



**PONTIAC CITY COUNCIL
FORMAL MEETING
June 1, 2017
6:00 p.m.
189th Session of the 9th Council**

It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."

Call to order

Invocation

Pledge of Allegiance

Roll Call

Authorization for excused absences for councilmembers

Amendments to and approve of the agenda

Approval of the Minutes

1. May 25, 2017
2. Closed Session Minutes May 25, 2017

Special Presentation by Steve Cartier

Deputy Mayor Report or Department Heads

Recognition of Elected Officials

Agenda Address

AGENDA ITEMS FOR CITY COUNCIL CONSIDERATION

3. Request to approve 2nd reading of the ordinance to amend various sections of Chapter 22, Article VI of the City of Pontiac Code of Ordinances.
4. Request for approval of Staff for the Youth Recreation Program. (Aide, Specialist, and Manager)
5. Request to approve 2018-2020 Joint Agreement for the Oakland Development Block Grant Program.

Public Comment

Mayor, Clerk, City Attorney, Council Closing Comments

Adjournment

May 25, 2017

**Official Proceedings
Pontiac City Council
188th Session of the Ninth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Thursday, May 25, 2017 at 12:00 Noon by President Pro-Tem Mary Pietila.

Call to Order at 12:00 Noon

Moment of Silence

Roll Call

Members Present: Carter, Pietila, Taylor-Burks, Williams and Woodward.

Members Absent: Holland and Waterman.

Mayor Waterman was present.

Clerk announced a quorum.

17-157 **Excuse Councilperson Mark Holland and Patrice Waterman for personal reasons.**
Moved by Councilperson Woodward and supported by Councilperson Williams.

Ayes: Carter, Pietila, Taylor-Burks, Williams and Woodward.

No: None

Motion Carried.

17-158 **Approval of the Agenda.** Moved by Councilperson Woodward and supported
Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Williams, Woodward and Carter

No: None

Motion Carried.

17-159 **Journal of May 18, 2017.** Moved by Councilperson Taylor-Burks and supported by
Councilperson Williams.

Ayes: Taylor-Burks, Williams, Woodward, Carter and Pietila.

No: None

Motion Carried.

17-160 **Resolution to go into Closed Session.** Moved by Councilperson Woodward and
supported by Councilperson Carter.

Whereas, Section 8 (e), MCL 15.268, permits a public body “[to] consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigation or settlement position of the public body”: and,

Whereas, the Pontiac City Council believes that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City.

Therefore, Be It Resolved that the Pontiac City Council recesses into closed session for the purpose of consulting with its attorney regarding settlement strategy in the cases of Gale Ogg vs. The City of Pontiac and Sharon Buck vs. the city of Pontiac.

May 25, 2017

Ayes: Williams, Woodward, Carter, Pietila and Taylor-Burks

No: None

Resolution Passed.

Councilman Holland arrived at 12:07 p.m.

17-161 **Resolution for the case of Ogg vs. the City of Pontiac.** Moved by Councilperson Williams and supported by Councilperson Taylor-Burks.

Be It Resolved, in the matter of Gayle Ogg vs. the city of Pontiac, that Pontiac City Council accepts the recommendation of our attorney regarding the case evaluation.

Ayes: Williams, Woodward, Carter, Holland, Pietila and Taylor-Burks

No: None

Resolution Passed.

There were 5 individuals who addressed the body during public comment.

Councilman Mark Holland was excused from the meeting at 1:11 p.m.

Councilman Kermit Williams was excused from the meeting at 1:21p.m.

17-162 **Resolution for a 1st reading of an Ordinance to amend various sections of Chapter 22, Article VI of the City of Pontiac Code of Ordinances.** Moved by Councilperson Woodward and supported by Councilperson Taylor-Burks.

Be It Further Resolved, that the Pontiac City Council will consider a 1st reading of an Ordinance to amend various sections of Chapter, Article VI of the City of Pontiac Code of Ordinances on Thursday, June 1, 2017 at 6:00 p.m.

