



NOTICE OF PONTIAC CITY COUNCIL MEETING
July 14, 2020
at 6:00 p.m.

THE MEETING WILL BE HELD ELECTRONICALLY

The City Council of the City of Pontiac will hold a Study Session on July 14, 2020 at 6:00 p.m. This meeting will be held electronically pursuant to the Open Meetings Act and Governor Whitmer's Executive Order 2020-129. The agenda of the Study Session is attached. Pursuant to Executive Order 2020-129, the Pontiac City Council gives notice of the following:

1. **Reason for Electronic Meeting.** The Pontiac City Council is meeting electronically because Executive Order 2020-129 requires that City Hall be closed to the public on the date of the meeting. Therefore, the public cannot be physically present and provide comment in City Hall.
2. **Procedures.** The public may view the meeting electronically through the following method.
<http://pontiac.mi.us/council/pontiactv/index.php>
3. **Public Comment.** For individuals who desire to make a public comment, please submit your name and comment in writing to publiccomments@pontiac.mi.us no later than 5:30 p.m. on July 14, 2020. Public comments are limited to three (3) minutes. The City Clerk will read your comments during the public comment section of the meeting.
4. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify the Interim City Clerk, Garland Doyle at (248) 758-3200 or clerk@pontiac.mi.us at least 24 hours in advance of the meeting.

Dated 7-10-2020, 4:00 p.m.
Garland S. Doyle, Interim City Clerk
City of Pontiac
47450 Woodward Ave. Pontiac, MI 48342 Phone: (248) 758-3200

PONTIAC CITY COUNCIL

Kermit Williams, District 7
President
Randy Carter, District 4
President Pro Tem



Patrice Waterman, District 1
Megan Shramski, District 2
Mary Pietila, District 3
Gloria Miller, District 5
Dr. Doris Taylor Burks, District 6

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."

Website: http://pontiac.mi.us/council/meeting_agendas_and_minutes/index.php

STUDY SESSION

July 14, 2020

6:00 P.M.

180th Session of the 10th Council

Call to order

Roll Call

Authorization to Excuse Councilmembers

Amendments to and Approval of the Agenda

Approval of the Minutes

1. July 7, 2020 Formal Meeting

Public Comment

Agenda Items

Resolution

Office of the Sheriff

2. Resolution to approve the 2020 HIDTA Sub grant Agreement with the County of Oakland and to authorize the Mayor to sign Agreement on behalf of the City of Pontiac.

Communications from the Mayor

3. Update: Resolution of City Council to Acknowledge and Adopt the Amended Timeline to complete the Phoenix Center Settlement Agreement Obligations
4. Human Resources Report on vacant positions in City of Pontiac City Government; Job Descriptions, Postings, Jobs Pipeline and Announcements to eligible and available Pontiac citizens.

Adjournment

Upcoming Special Presentation

July 21, 2020

Pontiac Unity regarding Painting Pontiac Unity in the Street

Garland S. Doyle, M.P.A., Interim City Clerk

Office of the City Clerk 47450 Woodward Pontiac, Michigan 48342 Phone (248) 758-3200

Website: <http://pontiaccityclerk.com>

#1

MINUTES

July 7, 2020 Formal

**Official Proceedings
Pontiac City Council
178th Session of the Tenth Council**

Call to order

A Formal Meeting of the City Council of Pontiac, Michigan was called to order electronically on Tuesday, July 7, 2020 at 6:00 p.m. by Council President Kermit Williams.

Invocation

Councilwoman Taylor-Burks

Pledge of Allegiance

Roll Call

Members Present: Carter, Miller, Pietila, Shramski, Taylor-Burks, Waterman and Williams.
Mayor Waterman was present.
Clerk announced a quorum.

Approval of the Agenda

20-332 **Approve the Agenda.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

Approval of the Minutes

20-333 **June 26, 2020 Minutes.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

20-334 **June 29, 2020 Minutes.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

20-335 **June 30, 2020 Minutes.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

July 7, 2020 Formal

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

No: None

Motion Carried.

Subcommittee Report

Received Public Safety – May 2020

Discussion

Council Discussion on COVID-19 Newsletter

Special Presentations

Medical Marijuana Application Review Process Update

Presentation Presenter: Garland Doyle, Interim City Clerk

Status Update: Release of RFP's for Phoenix Center

Presentation Presenter: Matt Gibb, Special Counsel, Economic/Community Development.

Third party investment regarding the Phoenix Center Settlement Agreement

Presentation Presenter: Niccolo G. Mastromatteo, MBA, Founder & Owner, Pimpernel Developments LLC

Recognition of Elected Officials

None

Agenda Address

None

Suspend the Rules

20-336 **Motion to suspend the rules.** Moved by Councilperson Pietila and second by Councilperson Shramski.

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

No: None

Motion Carried.

Resolutions

City Council

20-337 **Resolution to schedule a Special Meeting on Monday July 13 at 9:30 a.m. to Discuss and Review RFP for Phoenix Center.** Move by Councilperson Shramski and second by Councilperson Taylor-Burks.

NOW, THEREFORE IT BE RESOLVED, that the City Council for the City of Pontiac schedule a Special Meeting on Monday July 13 at 9:30 a.m. to Discuss and Review RFP for Phoenix Center

Ayes: Williams, Carter, Miller, Pietila, Shramski and Taylor-Burks

July 7, 2020 Formal

No: None
Abstain: Waterman
Resolution Passed.

City Clerk

20-338 **Resolution to approve the City Clerk's website.** Moved by Councilperson Waterman and second by Councilperson Shramski.

WHEREAS, the City Clerk established <http://www.pontiaccityclerk.com> as the website for the Office of the City Clerk to increase citizen accessibility to the Office of the City Clerk; and
WHEREAS, the City Clerk has established other social media tools for the Office of the City Clerk as an outreach effort to encourage Pontiac residents to vote in the 2020 elections and engage the greater community.

NOW, THEREFORE IT BE RESOLVED, that the City Council for the City of Pontiac approves PontiacCityClerk.com as a website for the Office of the City Clerk.

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

Department of Public Works (DPW)

20-339 **Resolution to authorize the Mayor to sign the MDOT funding agreement for the Baldwin Avenue and Martin Luther King CMAQ and Safety Projects. The total estimated cost for this project is \$1,406,000.00; the City's portion of this project is \$430,480. This project is budgeted for fiscal year 2020/2021.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

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 2020/21 Major Street budget,

NOW, THEREFORE, IT BE RESOLVED, The Pontiac City Council authorized the Mayor or Deputy Mayor to sign the MDOT Funding Agreement for the Baldwin Avenue and Martin Luther King CMAQ and Safety Products.

Ayes: Miller, Pietila, Shramski, Taylor-Burks, Waterman, Williams and Carter
No: None
Resolution Passed.

20-340 **Resolution to authorize the Mayor to enter into a contract with Florence Cement for \$3,380,196.79 for the CenterPoint Parkway Reconstruction Project. Funding for this project is identified in the FY '20/'21 Major Street Fund.** Moved by Councilperson Waterman and second by Councilperson Pietila.

WHEREAS, the City of Pontiac has advertised and received responses to a Request For Proposal for the Centerpoint Parkway Reconstruction Project on May 28, 2020, and publically opened bids; and
WHEREAS, a bid tabulation was prepared and reviewed, and;
WHEREAS, the City identified the low bidder as Florence Cement, and references of the low bidder checked and found acceptable.
NOW, THEREFORE, BE IT RESOLVED, The Pontiac City Council authorizes the Mayor to enter into a contract with Florence Cement for \$3,380,196.79 for the Centerpoint Parkway Reconstruction Project.

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

Office of the Mayor

20-341 **Resolution to appoint Ms. Linnette Phillips to the position of Director of Economic Development in accordance with Article IV, Executive Branch, Section 4.106 of the City Charter.**
Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

WHEREAS, in accordance with Article IV – Executive Branch; Section 4.106 of the City Charter, the Mayor is responsible for the appointment of a director for each department who serves at the pleasure of the Mayor.
NOW THEREFORE, IT IS RESOLVED that Ms. Linnette Phillips be appointed to the position of Director of Economic Development.

