PONTIAC CITY COUNCIL

Mike McGuinness, District 7 President William A. Carrington, District 6 President Pro Tem



Melanie Rutherford, District 1 Brett Nicholson, District 2 Mikal Goodman, District 3 Kathalee James, District 4 William Parker, Jr., District 5

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."

47450 Woodward Pontiac, MI 48342 Phone: (248) 758-3200

Sheila Grandison, MiPMC, Deputy City Clerk

12th Session of the 11th Council March 22, 2022 at 6:00 P.M. Meeting Location: City Council Chambers 47450 Woodward Pontiac, MI 48342 Meeting Agenda

Call to Order

Invocation

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

Authorization to Excuse Councilmembers from the Meeting

Amendments to and Approval of the Agenda

Approval of the Consent Agenda

March 15, 2022 City Council Meeting Minutes

Special Presentation

Redevelopment Ready Communities Program

Presentation Presenter: Elizabeth King, Michigan Economic Development Corporation

Discussion

City's Website Redesign Update

Recognition of Elected Officials

Agenda Address (Two Minutes Time Limit)

Agenda Items Resolutions City Council

- 1. Resolution Honoring the Life of Alonzo Cash (Discussion and Action)
- 2. Resolution Celebrating the Impact of Ruth Peterson (Discussion and Action)

Finance

3. Resolution to Approve the Agreement for Forensic Audit Services between the City and March Minick, P.C. and Authorize the Mayor to Sign the Agreement (*Discussion*)

Mayor's Office

- 4. Resolution to Approve a New Position for Fiscal Year 2021-22 within the Mayor's Office; Public Relations/Event Specialist at an annual salary of \$50,000 (*Discussion and Action*)
- 5. Resolution to Approve the Title Change for the New Position of Community Concerns Manager to Community Concerns Specialist (*Discussion and Action*)
- 6. Resolution to Confirm the Mayoral Reappointments of Maria Bermudez, Dr. Carl Byerly, Irma Hayes, and Judy Wilson for a Four (4) Year Term to the Arts Commission (*Discussion and Action*)

Planning

- 7. Resolution to Approve Zoning Map Amendment [ZMA 22-01] at 788 E Walton Blvd, PIN 64-14-16-226-015 from R-3 Multiple Family Dwelling to C-3 Corridor Commercial Zoning District (*Discussion and Action*)
- 8. Resolution to Approve Michigan Economic Development Corporation (MEDC) Redevelopment Ready Communities Program and Implement Recommendations to Receive Redevelopment Ready Communities Certification (*Discussion*)

Public Comment (Three Minutes Time Limit)

Closing Comments

Mayor Greimel (Seven Minutes Time Limit) Clerk and City Council (Three Minutes Time Limit)

Adjournment

CONSENT AGENDA

Official Proceedings Pontiac City Council 11th Session of the Eleventh Council

Call to order

A Meeting of the City Council of Pontiac, Michigan was called to order at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Tuesday, March 15, 2022 at 6:00 p.m. by Council President Mike McGuinness.

Invocation - Pastor William Parker Jr.

Pledge of Allegiance to the Flag of the United States

Moment of Silence

Roll Call

Members Present – William Carrington, Mikal Goodman, Kathalee James, Mike McGuinness, Brett Nicholson and William Parker Jr.

Mayor Greimel was present. A quorum was announced.

Excuse Councilmembers

Motion to excuse Councilperson Melanie Rutherford for personal reasons. Moved by Councilperson Nicholson and second by Councilperson Goodman.

Ayes: Goodman, James, McGuinness, Nicholson, Parker and Carrington No: None

Motion Carried

Amendments to and Approval of the Agenda

Motion to approve the agenda. Moved by Councilperson Nicholson and second by Councilperson Goodman.

Ayes: James, McGuinness, Nicholson, Parker, Carrington and Goodman No: None Motion Carried

Consent Agenda

22-81 Resolution to approve the consent agenda for March 15, 2022. Moved by Councilperson Goodman and second by Councilperson Nicholson.

Whereas, the City Council has reviewed the consent agenda for March 15, 2022.

Now, Therefore, Be It Resolved that the City Council approves the consent agenda for March 15, 2022 including the March 8, 2022 Meeting Minutes, March 7, 2022 Economic Development, Housing & Planning Subcommittee Meeting Minutes, March 10, 2022 Finance & Personnel Subcommittee Meeting Minutes and March 10, 2022 Public Safety, Health & Wellness Subcommittee Meeting Minutes.

Ayes: McGuiness, Nicholson, Parker, Carrington, Goodman and James No: None

Resolution Passed.

Recognition of Elected Officials - None

Agenda Address

- 1. Chuck Johnson addressed item # 2
- 2. H. Bill Maxey addressed item # 2
- 3. Gloria Miller addressed item #5 & item #7
- 4. Quincy Stewart addressed item #2

Agenda Items

Resolutions

Department of Public Works

22-82 Resolution to Authorize the Department of Public Works to Apply for Michigan Department of Transportation (MDOT) Local Bridge Program Funds for Expansion Joint Replacement and Capital Preventive Maintenance of the Martin Luther King (MLK) Jr Blvd over the Grand Trunk Western Railroad Bridge, MLK Jr Blvd over the Clinton River Bridge, and Paddock St. over the Clinton River Bridge for Fiscal Year 2025. Moved by Councilperson Goodman and second by Councilperson Carrington.

WHEREAS, the condition of the bridges listed below has deteriorated to such an extent that preventive maintenance is necessary; and

WHEREAS, the budget of the City of Pontiac will not allow preventive maintenance of these bridges without external funding.

NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council authorizes the Department of Public Works to apply for MDOT Local Bridge Program funds for expansion joint replacement and capital preventive maintenance of the MLK Jr Blvd over the Grand Trunk Western Railroad Bridge, MLK Jr Blvd over the Clinton River Bridge, and Paddock St over the Clinton River Bridge for Fiscal Year 2025.

Ayes: Nicholson, Parker, Carrington, Goodman, James and McGuinness No: None

Resolution Passed

22-83 Resolution to approve for Fiscal Year 2021-2022 position of DPW Superintendent with an annual salary of \$72,000. Moved by Councilperson Goodman and second by Councilperson Carrington.

Whereas, the City of Pontiac timely approved the FY 2021-22 budget on June 24, 2021 and; Whereas, the City has previously created the position of Superintendent in the Department of Public Works but this position was not funded for the Fiscal Year 2021-22; and

Whereas, the Fiscal Year 2021-22 provided funding for the currently vacant position of Deputy Director – DPW; and

Whereas, Administration desires to now hire someone for the position of Superintendent - DPW; and Whereas, in order to fund the position of Superintendent, the Administration proposes to allocate \$30,000 in funding from the Deputy Director - DPW position and transfer those funds for the position of Superintendent - DPW

NOW THEREFORE be resolved that the City Council hereby approves the position of Superintendent-DPW with an annual salary of \$72,000. Ayes: Parker, Carrington, Goodman, James, McGuinness and Nicholson

No: None

Resolution Passed

Finance

Resolution to Approve a Budget Amendment for Fiscal Year 2021-22 to Transfer \$37,000 from General Fund Balance GL Account 101-000-309.000 to the Following General Fund Dept. 171 - Mayor GL Accounts 101-171-702.000- Salaries &Wages \$33,000; 101-171-715.000-F.I.C.A. City Contribution \$2,000; 101-171-716.000 Medical Insurance \$2,000. Moved by Councilperson Nicholson and second by Councilperson Goodman.