Ayes: Woodward, Carter, Pietila and Taylor-Burks

No: None

Resolution Passed.

President Pro-Tem Mary Pietila adjourned the meeting at 2:25 p.m.

SHEILA R.GRANDISON
DEPUTY CITY CLERK

Ordinance No. xxxx

An ordinance to amend various sections of Chapter 22, Article VI of the City of Pontiac Code of Ordinances.

The City of Pontiac ordains:

Chapter 22, Article VI, shall be amended to read as follows:

ARTICLE VI. HOUSING CODE
Division 7. Inspections of One- and Two-Family Dwellings

22-801 Registry of owners and premises.

- (a) A registry of owners and premises shall be maintained by the Department of Building Safety.
- (b) The owners of one- and two-family dwellings which are occupied by persons other than the owner, which may be evidenced by the homestead declaration on the property being less than 100% and a dwelling unit not occupied by the titled owner of the property, or a one- or two-family dwelling for which an owner is offering to others for purposes of occupancy through rental or lease agreements, or by other mutually acceptable agreements leading to occupancy including land contracts, shall register their names, places of residence or usual places of business, Social Security or taxpayer identification number, state identification number, name(s) of the tenant(s), and the location of the premises regulated by this division with the Department of Building Safety. If the premises are managed or operated by an agent, the agent's name, place of business, Social Security or taxpayer identification number, and state identification number shall also be provided. The owners shall register by June 30, 2012, after the enactment of this division, without additional penalty. Within sixty (60) days after change of ownership or change of agent, the new owner or agent shall reregister with the Department of Building Safety in the same manner as previously set forth. The Department of Building Safety may require information in addition to the information required by this division for purposes of registration. A fee shall be paid upon registration. Such registration shall be valid until changed. Late registration fees paid after its due date shall be assessed a twenty-five dollar (\$25.00) late fee per rental unit per month until paid.
- (c) A property that has a land contract recorded with the Oakland County Register of Deeds that names the occupant of the dwelling unit shall be exempt from the requirements of this division.

(Code 1985, § 14-165; Ord. No. 2247, § 1, 1-26-12; Ord. No. 2255, § 1, 4-17-12)

22-802 Fees.

- (a) Fees for registration, certificates of compliance, temporary certificates, rescheduling fees, related inspections, appeals, and any other fee required by this division shall be recommended by the Finance Director and the Department of Building Safety and established by resolution of the City Council upon adoption of the annual budget and may be amended by resolution of the City Council from time to time. Fees shall be payable at time of registration or request for inspection.
- (b) Owners of one-and two-family dwellings which are occupied by a family member of the owner, shall not be charged any of the fees enumerated in subsection (a) above, except that all owners shall be responsible for paying the inspection fees. For the purposes of this subsection, a family member is any individual related by blood or marriage, which relationship is or a permanent and distinct domestic character and shall be limited to mother, father, grandparent, mother-in-law, father-in-law, brother, sister, son, daughter, son-in-law, daughter-in-law, or any other adoptive dependent. Evidence of relationship may be proven at the time of registration by birth certificate, marriage certificate, record of adoption, tax returns showing dependent status, or any other documents that may be required by the Department of Building Safety.

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(c**b**) Property owners shall also be responsible for any unpaid fees invoiced within the previous 365 days. After June 30, 2012, any invoice that is paid after its due date shall be assessed a twenty-five dollar (\$25.00) late fee per rental unit per month until paid.

(d**e**) There shall be no refunds for any fees paid unless the service is not provided because of the fault of the Department of Building Safety.

(e**d**) Effective January 1, 2013, the Department of Building Safety may charge one information verification fee during a calendar year to verify information obtained during the registry of owners and premises, including names of tenants, obtained in a previous calendar year. If such verification fee is assessed, the City Council shall by December 1 of the prior calendar year, upon the recommendation of the Finance Director and the Department of Building Safety, establish the fee. The fee shall be in effect for the entire calendar year and shall expire on the last day of the calendar year. Any unpaid verification fee shall be assessed a one-time, twenty-five dollar (\$25.00) late fee after its due date.