Ayes: Shramski, Waterman, Williams, Carter, and Pietila
No: Miller
Resolution Passed.

Public Comment

Fourteen (14) individuals submitted a public comment read by the City Clerk.

Mayor, Clerk and Council Closing Comments

Mayor Waterman, Interim Clerk Doyle, Legislative Counsel Sharpe, Councilwoman Pietila, President Pro-Tem Carter, Councilwoman Shramski, and Council President Williams made closing comments.

Adjournment

Council President Kermit Williams adjourned the meeting at 9:05 p.m.

GARLAND S DOYLE
INTERIM CITY CLERK

#2

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council President Williams and City Council

FROM: Jane Bais DiSessa, Deputy Mayor

DATE: July 9, 2020

CC: Mayor Waterman; Irwin Williams, Interim Finance Director; and Anthony Chubb, City Attorney.

RE: **2019 HIDTA Sub-Grant Agreement**

As in past years, through the Oakland County Sheriff's Office, the City of Pontiac has utilized the High Intensity Drug Trafficking Area (HIDTA) Grant from the State of Michigan. This grant reimburses a municipality for overtime expenses that it incurred related to its participation in the Oakland County Narcotic Enforcement Team (N.E.T), a multijurisdictional drug enforcement task force under the direction and supervision of the Oakland County Sheriff's Office (O.C.S.O.).

The purpose of the HIDTA program is to reduce drug trafficking and production by:

- Creating cooperation between various levels of law enforcement;
- Enhancing law enforcement intelligence sharing among law enforcement agencies; and
- Supporting coordinated law enforcement strategies to align available resources and reduce the supply of illegal drugs in designated areas in the United States.

Oakland County has submitted an Initiative Description and Budget Proposal to the Executive Board for Michigan HIDTA requesting the ONDCP to grant N.E.T. a total of \$117,000.00 for PY 2020 to reimburse N.E.T. participating agencies for eligible law enforcement overtime costs.

The City of Pontiac is a sub recipient and therefore must enter into the attached sub agreement with the Oakland County Sheriff's Office.

As such, the resolution below is submitted for your consideration:

Whereas, Oakland County as the legal entity that administer N.E.T., submitted an Initiative Description and Budget Proposal to the Executive Board for Michigan HIDTA requesting the United States Office of National Drug control Policy (ONDCP) to grant N.E.T. an award for program year 2020 to reimburse N.E.T. participating agencies for eligible law enforcement officer overtime costs; and

Whereas, if ONDCP grants N.E.T. an award for PY 2019, the ONDCP disburses the HIDTA funds to the Michigan State Police (MSP); and

Whereas, the County has the authority to allocate a portion of the grant funds to reimburse a participating municipality for qualifying overtime costs subject to the terms and conditions of the agreement; and

Whereas, the County requires any participating unit of government to approve the proposed Sub recipient by Resolution of the governing board of the local unit of government; and

Whereas, the Oakland County Board of Commissioners has agreed to the attached Sub recipient Agreement; and

Whereas, the City of Pontiac desires to enter into the attached Sub recipient Agreement between the City and Oakland County; and

Whereas, Oakland County Corporate Council and the City of Pontiac have approved the attached Sub recipient Agreement.

NOW THEREFORE BE IT RESOLVED that the City of Pontiac Council approves the 2020 HIDTA Sub grant Agreement with the County of Oakland and authorizes the Mayor to sign on behalf of the City.

Attachment

JBD

**PROGRAM YEAR 2020
HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA)
SUBRECIPIENT AGREEMENT BETWEEN
THE COUNTY OF OAKLAND AND CITY OF PONTIAC
Data Universal Numbering System (DUNS) #: 831471144**

This Agreement is made between Oakland County, a Constitutional Corporation, 1200 North Telegraph, Pontiac, Michigan 48341 ("County") and City of Pontiac, 47450 Woodward Ave., Pontiac, MI 48342, a Michigan Municipal Corporation ("Municipality"). The County and Municipality shall be collectively referred to as the "Parties."

PURPOSE OF AGREEMENT.

The Parties enter into this Agreement for the purpose of delineating their relationship and responsibilities regarding the County's use of Grant funds (defined below) to reimburse the Municipality for overtime expenses that it incurred related to its participation in the Oakland County Narcotic Enforcement Team ("N.E.T."), a multijurisdictional drug enforcement task force under the direction and supervision of the Oakland County Sheriff's Office ("OCSO").

Under the Parties' separate N.E.T. agreement, the Municipality is responsible for providing a full-time employee for participation in N.E.T. and for all costs associated with that employment, including overtime.

The County, as the legal entity that administers N.E.T., submitted an Initiative Description and Budget Proposal (Exhibit A) to the Executive Board for Michigan HIDTA requesting the United States Office of National Drug Control Policy ("ONDCP") to grant N.E.T. an award of \$117,000.00 for program year (PY) 2020 to reimburse N.E.T. participating agencies for eligible law enforcement officer overtime. PY 2020 begins January 1, 2020 and ends December 31, 2020.

If ONDCP grants N.E.T. an award for PY 2020, the ONDCP disburses the HIDTA grant funds to the Michigan State Police ("MSP"). To receive the Grant funds for overtime costs, N.E.T. must submit requests for reimbursement with the required supporting documentation to Michigan HIDTA. If Michigan HIDTA approves the N.E.T. overtime reimbursement requests, the MSP should distribute the Grant funds to County on behalf of N.E.T. The County has the authority to allocate a portion of the Grant funds to reimburse the Municipality for qualifying overtime costs subject to the terms and conditions of this Agreement.

In consideration of the mutual promises, obligations, representations, and assurances in this Agreement, the Parties agree to the following:

1. **DEFINITIONS.** The following terms, whether used in the singular or plural, within or without quotation marks, or possessive or nonpossessive, shall be defined, read, and interpreted as follows.

- 1.1. **Claim** means any alleged loss, claim, complaint, demand for relief or damages, cause of action, proceeding, judgment, deficiency, liability, penalty, fine, litigation, costs, and/or expenses, including, but not limited to, reimbursement for attorney fees, witness fees, court costs, investigation expenses, litigation expenses, and amounts paid in settlement, which are imposed on, incurred by, or asserted against the County or Municipality, or the County's or Municipality's agents or employees, whether such claim is brought in law or equity, tort, contract, or otherwise.
- 1.2. **Grant funds** mean the funds that may be awarded to the County and the other participating agencies in N.E.T. pursuant to Michigan HIDTA Initiative Description and Budget Proposal Version 2020 (Exhibit A) submitted to Michigan HIDTA by County on behalf of itself and the other participating agencies in N.E.T.

2. **EXHIBITS.** The Exhibits listed below are incorporated and are part of this Agreement.

- 2.1. **Exhibit A** – Michigan HIDTA Initiative Description and Budget Proposal Version 2020.
- 2.2. **Exhibit B** - Template Request for HIDTA Overtime Reimbursement (Locals to County).
- 2.3. **Exhibit C** – Sample letter regarding notification of current overtime pay rate.
- 2.4. **Exhibit D** – Sample overtime slip, signed by the officer's supervisor that supports each Request for HIDTA Overtime Reimbursement.
- 2.5. **Exhibit E** – Sample paystub or payroll report that supports each Request for HIDTA Overtime Reimbursement.

3. **FEDERAL AWARD PROJECT DESCRIPTION.**

- 3.1. Catalog of Federal Domestic Assistance (“CFDA”) #: 95.001
- 3.2. Federal Awarding Agency: United States Office of National Drug Control Policy (“ONDCP”)
- 3.3. Program: High Intensity Drug Trafficking Areas (HIDTA)
 - 3.3.1. HIDTA Objective: To reduce drug trafficking and drug production in the United States by: (A) facilitating cooperation among Federal, State, local, and tribal law enforcement agencies to share information and implement coordinated enforcement activities; (B) enhancing law enforcement intelligence sharing among Federal, State, local, and tribal law enforcement agencies; (C) providing reliable law enforcement intelligence to law enforcement agencies needed to design effective enforcement strategies and operations; and (D) supporting coordinated law enforcement strategies which maximize use of available resources to reduce the supply of illegal drugs in designated areas and in the United States as a whole.
- 3.4. Period of Performance: January 1, 2020 through December 31, 2020.