There was discussion on the resolution.

Motion to change language in the Resolution to change the title of the Constituent Service Manager to Community Concerns Manager. Moved by Councilperson Goodman and second by Councilperson James. Discussion. Councilperson Goodman withdrew his motion and Councilperson James withdrew her second.

Motion to change language in the Resolution to change the title of the Constituent Service Manager to Community Concerns Specialist. Moved by Councilperson Goodman and second by Councilperson Nicholson.

Ayes: Carrington, Goodman, James, McGuinness, Nicholson and Parker

No: None

Motion Carried

Resolution to Approve a Budget Amendment for Fiscal Year 2021-22 to Transfer \$37,000 from General Fund Balance GL Account 101-000-309.000 to the Following General Fund Dept. 171 - Mayor GL Accounts 101-171-702.000- Salaries & Wages \$33,000; 101-171-715.000-F.I.C.A. City Contribution \$2,000; 101-171-716.000 Medical Insurance \$2,000. Moved by Councilperson Nicholson and second by Councilperson Goodman.

Whereas, the City of Pontiac timely approved the FY 2021-22 budget on June 24, 2021 and;

Whereas, the City Council approved the creation of new positions; and

Whereas, the positions of Executive Office Coordinator and Community Concerns Specialist were not included in the original budget; and

Whereas, in order to ensure that the budgeted appropriations remain in compliance with the City's Charter, the Budget Ordinance and state law, the Administration is proposing a budget amendment for the General Fund; and

Whereas, the Administration is proposing to the City Council to add the positions of Executive Office Coordinator at an annual salary of \$55,000 and Community Concerns Specialist at an annual salary of \$45,000 and, in order to fund these positions, to increase the appropriation for the current year 2021-2022 in the amount of \$33,000 to the General Fund-Mayor's Department Salaries & Wages GL Account 101-171-702-000 and \$2,000 to GL Account 101-171-715-000-FICA City Contributions and \$2,000 to GL Account 101-171-716-000-Medical Insurance; and

Whereas, to fund this addition appropriation, \$37,000 is transferred out of the General Fund-Fund Balance GL account 101-000-390-000 and \$33,000 is transferred to the General Fund-Mayor's Department GL account 101-171-702-000 Salaries & Wages and \$2,000 is transferred to GL account 101-171-715-000 and \$2,000 to GL account 101-171-716-000-Medical Insurance.

Now, Therefore, Be It Resolved, that the City Council hereby approves the amendment for the Fiscal Year 2021-22 Budget as requested by the Administration transferring \$37,000 out of the General Fund-Fund Balance GL account 101-000-390-000 and \$33,000 is transferred into the General Fund-Mayor's

Department Salaries & Wages GL account 101-171-702-000 and \$2,000 is transferred to GL account 101-171-715-000 and \$2,000 to GL account 101-171-716-000-Medical Insurance.

Ayes: James, McGuinness, Nicholson, Parker, Carrington and Goodman

No: None

Amended Resolution Passed

Resolution to Authorize the City Clerk to Publish the Notice of a Proposed Budget Amendment for Fiscal Year 2021-22 Transfer \$15,250 out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance. Moved by Councilperson Goodman and second by Councilperson Carrington.

Now, Therefore, Be It Resolved that the City Council hereby authorizes the City Clerk to Publish the Notice of a Proposed Budget Amendment for Fiscal Year 2021-22 Transfer \$15,250 out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance.

Ayes: James, McGuinness, Nicholson, Parker, Carrington and Goodman

No: None

Resolution Passed

Mayor's Office

22-86 Resolution to approve a New Position for Fiscal Year 2021-22 within the Mayor's Office; Public Relations/Event Specialist at an annual salary of \$50,000. Moved by Councilperson Parker and second by Councilperson James. Discussion.

Motion to postpone Resolution to approve a New Position for Fiscal Year 2021-22 within the Mayor's Office; Public Relations/Event Specialist at an annual salary of \$50,000 for one week. Moved by Councilperson Nicholson and second by Councilperson Goodman.

Ayes: Nicholson, Parker, Carrington, Goodman, James and McGuinness

No: None

Motion Carried

Planning

22-87 Resolution to approve Zoning Map Amendment [ZMA 22-01] at 788 E. Walton Blvd, PIN 64-14-16-226-015 from R-3 Multiple Family Dwelling to C-3 Corridor Commercial Zoning District. Moved by Councilperson Goodman and second by Councilperson James. Discussion.

Motion to postpone Resolution to approve Zoning Map Amendment [ZMA 22-01] at 788 E. Walton Blvd, PIN 64-14-16-226-015 from R-3 Multiple Family Dwelling to C-3 Corridor Commercial Zoning District for one week. Moved by Councilperson Parker and second by Councilperson Goodman.

Ayes: Carrington, Goodman, James, McGuinness, Nicholson and Parker

No: None

Motion Carried

Youth Recreation

22-88 Resolution to approve the increase of the Youth Recreation Manager's maximum annual salary for fiscal year 2021-2022 up to \$65,000. Moved by Councilperson Goodman and second by Councilperson James. Discussion.

Motion to postpone Resolution to approve the increase of the Youth Recreation Manager's maximum annual salary for fiscal year 2021-2022 up to \$65,000 for one week. Moved by Councilperson Goodman and second by Councilperson Carrington.

Ayes: None

No: James, McGuinness, Nicholson, Parker, Carrington and Goodman

Motion Failed

22-88 Resolution to approve the increase of the Youth Recreation Manager's maximum annual salary for fiscal year 2021-2022 up to \$65,000. Moved by Councilperson Goodman and second by Councilperson James. Discussion.

Whereas, The City of Pontiac Youth Recreation Manager position is currently vacant, and Whereas, The City will be recruiting to fill the Youth Recreation Manager position, and Whereas, in an effort to offer competitive wages to attract qualified talent, it is recommended to increase the Youth Recreation Manager's maximum annual salary for the current fiscal year, NOW THEREFORE BE IT RESOLVED, that Pontiac City Council hereby approves the increase of the Youth Recreation Manager's maximum annual salary for fiscal year 2021-2022 up to \$65,000.

Ayes: Goodman, James, McGuinness, Nicholson, Parker and Carrington No: None

Resolution Passed

Public Comment

Seven (7) individuals addressed the body during public comment.

- 1. Quincy Stewart
- 2. Chuck Johnson
- 3. H. Bill Maxey
- 4. Martha Easley
- 5. Billie Swazer
- 6. Lisa Leonard
- 7. Gloria Miller

Mayor, Clerk and Council Closing Comments

Mayor Greimel, Clerk Doyle, Councilman Nicholson, Councilwoman James, Councilman Parker, Pro Tem Carrington and Council President McGuinness made closing comments.

Adjournment

Motion to adjourn the meeting. Moved by Councilperson Parker and second by Councilperson Goodman.

Ayes: McGuiness, Nicholson, Parker, Carrington, Goodman and James No: None

Motion Carried

Council President Mike McGuinness adjourned the meeting at 7:55 p.m.

