



**PONTIAC CITY COUNCIL  
STUDY SESSION  
April 10, 2018  
6:00 p.m.  
16<sup>th</sup> Session of the 10<sup>th</sup> 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

Roll Call

Authorization to excuse councilmembers

Amendments to and approve the agenda

Approval of Minutes

1. Meeting of March 27, 2018.
2. Meeting of April 3, 2018.

Public Comment

**Review of Agenda Items for Council Consideration**

3. Resolution to approve members to the GERS Board. (Information forthcoming)
4. Resolution to schedule public hearing for sale of vacant land; Parcel #14-30-351-013.
5. Resolution to schedule public hearing for sale of vacant land; Parcel #14-33-257-002.
6. Resolution to approve the creation of one Code Enforcement Manager and four Code Enforcement officers at an estimated cost of \$366,353.30. (includes salary and benefits)
7. Resolution to change job title of the approved Customer Service Representation for the Planning Division, to Planning Technician; and to increase the hourly rate from \$16.00 to \$17.00.

Adjournment

**Official Proceedings  
Pontiac City Council  
14<sup>th</sup> Session of the Tenth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday, March 27, 2018 at Noon by President Pro Tem Carter.

Call to Order at Noon

Roll Call

Members Present: Carter, Miller, Taylor-Burks and Woodward.

Members Absent: Pietila, Waterman and Williams.

Mayor Waterman was present.

Clerk announced a quorum.

**18-88           Excuse Councilperson Mary Pietila, Patrice Waterman and Kermit Williams for personal reasons. Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.**

Ayes: Miller, Taylor-Burks, Woodward and Carter

No: None

**Motion Carried.**

**18-89           Approval of the agenda with a motion to move item #2 (amended resolution for Clark Hill) and item #3 (second request for demolition for international construction of batch 9 & 11) at the end of agenda. Moved by Councilperson Taylor-Burks and second by Councilperson Miller.**

Ayes: Taylor-Burks, Woodward, Carter and Miller

No: None

**Motion Carried.**

**18-90           Journal of March 20, 2018. Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.**

Ayes: Taylor-Burks, Woodward, Carter and Miller

No: None

**Motion Carried.**

Special Presentation – McKenna with Neighborhood Revitalization Plan

Councilwoman Patrice Waterman arrived at 12:05 p.m.

President Kermit Williams arrived at 12:07 p.m.

**18-91           Suspend the Rules to have agenda items before public comments. Moved by Councilperson Taylor-Burks and second by Woodward.**

Ayes: Waterman, Williams, Woodward, Carter, Miller and Taylor-Burks

No: None

**Motion Carried.**

**Council President Williams called for a 10 minutes recess to allow Attorney Anthony Chubb to look over the resolution to adopt the Neighborhood Revitalization Plan at 12:20 p.m.**

**Council Meeting reconvened at 12:30 p.m.**

**18-92 Consider a second reading ordinance to approve a PILOT request for Casa Del Rey, 111 Oneida. Moved by Councilperson Woodward and second by Taylor-Burks.**

**ORDINANCE NO. 2351**

**THE CITY OF PONTIAC ORDAINS:**

**SECTION 1.** This Ordinance shall be known and cited as the "*City of Pontiac Tax Exemption Ordinance- Oneida Limited Dividend Housing Association, LLC*"

**SECTION 2. Preamble.**

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions, to provide housing for its low-income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The

. City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low - income persons and families is a public necessity, and as the *City* will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing projects that is constructed or rehabilitated with financing extended in reliance on such tax exemption. The City acknowledges that the Sponsor (as defined below) has offered, subject to receipt of an allocation under the LIHTC Program by the Michigan State Housing Development Authority, to construct and rehabilitate, own and operate a housing project identified as *Oneida Limited Dividend Housing Association, LLC, a Michigan limited liability company* on certain property located at 111 Oneida Pontiac, MI 48341 in the City to serve low income persons and families, and that the Sponsor has offered to pay the City on account of this housing project an annual service charge for public services in lieu of all *ad valorem* property taxes.

**SECTION 3. Definitions,**

- A. "Authority" means the Michigan State Housing Development Authority.
- B. "Contract Rents" means the total Contract Rents (as defined by the U.S. Department of Housing and Urban Development in regulations promulgated pursuant to Section 8 of the U.S. Housing Act of 1937, as amended) received in connection with the operation of a housing project during an agreed annual period, exclusive of Utilities. .
- C. "LIHTC Program" means the Low-Income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended. .

- D. "Low Income Persons and Families" means persons and families eligible to move into a housing project.
- E. "Mortgage Loan" means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project and secured by a mortgage on the housing project.
- F. "Sponsor" means *Robert Beale, Oneida Limited Dividend Housing Association, LLC, a Michigan limited liability company* and/or any entity that receives or assumes a Mortgage Loan.
- G. "Utilities" means charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

**SECTION 4. Class of Housing Projects.**

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Mortgage Loan or Low Income Housing Tax Credits. It is further determined that *Oneida Limited Dividend Housing Association, LLC, a Michigan limited liability company* is of this class.

**SECTION 5. Establishment of Annual Service Charge.**

The housing project identified as *Oneida Limited Dividend Housing Association, LLC, a Michigan limited liability company* and the property on which it is located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction or rehabilitation. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to rehabilitate and operate the housing project, the City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Mortgage Loan, the annual service charge shall be equal to six percent (6%) of the Contract Rents actually collected by the housing project during each operating year.

**SECTION 6. Contractual Effect of Ordinance.**

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

**SECTION 7. Limitation on the Payment of Annual Service Charge.**

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt, but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

**SECTION 8. Payment of Service Charge.**

The annual service charge in Lieu of taxes as determined under this Ordinance shall be payable in

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the same manner as general property taxes are payable to the City and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the same calendar year. The annual payment for each operating year shall be paid on or before July 1st of the same operating year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA206, as amended; MCL 211.1, *et seq.*),

**SECTION 9. Duration.**

This Ordinance shall remain in effect and shall not terminate so long as a Mortgage Loan remains outstanding and unpaid and the housing project remains subject to income and rent restrictions under the LIHTC Program

**SECTION 10. Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

**SECTION 11. Inconsistent Ordinances.**

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance repealed to the extent of such inconsistency or conflict.

**SECTION 12. Effective Date.**

This Ordinance shall become effective April 6, 2018, as provided in the City Charter.

Ayes: Williams, Woodward, Carter, Miller, Taylor-Burks and Waterman

No: None

**Ordinance Passed.**

18-93      **Resolution approval of the Development Agreement between Oneida Limited Dividend Housing Association, LLC and the City of Pontiac.** Moved by Councilperson Woodward and second by Councilperson Waterman.

WHEREAS, the Pontiac City Council adopted a Low Income Housing Tax Exemption Ordinance, effective April 6, 2018, that exempts the Oneida Limited Dividend Housing Association, LLC (Casa del Rey) from property taxes in lieu of a service charge, commonly referred to as "Payment in Lieu of Taxes" ("PILOT"); and

WHEREAS, the City and Casa Del Rey have entered into a Development Agreement for the project, NOW THEREFORE BE IT RESOLVED THAT, the Pontiac City Council approves the Development Agreement between the Oneida Limited Dividend Housing Association, LLC and the City of Pontiac.

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Be It Further Resolved that the Pontiac City Council authorize the Mayor to execute the agreement on behalf of the City.