2020 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) GRANT
SUBRECIPIENT AGREEMENT BETWEEN
OAKLAND COUNTY
AND
CITY OF PONTIAC

- 3.5. The Federal Award Identification Number (FAIN) is provided in the HIDTA Grant Agreement between ONDCP and MSP, which is incorporated into this Agreement by reference.

4. USE OF HIDTA FUNDS.

- 4.1. The total amount of the federal award for overtime costs committed to the Municipality and obligated by this action by the County to the Municipality is not to exceed \$4,875.00 for each participating law enforcement officer. That amount is based on the number of N.E.T participating agencies and eligible law enforcement officers at the time this Agreement was executed by both Parties. If the number of N.E.T participating agencies and/or eligible law enforcement officers changes during the term of this Agreement, the total amount of the federal award for overtime costs committed to the Municipality and obligated by this action by the County to the Municipality amount may change as funds are available on a pro rata basis. Such commitment and obligation for overtime costs is contingent upon the ONDCP awarding the Grant funds to N.E.T and the MSP reimbursing the County.
- 4.2. The County will reimburse the Municipality up to \$4,875.00 for each participating law enforcement officer for qualifying N.E.T.-related overtime. That amount is based on the number of N.E.T participating agencies and eligible law enforcement officers at the time this Agreement was executed by both Parties. If the number of N.E.T participating agencies and/or eligible law enforcement officers changes during the term of this Agreement, the maximum reimbursement amount may change as funds are available on a pro rata basis. Such reimbursement shall only be made after the supporting documentation is submitted by the Municipality and approved by the County, as described in Paragraph 5.1. Such reimbursement is contingent upon the ONDCP awarding the grant funds to N.E.T and the MSP reimbursing the County.
- 4.2.1. HIDTA funds shall be used to pay overtime only if the overtime was performed in support of a HIDTA-designated Enforcement initiative or Intelligence and information Sharing Initiative. HIDTA funds shall not be used to pay overtime related to training attendance, financial management, drug treatment, drug demand reduction or prevention, or non-investigative related administrative work.
- 4.2.2. No HIDTA funds shall be used to supplant the Municipality's funds that would otherwise be made available for the same purposes.
- 4.3. There is no research and development performed pursuant to this Agreement.
- 4.4. No indirect costs shall be charged or reimbursed under performance of this Agreement.

5. REIMBURSEMENT OF ELIGIBLE NET OVERTIME.

- 5.1. To request reimbursement for eligible N.E.T. overtime costs, the Municipality shall submit to the County the documentation described in the following subparagraphs no later than thirty (30) days after PY 2020 has expired. If the County, in its sole discretion, determines that the

documentation submitted by the Municipality does not reconcile, then the Municipality shall provide any additional documentation requested by the County in order to process payment.

- 5.1.1. A fully completed and signed Request for HIDTA Overtime Reimbursement attached as Exhibit B.
- 5.1.2. A letter substantively similar to the sample letter regarding notification of current overtime pay rate attached as Exhibit C.
- 5.1.3. Overtime slips, signed by the officer's supervisor, that support each Request for HIDTA Overtime Reimbursement. The overtime slips shall be substantively similar to the sample overtime slip attached as Exhibit D.
- 5.1.4. The paystub or payroll report that supports each Request for HIDTA Overtime Reimbursement. The paystub or payroll report shall be substantively similar to the sample paystub attached as Exhibit E.
- 5.2. County will only reimburse Municipality for approved overtime costs after County has received the Grant funds from MSP for that particular reimbursement request.

6. GENERAL COMPLIANCE.

- 6.1. The Municipality shall comply with to 28 C.F.R. Part 69 (New Restrictions on Lobbying) and 2 C.F.R. Part 25 (Universal Identifier and System of Award Management).
- 6.2. The Municipality shall comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180.
- 6.3. The Municipality shall perform all activities in accordance with The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the "Part 200 Uniform Requirements"), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this award, the Part 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.
- 6.4. The Municipality shall comply with ONDCP's HIDTA Program Policy and Budget Guidance, all other applicable Federal, state, and local laws and regulations, and the terms and conditions contained in this Agreement.
- 6.5. ~~The Municipality shall comply with all applicable requirements for subrecipients that are provided in the HIDTA Grant Agreement between ONDCP and MSP. The HIDTA Grant Agreement between ONDCP and MSP will be provided to the Municipality within a reasonable time after the County receives a copy of it.~~
- 6.6. As specified in the HIDTA Program Policy and Budget Guidance, the Municipality must:

2020 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) GRANT
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OAKLAND COUNTY
AND
CITY OF PONTIAC

- 6.6.1. Establish and maintain effective internal controls over the Federal award that provides reasonable assurance that Federal award funds are managed in compliance with Federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- 6.6.2. Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- 6.6.3. Evaluate and monitor compliance with applicable statute and regulations, and the terms and conditions of the Federal award.
- 6.6.4. Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- 6.6.5. Take reasonable measures to safeguard protected personally identified information (PII) and other information ONDCP or the Municipality designates consistent with applicable Federal, state, and local laws regarding privacy and obligations of confidentiality.

7. FINANCIAL ACCOUNTABILITY AND AUDIT REQUIREMENTS.

- 7.1. The Municipality shall maintain standards of financial accountability that conform to 2 C.F.R. §200.302 (Financial Management) and 2 C.F.R. §200.303 (Internal Controls).
- 7.2. The Municipality shall comply with audit requirements contained in 2 C.F.R. Part 200, Subpart F, which requires the Municipality to have an annual audit conducted within nine (9) months of the end of their fiscal year, if the Municipality has an aggregate expenditure of more than \$750,000 in federal funds in a fiscal year. Any deficiencies noted in audit reports must be fully cleared by the Municipality within thirty (30) days after receipt of same. The Grant funds spent by the County on behalf of the Municipality for training expenses shall be included on the Schedule of Expenditures of Federal Awards if the Municipality is required to have a single audit performed. Municipalities that are exempt from the Single Audit requirements that receive less than \$750,000 of total Federal funding must submit a Financial Statement Audit prepared in accordance with Generally Accepted Auditing Standards (“GAAS”) if the audit includes disclosures that may negatively impact the HIDTA program including, but not limited to fraud, financial misstatements, and violations of any contract or grant provisions. The County shall have the right to review and audit all records of the Municipality pertaining to any payment by the County.

8. CONFLICT OF INTEREST.

- 8.1. The Municipality shall comply with the following ONDCP conflict of interest policies:

- 8.1.1. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of subawards and contracts.
- 8.1.2. None of your employees may participate in the selection, award, or administration of a subaward or contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a subaward or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from subrecipients or contractors or parties to subawards or contracts.
- 8.1.3. If you have a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

9. MANDATORY DISCLOSURE.

- 9.1. As a non-Federal entity, the Municipality must disclose, in a timely manner, in writing to ONDCP all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 200 CFR Part 200, Appendix XII "Award Term and Condition for Recipient Integrity and Performance Matters," are required to report certain civil, criminal, or administrative proceedings to System for Award Management (SAM). Failure to make required disclosures can result in remedies such as: temporary withholding of payments pending correction of the deficiency, disallowance of all or part of the costs associated with noncompliance, suspension, termination of award, debarment, or other legally available remedies outlined in 2 CFR 200.338 "Remedies for Noncompliance".

10. RECORD RETENTION.

- 10.1. The Municipality shall comply with the record retention provisions of 2 C.F.R. 200.333 (Retention requirements for records).
- 10.2. The Municipality should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine readable formats rather than in closed formats or on paper in accordance with 2 C.F.R. 200.335 (Methods for collection, transmission and storage of information).