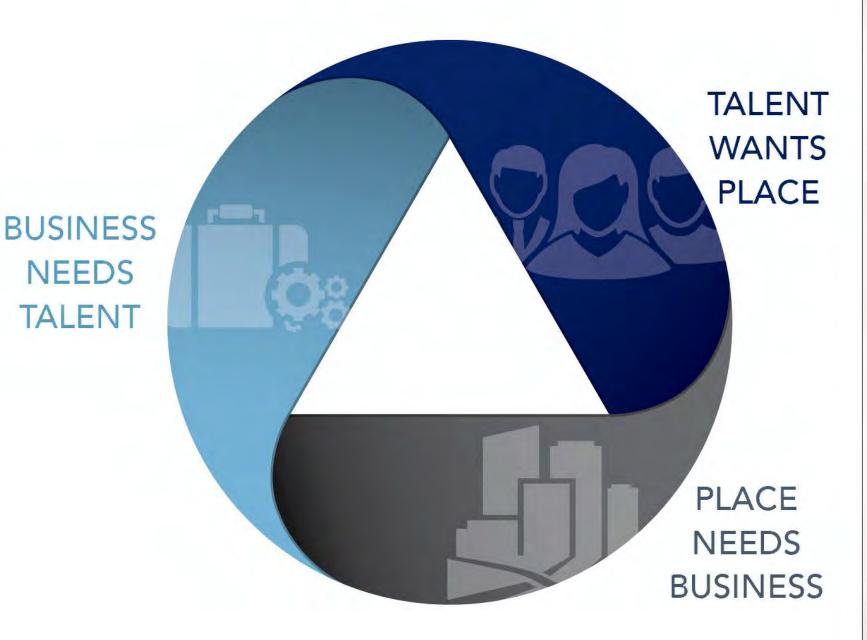


SPECIAL PRESENTATION











TALENT ENHANCEMENT

Through community revitalization, RRC assists
Michigan in keeping and attracting the educated,
creative, and innovative workforce needed to grow
and diversify its economy.



COMMUNITY VITALITY

RRC facilitates the reinvigoration of cities and villages across Michigan, which creates community vitality.

Community vitality attracts and retains both talent and business growth.

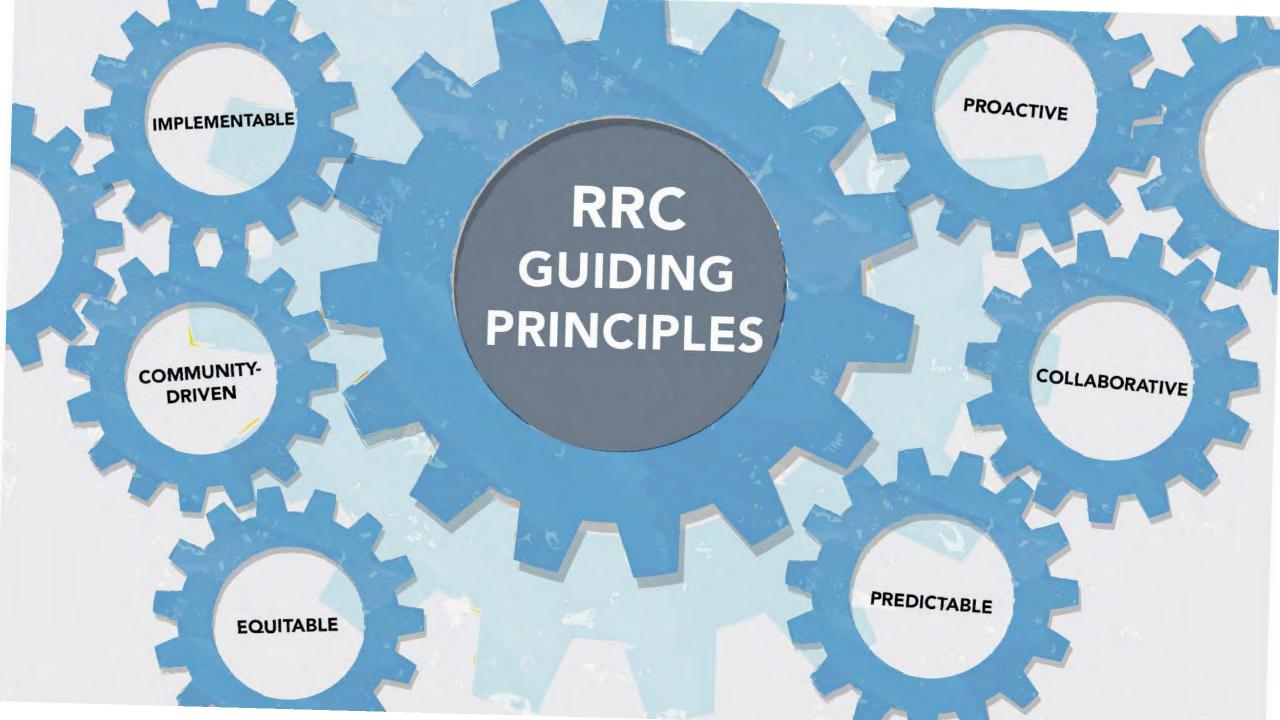


BUSINESS INVESTMENT

By fostering community vitality, RRC creates an environment for communities to provide high-value services for retaining, growing, and diversifying Michigan businesses.



RRC empowers communities to shape their future by building a foundation of planning, zoning and economic development best practices and integrating them into their everyday functions.





Northeast region

- Alpena (Alpena County)
- ★ Grayling (Crawford County
- * Rogers City (Presque Isle County)
- 🖈 Roscommon (Roscommon County)

West Michigan region

- 🛨 Allegan (Allegan County)
- ★ Fremont (Newaygo County)
- ★ Grand Haven (Ottawa County)
- Grand Rapids (Kent County)
- ▲ Greenville (Montcalm County)
- ★ Hart (Oceana County)
- Hudsonville (Ottawa County)
- ★ Ionia (Ionia County)
- Kentwood (Kent County)
- Middleville (Barry County)
- Muskegon (Muskegon County)
- Plainwell (Allegan County)
- Wyoming (Kent County)

East Central Michigan region

- ★ Mt. Pleasant (Isabella County)
- ★ Gladwin (Gladwin County)
- ★ Harrison (Clare County)
- * Saginaw (Saginaw County)
- East Michigan region
 - ★ Grand Blanc (Genesee County)
 - ★ Laingsburg (Shiawassee County)
 - ★ Lapeer (Lapeer County)
 - North Branch (Lapeer County)
 - Swartz Creek (Genesee County)
 - ★ Millington (Tuscola County)

South Central region

- Lansing (Ingham County)
- ★ Meridian Twp. (Ingham County
- * St. Johns (Clinton County)

Southwest region

- ★ Albion (Calhoun County)
- * Battle Creek (Calhoun County)
- Cassopolis (Cass County)
- ▲ Comstock Charter Twp. (Cass Cnty)
- ★ Kalamazoo (Kalamazoo County)
- ★ Marshall (Calhoun County)
- ★ South Haven (Van Buren County)

Southeast Michigan region

- ★ Hillsdale (Hillsdale County)
- ★ Howell (Livingston County)
- ★ Jackson (Jackson County)
- ★ Pinckney (Livingston County)
- ★ Tecumseh (Lenawee County)
- ★ Ypsilanti (Washtenaw County)

Detroit Metro region

- ★ Dearborn (Wayne County)
- ★ Eastpointe (Macomb County)
- ★ Farmington (Oakland County)
- ★ Ferndale (Oakland County)
- ★ Lathrup Village (Oakland County)
- ★ Novi (Oakland County)
- ★ Oak Park (Oakland County)
- * Rochester Hills (Oakland County)
- * Roseville (Macomb County)
- ★ Southfield (Oakland County)

Redevelopment Ready Communities® as a comprehensive toolkit



Essentials Pathway

Intent: Assist communities in facilitating a predictable development experience.