(Code 1985, § 14-166; Ord. No. 2247, § 1, 1-26-12; Ord. No. 2255, § 1, 4-17-12)

22-803 Inspections required.

(a) The Department of Building Safety shall cause periodic inspections to be made of dwellings regulated by this division. In no event shall the period between the inspections exceed three years, except that the period shall be five years for owners of property who qualify for the fee waiver in section 22-802(b) above. This section does not limit the requirement in section (b) to have the property re-inspected upon change in occupancy.

(b) In addition to the periodic inspections required by subsection (a) of this section, inspections shall also be required prior to any change in occupancy of a dwelling unit after having once been occupied. It shall be the duty of the owner or agent of such dwelling units to notify the Department of Building Safety prior to the reoccupancy of a vacated one- or two-family dwelling unit. No dwellings subject to this division may be reoccupied until inspected pursuant to this section, except as provided in subsection (h) of section 22-806. The owner or agent of a dwelling unit reoccupied after June 30, 2012, and before the issuance of a certificate of compliance shall be guilty of a municipal civil infraction subject to a fine of five hundred dollars (\$500.00); each day shall be considered a separate offense.

(c) Inspections shall be conducted in a manner calculated to secure compliance with applicable city ordinances and regulations appropriate to the needs of the community.

(d) An inspector or team of inspectors may request permission to enter all premises regulated by this division at reasonable hours to undertake an inspection. Upon an emergency, an inspector or team of inspectors shall have the right to enter at any time.

(e) Owner or the agent shall schedule the inspection at least sixty (60) days before the expiration date of a certificate of compliance, or sooner. Failure to schedule an inspection shall result in the immediate suspension of a certificate of compliance and penalties as described in Section 22-807(f) and the assessment of a twenty-five dollar (\$25.00) late fee per unit per month for any inspection that is scheduled late under this ordinance after June 30, 2012. No inspection shall be made unless the appropriate fee has been paid. Any request to reschedule an inspection shall result in a rescheduling fee.

(f) A tenant may request inspection of the dwelling unit upon payment of the inspection fee.

(Code 1985, § 14-167; Ord. No. 2247, § 1, 1-26-12; Ord. No. 2255, § 1, 4-17-12)

22-804 Inspection warrants.

(a) In a nonemergency situation where admission to premises to be inspected under the provisions of this division is refused by the occupant or person in charge thereof, the Department of Building Safety shall apply to a court of competent jurisdiction for a warrant to inspect the premises. The warrant shall state the address of the building to be inspected, the nature of the inspection, and the reasons for the inspection. It shall be appropriate and sufficient to set forth the basis for inspection established in this division, or as set forth in other applicable law. The warrant shall also state that it is issued pursuant to this division, and the purpose for which it is issued.

(b) In the event of an emergency, no inspection warrant shall be required.

(Code 1985, § 14-168; Ord. No. 2247, § 1, 1-26-12)

22-805 Inspection policy and recordkeeping.

- (a) It is the policy of the city that the inspection procedures set forth in this division are established in the public interest to secure the health and safety of the occupants of dwellings and of the general public.
- (b) The current edition of the International Property Maintenance Code along with any subsequent amendments or supplements with technical amendments approved and recommended by the International Code Council is hereby adopted by reference to establish the minimum conditions of the dwelling unit and the maintenance of the structure in general.
- (c) The Department of Building Safety shall keep records of all inspections and matters related to the procedures set forth in this division in accordance with the record retention schedule adopted by the City Council.

(Code 1985, § 14-169; Ord. No. 2247, § 1, 1-26-12)

22-806 Certificate of compliance.