11. ACCESS TO RECORDS.

- 11.1. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the County, or any of their authorized representatives, have the right of access to any documents, papers, or other records of the Municipal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Municipality's personnel for the purpose of interview and discussion related to such documents. The right of access to the Municipality's records is not limited to the required retention period but last as long as the records are retained.
- 11.2. The Municipality shall permit the County and auditors to have access to the Municipality's records and financial statements as necessary for the County to meet the requirements of 2 C.F.R. Part 200.

12. TERM.

- 12.1. This Agreement and any amendments hereto shall be effective when executed by both Parties with concurrent resolutions passed by the governing bodies of each Party, and when the Agreement is filed according to MCL 124.510. The approval and terms of this Agreement and any amendments hereto shall be entered in the official minutes of the governing bodies of each Party. This Agreement shall end on December 31, 2020.

13. ASSURANCES.

- 13.1. Each Party shall be responsible for its own acts and the acts of its employees and agents, the costs associated with those acts, and the defense of those acts.
- 13.2. The Parties have taken all actions and secured all approvals necessary to authorize and complete this Agreement. The persons signing this Agreement on behalf of each Party have legal authority to sign this Agreement and bind the Parties to the terms and conditions contained herein.
- 13.3. Each Party shall comply with all federal, state, and local ordinances, regulations, administrative rules, laws, and requirements applicable to its activities performed under this Agreement.

14. TERMINATION OF AGREEMENT.

- 14.1. This Agreement may be terminated in whole or in part as follows:

- 14.1.1. by the County, if the Municipality fails to comply with the terms and conditions of this Agreement;

- 14.1.2. by the County for cause;

- 14.1.3. by the County with the consent of the Municipality, in which case the two parties must agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated;
- 14.1.4. by the Municipality upon sending to the County written notification setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if the County determines in the case of partial termination that the reduced or modified portion of the subaward will not accomplish the purpose for which this Agreement was made, the County may terminate the Agreement in its entirety.
- 14.2. The County must provide to the Municipality a notice of termination. Written suspension or notice of termination will be sent to the Municipality's business address. If this Agreement is terminated or partially terminated, both the County and the Municipality remain responsible for compliance with the requirements at 2 CFR 200.343 Closeout and 2 CFR 200.344 Post-closeout Adjustments and Continuing Responsibilities.

15. CLOSEOUT.

- 15.1. The County shall close-out this Agreement when it determines that all applicable administrative actions and all required work under this Agreement have been completed by Municipality.
- 15.2. The Municipality shall comply with the closeout provisions of 2 C.F.R. 200.343 (Closeout).

16. POST-CLOSEOUT ADJUSTMENTS AND CONTINUING RESPONSIBILITIES.

- 16.1. The closeout of this Agreement does not affect any of the following:
 - 16.1.1. The right of County to disallow costs and recover funds on the basis of a later audit or other review. The County must make any cost disallowance determination and notify the Municipality within the record retention period;
 - 16.1.2. The obligation of the Municipality to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments;
 - 16.1.3. Audit requirements in Subpart F—Audit Requirements of 2 C.F.R. Part 200.
 - 16.1.4. Records retention as required in Subpart D—Post Federal Award Requirements of this part, §200.333 Retention requirements for records through §200.337 Restrictions on public access to records.

17. REMEDIES FOR NONCOMPLIANCE.

- 17.1. If the Municipality fails to comply with federal statutes, regulations, or the terms and conditions of this Agreement, the County may impose additional conditions, as described in 2 CFR §200.207 Specific Conditions. If the County determines that noncompliance cannot be

remedied by imposing additional conditions, the County may take one or more of the following actions, as appropriate in the circumstances:

- 17.1.1. temporarily withhold cash payments pending correction of the deficiency by the Municipality or more severe enforcement action by the County;
- 17.1.2. disallow (that is, deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
- 17.1.3. wholly or partly suspend or terminate the Agreement;
- 17.1.4. recommend that the Federal awarding agency initiate suspension or debarment proceedings as authorized under 2 CFR Part 180 and Federal awarding agency regulations;
- 17.1.5. withhold further funds for the project or program;
- 17.1.6. take other remedies that may be legally available.

18. NO THIRD-PARTY BENEFICIARIES. Except as provided for the benefit of the Parties, this Agreement does not and is not intended to create any obligation, duty, promise, contractual right or benefit, right to indemnification, right to subrogation, and/or any other right, in favor of any other person or entity.

19. DISCRIMINATION. The Parties shall not discriminate against their employees, agents, applicants for employment, or another persons or entities with respect to hire, tenure, terms, conditions, and privileges of employment, or any matter directly or indirectly related to employment in violation of any federal, state or local law.

20. PERMITS AND LICENSES. Each Party shall be responsible for obtaining and maintaining, throughout the term of this Agreement, all licenses, permits, certificates, and governmental authorizations necessary to carry out its obligations and duties pursuant to this Agreement.

21. RESERVATION OF RIGHTS. This Agreement does not, and is not intended to waive, impair, divest, delegate, or contravene any constitutional, statutory, and/or other legal right, privilege, power, obligation, duty, or immunity of the Parties.

22. DELEGATION/SUBCONTRACT/ASSIGNMENT. Neither Party shall delegate, subcontract, and/or assign any obligations or rights under this Agreement without the prior written consent of the other Party.

23. NO IMPLIED WAIVER. Absent a written waiver, no act, failure, or delay by a Party to pursue or enforce any rights or remedies under this Agreement shall constitute a waiver of those rights with regard to any existing or subsequent breach of this Agreement. No waiver of any term, condition, or provision of this Agreement, whether by conduct or otherwise, in one or more instances, shall be deemed or construed as a continuing waiver of any term, condition, or provision of this Agreement.

No waiver by either Party shall subsequently affect its right to require strict performance of this Agreement.

24. **SEVERABILITY.** If a court of competent jurisdiction finds a term, or condition, of this Agreement to be illegal or invalid, then the term, or condition, shall be deemed severed from this Agreement. All other terms, conditions, and provisions of this Agreement shall remain in full force.

25. **CAPTIONS.** The section and subsection numbers and captions in this Agreement are intended for the convenience of the reader and are not intended to have any substantive meaning. The numbers and captions shall not be interpreted or be considered as part of this Agreement. Any use of the singular or plural number, any reference to the male, female, or neuter genders, and any possessive or nonpossessive use in this Agreement shall be deemed the appropriate plurality, gender or possession as the context requires.

26. **NOTICES.** Notices given under this Agreement shall be in writing and shall be personally delivered, sent by express delivery service, certified mail, or first-class U.S. mail postage prepaid, and addressed to the person listed below. Notice will be deemed given on the date when one of the following first occur: (1) the date of actual receipt; (2) the next business day when notice is sent express delivery service or personal delivery; or (3) three days after mailing first class or certified U.S. mail.

26.1. If Notice is sent to the County, it shall be addressed and sent to: Oakland County Board of Commissioners Chairperson, 1200 North Telegraph, Pontiac, Michigan 48341, with a copy to Oakland County Sheriff's Office, Sheriff Fiscal Officer, 1200 N. Telegraph, Bldg. 38E, Pontiac, Michigan 48341.

26.2. If Notice is sent to the Political Subdivision, it shall be addressed to: City of Pontiac.

26.3. Either Party may change the address and/or individual to which Notice is sent by notifying the other Party in writing of the change.

27. **CONTACT INFORMATION.**

<u>County of Oakland</u>	<u>City of Pontiac</u>
Lieutenant Brent Miles Investigative & Forensic Services Division Narcotics Enforcement Team Office: 248-858-1722 Fax: 248-858-1754 Email: milesbr@oakgov.com	

28. **GOVERNING LAW.** This Agreement shall be governed, interpreted, and enforced by the laws of the State of Michigan, without regard to Michigan's conflict of laws provisions.

