Excellent written and oral communication skills
- Familiar with the study, examination and analyzation of legal, financial and business documents
- Keen fact finding abilities with a resilient focus on analytic components of projects
- Highly motivated and self-disciplined with a passion for taking initiative

## EXPERIENCE

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### Administrative Data Specialist – Demolition Department

April 2016-Present

### Data Entry Clerk – Demolition Department

October 2015-April 2016

### DETROIT LAND BANK AUTHORITY – Detroit MI

- Planned and implemented an internal auditing program based on the relationship between RFP submittals and executed contract awards to ensure full compliance of demolition guidelines per the Hardest Hit Fund Grant Program (HHF)
- Facilitated the Director of the Demolition Program, Grant Compliance Manager and Senior Data Managers with the restructuring of department procedures to improve the quality control of the contract review process, invoicing policies, change order submissions and payment schedules
- Review and analyze all award information to prepare contracts for execution based on bid opening results provided by the Detroit Building Authority including accuracy of submitted pricing sheets and basic assessment of cost reasonableness using comparable data
- Manage the investigation and resolution of inconsistencies identified within asbestos surveys and property surveys using photo interpretation, deconstruction checklists and abatement documentation
- Proficient in managing data using various databases including the MSHDA Activity Tracking Tool (MATT), Salesforce, GTJ Admin, Google Drive, Google Maps, Wayne County Register of Deeds, Wayne County Treasurer, Motor City Mapping, Loveland Technologies and Pictometry

### Independent Contractor

April 2015-Present

### 312 MFH CONSULTING, LLC – Hamtramck MI

- Facilitate real estate transactions between agent and investor including property scouting, community research and

## **ADDITIONAL INFORMATION**

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### ***Special Skills/Certifications***

- Basic/conversant knowledge of the Italian language (resided in Rome, Italy 1985-1991)
- Basic knowledge of the French language
- Basic proficiency in Microsoft Office programs including Word and Excel
- Completed prerequisite 40-hr Real Estate Fundamentals Course at the Michigan Institute of Real Estate in Southfield, MI

### ***Volunteer Experience & Causes***

- YPR (Young People in Recovery), Detroit Chapter: Recovery Supporter/Advocate, August 2016-Present
- Mental Health Wellness Initiative, Grosse Pointe Public School System: Recovery Representative, January 2016-Present
- REAL Michigan (Recovery Education Advocacy Leadership), Detroit, MI: Recovery Ambassador, July 2015-Present
- Habitat for Humanity Detroit (Grosse Pointe Partners), Detroit, MI: Volunteer, June 2015-Present
- Wigs 4 Kids Wellness Center, Saint Clair Shores, MI: Media Liaison Volunteer, April 2015-June 2015



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## **Planning and Procurement Manager & Assistant Planning and Procurement Manager**

The Detroit Building Authority manages the largest Demolition Program in the nation. The Demolition Program is a cornerstone in Mayor Duggan's effort to revitalize Detroit.

The DBA is seeking qualified professionals to fill these two (2) positions. These positions shall ensure that all properties complete the necessary due diligence and are contracted for demolition as efficiently as possible.

This is a demanding, fast-paced environment. Interested candidates should possess exceptional organizational skills and self-direction.

Interested candidates should submit a resume and cover letter to Tim Palazzolo by e-mail, [tpalazzolo@detroitbuildingauthority.org](mailto:tpalazzolo@detroitbuildingauthority.org), on or before October 28<sup>th</sup>, 2016.

### **Responsibilities – General**

- Work with the City of Detroit, Detroit Land Bank Authority (DLBA), and DBA staff to identify and prioritize demolition targets;
- Verify legal authority for demolition;
- Create Environmental Request for Proposals, as necessary;
- Work with City of Detroit, DLBA, and DBA staff to procure or assign Environmental Consultants for demolition targets. Ensure issuance of Environmental Request of Proposals (RfP), execution of Contract, and issuance of Notice to Proceed with Environmental Due Diligence, as necessary;
- Prioritize work for DTE service disconnection;
- Manage Supportive Services (removal of excess debris, de-watering flooded structures, etc.) for demolition;
- Work with Detroit Water and Sewerage Department to calculate hydrant permit fees and coordinate service disconnections, as necessary;
- Ensure proper notification of demolition to property owners, as necessary;





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- Create Demolition RfP;
- Ensure issuance of Demolition RfP, execution of Demolition Agreement, and issuance of Notice to Proceed with Demolition;
- Track all relevant data points regarding project planning and procurement activities;
- Organize and maintain all documentation related to planning and procurement activities for demolition targets;
- Perform other tasks as directed.

#### Additional Responsibilities – Planning and Procurement Manager

- Oversee and manage staff. Create clear metrics for project planning and procurement activities;
- Report to Director of Operations on planning and procurement metrics;
- Facilitate interactions with City of Detroit, DLBA, and DBA to achieve Program goals and objectives;
- Prepare and submit Business Cases to the City of Detroit for funding needs.

#### Qualifications

- For the Planning & Procurement Manager, seven to ten years of progressively responsible experience in project or program management. Professional experience in State or Local government or the real estate/construction/demolition industry is preferred;
- For the Assistant Planning & Procurement Manager, three to five years of progressively responsible experience in project or program management. Professional experience in State or Local government or the real estate/construction/demolition industry is preferred;
- Bachelor's Degree in any discipline. Graduate degree is preferred;
- Advanced communication (oral & written) skills;
- Intermediate to advanced knowledge of Microsoft Office Suite;
- Basic knowledge of database management tools/systems;



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- Valid State of Michigan Driver's License;
- Ability to conduct field investigations, as necessary.

#### Compensation

- For the Planning and Procurement Manager, the starting salary will range from \$75,000 - \$80,000. This is a contract position with no benefits. Highly qualified candidates may be eligible for a higher salary.
- For the Assistant Planning and Procurement Manager, the starting salary will range from \$55,000 - \$60,000. This is a contract position with no benefits. Highly qualified candidates may be eligible for a higher salary.