Ayes: Woodward, Carter, Miller, Taylor-Burks, Waterman and Williams

No: None

**Resolution Passed.**

**18-94 Resolution to have Mayor Waterman write a letter to support the Neighborhood Revitalization Plan on behalf of the City.** Moved by Councilperson Woodward and second by Councilperson Waterman.

Whereas, The City has received a request from the developers of the Casa del Ray redevelopment to support their efforts by backing the drafting of a Neighborhood Revitalization Plan per the standards of the Michigan State Housing Development Authority for its Low Income Housing Tax Credit program; and

Whereas, The Planning Division and City Administration have supported the efforts of planning consultant McKenna to prepare the development of the proposed Neighborhood Revitalization Plan; and  
Whereas, The draft Neighborhood Revitalization Plan - For the Study Area Including Portions of Districts 1 and 2 has been prepared for the area generally bounded Elizabeth Lake Road and Johnson Street on the north; Southbound Woodward Avenue and Bagley Street on the east; Crystal Lake and Orchard Lake Road on the south; and Telegraph Road on the west; and

Whereas, The recommendations within the draft Neighborhood Revitalization Plan are non-binding upon the City of Pontiac, but they outline underlying redevelopment and investment goals for the study area including the rehabilitation of the Casa del Ray building; and

Whereas, On March 26, 2018, the Planning Commission reviewed the draft Neighborhood Revitalization Plan - For the Study Area Including Portions of District 1 and 2; and

Whereas, The Planning Commission's at its March 26, 2018 meeting passed a resolution that recommends that City Council adopt the draft Neighborhood Revitalization Plan and supports the goals and objectives outlined in the plan that boost investment and residential redevelopment on the City's west side; and

Now Therefore, Be It Resolved, that the City Council approves that the Mayor write a letter in support of the Neighborhood Revitalization Plan for the Study Area including portions of Districts 1 and 2 that has been prepared and presented to the City.

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

No: Miller

**Resolution Passed.**

**18-95 Consider a second reading ordinance to approve a PILOT for Washington Square 710 Menominee.** Moved by Councilperson Woodward, second by Councilperson Waterman.

**ORDINANCE NO. 2352**

THE CITY OF PONTIAC ORDAINS:

SECTION 1. This Ordinance shall be known and cited as the "City of Pontiac Tax Exemption Ordinance-Venture Washington Limited Dividend Housing Association Limited Partnership."

SECTION 2. **Preamble.**

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low-income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low-income persons and families is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing projects that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The City acknowledges that the Sponsor (as defined below) has offered, subject to receipt of a Authority-Aided Mortgage from the Michigan State Housing Development Authority, to construct; own and operate a housing project identified as Washington Square Apartments on certain property located at: 710 Menominee Pontiac, Michigan in the City to serve low income persons and families, and that the Sponsor has offered to pay the City on account of this housing project an annual service charge for public services in lieu of all *ad valorem* property taxes.

SECTION 3. **Definitions.**

- A. "Authority" means the Michigan State Housing Development Authority.
- B. "Annual Shelter Rent" means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent or occupancy charges, exclusive of Utilities.
- C. "Authority-Aided Mortgage means any of the following: (i) a mortgage insured, purchased or held by the Secretary of the Department of Housing and Urban Development ("HUD"); (ii) a mortgage receiving interest credit reduction payments provided by HUD; (iii) a Housing Development to which the

Authority allocates low income housing tax credits under Section 22b of the Act; or (iv) a mortgage-receiving special benefits under other federal law designated specifically to develop low and moderate-income housing, consistent with the Act.

- D. "Housing Development" means a development which contains a significant element of housing for persons of low income and such elements of other housing, commercial, recreational, industrial, communal, and educational facilities as the Authority determines to improve the quality of the development as it relates to housing for persons of low income. For the purposes of this

Ordinance, "Housing Development" means Washington Square Apartments located at 710 Menominee Pontiac, Michigan which will occupy the previous Washington Middle School building on the north side of Menominee between Genesee and Chippewa Streets and is included in the current parcel ID number: 14-31-127-001. This description will be further supported by survey information as an attachment when available.

E. "Low Income Persons and Families" means persons and families eligible to move into a Housing Development.

F. "Sponsor" means Venture Washington Limited Dividend Housing Association Limited Partnership and any entity that receives or assumes an Authority-Aided Mortgage Loan.

G. "Tax Credits" means the low income housing tax credits made available by the Authority to the Sponsor for rehabilitation of the Housing Development by the Sponsor in accordance with the Low Income Housing Tax Credit Program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended,

H. "Utilities" means charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

#### **SECTION 4. Class of Housing Projects.**

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Federally Aided Mortgage by the Authority. It is further determined that Washington Square Apartments is of this class.

#### **SECTION 5. Establishment of Annual Service Charge.**

The housing project identified as Washington Square Apartments and the property on which it is located shall be exempt from all *ad valorem* property taxes from and after the commencement of construction or rehabilitation. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. Therefore, in consideration of the Sponsor's offer to construct/rehabilitate and operate the housing project, the City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Subject to receipt of a Federally Aided Mortgage Loan, the annual service charge shall be the greater of Ten Thousand and No/100 (\$10,000) Dollars or 10% of the Annual Shelter Rents actually collected by the housing project during each operating year.

#### **SECTION 6. Contractual Effect of Ordinance.**

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between

the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

**SECTION 7. Limitation on the Payment of Annual Service Charge.**

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

**SECTION 8. Payment of Service Charge.**

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the current calendar year. The annual payment for each operating year shall be paid on or before July 1 of the then current operating year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1, *et seq.*).

**SECTION 9. Duration.**

This Ordinance shall remain in effect and shall remain in effect for a period of thirty (30) years from the effective date of this Ordinance.

**SECTION 10. Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

**SECTION 11. Inconsistent Ordinances.**

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance are repealed to the extent of such inconsistency or conflict.

**SECTION 12. Effective Date.**

This Ordinance shall become effective on April 6, 2018, as provided in the City Charter.

Ayes: Waterman, Williams, Woodward and Carter

No: Miller and Taylor-Burks

**Ordinance Passed.**

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WHEREAS, the Pontiac City Council adopted a Low Income Housing Tax Exemption Ordinance, effective April 6, 2018, that exempts the Venture Washington LDHALP (Washington Square) from property taxes in lieu of a service charge, commonly referred to as "Payment in Lieu of Taxes" ("PILOT"); and

WHEREAS, the City and Washington Square have entered into a Development Agreement/or the project;

NOW THEREFORE BE IT RESOLVED THAT, the Pontiac City Council approves the Development Agreement between the Venture Washington WHALP and the City of Pontiac.

Be It Further Resolved that the Pontiac City Council authorize the Mayor to execute the agreement on behalf of the City.

Ayes: Carter, Taylor-Burks, Waterman, Williams and Woodward  
No: Miller  
Resolution Passed.

**18-97 Consider a second reading ordinance to approve a PILOT for the Hamilton, 5 Carter Street. Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.**

Ayes: Taylor-Burks, Waterman and Woodward  
No: Miller, Williams and Carter  
Ordinance Failed.

**18-98 Resolution approval of the Municipal Service Agreement and the Development Agreement between the Hamilton Limited Housing Dividend Housing Association Limited Partnership and the City of Pontiac was strike from the agenda due to above ordinance failure. Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.**

Ayes: Taylor-Burks, Williams, Woodward, Carter and Miller  
No: Waterman  
Motion Carried.