2020 HIGH INTENSITY DRUG TRAFFICKING AREA (HIDTA) GRANT
SUBRECIPIENT AGREEMENT BETWEEN
OAKLAND COUNTY
AND
CITY OF PONTIAC

29. **AGREEMENT MODIFICATIONS OR AMENDMENTS.** Any modifications, amendments, rescissions, waivers, or releases to this Agreement must be in writing and executed by both Parties.

30. **ENTIRE AGREEMENT.** This Agreement represents the entire agreement and understanding between the Parties. This Agreement supersedes all other oral or written agreements between the Parties. The language of this Agreement shall be construed as a whole according to its fair meaning, and not construed strictly for or against any Party.

IN WITNESS WHEREOF, David T. Woodward, Chairperson, Oakland County Board of Commissioners, acknowledges that he has been authorized by a resolution of the Oakland County Board of Commissioners, a certified copy of which is attached, to execute this Agreement, and hereby accepts and binds the County to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
David T. Woodward, Chairperson
Oakland County Board of Commissioners

WITNESSED: _____ DATE: _____
Printed Name:
Title:

IN WITNESS WHEREOF, _____, acknowledges that he/she has been authorized by a resolution of the Municipality's governing body, a certified copy of which is attached, to execute this Agreement, and hereby accepts and binds the Municipality to the terms and conditions of this Agreement.

EXECUTED: _____ DATE: _____
Printed Name:
Title:

WITNESSED: _____ DATE: _____
Printed Name:
Title:

#3

**COMMUNICATION
FROM THE
MAYOR**



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Council President and City Council Members

FROM: Mayor Dierdre Waterman
Presented By: Mathew Gibb, Special Counsel and Jane Bais-DiSessa, Deputy Mayor

DATE: July 9, 2020

RE: **MAYORAL REPORT** and Resolution of City Council to Acknowledge and Adopt the Amended Timeline to complete the Phoenix Center Settlement Agreement Obligations

At the Council meeting of July 7, 2020 City Council called for a special meeting, to be held on July 13, 2020, wherein the Council would review the entire scope of work, and RFP packages for the Phoenix Center. As a result of this request, and based upon the report presented to Council at its meeting on July 7, 2020 outlining the status of bids meeting the Councils direction of partial release of work (at a funding limit of \$7 million), the timeline for commencement and completion of work must be amended.

As this is central to the issues and questions of Default, raised in the report of July 7, 2020, it is necessary for Council to acknowledge the amended timeline and the effects of further delays.

NOTE: THE AMENDED TIMELINE WILL BE COMPELTED FOLLOWING THE COUNCILS SPECIAL MEETING OF JULY 13, 2020, INCORPORATING THE DECISIONS OR NON-DECISIONS MADE AT THAT TIME.

The following resolution is recommended:

Whereas City Council signed the Settlement agreement for resolution of Phoenix Center Litigation

Whereas City Council understands it's obligations to act Financially prudently

Whereas the city has suffered through a period of economic downturn resulting in 3 emergency managers and wants to protect it's citizens from another such fiscal crisis

Where the city lost valuable assets due to failure to act in a timely manner;

Where the City Council has obligations to the city to find a solution for their responsibility to fiscally enable the terms of Settlement agreement and complete those obligations in a timely manner;

Now therefore, the Pontiac City Council acknowledges and adopts the timeline for completion of bidding, award and construction of all critical and necessary improvements to the Phoenix Center as presented at its meeting of July 14, 2020, and attached hereto.

#4

**COMMUNICATION
FROM THE
MAYOR**



CITY OF PONTIAC
FINANCE DEPARTMENT
HUMAN RESOURCES DIVISION
47450 Woodward Avenue
Pontiac, Michigan 48342

TO: Council President and City Council Members
FROM: Klearha Davidson, Human Resources Manager
THRU: Honorable Mayor Deirdre Waterman
DATE: July 9, 2020
RE: City Vacancy Report

The Human Resources Division is actively recruiting for multiple roles in our city government. The current job openings for which the City is actively recruiting include the following:

Vacancies by Department

- City Council
 - Legislative Fiscal Analyst
- Treasury
 - Deputy Treasurer
- Finance
 - Finance Director
- Elections (Approved 7/1/20)
 - Elections Assistant
- City Clerk's Office (Approved 7/1/20)
 - Customer Service Representative – City Clerk's Office
- Code Enforcement (Approved 7/1/20)
 - Code Enforcement Officer (2)
- Public Works
 - Right of Way / Miss Digg Inspector
 - Maintenance Foreman
 - Laborer II (2) Operations, and (2) Parks
 - PT Littler Pick Up (2)
 - City Engineer

Applications may be submitted online at <http://pontiac.mi.us/pontiacjobs> or a printable applications may be access at pontiac.mi.us. Supporting documents may be emailed to: humanresources@pontiac.mi.us or delivered

City of Pontiac Human Resources
Woodward Avenue
Pontiac, MI 48342

City Engineer

FLSA: Administrative exemption

Summary: An incumbent in this position is responsible for performing professional civil engineering and responsible administrative work in the designing, planning, and inspecting municipal construction and engineering projects; planning, directing and coordinating city engineering, electrical engineering, traffic control systems, street lighting systems; and assisting in the administration of the Department of Public Works when assigned.

Supervision

Supervision Received: Works independently under supervision of the Director of Department of Public Works.

Supervision Given: Limited supervisory responsibilities of staff and contractors assigned to assist Engineer.

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.
- Various responsibilities may require employee to conduct evaluations and/or inspection outdoors.
- Field work may require work outdoors in varying weather patterns and temperatures beyond the control of management.

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:

- Provides detailed technical evaluation and civil engineering expertise of regional projects or programs impacting the City. Makes decisions as allowed or required by City code or as applied through conditions of permit approval.
- Directs and administers municipal engineering and other operations including the design and inspection of public works projects.
- Directs and coordinates survey work on construction, including preliminary layout and final inspection.
- Performs the duties of Street Administrator in accordance with Public Act 51.
- Plans and programs future work activities and street improvements.
- Assists Purchasing Agent in preparing Request for Proposal (RFP) for engineering services on proposed public works improvement projects.
- Determines the need and order the layout of utilities, roads, street lighting, and street signage.
- Issues right-of-way and permits to utilities, contractors, and developers.
- Reviews and approves development plans involving the public right-of-way, City-owned utilities, and private developments
- Conducts field inspections of construction and other engineering activities.
- Assists the Director of Public Works in supervising the activities in the department when assigned.
- Provides oversight of the following: consultant requests for proposal for professionals and/or construction services; evaluation of proposals and recommendation for project award; negotiation and administration of contracts for construction projects; contractor compliance with City Standards and Specifications, time and

budget estimates; resolution of complex problems that may arise; recommends and approves field changes as required.

- Assists in planning, directing and coordinating the Public Works Department's work plan; meets with staff to identify and resolve problems.
- Serves as a liaison for the Public Works Department with other City Departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees and task forces.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Assists in coordinating, analyzing, and improving various municipal functions, and services.
- Manages operations and the closing of the City's landfill.
- Prepares correspondence, records, and reports.

Typical Assignments

Administration

- Supervises the maintenance of a detailed records system showing the location of streets, sewers, water distribution systems, sidewalks, and other public improvements.

Communication

- Consults with other officials regarding traffic control and safety.
- Provides technical information and recommendations to the Director of Public Works and the Mayor.

Public Relations

- Investigates and respond to citizen complaints pertaining to engineering and related activities.
- Performs responsible public contact activities.

Recommended Minimal Qualifications

Education, Training, and Experience: Master's degree in engineering and at least three years' experience in civil engineering. In lieu of a master's degree, the City Engineer shall have a bachelor's degree in engineering and at least five years' experience in civil engineering. The City Engineer shall be a licensed engineer in the State of Michigan at the time of hire.