- (a) An owner or agent shall apply for a certificate of compliance. Inspection and issuance of certificates shall be in accordance with the requirements of this division and with rules and procedures established by the Building Code Official.
- (b) An application for a certificate of compliance shall be made when the owner enrolls in the registry of owners and premises. If the owner fails to register within the time required, any occupant of unregistered or uncertified premises may make application.
- (c) Single- and two-family dwellings regulated by this division shall not be occupied unless a certificate of compliance has been issued by the Department of Building Safety. The certificates shall be issued only upon prior inspection of the premises, except as provided in subsection (h) of this section. The certificate shall be issued within fifteen (15) days if the dwelling is entitled thereto at the date of inspection.
- (d) Inspections shall be made prior to first occupancy of single- and two-family dwellings regulated by this division when the construction or alteration is completed.
- (e) Upon finding that there is no condition that would constitute a hazard to the health and safety of the occupants, and the premises are otherwise fit for occupancy, the certificate of compliance shall be issued. If the finding is of a condition that would constitute a hazard to health or safety, no certificate shall be issued, and an order to comply with this division shall be issued immediately and served upon the owner in accordance with section 22-807. On reinspection and proof of compliance, the order shall be rescinded and a certificate issued.
- (f) When a certificate of compliance is withheld pending compliance, no premises that have not been occupied for dwelling purposes shall be so occupied, and those premises that have been or are occupied may be ordered vacated until reinspection and proof of compliance has been established by the Department of Building Safety.
- (g) A certificate of compliance shall be issued on condition that the premises remain in safe, healthful, and fit condition for occupancy. If upon reinspection the Department of Building Safety determines that conditions exist that constitute a hazard to health or safety, the certificate may be immediately suspended and a notice shall be served upon the owner to comply with this division.
- (h) The Department of Building Safety may authorize the issuance of a temporary certificate without inspection for those premises in which there are no violations of record, and shall issue such temporary certificates upon application in cases where inspections are not made within a reasonable time. Temporary certificates may also be issued for premises with violations of record when the owner can show proof of having undertaken to correct such conditions.
- (i) A violation of this division shall not prevent the issuance of a certificate of compliance, but the Department of Building Safety shall not issue a certificate when the existing conditions constitute a hazard to the health or safety of those who may occupy the premises.

(j) It shall be required, and the responsibility of the owner, to maintain and post on the inside of the main entrance to the dwelling unit one copy of the certificate of compliance, either temporary or permanent, as such certificates are issued, at the premises for which they have been issued.

(k) No certificate of compliance shall be issued for any property unless all property taxes and water and sewer bills associated with the parcel in question are current and that the owner is in compliance with the provisions of the Pontiac Income Tax Ordinance.

(l) Any certificate of compliance issued by the Department of Building Safety after September 1, 2011, with an expiration date less than one year from the date of issuance shall be deemed to expire three years after the date of issuance. The Department of Building Safety shall correct all records to reflect this change.

(Code 1985, § 14-170; Ord. No. 2247, § 1, 1-26-12; Ord. No. 2255, § 1, 4-17-12)

22-807 Violations.

(a) If, upon inspection, the premises or any part thereof are found to be in violation of any provision of any code or ordinance of the city, the violation shall be recorded by the Department of Building Safety in the applicable owner and premises files.

(b) The owner, and at the discretion of the Department of Building Safety, the occupants, shall be notified in writing of the existence of the violation. The notice shall state the date of the inspection, the name of the inspector, the specific details of the violation, and the time within which the correction shall be completed.

(c) A violation that is determined by the inspector to constitute a hazard to the health or safety of the occupants, under circumstances where the premises cannot be vacated, shall be ordered corrected within the shortest reasonable time. All other violations shall be corrected within a reasonable time as determined by the Department of Building Safety.

(d) The Department of Building Safety shall reinspect after a reasonable time for ascertaining whether the violations have been corrected. There shall be an additional fee charged and paid before each reinspection.