**18-99 Consider a second reading ordinance to amend PILOT for Arborview Limited Dividend Housing Association LLC, formerly known as Sanford Arms Limited Dividend Housing Association Limited Partnership contingent upon the MSHDA award of the LIHTC housing credits. Moved by Councilperson Taylor-Burks and second by Councilperson Woodward.**

#### ORDINANCE NO. 2353

THE CITY OF PONTIAC ORDAINS:

March 27, 2018

SECTION 1. This Ordinance shall be known and cited as the "City of Pontiac Tax Exemption Ordinance- Sanford Arms Apartments formally known as Arborview Apartments."

SECTION 2. **Preamble.**

It is acknowledged that it is a proper public purpose of the State of Michigan and its political subdivisions to provide housing for its low-income persons and families and to encourage the development of such housing by providing for a service charge in lieu of property taxes in accordance with the Act. The City is authorized by this Act to establish or change the service charge to be paid in lieu of taxes by any or all classes of housing exempt from taxation under this Act at any amount it chooses, not to exceed the taxes that would be paid but for this Act. It is further acknowledged that such housing for low-income persons and families is a public necessity, and as the City will be benefited and improved by such housing, the encouragement of the same by providing real estate tax exemption for such housing is a valid public purpose. It is further acknowledged that the continuance of the provisions of this Ordinance for tax exemption and the service charge in lieu of all *ad valorem* taxes during the period contemplated in this Ordinance are essential to the determination of economic feasibility of the housing projects that is constructed or rehabilitated with financing extended in reliance on such tax exemption.

The City acknowledges that the Sponsor: Sanford Arms Limited Dividend Housing Association Limited Partnership (as defined below) has previously received an allocation under the LIHTC Program by the Michigan State Housing Development Authority, to acquire and rehabilitate, own and operate a housing project identified as Sanford Arms Apartments on certain property located at: 100-187 Fiddis; 1-139 Leonard Court; and 121-129 N. Sanford in the City of Pontiac to serve low income persons and families, and that the Sponsor has been paying to the City on account of this housing project an annual service charge for public services in lieu of all *ad valorem* property taxes as outlined in Ordinance No. 2110 and the agreement titled Payment in Lieu of Taxes Agreement between the City of Pontiac and Sanford Arms Limited Dividend Housing Association Limited Partnership (hereinafter "PILOT Agreement") dated July 9, 2000.

SECTION 3. **Definitions.**

- A. "Authority" means the Michigan State Housing Development Authority.
- B. "Annual Shelter Rent" means the total collections during an agreed annual period from or paid on behalf of all occupants of a housing project representing rent on occupancy charges, exclusive of Utilities.
- C. "LIHTC Program" means the Low-income Housing Tax Credit program administered by the Authority under Section 42 of the Internal Revenue Code of 1986, as amended.
- D. "Low Income Persons and Families" means persons and families eligible to move into a housing project as defined in the Act.

- E. "Mortgage Loan" means a loan that is Federally-Aided (as defined in Section 11 of the Act) or a loan or grant made or to be made by the Authority to the Sponsor for the construction, rehabilitation, acquisition and/or permanent financing of a housing project, and secured by a mortgage on the housing project.
- F. "Sponsor" means Sanford Limited Dividend Housing Association, Limited Partnership, a Michigan limited partnership, and any successor entity that receives or assumes a Mortgage Loan, or initiates or assumes the property restrictions under a LIHTC Program regulatory agreement.
- G. "Utilities" means charges for gas, electric, water, sanitary sewer and other utilities furnished to the occupants that are paid by the housing project.

**SECTION 4. Class of Housing Projects.**

It is determined that the class of housing projects to which the tax exemption shall apply and for which a service charge shall be paid in lieu of such taxes shall be housing projects for Low Income Persons and Families that are financed with a Mortgage Loan or regulated in accordance with the LIHTC Program. It is further determined that Sanford Arms Apartments is of this class.

**SECTION 5. Establishment of Annual Service Charge.**

The housing project identified as Sanford Arms Apartments and the property on which it is located shall be exempt from all *ad valorem* property taxes pursuant to Ordinance 2110 and PILOT Agreement. The City acknowledges that the Sponsor and the Authority have established the economic feasibility of the housing project in reliance upon the enactment and continuing effect of this Ordinance, and the qualification of the housing project for exemption from all *ad valorem* property taxes and a payment in lieu of taxes as established in this Ordinance. The City agrees to accept payment of an annual service charge for public services in lieu of all *ad valorem* property taxes. Effective immediately the annual service charge shall be the equal to 6% of the Contract Rents actually collected by the housing project during each operating year. This Ordinance will replace the PILOT Agreement. If for any reasons this Ordinance is found to be invalid then the PILOT Agreement would continue to remain in effect.

**SECTION 6. Contractual Effect of Ordinance.**

Notwithstanding the provisions of section 15(a)(5) of the Act to the contrary, a contract between the City and the Sponsor with the Authority as third party beneficiary under the contract, to provide tax exemption and accept payments in lieu of taxes, as previously described, is effectuated by enactment of this Ordinance.

**SECTION 7. Limitation on the Payment of Annual Service Charge.**

Notwithstanding Section 5, the service charge to be paid each year in lieu of taxes for the part of the housing project that is tax exempt but which is occupied by other than low income persons or families shall be equal to

the full amount of the taxes which would be paid on that portion of the housing project if the housing project were not tax exempt.

**SECTION 8. Payment of Service Charge.**

The annual service charge in lieu of taxes as determined under this Ordinance shall be payable in the same manner as general property taxes are payable to the City/Township and distributed to the several units levying the general property tax in the same proportion as prevailed with the general property tax in the current calendar year. The annual payment for each operating year shall be paid on or before July 1 of the same operating year. Collection procedures shall be in accordance with the provisions of the General Property Tax Act (1893 PA 206, as amended; MCL 211.1, *et seq.*).

**SECTION 9. Duration.**

This Ordinance shall remain in effect and shall not terminate so long as a Mortgage Loan remains outstanding and unpaid and the housing project remains subject to income and rent restrictions under the LIHTC Program

**SECTION 10. Severability.**

The various sections and provisions of this Ordinance shall be deemed to be severable, and should any section or provision of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid the same shall not affect the validity of this Ordinance as a whole or any section or provision of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

**SECTION 11. Inconsistent Ordinances.**

All ordinances or parts of ordinances inconsistent or in conflict with the provisions of this Ordinance repealed to the extent of such inconsistency or conflict.

**SECTION 12. Effective Date.**

This Ordinance shall become effective April 6, 2018, as provided in the City Charter.

Ayes: Taylor-Burks, Waterman, Williams, Woodward, Carter and Miller

No: None

**Ordinance Passed.**

18-100      **Resolution approval of the Municipal Services Agreement and the Development Agreement between Arborview Limited Dividend Housing Association LLC, formally known as Sanford Arms Limited Dividend Housing Association Limited Partnership, and the City of Pontiac.** Moved by Councilperson Taylor-Burks and second by Councilperson Woodward.