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

Knowledge, Ability, and Skill:

Knowledge:

- Thorough knowledge of principles and practices of professional civil engineering, particularly as related to municipal public works and related activities.
- Considerable knowledge of construction methods, materials and equipment related to road construction, sewer, water distribution systems, street lighting, traffic signal, other electrical systems and equipment, and other public improvement.
- Considerable knowledge of City charter and ordinance provisions, state requirements, and other regulations regarding public works activities.

- Considerable knowledge of traffic control problems and the principles, methods and equipment utilized in solving them.
- Working knowledge of traffic engineering activities involving the study and design of complex patterns and the layout of traffic signals.
- Working knowledge of basic principles and practices of City planning and zoning.

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 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 review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to direct, review, and evaluate the work of other employees, 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.
- Ability to plan, organize, and participate in a wide variety of engineering, planning, inspection and maintenance activities.
- Ability to develop plans and make decisions on complex engineering problems.
- Ability to work effectively with the public, other officials and employees.
- Ability to perform complex mathematical equations in order to create and read engineering plans.

Skills:

- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.
- Photography skills to document site conditions and work performed in the public right-of-way.

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.



CITY OF PONTIAC

Code Enforcement Officer

FLSA: Salary Exempt

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.

- Reviews site and building plans for zoning and city code compliance inspections
- 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 and departments.

Research

- Gathers and prepares evidence related to dangerous buildings attend and testify at hearings and meetings and at both Circuit and District Court, when necessary.
- Researches, investigates and resolves complaints.

Public Relations

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

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:

- 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 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

Customer Service Representative

FLSA: Non-exempt.

Summary: An incumbent in this position is responsible for assisting the assigned department(s) with various projects as designated.

Supervision

Supervision Received: Works under the supervision of the assigned department Director.

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:

- Processes customer payments.
- 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.

Typical Assignments

Administration

- Organizes, files, and records documents / items as assigned.

Communication

- Facilitates constituent inquiries and casework.

Recommended Minimal Qualifications

Education, Training, and Experience: High school diploma; four years of clerical support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information as an essential part of the work; two years' experience working with general public.

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 employee policies and procedures.
- Basic knowledge of standard accounting practices.

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.

Deputy City Treasurer

FLSA: Administrative exemption

Summary: An incumbent in this position is responsible for performing essential duties including but not limited to assisting the City Treasurer in the direction of financial planning, collection of property taxes, investment of surplus funds, and disbursement of funds for the City of Pontiac.

Supervision

Supervision Received: Works independently under the general supervision of the City Treasurer.

Supervision Given: Supervision of Treasurer Office personnel may be given.

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.
- Has regular, daily contact with personnel and offices throughout the City Hall in 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 significant financial and legal consequences to the City.

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:

- Prepares, analyzes, and interprets accounting records and reports.
- Prepares correspondence, spreadsheets, financial, and other reports.
- Prepares and maintains property tax system for each tax season.
- Maintains property tax rolls.
- Assists in recording levy and deferments.
- Reconciles tax and land system records in coordination with Oakland County Equalization.
- Prepares and maintains property tax reports.
- Answers inquiries and complaints from general public concerning tax collection, assessment, and related matters.
- Files all bankruptcy claims.
- Enforces City, departmental, and divisional policies.
- Calculates payments in lieu of taxes in accordance with respective ordinances.
- Assists in cash receipt processing as necessary.
- Prepares distribution of property taxes collections as required by law.
- Performs the duties of the City Treasurer in the absence of the City Treasurer.

Typical Assignments

Administration

- Supervises treasurer office personnel as assigned.
- Prepares financial reports, correspondence, and records.
- Assists in collection and disbursement of property taxes.

Communication

- Assists in resolving constituent inquiries and casework.
- Answers inquiries concerning the payment of taxes and special assessments.

Research

- Researches and addresses issues relating to property tax inquiries.
- Issues and maintains records of invoices and/or refunds for tax payments.
- Works with staff to develop materials and prepare briefings for the Mayor and Council.

Public Relations

- Establishes and maintains working relationships with City stakeholders and outside agencies.

Recommended Minimal Qualifications

Education, Training, and Experience: High school diploma; a minimum of five years experience working in the office of a municipal treasurer with regular responsibilities working directly with the tax roll or managing investments.

Knowledge, Ability, and Skill:

Knowledge:

- Considerable knowledge of accounting practices and procedures involved in the assessment, collection, and recording of tax collections and other receipts.
- Working knowledge of office practices and procedures including cash handling procedures involving large sums of money and the organization and functions of municipal government.
- Knowledge of Internal controls.
- Strong knowledge and understanding of Michigan property tax laws.

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 direct, review, and evaluate the work of other employees, 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.
- Working knowledge of BS & A tax 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; 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.

Finance Director

FLSA: Executive exemption

Summary: An incumbent in this position shall have the overall supervisory and administrative responsibilities pertaining to the administration and implementation of the functions of the Finance Department described in the Code of Ordinances. The Finance Director shall be responsible for ensuring that all of the duties and responsibilities of the Finance Department, as identified in the Code of Ordinances are executed in a fair and legal matter.

Supervision

Supervision Received: The Finance Director reports directly to the City Administrator.

Supervision Given: Manages subordinate supervisors and employees and contractors in the treasury, budget, accounting, income tax, purchasing, human resources, payables and receivables, and information technology divisions; including but not limited to the City Treasurer, Purchasing Agent, Payables and Receivables Manager, and Human Resource Specialist.

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.
- Has regular, daily contact with personnel and offices throughout the City Hall in answering questions and solving problems.
- Has access to public information files in the computer systems.
- Employee is primarily in an office environment, with extensive use of written documents, computer, and telephone.
- Noise level is usually quiet.
- Errors could result in the damage to or loss of information resulting in legal and financial consequences to the City.

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:

- Plans and directs the City's fiscal policies; analyzes operations to evaluate performance of the City and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Develops financial studies and plans; gathers, interprets and prepares data for studies, reports and recommendations.
- Directs and coordinates the City's financial and budget activities to fund operations, maximize investments and increase efficiency.
- Performs a wide variety of complex accounting duties in the analysis, preparation, and maintenance of financial records, reports, and programs.
- Supervises administrative employees performing financial functions, human resource and IT functions and/or other personnel performing related functions in the City.

- Ensures that assigned areas of responsibility are performed with budget; performs control activities; monitors revenues and expenditures to ensure sound fiscal control; prepares annual budget requests; ensures effective use of budgeted funds, personnel, materials, facilities, and time.
- Participates in the selection of finance staff and the establishment and/or reorganization of major departments.
- Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Provides guidance to Finance Department and division heads whenever necessary and gives advice on general finance functions.
- Serves as member of the City's labor negotiation team by attending meetings and participating in costing proposals.
- Represents the City on the District Court's labor negotiation team.
- Serves as a trustee on the GERS board of directors, PFRS board of directors, and PF VEBA board of directors.
- Serves as a member of the Board of Review.

Recommended Minimal Qualifications

Education, Training, and Experience: Master's degree in accounting, business administration, finance or public administration (CPA certification preferred) and at least five years experience in accounting, budgeting, and finance of which at least two years shall have been in a public sector.

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

Knowledge, Ability, and Skill:

Knowledge:

- Knowledge of modern governmental accounting theory, principles, practices, and procedures.
- Knowledge of procedures relating to municipal operations including auditing, budgeting, and treasury functions.
- Knowledge of property tax law.

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 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 direct, review, and evaluate the work of other employees, 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.
- Ability to read, analyze, and interpret general business periodicals, professional journals technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

Approved by TAB December 18, 2013

- Ability to effectively present information and respond to questions from groups of managers, the City Administrator, Mayor, City Council, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic, equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distributions, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Skills:

- Skills in accounting software; database software; internet software, spreadsheet software and word processing software.
- 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.

The employee must occasionally lift and/or move up to 10 pounds. May occasionally be required to lift more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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

Laborer II

FLSA: Hourly

Summary: Performs a variety of tasks using heavy machinery including snowplow trucks, tractor/backhoe and other equipment.

Supervision

Supervision Received: Works under supervision of the Foreman.

Supervision Given: Laborer I.