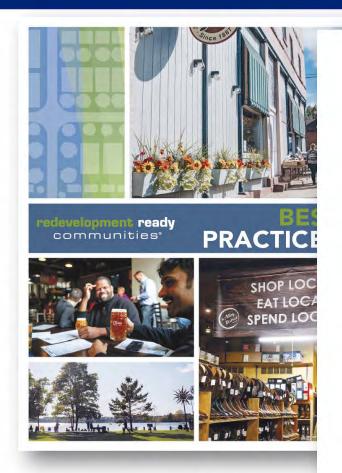


Certified Pathway

Intent: Assist communities in facilitating a predictable development experience *and* proactively seek out redevelopment projects.

Best Practice 1	Best Practice 2	Best Practice 3	Best Practice 4	Best Practice 5
Plans + Engagement	Zoning	Development Review	Boards + Commissions	Economic Development + Marketing

Redevelopment Ready Communities® Best Practices Handbook



Best Practice Two: Zoning

2.1 Alignment with Master Plan

Under Michigan law, zoning ordinances must be based on an adopted master plan. Ensuring such coordination reduces uncertainty and risk for development.

CRITERIA: The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.

■ The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed. ■ CERTIFIED EXPECTATIONS ■ The community has evaluated the master plan's recommendations to determine if changes to the zoning map or ordinance are needed.

☐ The community has made updates to the zoning ordinance to align with the goals and zoning recommendations from the master plan.

2.2 Accessibility and User-friendliness

Adding user-friendly components to the zoning ordinance can make it easier to understand, thus removing an initial barrier that disproportionately impacts local, small-scale, and first-time applicants.

CRITERIA: The zoning ordinance is accessible and user-friendly.

ESSENTIALS EXPECTATIONS ☐ The ordinance and zoning map are accessible online. ☐ The ordinance and zoning map are accessible online. ☐ The ordinance portrays clear definitions and requirements. ☐ The ordinance includes graphics, tables or charts.

Best Practice

Criteria Expectations

2.3 Concentrated Development





redevelopment ready communities

PRACTICES





- 1. Plans & Public Engagement
- 2. Zoning
- 3. Development Review
- 4. Boards & Commissions
- 5. Economic Development & Marketing
- 6. Redevelopment Ready Sites®





RRC Best Practices: **DEVELOPMENT REVIEW**

OUTCOMES: A locally controlled development review process which fits the community's needs and incorporates best practices, including:

- Conceptual review meetings
- Joint internal review teams
- Planning commission or administrative approval
- Application tracking
- Customer feedback
- Payment methods
- Readily available development information





OUTCOMES: A defined recruitment and training process for local officials, including:

- Readily available applications
- Consistent orientation
- Clear, upfront roles and responsibilities
- Context-sensitive training strategies
- Joint meetings between boards
- Planning commission annual report



- A formal economic development strategy
- A cohesive marketing plan to attract investment, residents and visitors
- Development incentive policies

Standard RRC Process

In general, the RRC process consists of six phases/steps:

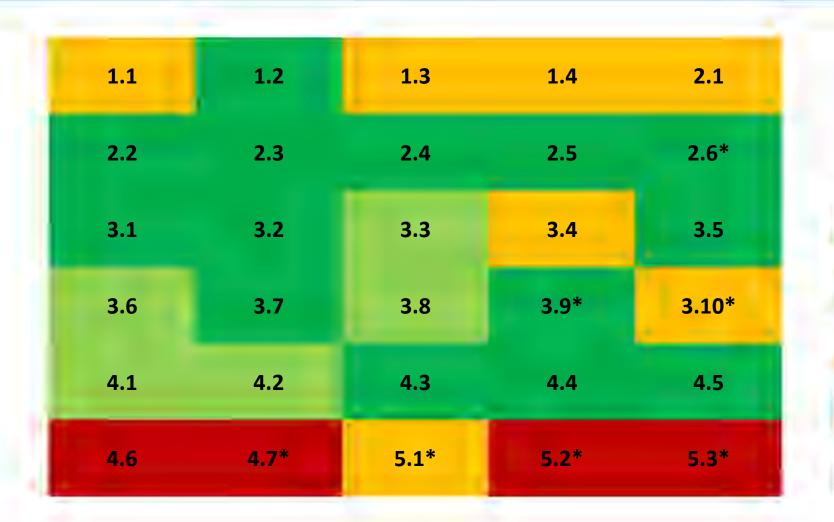
Engagement Baseline Decision Integrate Missing Best designation designation

Assessment Point Practices

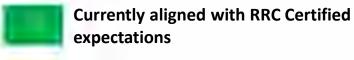
How long does RRC take?

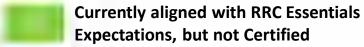
The RRC process is designed to be completed at the local community's own pace. Some communities have gone from baseline to certification in as little as 9 months. Others have been working for over five years. The RRC team works to provide resources and support within whatever context the community has capacity for.

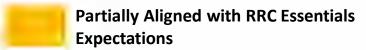
Pontiac's Current RRC Status

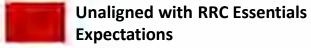


Pontiac is meeting 59% of Essentials Best Practices and 42% of Certified Best Practices











What's Already in Place?

2.2 – 2.6 | Zoning Ordinance

The City's zoning ordinance is user friendly, supports mixed use buildings, placemaking, housing diversity, parking flexibility, and green infrastructure.

4.3 | Orientation Packets

Comprehensive orientation packets are provided to development related board and commission members, including Council, Planning Commission, ZBA, and HDC.

3.5 | Approval Authority

The City's zoning ordinance authorizes the Planning Commission to approve permitted uses and to do so without unnecessary public hearings which add costs and time.

4.4 | B&C Bylaws

The City has bylaws for development related boards and commissions and has made them availble on the City website.

What's Partially There?

1.1 | Master Plan

The City has an excellent 2014 master plan that is overdue for its 5-year review and update.

CERTIFIED: Annual Implementation Reporting is needed.

1.3 | Capital Improvement Plan

The city has a basic Capital Improvement Fund in the budget, but this is not a 6-year CIP.



What's Partially There?

5.1 | Economic Development Strategy

The City has a comprehensive economic development strategy from 2015, which includes excellent recommendations and meets the core of the RRC Best Practice Expectations.

You can't know where you're going if you don't know where you've been. To meet RRC Certified Expectations the implementation progress on the Economic Development Strategy should be reported annually.