Whereas, the Pontiac City Council adopted a Low Income Housing Tax Exemption Ordinance, Effective April 6, 2018, that exempts the Arborview Limited Dividend Housing Association, LLC (Arborview

Apartments) from property taxes in lieu of a service charge, commonly referred to as "Payment in Lieu of Taxes" ("PILOT"); and

Whereas, Arborview Apartments has agreed to pay to the City and annual municipal services fee to defray the City's cost of providing police, fire and EMS services; and

Whereas, the City and Arborview Apartments have entered into a Municipal Services Agreement; and

Whereas, the City and Arborview Apartments also have entered into a Development Agreement regarding the PILOT,

Now, Therefore, Be It resolved, that the Pontiac City Council approves the Municipal Services Agreement and Development Agreement between the Arborview Limited Dividend Housing Association, LLC and the City of Pontiac.

Be It Further Resolved that the Pontiac City Council authorize the Mayor to execute the agreements on behalf of the City.

Ayes: Waterman, Williams, Woodward, Carter, Miller and Taylor-Burks

No: None

**Resolution Passed.**

**18-101 Resolution to authorize the Mayor to sign MDOT funding agreement for the Joslyn Road Resurfacing Project.** Moved by Councilperson Taylor-Burks and second by Councilperson Woodward.

Whereas, the City of Pontiac has received the funding agreement from the Michigan Department of transportation, and;

Whereas, the Department of Public Works, Engineering Division has reviewed the subject agreement, and;

Whereas, the project is budgeted in the 2017/2018 Major Street budget,

Now, Therefore, Be It Resolved that the Pontiac City Council authorized the Mayor or Deputy Mayor to sign the MDOT funding agreement for the North Saginaw Water Main Replacement and Reconstruction.

Ayes: Williams, Woodward, Carter, Miller, Taylor-Burks and Waterman

No: None

**Resolution Passed.**

**18-102 Resolution to adopt amended resolution from 3-20-2018 for Council to have Legal Counsel on a temporary basis from Clark Hill.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

**WHEREAS,** Attorney Reginald M. Turner of the law firm, Clark Hill, has presented a revised engagement letter dated March 20, 2018, to the Pontiac City Council regarding temporary legal representation of the Pontiac City Council with regard to matters pending before said Council; and,

**WHEREAS,** Pursuant to 3.115 of the Pontiac City Charter, the Pontiac City Council may enter into contracts for professional services; and,

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**WHEREAS**, Section 4.204 of the Pontiac City Charter also provides that the Pontiac City Council may engage independent legal counsel on a temporary basis for purposes of obtaining the opinion or advice of independent legal counsel in any matter pending before it and the revised Clark Hill letter specifically tracks this provision.

**NOW, THEREFORE BE IT RESOLVED**, the Pontiac City Council hereby acknowledges and agrees to the standard terms of the Engagement Agreement for Legal Services dated March 20, 2018, provided by Clark Hill.

Ayes: Woodward, Carter, Miller, Taylor-Burks, Waterman, Williams

No: None

**Resolution Passed.**

Councilman Woodward left meeting at 12:55 p.m.

18-103      **Postpone for one week the second request to authorize the Mayor and/or Deputy Mayor to sign contract with International Construction for CDBG Demolition Project for Batch 9 in the amount of \$86,927.00 and Batch 11 in the amount of \$91,312.00. Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.**

Ayes: Carter, Miller, Taylor-Burks, Waterman and Williams

No: None

**Motion Carried.**

President Pro-Tem Randy Carter adjourned the meeting at 1:52 p.m.

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SHEILA R. GRANDISON  
ACTING CITY CLERK

April 3, 2018

**Official Proceedings  
Pontiac City Council  
15<sup>th</sup> Session of the Tenth Council**

A Regular Meeting of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday, April 3, 2018 at 6:00 p.m. by President Kermit Williams.

Call to Order at 6:00 p.m.

Invocation – Don Woodward

Pledge of Allegiance

Roll Call

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

Members Absent: None

Mayor Waterman was present.

Clerk announced a quorum.

18-104        **Approval of the agenda.** Moved by Councilperson Woodward and second by Councilperson Taylor-Burks.

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

No: None

**Motion Carried.**

18-105        **Defer for one week the Journal of March 27, 2018.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

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

No: None

**Motion Carried.**

Deputy Mayor Report or Department Head Report – Mayor Waterman and Jane Bais-DiSessa

Special Presentation – Kaela Webb

18-106        **Resolution for Kaela Webb.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

**WHEREAS,** It is the sense of this legislative body to honor an outstanding, young adult of remarkable character, who is inspirational and who serves as a role-model to others; and,

**WHEREAS,** Kaela Webb is a Pontiac resident and attends Detroit County Day High School; and,

**WHEREAS,** Kaela Webb is an incredible student who not only has a 3.6 GPA, but was selected as one of five finalists for the Prestigious Female of the Year Award presented by the Detroit Athletic Club; and,

April 3, 2018

**WHEREAS,** Kaela Webb is an accomplished athlete who has attended the Final 4, four times, each of the four years of her high school career and on March 17, 2018, made history at Calvin College in Grand Rapids, clinching her third State Championship; and,

**WHEREAS,** Kaela Webb is a young leader who has proven to be dedicated to the community as Kaela developed and implemented an outreach program called #KlutchKae, hosted a free basketball clinic for Pontiac residents, created and provided Christmas cards and gifts to Veterans which were donated to the American Legion Cooks #20 post, participated in the Alpha Kappa Alpha Day of service event, assisted in cleaning the Baldwin Center in Pontiac, and has been involved in many other service projects; and,

**WHEREAS,** Kaela Webb is a rising star and serves as an example, the sky is the limit and with young people like Kaela Webb, there is hope for a better tomorrow and the possibilities are endless.

**NOW, THEREFORE BE IT RESOLVED** that the Pontiac City Council, and members of this great community, honor and salute the personal accomplishments and achievements of Kaela Webb for a job well done and for truly representing the City of Pontiac. Congratulations.

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

No: None

**Resolution Passed.**

Recognition of Elected Officials – Melanie Rutherford Library Board Secretary and County Commissioner David Bowman

**18-107 2<sup>nd</sup> request to authorize the Mayor and/or Deputy Mayor to sign contract with International Construction for CDBG Demolition Project for Batch 9 in the amount of \$86,927.00 and Batch 11 in the amount of \$91,312.00. Moved by Councilperson Woodard and second by Councilperson Pietila.**

Whereas, the City of Pontiac advertised and received responses to a request for proposals for Home Demolition for Batches 9 & 11 on October 2, 2017 and publically opened bids; and,

Whereas, the original contractor has defaulted on their contracts and the remaining homes in Batch 9 & 11 need to be demolished; and,

Whereas, in an attempt to finish demolition of the remaining homes in Batch 9 & 11, International Construction, Inc. was contacted; and,

Whereas, International Construction, Inc. has agreed to hold their original bid prices, for Batch 9 in the amount of \$86,927.00 and Batch 11 in the amount of \$91,312.00; and,

Whereas, the contracts will be granted to International Construction, Inc. The total funding for all work performed, by the contractor, under this agreement and will be funded by CDBG dollars,

Now, Therefore, Be It Resolved that the Pontiac City Council authorize the Mayor and/or Deputy Mayor to sign a contract with; International Construction, Inc. for Home Demolitions for Batch 9 in the amount of \$86,927.00 and Batch 11 in the amount of \$91,312.00.

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

No: None

**Resolution Passed.**

There were 13 individuals who addressed the body during public comment.

April 3, 2018

Honorable Mayor Deirdre Waterman Reported

Councilman Don Woodward, Attorney Anthony Chubb, Councilwoman Gloria Miller, Councilwoman Patrice Waterman, Councilwoman Mary Pietila, Councilwoman Doris Taylor-Burks, Pro Tem Randy Carter and President Kermit Williams made closing comments. Acting Clerk Sheila Grandison had no closing comments.