Job Environment

- The work environment involves extremely high risks with exposure to potentially life threatening situations or unusual environmental stress that requires a full range of safety and other precautions, but in some cases, these precautions cannot prevent injury, illness, or possibly death.
- While performing duties of this position, the Laborer 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.
- Daily interaction with diverse population.

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:

- Operates heavy equipment to perform a variety of maintenance and construction related tasks.
- Utilizes operator's manuals for all equipment operated by this position.
- Works independently on assigned tasks through completion with minimal supervision.
- Performs general labor tasks in the field as necessary
- Performs snow removal activities utilizing light and heavy equipment.
- Operates other equipment and performs other duties as assigned.
- Complies with and ensures safe work standards and practices.
- Performs other duties as required.

Typical Assignments

See Essential Functions noted above.

Administration

- Not applicable.

Communication

- Coordinates with internal DPW Staff.

Research

- Not Applicable.

Public Relations

- Not Applicable.

Recommended Minimal Qualifications

Education, Training, and Experience: High School Diploma or equivalent; seven years' experience in building and/or construction activities.

An employee in this classification must possess upon hire and maintain a valid Michigan Operators license. Valid Michigan Driver's License and no more than five (5) points on record with no drug or alcohol related driving convictions currently on record.

Commercial Driver's License—Type B with an N endorsement and no restrictions from operating a vehicle with air brakes. Department of Transportation (DOT) Medical Examiner's Certificate with a negative drug screen.

Knowledge, Ability, and Skill:

Knowledge:

- Thorough knowledge of methods, materials, tools and equipment involved in construction.
- 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 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 interpret City ordinances.
- Ability to follow complex instructions.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to deal tactfully with the public
- Ability to work with sensitivity with a diverse population.

Skills:

- Skilled in construction industry.

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. The work requires considerable and strenuous physical exertion such as walking for long periods of time, frequent climbing, lifting of objects weighing in excess of 74 pounds, and moving in areas of difficult or hazardous access.

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; 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.

Legislative Fiscal Analyst

FLSA: Administrative exemption

Summary: The Legislative Fiscal Analyst will actively participate in functions related to building financial statements, analyzing complex financial data, preparing advanced models and financial forecasts. The selected candidate will have the opportunity to showcase their experience and skills to support the goals of the City Council, while actively participating in new initiatives to further enhance the accuracy and integrity of the City's financial data. Performs complex work related to accounting, financial reporting, and advanced analysis of the city's finances. Work involves the application of financial analysis with an emphasis on budgetary issues, contracts, agreements and personnel studies. May be required to perform intermediate accounting work involving, preparation of financial statements and general ledger accounting duties. Review, analyze, evaluate financial data; prepares reports and responds to inquiries; and recommends and approves actions to resolve financial issues.

Supervision

Supervision Received: Works under general supervision of the City Council or City Council designee. May work independently with responsibility for an assigned function or program.

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.
- Has regular, daily contact with personnel and offices throughout the City Hall in 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.

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:

- Develops, interprets and implements financial concepts for financial planning and control.
- Assists the City Council in the budget process and puts together required tables and charts.
- Reviews revenues/expenditures and assists the City Council to ensure that budgetary goals are met.
- Performs technical analysis to determine present and future financial performance.
- Gathers, analyzes, prepares and summarizes recommendations for financial plans, trended future requirements and operating forecasts.
- Performs economic research and studies in the areas of rates of return, depreciations, working capital requirements, investment opportunities, investment performance and impact of governmental requirements.
- Carries out assignments that are typically straightforward financial in nature.
- May collaborate with the Legislative Counsel and other staff on projects.
- Prepares analysis and suggests amendments to the budget.
- Collect and analyzes multiple statistical factors.

Decision Making

Selects from multiple procedures and methods to accomplish assigned tasks and applies organizational policies to the financial approvals.

Assistance/Leadership Provided

Occasionally provides assistance, guidance, and/or training to peers and/or less experienced staff serves as a technical resource or mentor to other employees. May lead or instruct peers and/or less experienced workers in high level or technical jobs.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's degree in finance, accounting or related field and three years' of specific governmental accounting professional experience. CPA license preferred.

Knowledge, Ability, and Skill:

- Extensive knowledge of concepts and processes in finance area.
- Strong understanding of relationship of professional discipline with other organizations and functions.
- Skill in use of Microsoft Office, accounting software, databases.
- Skill in interpersonal communications and in presenting information.
- Ability to apply professional knowledge to carry out assignments with limited supervision.
- Ability to process numbers quickly and accurately. Ability to spot inconsistencies and either troubleshoot issues as they arise or escalate to higher level.
- Ability to train others.
- Ability to build effective relationships within the organization.
- Ability to interpret and apply regulations, procedures and related information.
- Critical thinking ability.
- Familiarity with GAAP principals and (Federal Aviation Administration) FAA PFC Program.
- Proficient in BS&A or other governmental financial applications.
- Attend Council Meetings when required

Essential Capabilities and Work Environment

- Regular, reliable, and punctual attendance at work.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequently works under deadlines, as a team member, and in direct contact with others.

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.

Maintenance Foreman II

FLSA: Non-exempt

Summary: An incumbent in this position will supervise and assist in planning the activities of a group of workers engaged in construction, repair, maintenance, and installation of the activities of the Department of Public Works. This is also a working title; the incumbent will also perform daily duties as required or as needed.

Supervision

Supervision Received: Works independently under the broad general supervision of the Maintenance Superintendent.

Supervision Given: The Maintenance Foreman II may supervise employees and contractors as assigned.

Job Environment

- The job environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
- Employee is regularly exposed to outside weather conditions.
- The employee is frequently exposed to wet/and or humid conditions; moving mechanical parts and vibration.
- The employee is occasionally exposed to high, precarious places, fumes or airborne particles; extreme cold; extreme heat; and risk of electrical shock.
- The noise level in the work environment is usually loud.

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:

- Outline work assignments, assign equipment, and give instructions on operating procedures and work to be done.
- Coordinate the activities of a group of employees engaged in construction, installation, maintenance, and repair activities.
- Train new employees on equipment and work operations and evaluate employee work performance.
- Inspect and evaluate work in progress and upon completion of maintenance employees and contractors to determine conformance with directions, plans, and specifications.
- Review timesheets and records for completeness and accuracy; prepare records and reports as required.
- Maintain records of employee performance.
- Answer citizen inquiries pertaining to repair, maintenance, and installation of projects, grounds, and plans.
- Inspect municipal facilities to determine necessary maintenance and repair.

Recommended Minimal Qualifications

High School Diploma or equivalent; five years of progressively responsible experience in the area of building and grounds maintenance; one year supervisory experience.

An employee in this classification must possess upon hire and maintain a valid Michigan Operators license and must have the ability to obtain a Commercial Driver's License – Class B within one year of hire.

The incumbent in this position must pass a pre-employment physical and required screenings, and will be subject to random drug screenings per DOT regulations.

Knowledge, Ability, and Skill:

Knowledge:

- Considerable knowledge of methods, materials, and equipment used in building and grounds maintenance and repair work.
- Considerable knowledge of general maintenance work.
- Considerable knowledge of plumbing, heating, electrical, painting, carpentry, and landscaping activities.
- Mechanical aptitude.

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 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 direct, review, and evaluate the work of other employees or contractors, 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, Internet browser, and software.
- Organization and supervisory skills.
- Skill in reading and interpreting maps, sketches, drawings and specifications.
- Skill in preparing and maintaining accurate records.

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.

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. Employee may be required to climb ladders and work on tasks above his head. The employee is frequently required to walk, taste or smell. The employee is often required to sit; climb or balance and stoop, kneel, crouch, or crawl. They must regularly lift and or move up to 50 pounds, and frequently lift or move up to 75 pounds; and occasionally lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee may also be required to work at various hours of the day and night, both inside and outside, in varying weather conditions.

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.