(e) The Department of Building Safety shall attempt to ascertain those circumstances where the occupant or occupants shall be responsible for the correction of violations. In instances where disputes arise as to responsibility for violations and corrections, the owner of the premises shall be held to be responsible for corrective action, unless the owner establishes that the occupant or occupants are responsible.

(f) Violation of any provisions of this division shall be deemed a municipal civil infraction, punishable by a fine of not less than \$100.00, or more than \$500.00; plus any costs, damages, expenses, and other sanctions. This division is further subject to the repeat offender provision of this Code. This provision states that increased civil fines may be imposed for repeated violations by a person of any requirement or provision of this division. As used in this division, "repeat offense" means a second (or any subsequent) municipal civil infraction violation of the same requirement or provision (1) committed by a person and (2) for which the person admits responsibility or is determined to be responsible. The increased fine for a repeat offense under this article shall be as follows:

(1) The fine for any offense, which is a first repeat offense, shall be no less than \$300.00, plus costs.

(2) The fine for any offense, which is a second repeat offense or any subsequent repeat offense, shall be \$500.00, plus costs.

~~Further, each day on which any violation of this division continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense. In addition to any other remedies available at law, the city may bring in the local district court an injunction or other process against a person or company to restrain, prevent, or abate any violation of this division.~~

(g) If any owner who receives a fee waiver pursuant to Section 22-802(b) is found to have presented false or fraudulent information in order to obtain the fee waiver, or if the occupant of the dwelling is found not to be a family member of the owner, as defined in Section 22-802(b), the owner of the property shall be guilty of a civil infraction.

punishable by a fine of not less than \$500.00. Any property owner found to have violated this section shall not be eligible for any fee waiver at any property owned within the City.

Further, each day on which any violation of this division continues constitutes a separate offense and shall be subject to penalties or sanctions as a separate offense. In addition to any other remedies available at law, the city may bring in the local district court an injunction or other process against a person or company to restrain, prevent, or abate any violation of this division.

(Code 1985, § 14-171; Ord. No. 2086, § 1, 10-22-98; Ord. No. 2247, § 1, 1-26-12)

22-807.1 Appeals.

(a) If, upon inspection, the premises or any part thereof is found to be in violation of any provision of the International Property Maintenance Code and the Department of Building Safety has declined to issue a certificate of compliance, the property owner has the right to appeal the decision of the Department of Building Safety to the board of appeals established by the city under the Housing Law of Michigan upon petition and payment of the appeal fee.

(b) An owner aggrieved by a final decision or order of the board of appeals may appeal the decision or order to the circuit court by filing a petition for an order of superintending control within 20 days of the dates of the decision.

(Ord. No. 2247, § 1, 1-26-12)

Section 2. Severability.

If any section, clause, or provision of this Ordinance shall be declared to be unconstitutional, void, illegal, or ineffective by any Court of competent jurisdiction, such section, clause, or provision declared to be unconstitutional, void, or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

Section 3. Saving Clause.

A prosecution which is pending on the effective date of this ordinance and which arose from a violation of an ordinance repealed by this ordinance, or a prosecution which is started within one (1) year after the effective date of this ordinance arising from a violation of an ordinance repealed by this ordinance and which was committed prior to the effective date of this ordinance, shall be tried and determined exactly as if the ordinance had not been repealed.

Section 4. Repealer.

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 5. Publication.

The Clerk shall publish this Ordinance in a newspaper of general circulation.

Section 6. Effective Date.

This Ordinance shall be effective ten days after date of adoption by the City Council.



CITY OF PONTIAC
DEPARTMENT OF HUMAN RESOURCES

47450 Woodward Avenue
Pontiac, Michigan 48342
Telephone: (248) 758-3293
Fax: (248) 758-3197

To: Jane Bais – DiSessa, Deputy Mayor
Nevrus P. Nazarko, CPA

From: Coy Mosley, HR Specialist

CC: File

Date: May 22, 2017

Re: Job Descriptions

In reference to the approved Youth Mileage and associated budget, I have attached the proposed job descriptions for Youth Recreation Manager, Youth Recreation Specialist and Youth Recreation Aide to be approved by Pontiac City Council.