President Kermit Williams adjourned the meeting at 8:49 p.m.

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SHEILA R. GRANDISON  
ACTING CITY CLERK

DRAFT



## DEPARTMENT OF COMMUNITY DEVELOPMENT

### Memorandum

To: Honorable City Council  
From: Garland S. Doyle, M.P.A., CNP, Deputy Director, Community Development Department  
Thru: Jane Bais-DiSessa, Deputy Mayor  
Date: April 5, 2018  
Re: Sale of Vacant Land Parcel 14-30-354-013

RECEIVED  
2018 APR -6 PM 12:08  
PONTIAC CITY CLERK

The City has received an offer from Rushmore Loan Management Services, LLC to purchase a vacant lot for \$300.00. Parcel #14-30-354-013 is 0.05 acres of land located on Oriole Rd. The company owns the house on the lot in front of the property. They want to purchase the lot so they can sell the home and lot to the new homeowner.

In accordance with Chapter 3.1113 of the City Charter, we are requesting that your Honorable Body schedule a public hearing on the offer to purchase vacant land.

Subsequently, City Council may consider Rushmore Loan Management Loan Services, LLC offer to purchase parcel #14-30-354-013.

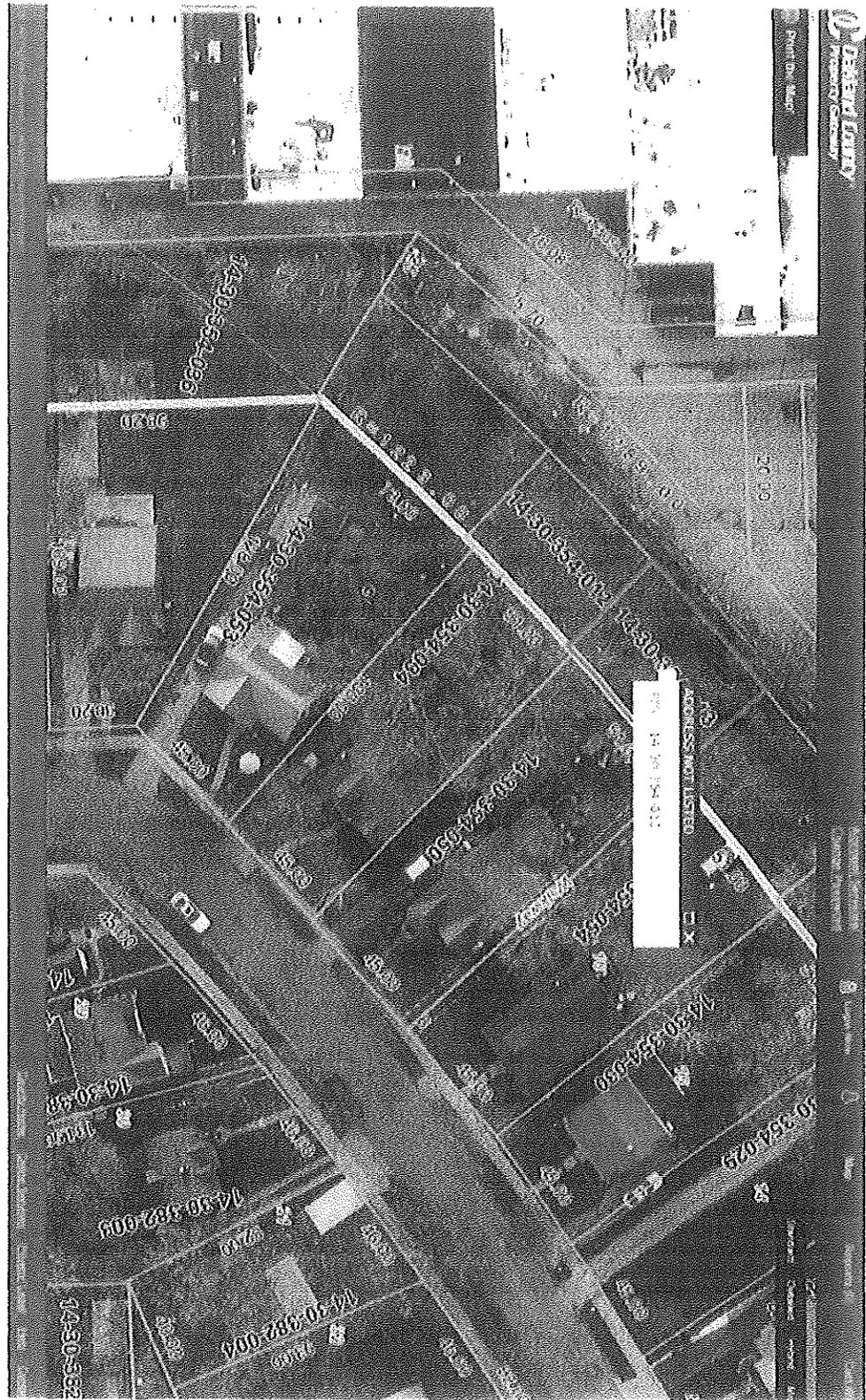
Since this Agreement will have a benefit to the City, I am recommending that the City Council pass the following two resolutions:

*Resolved, that the Pontiac City Council schedules a public hearing on the offer to purchase vacant lot for April 24, 2018*

After the City Council public hearing:

*City Council accepts the offer from Rushmore Loan Management Services, LLC for \$300.00 to purchase parcel #14-30-354-013.*

*Be it further resolved that the Pontiac City Council authorizes the Mayor and Clerk to execute the sell.*



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## DEPARTMENT OF COMMUNITY DEVELOPMENT

### Memorandum

To: Honorable City Council  
From: Garland S. Doyle, M.P.A., CNP, Deputy Director, Community Development Department  
Thru: Jane Bais-DiSessa, Deputy Mayor  
Date: April 5, 2018  
Re: Sale of Vacant Land Parcel 14-33-257-002

RECEIVED  
2018 APR -6 PM 12: 08  
PONTIAC CITY CLERK

The City has received an offer from Horace Woodson to purchase a vacant lot for \$150.00. Parcel #14-33-257-002 is 0.14 acres of land located on Elm Street. Mr. Woodson is an adjacent property owner.

In accordance with Chapter 3.1113 of the City Charter, we are requesting that your Honorable Body schedule a public hearing on the offer to purchase vacant land.

Subsequently, City Council may consider Horace Woodson offer to purchase parcel #14-33-257-002.