	Proposed Actions
A #1	COMPLETE STREETS, TRANSIT AND NON-MOTORIZED TRANSPORTATION
1.1	Actively engage City elected and appointed officials with these initiatives and become familiar with the leading and participating organizations.
1.2	Raise awareness of these initiatives with residents and businesses throughout the City.
1.3	Communicate the importance of implementing these plans to state and federal elected officials.
1.4	Implement phase one of the Downtown Portiac Transportation Assertament - conversion of one-way City street to two-way.
1.5	Participate in the "Healthy Pontiac - We Can" complete streets study and adopt a complete streets ordinance.
A #2	NEIGHBORHOODS
2.1	Work with Strategy 1 partners to identify neighborhood needs and priorities.
2.2	Develop criteria (i.e. number of school aged children, owner occupancy, percent vacant lots) to target neighborhoods for housing non-profit and private developer investment.
2.3	Utilize City PASER neighborhood street condition assessment to guide public street improvements.
2.4	Work with owners of former school property to develop plans that support reinvestment and the goals of the surrounding neighborhoods.
A #3	DOWNTOWN
	Private Sector Catalyst Projects
3.1	Evaluate the benefits of establishing a DDA, PSD, or BID to support downtown management, infrastructure funding and business grant and loan programs.
3.2	Work with property owners to document their efforts to obtain project funding and quantity their funding and credit needs.
3.3	Seek grant support for projects where private investment has partnered with non-profit organizations.
3.4	Evaluate the feasibility of financial packages that combine fraditional financing and tax credits, with MEDC, MSHDA, CEED, \$8A 504 and foundation grant support.
3.5	Apply for a Revolving Loan Fund grant with foundation match support.
3.6	Develop and adopt a three-bared incentive package that incorporates: Time (expedited reviews and approvals). Financial (reduced or waived fees and dues) and Service (building and site design assistance, tax credit application support).
3.7	Work with the Downtown Pontiac Business Association to establish a pop-up retail program to showcase available retail space, recruit new downtown businesses and attract foot traffic to the downtown.
	Public/Private Catalyst Partnerships
3.8	identify stakeholders with interests in advancing these partnerships.
3.9	Work with City leaders, property owners and residents to determine project priority.
3.10	Seek consensus on the general course of action how to best proceed with evaluating project feesibility.
3.11	Where appropriate conduct feasibility studies that explore development options that consider public and private funding, return on investment, ownership, job creation, tax revenue generation, community benefits and placemaking.

Currently Missing Certified Best Practices

4.6 | Training Strategy

Ongoing training is vital to success in any RRC community. This Best Practice looks for a documented training strategy for development related boards and commission which is updated at least every other year.

4.7 | Joint Meeting

Joint meetings offer opportunity for direct collaboration between officials to ensure the community's board are rowing in the same direction.

5.2 | Incentive Policies

Having clear economic development incentive policies creates predictability and assists communities in making the most efficient use of limited local resources when supporting proposed development projects.

Benefits

Integration of RRC Best Practices into local processes A locally driven, streamlined development review process to facilitate development of all types.

Ongoing technical assistance and support from RRC Team

Access to technical assistance match funding for planning, zoning and other community development needs

Access to special offers, discounts, and resources

Marketing assets and intangible marketing value*

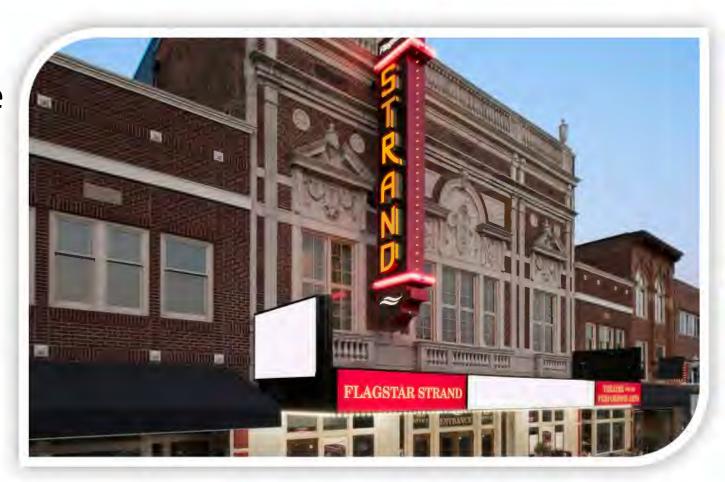
Ongoing access to MEDC Community Development financial tools (CRP, Public Spaces, Brownfield, etc.)^

Access to the Redevelopment Services Team which helps facilitate development projects on priority sites*

*For RRC Certified communities only
^For communities without a traditional downtown, RRC Certified must be achieved for this benefit.

Recommendations & Next Steps

- 1. Pass Resolution to Proceed within 30 days
- 2. Form working group to move RRC forward
- 3. Take RRC Best Practice Training
- 4. Complete missing RRC Essentials Best Practices
- 5. Achieve RRC Essentials designation
- 6. Decision Point....



Resources

RRC Online Training

Any staff member or official in Michigan can take the free, online RRC Training Series. To request access, go to www.miplace.org/rrctraining

RRC Library

Communities have access to a free, comprehensive library of resources, examples, and guidance for each RRC Best Practice criterion at www.miplace.org/rrclibrary

RRC Technical
Assistance Match
Funding (RRC TA
Match)

Communities pursuing an RRC designation have access to a RRC TA match funding to help support the cost of using outside assistance in completing RRC items. Full details at www.miplace.org/rrctamatch

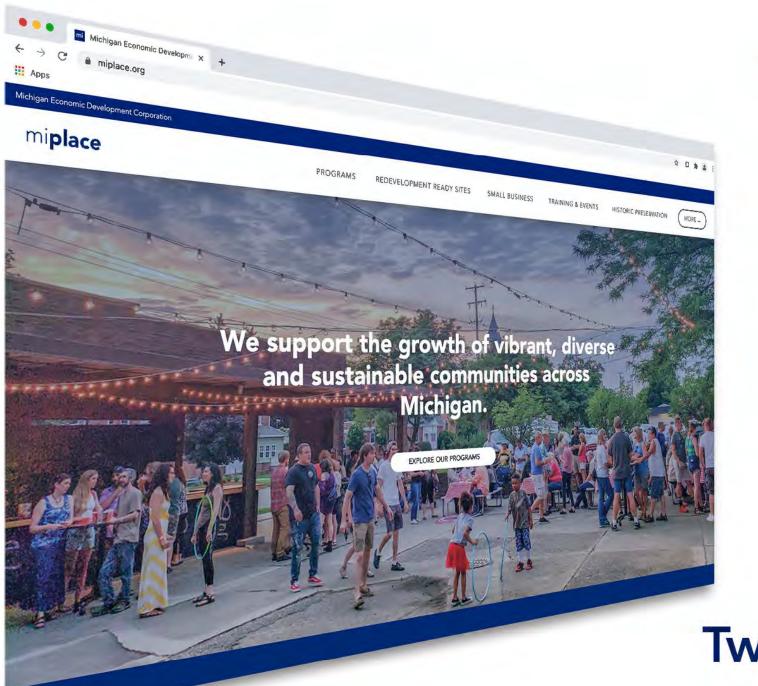
Resources

RRC Direct Technical Assistance

RRC Planners can provide direct assistance in completing some best practice expectations such as training plans, internal process documents, board materials, and more.

Collaborations
with Local,
Regional, and
State Partners

RRC actively works to maintain positive relationships with local EDOs, regional planning agencies, and other state departments to combine resources, when possible, to help communities through the process.