The proposed salaries for these positions are as follows:

- Youth Recreation Manager: \$60,000
- Youth Recreation Specialist: \$50,000
- Youth Recreation Aide: \$38,000

Let me know if any questions arise.

Youth Recreation Manager

FLSA: Administrative exemption

Summary: An incumbent in this position is responsible for organizing, planning, coordinating, and conducting recreational and leisure activities for youth recreation centers.

Supervision

Supervision Received: Works independently under the broad general supervision of the DPW Director

Supervision Given: Will supervise recreation center staff.

Job Environment

- The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- When representing the City at events outside of the office, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position:

- Develop, organize, promote and implement youth recreation programs.
- Develop and enforce recreation rules and regulations.
- Prepare reports and schedules for events.
- Prepare schedule for part-time staff and volunteers.
- Plan a variety of activities catering to different groups and varying degrees of participant skills.
- Monitor programs and rearrange as necessary.
- Responsible for opening and closing the facility.
- Assist in general upkeep of the facility.

Typical Assignments

Administration

- Supervise center staff and volunteers.
- Compile presentations and status reports

Communication

- Promote activities offered at the recreation center.
- Establish and maintain relationships with various groups, participants and the public.
- Establish and Maintain relationships with other youth organizations.
- Facilitate and coordinates communication between the DPW Director, Mayor and City Council.
- Serves as a liaison between the City Hall and constituents.

Research

- Develop and maintain safety policies and procedures for all programs.
- Develop a system to determine programs desired by residents and youth and the most efficient way to implement them.

Public Relations

- Represent the City at legislative and community events.
- Prepare news articles, newsletters, press releases and speeches.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's Degree in Recreation Management, or related field; three years of experience in youth development; or any combination of education and experience to demonstrate knowledge, skill and abilities required for the position; strong preference for candidates with demonstrated success in designing and implementing new youth programs; additional consideration will be given to candidates with experience working with local organized sports programs. Demonstrated experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work; valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

Knowledge, Ability, and Skill:

Knowledge:

- Familiarity with legislative, administrative, and judicial systems.
- Familiarity with the organizational structure and operations of the City.
- Strong knowledge of recreation activities, equipment and materials.
- Strong knowledge of implementing recreational programs.
- Some knowledge of training and supervisory techniques.
- Some knowledge of employee policies and procedures.
- Working knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.
- Working knowledge of various elements of programs such as, arts & crafts, sports, ad games, dramatics, music, hobbies, clubs, dance and special features.

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to research and analyze relevant constituent issues.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.

- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to type to meet standards in giving out information and referring callers.
- Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.
- Ability to direct, review, and evaluate the work of other employees or volunteers, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

Skills:

- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds, frequently lift items up to 25 pounds, and occasionally lift or move items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Salary Range: \$55,000 - \$60,000

Youth Recreation Specialist

FLSA: Non-exempt

Summary: An incumbent in this position is responsible for organizing, planning, coordinating, and conducting recreational and leisure activities for youth recreation centers.

Supervision

Supervision Received: Works independently under the broad general supervision of the Youth Recreation Manager.

Supervision Given: May supervise Recreation Center Aide and other employees and/or volunteers assigned to assist.

Job Environment

- The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- When representing the City at events outside of the office, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position:

- Plan and carry out all youth recreation and related activities and events.
- Organize leagues, tournaments and contests and supervise participation in such activities.
- Prepare schedules for and supervise youth sports and recreational activities.
- Train and supervise volunteers.
- Enforce rules, regulations and safety requirements.
- Assist in general upkeep of facilities.
- Perform related duties as required.

Typical Assignments

Administration

- Organize, file and record documents
- Create flyers and advertisements for activities.

Communication

- Promote activities offered at the recreation center.
- Establish and maintain relationships with various groups, participants and the public.

- Establish and Maintain relationships with other youth organizations.