Since this Agreement will have a benefit to the City, I am recommending that the City Council pass the following two resolutions:

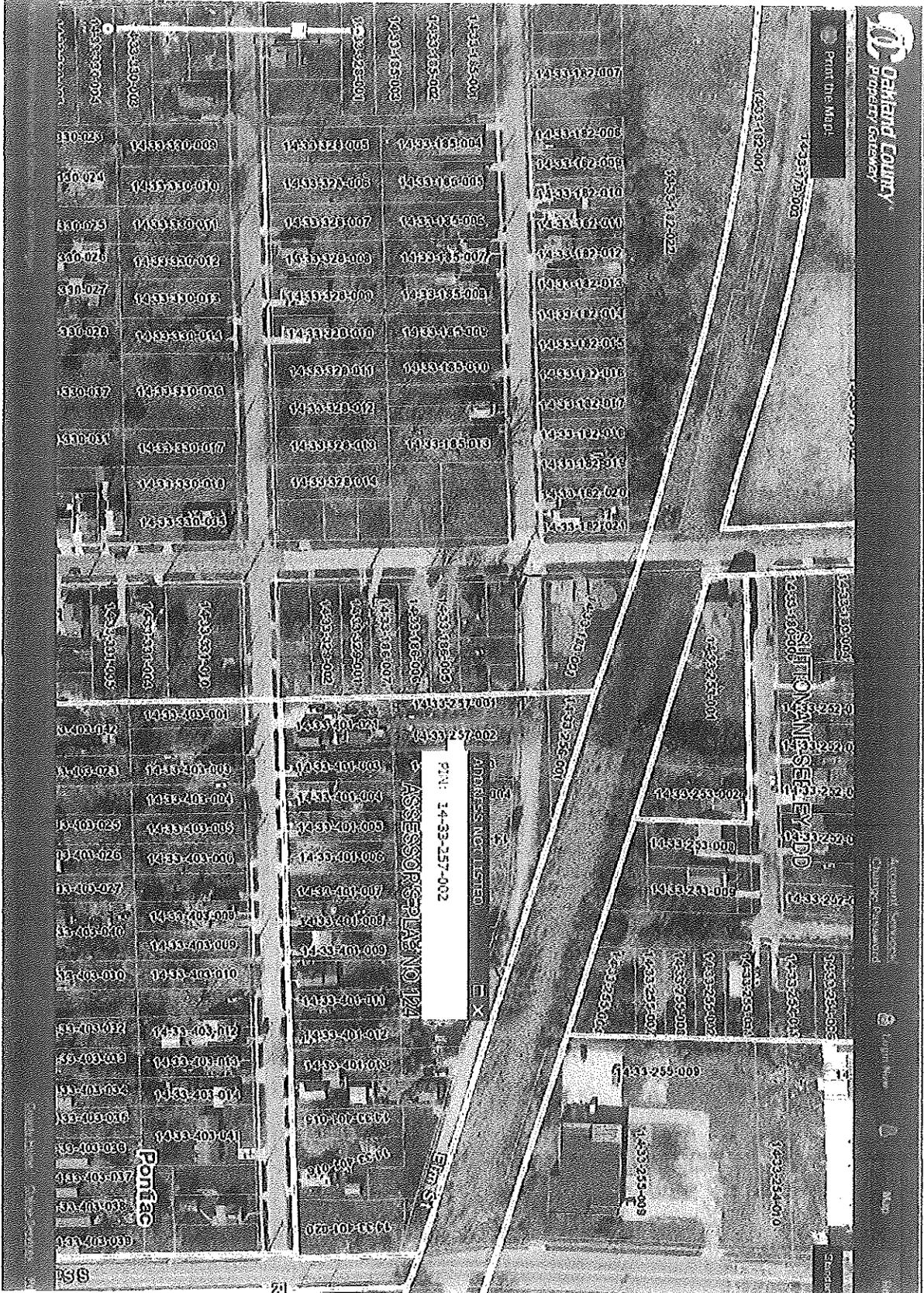
*Resolved, that the Pontiac City Council schedules a public hearing on the offer to purchase vacant lot for April 24, 2018*

After the City Council public hearing:

*City Council accepts the offer from Horace Woodson for \$150.00 to purchase parcel #14-33-257-002.*

*Be it further resolved that the Pontiac City Council authorizes the Mayor and Clerk to execute the sell.*

Print the Map





**CITY OF PONTIAC**  
**OFFICIAL MEMORANDUM**

*Executive Branch*

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**TO:** Honorable Mayor, Council President and City Council Members  
**FROM:** Jane Bals-DiSessa, Deputy Mayor *Jane Bals DiSessa*  
**DATE:** April 6, 2018  
**Cc:** Nevrus Nazarko, Finance Director, Anthony Chubb, City Attorney, and Sheila Grandison, City Clerk  
**RE:** **Agenda Item Request: Resolution to approve the creation of One Code Enforcement Manager and four Code Enforcement Officers at an estimated cost of \$366,353.30 (includes salary and benefits).**

In an effort to reinstate the City's Code Enforcement function, it is recommended that the following positions be created: One (1) Code Enforcement Manager and Four (4) Code Enforcement Officers. The total cost for these positions is estimated at \$366,353.30, however, this amount may change based on City Council's approved budget. Please note that this figure includes salary and benefits. Copies of the job descriptions and total personnel costs for these positions are attached for your information.

This request is based on the report presented by the Finance Director Nevrus Nazarko (See attached Memo dated October 2, 2017), and the Wade Trim for Code Enforcement services contract as approved by the City Council on December 7, 2017.

I will be attending the City Council meeting to address any questions.

JBD

Attachments

RECEIVED  
2018 APR -6 PM 12:09  
PONTIAC CITY CLERK

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**DATE:** October 2, 2017  
**TO:** Mayor Dairdre Waterman,  
**FROM:** Nevrus P. Nazarko, CPA, Finance Director  
**Cc:** Jane Bals-DiSessa, Deputy Mayor  
**SUBJECT:** Planning & code enforcement insourcing fiscal analysis

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Mayor Waterman,

Per your direction, finance department has been looking at the fiscal impact and feasibility of insourcing the Planning Department and Code enforcement functions away from Wade Trim back under the City of Pontiac administration.

**Background:**

City of Pontiac, until the arrival of emergency manager, had suspended the code enforcement and later on outsourced to Wade Trim, both planning and code enforcement functions.

Here is a quick summary of planning function and its respective personnel expenditures for the fiscal year ending 06/30/2005; I could not find the corresponding data for code enforcement as it may have been blended in with the building department.

	Wages	FICA	Fringes	Total Cost
Planning	255,202.07	20,413.59	118,998.69	394,614.35

**Current situation:**

Currently, planning services and code enforcement are handled by Wade Trim, on contractual basis. The contract extension that expires on December 31, 2017 provides that Wade Trim employs a planner for 24 hours a week at an annual cost of \$114,000. Code enforcement services that started back in 2015, provide for 5 code enforcement officers at an annual cost of \$375,000. These are the charges based on the contract that expired on June 30, 2017. However, Wade Trim has requested that a contract extension for the above services will cost as follows:

- 1- Planning at \$310,000 per year, providing a full time planner and an assistant planner.
- 2- Code Enforcement at \$423,000 per year providing 5 code enforcement officers at 35.7 hours per week on average.

**Estimated cost of insourcing these services:**

To bring these services back in house, I have run the numbers for both departments. The estimated costs are based on the following assumptions:

- 1- Planning Department: 1 full time planning director, 1 full time assistant planner, and 1 full time administrative assistant.

- 2- Code Enforcement: 1 full time code enforcement, officer serving as supervisor as well, 4 full time Code enforcement officers, plus 3 pick-up trucks to be used for the code enforcement activities.
- 3- Supplies, computer equipment, and utilities are not included in this calculation, as they are already included in the building fund budget.