RESOURCES

www.miplace.org

LinkedIn:

MEDC Community
Development

Facebook:

@MiPlaceNews

Twitter: @MiPlaceNews



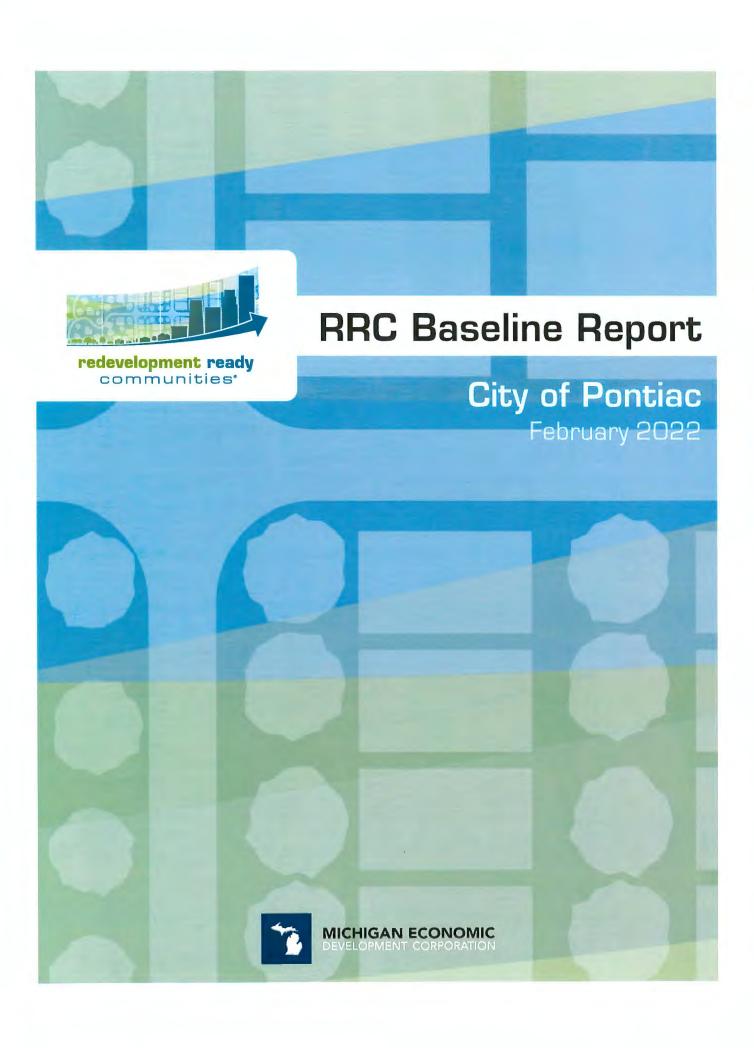


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Executive summary

Redevelopment Ready Communities® (RRC) is a voluntary technical assistance initiative which empowers communities to shape their future by building a foundation of planning, zoning, and economic development best practices and integrating them into their everyday functions. RRC promotes communities to be development ready and competitive in today's economy by actively engaging stakeholders and proactively planning, making them more attractive for projects that create places where people want to live, work, and invest.

To become formally engaged in the RRC program, communities must have at least one representative complete the best practice training and pass a resolution of intent outlining the value the community sees in participating in the program. Representatives from Pontiac's city staff submitted the city's most up to date self-evaluation in October 2018 and attended trainings in May 2016. In September 2015, city council passed a resolution of intent to participate in the program. RRC uses an online system called Trello to provide real-time access to the community's RRC status and best practice progress. This free browser-based software allows the community to have a direct line of communication with the RRC team, upload items as they are completed, and organize its RRC workload to fit its capacity. Once finalized, the baseline report findings will be added to the community's Trello board.

Developed by experts in the public and private sector, the RRC Best Practices are the standard for providing a community driven and predictable development review experience. As part of the RRC process, communities can choose between two levels: Essentials or Certified. Communities can determine which path is most appropriate for their needs based on capacity, community goals, and other local factors. Pontiac has decided to pursue the RRC Essentials Path, but this baseline report will show the city what it needs to do to reach full RRC Certification. Communities must demonstrate that all best practice criteria have been met to receive either RRC Essential or Certified status. This evaluation finds the community currently in full alignment with 59 percent of the Essentials Best Practice criteria and 42 percent of the Certified Best Practice

Criteria. Pontiac has a zoning ordinance that meets many of the RRC Best Practices and should set the city up for a streamlined development review process. The city maintains a community development website with all of the Essential information and makes board and commission applications easily available. Pontiac has a strong economic development strategy which should be reviewed annually when progress on implementation in reported. Over all, Pontiac is well positioned to achieve RRC Essentials status and eventually full Certification.

This report includes recommendations for how the community can fully align with the best practices. Each recommendation has been customized to fit Pontiac and is backed by research and conversations specific to the community; however, these recommendations are just the beginning of the conversation. RRC is focused heavily on intent versus prescriptive "to-dos." As the community works through the process, it may identify other ways to meet the intent of a best practice. The community's RRC planner will be there every step of the way to discuss those ideas, direct the community to resources, and provide general guidance. In addition to the community's RRC planner, other partners should be at the table including Pontiac Main Street, state partners, and individual residents. RRC is a collaborative effort and is most successful when all parties are willing to engage to open dialogue so that Michigan communities can be on the forefront of developing unique identities and prosperous businesses.

Once the community has had a chance to digest the contents of this report, it will need to decide whether to continue with the RRC process. If Pontiac chooses to move forward in the program, the community will benefit from a fully streamlined, predictable, and transparent development process that is guided by a shared community vision. This will increase the community's ability to grow local investment and attract outside investment. It will also allow the Michigan Economic Development Corporation to better understand the community's desires for the future and how state tools and resources can help achieve that goal. MEDC looks forward to working with Pontiac on its efforts to reach Essentials, and then Certified status and to a prosperous relationship for many years to come.

Methodology

The basic assessment tool for evaluation is the RRC Best Practices. These six standards were developed in conjunction with public and private sector experts and address key elements of community and economic development. A community must demonstrate all of the RRC Best Practice components have been met to receive either RRC Essential or Certified designation Once reached, Essential or Certified status is valid for five years.

Measurement of a community to the best practices is completed through the RRC team's research, communication with partners, and other efforts to

understand the existing environment in the community. The team analyzes a community's development materials, including, but not limited to, the master plan, downtown/corridor plan, capital improvements plan, budget, public participation plan, zoning regulations, development procedures, applications, economic development strategy, marketing plan, meeting minutes, and website.

A community's degree of attainment for each best practice criteria is visually represented in this report by the following:

Green indicates the best practice component is currently being met by the community.
Yellow indicates some of the best practice component may be in place, but additional action is required.
Red indicates the best practice component is not present or is significantly outdated.

This report represents the community's current status in meeting all the redevelopment ready processes and practices. This baseline establishes a foundation for the community's progress as it moves forward in the program. All questions should be directed to the RRC team at RRC@michigan.org.

Evaluation snapshot

Pontiac has chosen to work towards completing the RRC Essentials Path first and will eventually work toward full RRC Certification. To provide the fullest picture of Pontiac's RRC status the city has been evaluated for both RRC Essentials and Certified Expectations. Currently, Pontiac is fully aligned with 59 percent of the Redevelopment Ready Communities* Essential's criteria and 42 percent of the Redevelopment Ready Communities Certified criteria.