Public Relations

- Represent the City community events.
- Prepare newsletters, press releases and speeches.

Recommended Minimal Qualifications

Education, Training, and Experience: High School Diploma or equivalent, with at least two years of college in a related field; or any combination of education and experience to demonstrate knowledge, skill and abilities required for the position; two years of experience in an organized recreation setting; voluntary experience will be considered; additional consideration will be given to candidates with experience working with local organized sports programs. A valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

Knowledge, Ability, and Skill:

Knowledge:

- Familiarity with legislative, administrative, and judicial systems.
- Familiarity with the organizational structure and operations of the City.
- Strong knowledge of recreation activities, equipment and materials.
- Strong knowledge of implementing recreational programs.
- Some knowledge of training and supervisory techniques.
- Some knowledge of employee policies and procedures.
- Working knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.
- Working knowledge of various elements of programs such as, arts & crafts, sports, games, dramatics, music, hobbies, clubs, dance and special features.

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to research and analyze relevant constituent issues.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to type to meet standards in giving out information and referring callers.
- Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.
- Ability to direct, review, and evaluate the work of other employees or volunteers, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

Skills:

- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds, frequently lift items up to 25 pounds, and occasionally lift or move items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Youth Recreation Aide

FLSA: Non-exempt

Summary: An incumbent in this position is responsible for assisting in planning and conducting recreational and leisure activities for youth recreation centers. The Youth Recreation Aide will also perform maintenance activities associated with to youth recreation and leisure activities.

Supervision

Supervision Received: Works under the supervision of the Youth Recreation Manager or designee.

Supervision Given: No supervision responsibilities given.

Job Environment

- The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- When representing the City at events outside of the office, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position:

- Assist in all youth recreation and related activities and events.
- Assist in organizing leagues, tournaments and contests.
- Assist in preparing schedules for and supervise youth sports and recreational activities.
- Enforce rules, regulations and safety requirements.
- Assist in general upkeep of facilities.
- Set-up recreational and leisure equipment.
- Clean and sanitize recreational and leisure equipment.
- Maintenance of recreational areas as necessary.
- Perform related duties as required.

Typical Assignments

Administration

- Organize, file and record documents
- Create flyers and advertisements for activities.

Communication

- Promote activities offered at the recreation center.
- Establish and maintain relationships with various groups, participants and the public.
- Establish and Maintain relationships with other youth organizations.

Recommended Minimal Qualifications

Education, Training, and Experience: High School Diploma or equivalent; one year of experience in an organized recreation setting; voluntary experience will be considered; valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

Knowledge, Ability, and Skill:

Knowledge:

- Familiarity with legislative, administrative, and judicial systems.
- Familiarity with the organizational structure and operations of the City.
- Some knowledge of recreation activities, equipment and materials.
- Some knowledge of employee policies and procedures.
- Some knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to help prepare correspondence and reports.
- Ability to speak effectively before a group of persons.
- Ability to research and analyze relevant constituent issues.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

Skills:

- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds, frequently lift items up to 25 pounds, and occasionally lift or move items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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CITY OF PONTIAC

OFFICE OF THE MAYOR

47450 Woodward Avenue
Pontiac, Michigan 48342
Telephone: (248) 758-3133 - Fax: (248) 758-3292

To: Mayor Deirdre Waterman, City Council President Patrice Waterman &
Members of the Pontiac City Council

From: Jane Bais-DiSessa, Deputy Mayor

CC: Nevrus Nazarko, Finance Director; Garland Doyle, Deputy Director, Community
Development and Sherikia Hawkins, City Clerk

Date: May 30, 2017

Re: Community Development Block Grant (CDBG) 2018-2020 Joint Agreement

As indicated in the attached correspondence from Karry L. Rieth, Manager for the Oakland County Community & Home Improvement Department, the City of Pontiac is invited to continue our participation in a joint agreement with Oakland County under the CDBG program for the program years 2018 through 2020. This three-year term is required by the U.S. Department of Housing and Urban Development (HUD).

