



MEMORANDUM

Date: June 3, 2026
To: Mayor, Vice-Mayor, and Commissioners
From: Mike Helfrich, City Manager
Subject: Hearing Officers for Post - Grievance Hearings

Background

In accordance with the City's adopted personnel policy (Ordinance 2025-01), employees, other than those designated as part-time, temporary, probationary, or at-will, have the right to seek review of disciplinary terminations in accordance with Section 2-130 of Ordinance 2025-03 established in the City's Code of Ordinances and in the new personnel policy.

The Board of Commissioners adopted Ordinance 2025-03 on April 2, 2025, establishing procedures for post-termination hearings following meetings with the Civil Service Commission and a joint workshop meeting between the Civil Service Commission and the Board of Commissioners.

Under this approach, the neutral hearing officer would preside over grievance hearings and issue findings or recommendations as required. The City would be represented in grievance hearings by the City Attorney or the City Attorney's designee. Contracting with a neutral third party would enhance the integrity of the grievance process and ensure compliance with due process requirements.

Recommendation:

City Attorney Tom Trask has negotiated with two hearing officers for selection by the Board of Commissioners. In accordance with Ordinance 2025-03, the Board of Commissioners can contractually appoint one or more hearing officers to serve as the City's hearing officers. If the Board chooses to appoint only one of the two hearing officers, City staff recommends selecting Sacha Dyson due to the cost difference.

In accordance with Ordinance 2025-03, if multiple hearing officers have been secured, the City Clerk, serving as Hearing Officer as set forth in Ordinance 2025-03, will endeavor to assign cases on a rotational basis so that, over time, all hearing officers obtain roughly equal opportunities to preside over appeals.

It is recommended that the Board of Commissioners approve the agreement with both Attorneys.

Sacha Dyson

- Hourly Rate: \$300
- Contract Term: One-year term ending December 31, 2026
- Renewal: Automatically renews unless either party provides at least 30 days' notice prior to expiration
- Current Practice: Busch, Graziano, Rice & Hearing, P.A.
 - <https://www.bgrhlaw.com/attorney/sacha-dyson/>

Michelle Nadeau

- Hourly Rate: \$495

- Contract Term: One-year term ending December 31, 2026
- Renewal: Automatically renews unless either party provides at least 30 days' notice prior to expiration
- Current Practice: Kwall Barack Nadeau PLLC
 - <https://www.employeerights.com/about-us/michelle-e-nadeau/#~205eaf4f-d9af-454b-bc47-1ee7a012504d>

Attachments

- Ordinance 2025-03, Post Termination Hearings
- Sacha Dyson – Agreement for Hearing Officer Services
- Sacha Dyson - Executed No Coercion of Labor Affidavit & Foreign Countries of Concern Affidavit
- Michelle Nadeau – Agreement for Hearing Officer Services – Michelle Nadeau
- Michelle Nadeau - Executed No Coercion of Labor Affidavit & Foreign Countries of Concern Affidavit