1.1	1.2	1.3	1.4	2.1	2.2
2.3	2.4	2.5	2.6*	3.1	3.2
3.3	3.4	3.5	3.6	3.7	3.8
3.9*	3.10*	4.1	4.2	4.3	4.4
4.5	4.6	4.7*	5.1*	5.2*	5.3*

^{*} Certified-only Best Practice

Best Practice 1—Plans and Public Engagement

Best Practice 1 evaluates community planning and how a community's redevelopment vision is embedded in the master plan, capital improvements plan, and downtown plan or corridor plan(s). It also assesses how a community identifies its stakeholders and engages them, not only during planning processes, but on a continual basis. Comprehensive planning documents are a community's guiding framework for growth and investment. The master plan sets expectations for those involved in new development and redevelopment, giving the public some degree of certainty about their vision for the future, while assisting the community in achieving its stated goals. A public participation plan is essential to formalize the community's public participation efforts and outline how the public will be engaged throughout the planning and development processes. Such a plan can help minimize disputes later in the development review process and ensure diverse and equitable stakeholder engagement.

MASTER PLAN

The Michigan Planning Enabling Act (MPEA), Public Act 33 of 2008, requires that the planning commission create and approve a master plan as a guide for development and review the master plan at least once every five years after adoption. An updated master plan is essential to articulating the types of development the community desires and the specific areas where the community will concentrate resources. In 2014, the City of Pontiac, master plan steering committee, and planning commission initiated an update to the city's master plan. The result was Pontiac's 2014 master plan, which was adopted by the city in October 2014. To ensure that the master plan was based on a community supported vision, thirteen public meetings were held, at both city-wide and neighborhood scale. A survey was also developed and distributed at Michigan Works locations and at all the public workshops. The purpose of the neighborhood meetings was a to have residents engage with each other to identify: (1) key neighborhood assets and anchors; (2) opportunities for redevelopment; (3) obstacles to pedestrian and non-motorized transportation; and (4) areas of concern (regarding blight). These community conversations are the basis of the city's master plan.

Strategies and resources for redevelopment are detailed throughout the master plan and six areas are highlighted as Entrepreneurial Districts and include:

- (1) Woodward Avenue/downtown/near downtown;
- (2) Pontiac School District property; (3) Former Crystal Lakes homes/Pontiac Housing Commission property; (4) the Pontiac Silverdome, (5) the "Diamond Triangle;" and (6) vacant residential and commercial property. Chapter 6 of the master plan focuses on complete streets and non-motorized transportation. One of the recommendations made in chapter 6 is creating a complete street plan. City of Pontiac has moved forward with that recommendation and the "Complete Streets Pontiac" plan was adopted by the planning commission on January 4, 2017. Land use and infrastructure is mentioned extensively throughout the master plan. Chapter 9 focuses on future land use and a zoning plan

is included. An implementation matrix is included on page 109 and includes projects, timelines, and responsible parties. Pontiac's master plan is available on the city's website. However, one area that needs to be addressed is the reporting of progress on the master plan. To meet RRC Essentials Best Practices Pontiac must review and reaffirm or conduct and update to the plan. To meet the RRC Certified expectations, the city must report progress on the implementation of master plan to the governing body annually.

DOWNTOWN PLAN

A key aspect of any community is its downtown district. This district plays several critical roles from showcasing the community's history to serving as a gathering space for events. The density levels natural to downtowns also make the district a fiscal engine to support efforts in other areas of the community which may not be in net-positive revenue situations. For all these reasons and more, it is essential that a community have a clear, up-to-date plan for its downtown. Downtown is often viewed as the focal point of a community; it is an indicator of economic health and serves as a gathering place. Downtown development authorities (DDAs) are designed to be catalysts in the development of a community's downtown district. Pontiac's DDA was

Best Practice 1—Plans and Public Engagement continued

previously dissolved. Main Street Pontiac has stepped up as a steward of downtown and acting as Pontiac's downtown plan is the "CNU Legacy Charrette: Vision for Revitalized and Transit-Ready Downtown Pontiac." Development boundaries are clearly defined as downtown Pontiac. Within those boundaries, general recommendations for short-term and long-term projects, as well as five location specific projects, with their own short-term and long-term goals, are laid out. The projects focus on creating a mix of uses, better pedestrian connections, and additional bus stops, as well as aesthetic improvements. The downtown plan coordinates well with the city's 2014 master plan in the areas of reconfiguring the Woodward loop, expanding options for non-motorized transportation and complete streets, and the encouragement of new residential development. The CNU downtown plan can be found on the city's website. Pontiac is currently meeting this best practice expectation; however, the city is engaging with Oakland County Main Street, which may result in an updated vision for the downtown.

CAPITAL IMPROVEMENTS PLAN

Communities, much like businesses, create many plans to guide their future. In addition to the plans mentioned above, communities typically have plans for parks and recreation, streets, and water/sewer asset management (and sometimes more). Departments also typically have their own strategic and capital investment plans. Combined, these plans typically call for capital investment levels that exceed a community's ability to fund each year. As such, it is vital that the community prioritize projects. Redevelopment Ready Communities[®] handle this need to prioritize and coordinate by creating a capital improvements plan (CIP). Updated annually, this plan helps the community plan out the upcoming six years of investments and serves as a key tool for budget discussions. Currently, Pontiac does not have a capital improvements plan, however, the department of public works does coordinate infrastructure projects and schedules to generate efficiency of scale. The 2021-2025 budget also has a basic capital improvements fund section; however, this is not a capital improvements

plan. To bring the city in compliance with the MPEA, a six-year capital improvements plan, inclusive of public structures and improvements, must be prepared and adopted. Projects within the plan should be coordinated in order to minimize construction costs. The CIP can be used as a tool to implement the master plan, downtown plan, and economic development strategy, and provides a link between planning and budgeting for capital projects. Once adopted, the plan should be made accessible on the city website. The city could utilize the capital improvements plan guide as a starting point.

PUBLIC PARTICIPATION PLAN

Public engagement activity can vary dramatically depending on who serves on the community's boards and who sits in key staff roles. Redevelopment Ready Communities° aim to reduce some of that variation by developing a documented public engagement strategy to outline what residents, officials, and other stakeholders can expect from its local government. Such a strategy proactively identifies key individuals or groups to engage, what tools the community will use, possible venues outside of city hall to consider for public meetings/ events, how the community will use and report back on input, and how the community will continue to assess its engagement actions to ensure it is using its limited resources and time in the most effective manner. Pontiac has used a variety of basic methods for soliciting public participation, including open meetings, newspaper and website postings, local cable notifications, postcard mailings, fliers at city hall and announcements at governing body meetings. The city's master plan utilized multiple public meetings at various locations to reach a diverse group of stakeholders and distributed surveys at Michigan Works! locations. Additional proactive methods to reach local stakeholders have also been used, including focus groups, individual mailings, community workshops, and charrettes. Pontiac's public participation results are usually included as part of a final document. Pontiac has drafted a public participation plan and is actively working on finalizing it. The plan builds upon the existing community engagement activities and serve as the city's best practices for obtaining input into planning and

Best Practice 1—Plans and Public Engagement continued

development processes. Authentic and timely engagement is crucial to obtaining buy-in from community stakeholders. Having a clear public engagement strategy shows that the community values citizen input in the decision-making process and ensures accountability. A good public participation plan will include methods for communicating results of public engagement and should consider methods for tracking the success of various

outreach methods. In order to meet RRC Essentials Best Practices, Pontiac will need to finalize its public participation plan. Community engagement is not a one and done, it is an iterative process that can be completed on an ongoing basis. To meet RRC Certified Expectations the city will need to continue to integrate community engagement into its operations and annually reports on public engagement activities.