Here is a short summary of these calculations:

**Planning Department staffing:**

Position	Salary	Total Benefits	Total Per Position
Senior Planner	\$ 85,000.00	\$ 32,293.04	\$ 117,293.04
Junior Planner FT	\$ 68,000.00	\$ 29,586.64	\$ 97,586.64
Customer Service Rep. FT	\$ 33,280.00	\$ 24,059.22	\$ 57,339.22
<b>Totals:</b>	<b>\$ 186,280.00</b>	<b>\$ 85,938.90</b>	<b>\$ 272,218.90</b>

**Code Enforcement staffing:**

Position	Salary	Total Benefits	Total Per Position
Code Enforcement supervisor	\$ 65,000.00	\$ 32,811.06	\$ 97,811.06
Code Enforcement Officer	\$ 40,000.00	\$ 24,381.06	\$ 64,381.06
Code Enforcement Officer	\$ 40,000.00	\$ 24,381.06	\$ 64,381.06
Code Enforcement Officer	\$ 40,000.00	\$ 27,181.06	\$ 67,181.06
Code Enforcement Officer	\$ 37,000.00	\$ 26,505.46	\$ 63,505.46
<b>Totals:</b>	<b>\$ 222,000.00</b>	<b>\$ 135,259.70</b>	<b>\$ 357,259.70</b>

**Trucks:**

3 Pickup Trucks needed for inspectors (To be replaced every 7 years)	Title Pick Up	Trucks needed	Total		Fuel and Maint	Damage Insurance	Grand Total Cost
			Cost	Vehicle Cost			
		3.00	29,000.00	87,000.00	6,500.00	7,500.00	101,000.00
				87,000.00	6,500.00	7,500.00	101,000.00

**Fiscal Impact:**

A quick look at the above costs shows that the planning personnel will cost the City less than the proposed contract.

The cost of code enforcement, including personnel and equipment, will be \$458,260, which is \$35,000 higher in the first year than the proposed Wade Trim proposed contract. However, when we factor in the fact that the purchase of trucks is a start-up cost, the annual cost to the City is actually slightly lower compared to Wade Trim.

Additional cost factors that can't be easily determinable will pay a factor into the decision of insourcing the services aforementioned here: Such costs are:

- 1- Additional insurance deductible costs for the liability and property.
- 2- Amortization of cars and other equipment and the need to replace within 5-7 years with new equipment.
- 3- Increased workload on the existing managerial structure and administration.
- 4- Ability to hire and retain qualified employees.

On the other hand, the increased efficiency and quality of work to be provided by the above services, can bring in additional revenues that not only will offset the costs, but can support other city related services.

**Recommendation:**

Given the fact that we have a balanced budget for the 17-18 fiscal year and the insourcing will not require additional funds to be appropriated, I believe that the process to insource the planning and code enforcement functions makes financial sense and it is fully supported with the current budget allocation.

If you (The Mayor) decide that this is the best course of action for the City and the City Council agrees with your recommendation, the following steps are in order:

- 1- Creating the positions via council resolution and establishing the pay ranges.
- 2- Posting and recruiting activity.
- 3- Setting up the office space for the new personnel.
- 4- Setting up the infrastructure to support the above insourcing

The time required for these steps can be 4 to 6 months, however, with the assistance of Wade Trim and looking into the possibility of utilizing some of their current staffing, the actual implementation time can be much shorter.

The above analysis and recommendation, although solid, may have not cover all the costs and considerations involved in the insourcing of these services. However, the history of these services for the last 5 years, and the new realities such as increased development etc., support the concept of bringing them back.

Please let me know if you have any questions or need additional information.



## CITY OF PONTIAC

### Code Enforcement Manager

*FLSA:* Executive exemption

*Summary:* The Code Enforcement Manager will be responsible for planning, managing, and overseeing Zoning and Code Enforcement projects; overseeing enforcement of commercial and residential inspections and determining and enforcing compliance with city ordinances.

### Supervision

*Supervision Received:* Works under broad supervision of the Community Development Director.

*Supervision Given:* Will supervise Code Enforcement Officer and support staff.

### Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment, exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- While performing duties of this position, the Code Enforcement Manager is regularly exposed to outside weather conditions, which can vary from extreme heat to extreme cold. The noise level is usually moderate but may be elevated.
- Operates PC-based computer system and other office equipment.
- When representing the City at events outside of the office or conducting monitoring visits, 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:*

- Recommends and implements policies and procedures to ensure efficient and effective code enforcement activities in compliance with City guidelines, standards, goals, and objectives.
- Prepares recommendations for amendments and additions to codes or regulations.
- Plans, prioritizes, assigns, reviews work progress and quality, and participates in the work of staff who provide code compliance services.
- Recommends and assists in the implementation of departmental goals and objectives.
- Participates in preparing and administering the code enforcement division budget.
- Monitors expenditures and recommend budgetary adjustments as necessary.
- Reviews site plans for residential and commercial buildings along with all permit applications.
- Conducts field investigations, gathers and analyses information, makes findings and takes appropriate action.
- Coordinates the City's response or directly responds to and investigate citizen complaints concerning alleged or potential code violations.

- Enforces city codes and zoning ordinances.
- Oversees blight court administration

#### **Typical Assignments**

##### *Administration*

- Develops, maintains and update records, inspections and plan reviews.
- Provides technical assistance to developers, staff and the public.
- Prepares forms, statistics, letters, citations and reports.

##### *Communication*

- Explains code and ordinance standards to residents, answer questions, assist in correcting problems and aid residents' efforts to comply with standards.
- Oversees enforcement activities with other agencies.

##### *Research*

- Gathers and prepares evidence related to dangerous buildings attend and testify at hearings and meetings.
- Researches, investigates and resolves complaints.

##### *Public Relations*

- Appears in court or other judicial or quasi-judicial proceedings.
- May serve as an advisor to the Zoning Board of Appeals.

#### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* Bachelor's degree in a related field; five years' progressive experience in relevant code and/or enforcement activities, sufficient to produce knowledge of governmental operations, court procedures, and inspections.

An employee in this classification must possess upon hire and maintain a valid Michigan operator's license.

#### **Knowledge, Ability, and Skill:**

##### *Knowledge:*

- Working knowledge of budgeting and cost estimating procedures.
- Thorough knowledge of modern methods, materials, tools and equipment involved in building design and construction.
- Considerable knowledge of laws, codes and ordinances and regulations relating to building construction, safety, workmanship standards, zoning and general public nuisances, electrical and heating installations and maintenance.
- Familiarity with the organizational structure and operations of the City.

##### *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 initiate and defend actions before Mayor and City Council.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to design technically complex visual aids such as maps, tables and charts.
- 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 develop and maintain programs, strategies, and procedures to provide effective code compliance services.
- Ability to interpret City ordinances.
- Ability to follow complex instructions.
- Ability to prepare and document code violations.
- Ability to detect and locate defective workmanship and materials and other hazards and ascertain corrective measures
- Ability to read and interpret blueprints, working diagrams and specifications and compare them with construction in progress recognizing deviations in plans.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to facilitate productive discussions, diffuse arguments, resolve conflict, to arbitrate and/or negotiate solutions.

*Skills:*

- Computer skills that encompass effective use of word processing, presentation, spreadsheet, email, and Internet browser software
- Skill in reviewing and interpreting site plans, specifications and complex construction drawings

**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; walk on uneven terrain, climb stairs, bend, stoop and kneel; must regularly lift and or move items up to 25 pounds, frequently lift 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.*



## CITY OF PONTIAC

### Code Enforcement Officer

*FLSA:* Hourly

*Summary:* The Code Enforcement Officer will be responsible for performing commercial and residential inspections throughout the City of Pontiac to determine and enforce compliance with city ordinances.

### Supervision

*Supervision Received:* Works under supervision of the Code Enforcement Manager

*Supervision Given:* None.

### Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment, exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- While performing duties of this position, the Code Enforcement Officer is regularly exposed to outside weather conditions, which can vary from extreme heat to extreme cold. The noise level is usually moderate but may be elevated.
- Operates PC-based computer system and other office equipment.
- When representing the City at events outside of the office or conducting monitoring visits, 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:*

- Reviews site plans for residential and commercial buildings along with all permit applications.
- Inspects demolition sites to ensure proper safety methods are being used for the protection of adjacent property and public.
- Receives complaints regarding violation of City ordinances; investigate and determine proper course of action.
- Reads and studies city codes and zoning ordinances to become familiar with requirements and standards.
- Attends to citizen complaints regarding rodents, with prevention techniques, extermination procedures and related safety measures.
- Assists with and enforces blight court ordinance.

### Typical Assignments

#### *Administration*

- Develops, maintains and update records, inspections and plan reviews.

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- Acts as project manager for review of development applications
- Provides technical assistance to developers, staff and the public.
- Prepares forms, statistics, letters, citations and reports.

*Communication*

- Explains code and ordinance standards to residents, answer questions, assist in correcting problems and aid residents' efforts to comply with standards.
- Coordinates enforcement activities with other agencies.

*Research*

- Gathers and prepares evidence related to dangerous buildings attend and testify at hearings and meetings.
- Researches, investigates and resolves complaints.

*Public Relations*

- Appears in court or other judicial or quasi-judicial proceedings.
- May serve as an advisor to the Zoning Board of Appeals.

**Recommended Minimal Qualifications**

*Education, Training, and Experience:* High School Diploma or equivalent; three years' experience in relevant code and/or enforcement activities, sufficient to produce knowledge of governmental operations, court procedures, and inspections.

An employee in this classification must possess upon hire and maintain a valid Michigan Operators license.

**Knowledge, Ability, and Skill:**

*Knowledge:*

- Thorough knowledge of modern methods, materials, tools and equipment involved in building design and construction.
- Considerable knowledge of laws, codes and ordinances and regulations relating to building construction, safety, workmanship standards, zoning and general public nuisances, electrical and heating installations and maintenance.
- Familiarity with the organizational structure and operations of the City.

*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 initiate and defend actions before Mayor and City Council.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to design technically complex visual aids such as maps, tables and charts.
- 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 interpret City ordinances.
- Ability to follow complex instructions.
- Ability to prepare and document code violations.
- Ability to detect and locate defective workmanship and materials and other hazards and ascertain corrective measures

- Ability to read and interpret blueprints, working diagrams and specifications and compare them with construction in progress recognizing deviations in plans.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to deal tactfully with the public

*Skills:*

- Computer skills that encompass effective use of word processing, presentation, spreadsheet, email, and Internet browser software
- Skill in reviewing and interpreting site plans, specifications and complex construction drawings

**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; walk on uneven terrain, climb stairs, bend, stoop and kneel; must regularly lift and or move items up to 25 pounds, frequently lift 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.*

City of Pontiac  
Code Enforcement Personnel Costs 2018

**CODE ENFORCEMENT**

<u>Position</u>	<u>Salary</u>	<u>FICA</u>	<u>WC</u>	<u>Health Insura</u>	<u>Dental</u>	<u>Pension</u>	<u>Life</u>	<u>AD&amp;D</u>	<u>STD</u>	<u>LTD</u>	<u>Total Per Position</u>
Code Enforcement supervisor	\$ 65,000.00	\$ 4,972.50	\$ 4,478.50	17304.02	869.04	\$ 4,550.00	\$ 129.35	\$ 17.55	\$ 259.35	\$ 230.75	\$ 97,811.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
Code Enforcement Officer	\$ 40,000.00	\$ 3,060.00	\$ 2,756.00	17304.02	869.04	\$ 2,800.00	\$ 79.60	\$ 10.80	\$ 159.60	\$ 142.00	\$ 67,181.06
<b>Totals</b>	<b>\$ 225,000.00</b>	<b>\$ 17,212.50</b>	<b>\$ 15,502.50</b>	<b>\$ 86,520.10</b>	<b>\$ 4,345.20</b>	<b>\$ 15,750.00</b>	<b>\$ 447.75</b>	<b>\$ 60.75</b>	<b>\$ 897.75</b>	<b>\$ 798.75</b>	<b>\$ 366,535.30</b>



# CITY OF PONTIAC OFFICIAL MEMORANDUM

Executive Branch

**TO:** Honorable Mayor, Council President and City Council Members

**FROM:** Jane Bais-DiSessa, Deputy Mayor *Jane Bais DiSessa*

**DATE:** April 6, 2018

**Cc:** Nevrus Nazarko, Finance Director, Anthony Chubb, City Attorney, and Sheila Grandison, City Clerk

**RE:** **Agenda Item Request: Resolution to change the job title of the approved Customer Service Representative for the Planning Division to Planning Technician; and to increase the hourly rate from \$16.00 to \$17.00.**

After much review, it is recommended that the job title for the Customer Service Representative position for the newly reinstated Planning Division, be reclassified as a Planning Technician. This new job title best reflects the responsibilities needed for this position.

A copy of the proposed job description is attached. In addition, in an effort to offer competitive wages, it is recommended that the hourly rate be increased from \$16.00 to \$17.00.

I will be attending the City Council meeting to address any questions.

JBD

Attachment

RECEIVED

2018 APR -6 PM 12:10

PONTIAC CITY CLERK

RECEIVED

2018 APR 06 PM 12:10

PONTIAC CITY CLERK

PONTIAC CITY CLERK

## Planning Technician

FLSA: Non-exempt.

*Summary:* The Planning Technician is responsible assisting with Planning Department with customer service, review of site plans and various projects.

### Supervision

*Supervision Received:* Works under the supervision of the Planning Manager

*Supervision Given:* No supervisory responsibilities.

### Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical, computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Errors could result in the damage to or loss of information or money resulting in financial or legal consequences to the City.
- The noise level is usually medium.

### 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:*

- Answers customer inquiries.
- Prepares and maintains a variety of statistical, bookkeeping, or relatively complex reports.
- Gathers information, records and summarizes data, and inform supervisor of any unusual findings.
- Assists in the preparation of special records and reports.
- Organizes, files, and records information.
- Receives and screens incoming calls and visitors, determining which priority matters are, and alerting the Director accordingly.
- Composes letters and memoranda in response to incoming mail or calls.
- Researches, compiles, assimilates, and prepares documents.
- Reads and screens incoming correspondence and reports, making preliminary assessment of the importance of materials, and organizes documents, handling some matters personally, and forwarding appropriate materials to other personnel.
- Prepares agendas and collects materials for meetings and conferences.
- Provide support to Planning Department staff.
- Other duties as assigned.

### Typical Assignments

#### *Administration*

- Organizes, files, and records documents / items as assigned.
- Assists in the review of site plans.
- Assists in preparing agenda items.

#### *Communication*

- Facilitates constituent inquiries and casework.

#### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* High school diploma; and three years of planning/ code enforcement experience.

An employee in this classification must possess and maintain a valid Michigan Driver's license.

#### **Knowledge, Ability, and Skill:**

##### *Knowledge:*

- Familiarity with building codes, zoning and ordinances.
- Familiarity with the organizational structure and operations of the City.
- Some knowledge of employee policies and procedures.
- Some knowledge of the City's Master Plan.

##### *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 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 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.
- Ability to type 25 words per minute.

##### *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.*