The City of Pontiac is a current participant of this program. A copy of this agreement is also attached for your information. Earlier today, this matter was presented to the City Council Community Development Subcommittee for review and discussion. Subsequently, given the due date of June 12, 2017, the Subcommittee felt that this matter should be taken to the City Council for immediate consideration. As such, in accordance with HUD regulations, the following resolution is recommended:

“Be it further resolved that the Pontiac City Council authorizes that the City of Pontiac opt into Oakland County’s Urban County Community Development Block Grant (CDBG) programs for the program years 2018, 2019 and 2020.

Furthermore, we resolve to remain in Oakland County’s Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement.”

JBD

Attachments



OAKLAND COUNTY EXECUTIVE L. BROOKS PATTERSON

COMMUNITY &
HOME IMPROVEMENT

Karry L. Rieth, Manager
(248) 858-0493

April 21, 2017

The Honorable Deirdre Waterman, Mayor
City of Pontiac
47450 Woodward Ave
Pontiac MI 48342

RE: 2018-2020 Joint Agreement

Dear Mayor Waterman:

We invite the City of Pontiac to continue to participate in a Joint Agreement with Oakland County under the Community Development Block Grant (CDBG) program for program years 2018-2020. The City has participated during the past three years. During this period, approximately \$4,144,448 has funded programs to address the needs of low income residents.

The U. S. Department of Housing and Urban Development (HUD) requires the County to renew Joint Agreements every three years. Participation in the Joint Agreement requires a three year commitment and the City must remain in the program for the three year duration. If the City chooses to remain with the County, it is ineligible to apply for grants under the State CDBG program while the Joint Agreement is in effect.

Pontiac receives an annual CDBG allocation as a metropolitan city participant in the Joint Agreement and benefits from the County's Home Improvement Program funded with CDBG and HOME funds which helps improve local housing stock. The City is also included in the County Emergency Solutions Grant (ESG) programs. ESG funds are used to meet the needs of the homeless through emergency shelters, rapid re-housing, and homeless prevention assistance.

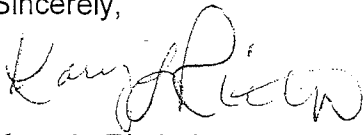
As a current participant, there is a Joint Agreement between the City of Pontiac and Oakland County on file. The Joint Agreement is automatically renewed for each three year cycle unless an amendment is required by HUD. In order to continue to participate with Oakland County under a Joint Agreement the City must submit the following document to Carla Spradlin, Grant Compliance & Program Coordinator, by **Monday, June 12, 2017**.

- 1) A resolution (see attached) specifically designed to meet HUD requirements. Please ensure that the original resolution is signed, dated and certified by the City Clerk. Alternatively, the original resolution can be signed and dated by the City Clerk and embossed with a seal. Please send us the original resolution and keep a copy for your records.**

If you decide to opt out of the Joint Agreement, a letter signed by the chief executive officer is required. The letter should state that the City of Pontiac intends to opt out of the Oakland County CDBG program. Due to federal requirements, you must submit this letter to the County **and** to HUD. Please mail HUD's copy of the letter to: Keith E. Hernandez, ACIP, Director, Office of Community Planning and Development, Detroit Field Office, U.S. Department of Housing and Urban Development, McNamara Federal Building, 477 Michigan Avenue, Detroit, MI 48226 by **Monday, June 12, 2017**. The County's copy of the letter should be mailed to: Carla Spradlin, Grant Compliance & Program Coordinator, by **Monday, June 12, 2017**.

If you have questions, please contact Carla at (248) 858-5312. We look forward to three more years of productive partnership.

Sincerely,

A handwritten signature in black ink, appearing to read "Karry L. Rieth". The signature is fluid and cursive, with the first name "Karry" being more prominent.

Karry L. Rieth, Manager

cc: Jane Bais-Disessa, Deputy Mayor