Maintenance Worker

FLSA: Non-exempt

Summary: An incumbent in this position will perform a variety of semi-skills and unskilled tasks involving construction, maintenance and repair activities in connection with parks, cemeteries, grounds maintenance, buildings, and equipment.

Supervision

Supervision Received: Works under the supervision of the Maintenance Foreman or other designated supervisor.

Supervision Given: No supervisory responsibilities given.

Job Environment

- The job environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
- Employee is regularly exposed to outside weather conditions.
- The employee is frequently exposed to wet/and or humid conditions; moving mechanical parts and vibration.
- The employee is occasionally exposed to high, precarious places, fumes or airborne particles; extreme cold; extreme heat; and risk of electrical shock.
- The noise level in the work environment is usually loud.

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:

- Perform a variety of semi-skilled labor activities involving cemeteries, parks, equipment, construction work, and building and grounds maintenance.
- May operate trucks, tractors, power mowers, snow plows, brush chippers, chain saws, and other power-driven equipment and tools.
- Install and maintain trees, shrubs, flowers, and turf.
- Paint, repair, and service equipment and facilities.
- Rake leaves and haul trash.
- Assist in performing landscaping work.
- Perform building maintenance work.
- Construct and maintain grounds associated with athletic fields and play areas.
- Maintain recreation facilities and equipment.
- Perform manual labor at times under adverse conditions.
- Prepare maintenance records as required.

Recommended Minimal Qualifications

High School Diploma or equivalent; one year experience in performing general maintenance, construction, repair, or related activities.

An employee in this classification must possess upon hire and maintain a valid Michigan Operators license and must have the ability to obtain a Commercial Driver's License - Class B within one year of hire. The incumbent in this

position must pass a pre-employment physical and required screenings, and will be subject to random drug screenings per DOT regulations.

Knowledge, Ability, and Skill:

Knowledge:

- Considerable knowledge of methods, materials, and equipment used in building and grounds maintenance and repair work.
- Considerable knowledge of general maintenance work.
- Mechanical aptitude.

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 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 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, Internet browser, and 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.

While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger, handle, or feel; reach with hands and arms and talk and hear. Employee may be required to climb ladders and work on tasks above his head. The employee is frequently required to walk, taste or smell. The employee is often required to sit; climb or balance and stoop, kneel, crouch, or crawl. They must regularly lift and or move up to 50 pounds, and frequently lift or move up to 75 pounds; and occasionally lift and/or move 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee may also be required to work at various hours of the day and night, both inside and outside, in varying weather conditions.

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.

Finance Director

FLSA: Executive exemption

Summary: An incumbent in this position shall have the overall supervisory and administrative responsibilities pertaining to the administration and implementation of the functions of the Finance Department described in the Code of Ordinances. The Finance Director shall be responsible for ensuring that all of the duties and responsibilities of the Finance Department, as identified in the Code of Ordinances are executed in a fair and legal matter.

Supervision

Supervision Received: The Finance Director reports directly to the Mayor and Deputy Mayor.

Supervision Given: Manages subordinate supervisors and employees and contractors in the treasury, budget, accounting, income tax, purchasing, human resources, payables and receivables, and information technology divisions; including but not limited to the City Treasurer, Purchasing Agent, Payables and Receivables Manager, and Human Resource Specialist.

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.
- Has regular, daily contact with personnel and offices throughout the City Hall in answering questions and solving problems.
- Has access to public information files in the computer systems.
- Employee is primarily in an office environment, with extensive use of written documents, computer, and telephone.
- Noise level is usually quiet.
- Errors could result in the damage to or loss of information resulting in legal and financial consequences to the City.

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:

- Plans and directs the City's fiscal policies; analyzes operations to evaluate performance of the City and its staff in meeting objectives and to determine areas of potential cost reduction, program improvement, or policy change.
- Develops financial studies and plans; gathers, interprets and prepares data for studies, reports and recommendations.
- Directs and coordinates the City's financial and budget activities to fund operations, maximize investments and increase efficiency.
- Performs a wide variety of complex accounting duties in the analysis, preparation, and maintenance of financial records, reports, and programs.
- Supervises administrative employees performing financial functions, human resource and IT functions and/or other personnel performing related functions in the City.

- Ensures that assigned areas of responsibility are performed with budget; performs control activities; monitors revenues and expenditures to ensure sound fiscal control; prepares annual budget requests; ensures effective use of budgeted funds, personnel, materials, facilities, and time.
- Participates in the selection of finance staff and the establishment and/or reorganization of major departments.
- Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained.
- Supervises the collection of taxes, fees, and other receipts in accordance with laws and regulations.
- Provides guidance to Finance Department and division heads whenever necessary and gives advice on general finance functions.
- Serves as member of the City's labor negotiation team by attending meetings and participating in costing proposals.
- Represents the City on the District Court's labor negotiation team.
- Serves as a trustee on the GERS board of directors, PFRS board of directors, and PF VEBA board of directors.
- Serves as a member of the Board of Review.

Recommended Minimal Qualifications

Education, Training, and Experience: Master's degree in accounting, business administration, finance or public administration (CPA certification preferred) and at least five years experience in accounting, budgeting, and finance of which at least two years shall have been in a public sector.

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

Knowledge, Ability, and Skill:

Knowledge:

- Knowledge of modern governmental accounting theory, principles, practices, and procedures.
- Knowledge of procedures relating to municipal operations including auditing, budgeting, and treasury functions.
- Knowledge of property tax law.

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 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 direct, review, and evaluate the work of other employees, 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.
- Ability to read, analyze, and interpret general business periodicals, professional journals technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.

Approved by TAB December 18, 2013

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- Ability to effectively present information and respond to questions from groups of managers, the Mayor, Deputy Mayor, City Council, customers, and the general public.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or board of directors.
- Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic, equations, and permutations.
- Ability to apply mathematical operations to such tasks as frequency distributions, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Skills:

- Skills in accounting software; database software; internet software, spreadsheet software and word processing software.
- 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.

The employee must occasionally lift and/or move up to 10 pounds. May occasionally be required to lift more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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
DEPARTMENT OF HUMAN RESOURCES

47450 Woodward Avenue, Pontiac, Michigan 48342
o: (248)758-3293 | fax: (248)758-3197 | e humanresources@pontiac.mi.us

Right of Way Inspector Job Posting

Position:

An incumbent in this position is responsible for reviewing construction plans, permits, and applications for work within the street right-of-way in the City of Pontiac by utility companies, contractors, homeowners, and private developers; to inspect such as projects during construction; to have considerable latitude in planning and organizing assigned work and to perform related work as required.

Pay Rate:

\$20 - \$22 per hour. Overtime as required.

Responsibilities include (the following list is intended to be a general description of duties, and does not reflect all of the duties performed):

- Gather information, record and summarize data, and inform supervisor of any unusual findings.
- Assist in the preparation of special records and reports.
- Review and approve street opening permits and applications for new construction by public utilities.
- Review plans for construction within right-of-way to insure conformity to City of Pontiac standards and specifications.
- Inspect construction projects within the right-of-way by public utilities companies, contractors, homeowners, and private developers.
- Advise contractors, homeowners, private developers, and public utilities of pertinent codes, regulations, ordinances, standards, fees, and specifications within the right-of-way.
- Monitor electrical and other contractors as needed.
- Perform MISS DIG related activities as needed.

Qualifications:

- High School Diploma or GED, vocational training in construction or related field; supplemented by two (2) years responsible experience in related field; or an equivalent combination of education, training, and experience.
- Possession of a State of Michigan Commercial Driver's Licenses (CDL) preferred but not required.
- Incumbent must successfully pass a criminal background check, an employment medical evaluation and drug screen as established for this classification.

**To Apply: Applications for employment can be accessed at pontiac.mi.us
EMAIL completed application and resume to humanresources@pontiac.mi.us or
MAIL completed application and resume to the following address:**

**City of Pontiac Human Resources
Woodward Avenue
Pontiac, MI 48342**

Deadline to apply: Applications must be received on/before: Friday, May 10, 2019

The City of Pontiac is an Equal Opportunity Employer