Status	Evaluation criteria	Recommended actions for Essentials	Recommended actions for Certification
1.1	The governing body has adopted a master plan in the past five years.	Reaffirm or update the 2014 master plan	☐ Annually report on the implementation progress of the master plan
1.2	The governing body has adopted a downtown or corridor plan. *For Essential level, this best practice only applies in instances where the community has an active DDA or CIA TIF	•	
1.3	The governing body has adopted a capital improvements plan.	☐ Annually create and adopt a capital improvements plan that plans for six years of capital expenditures	
1.4	The community has a public participation plan for engaging a diverse set of community stakeholders.	☐ Finalize public participation plan	☐ Annually report on public engagement activities

Best Practice 2—Zoning

Best Practice 2 evaluates a community's zoning ordinance and how it meets community goals, enables the form and type of development the community is seeking and includes modern approaches to zoning. Zoning is a key tool for plan implementation. Obsolete zoning regulations can discourage development and investment. Outdated regulations can force applicants to pursue rezoning or variance requests thus extending project timelines, increasing costs, and creating uncertainty. Communities should look to streamline requirements and regulate for the kind of development that is truly desired. Zoning should be used to shape inviting, walkable, vibrant communities, rather than inhibit them.

ALIGNMENT WITH MASTER PLAN

Foundationally, the Michigan Zoning Enabling Act (MZEA), Public Act 110 of 2006, requires that a zoning ordinance be based on a plan to help guide zoning decisions. Similarly, RRC Best Practice 2.1 outlines the expectation that a community's zoning code is supportive of the master plan. Pontiac's zoning ordinance was last updated in 2016 to align with the 2014 master plan. However, the master plan is due for an update and that update may include recommendations for updates to the zoning ordinance. When Pontiac updates the master plan it should be sure to include a zoning plan in order to meet the RRC Essentials expectations. If the master plan requires zoning updates to implement its vision, those updates should be made to meet RRC Certified expectations.

ACCESSIBILITY & USER-FRIENDLINESS

Not typically a word associated with legal frameworks such as zoning ordinances, user-friendliness works to increase the ease with which an applicant can find the information they need as they conduct initial research into whether the community is a good fit. It also helps remove a mental barrier to first time investors who may have never read a zoning ordinance before. At a minimum, RRC Best Practices call for the community to provide an online version of the zoning ordinance. Pontiac's zoning ordinance and zoning map are easy to find on the "Planning and Zoning" page of the website.

The zoning ordinance is user-friendly, with use and dimension tables, hyperlinks, and graphics.

CONCENTRATED DEVELOPMENT

This criterion looks that the ordinance supports the creation of context-sensitive density in appropriate locations by establishing at least one district which allows for vertical mixed-use development by-right (permitted) and encourages placemaking. Such provisions are commonly found in a community's downtown or along major corridors. Pontiac allows mixed use buildings, with residential above non-residential, by-right in the local business/residential mixed-use district (C-1), downtown mixed-use district (C-2), and the corridor commercial mixed-use district (C-3), as well as in the mixed-use district, which encompasses the former Clinton Valley Center premises (the CVC property). Build to zone setbacks are required in the downtown mixed-use district (C-2) and some flexibility is provided and determined by the private frontage layout. Pontiac's zoning ordinance has many form-based elements, and depending on the building's form, front facing doorways are required and ground floor transparency can range anywhere between forty and sixty five percent. Outdoor sidewalk or patio dining, a key tool for businesses during the pandemic, is permitted as an accessory to permitted uses, in the C-1 through C-4 districts.

HOUSING DIVERSITY

Having an ordinance which clearly allows for diverse housing types creates unique neighborhoods, provides lifestyle options for residents of all ages and income levels, helps attract talent, and provides flexibility for meeting market demand. Diverse housing refers to a range of multi-unit or clustered housing types with a range in affordability, are compatible in scale with single family homes, and help meet the growing demand for walkable urban living. Communities who incorporate housing diversity into their zoning ordinances will be more competitive in attracting business development deals and the residents who come with them. This criterion looks to see that the ordinance clearly allows at least two (Essentials) or three (Certified) types of diverse

Best Practice 2—Zoning continued

housing by-right. As previously mentioned, Pontiac allows mixed use buildings—residential with non-residential- as principal permitted use in the C-1, C-2, and C-3 districts. The city allows townhouses as a by-right use in the R-3 district. Manor houses (3–4 units), also commonly referred to as triplexes and quadplexes, are permitted by right in the R-3 district. Pontiac is meeting the RRC Best Practices, but if they city wanted to work on providing diverse, missing middle housing choices, it should consider permitting diverse housing types by right in a greater variety of districts.

PARKING FLEXIBILITY

Frequently, parking requirements define urban design, land use density, and a person's experience of place more than any other zoning regulation. Emerging technologies in the mobility industry and increasing land values are also leading communities to reconsider the longterm impact of parking requirements. Meeting parking requirements is often the decisive factor in the viability of a project because of both the physical and financial demands associated with parking lots. Considering these factors, Redevelopment Ready Communities° are working to find a balance between existing needs and future trends by including at least two (Essentials) or three (Certified) tools to allow for creative solutions or exemptions to parking minimums. Regulations related to Parking can be found in Article 4, Chapter 3. Pontiac utilizes parking maximums by limiting the off street required parking to two hundred percent of the minimum parking requirement. Parking is waived for nonresidential uses within the C-2 district and bicycle

parking is required for off street parking lots (in the C-2) larger than 25 spaces. The planning commission can modify the off-street parking requirements, allow for deferred (land banked) parking, and shared parking with or without a reduced number of spaces. To mitigate the impact of impervious parking lots Pontiac has employed parking lot landscaping requirements. Pontiac is meeting the RRC Best Practice expectations for parking flexibility, but may want to consider reducing the parking maximum, reducing the amount of required parking, or eliminating parking minimums all together.

GREEN INFRASTRUCTURE

*Certified-only Best Practice

Like transportation, our understanding of the long term environmental and fiscal impacts of sustainable green infrastructure continues to evolve. Communities who incorporate provisions to support such infrastructure show a forward-thinking approach to development which is attractive to investors and residents alike. Sustainable infrastructure investments also reduce a community's long-term costs by reducing the need for more costly 'gray' infrastructure instead. Pontiac's zoning ordinance puts the city in a good position for a green future. Chapter 4, Section 4.407, requires street trees to be planted for every 35 feet of street frontage; Section 4.410 outlines the standards for preservation of existing plant materials; and native species are encouraged in Section 4.411. Chapter 6 of the ordinance lays out low impact development standards and encourages developers to unitize low impact storm water methods. Pontiac is meeting this RRC Certified expectation.

Best Practice 2—Zoning continued

Status	Evaluation criteria	Recommended actions for Essentials	Recommended actions for Certification
2.1	The governing body has adopted a zoning ordinance that aligns with the goals of the current master plan.	☐ Update the 2014 master plan, including the zoning plan	☐ Update the zoning ordinance to align with an updated master plan
2.2	The zoning ordinance is accessible and user-friendly.	/	✓
2.3	The zoning ordinance provides for areas of concentrated development in appropriate locations and encourages the type and form of development desired.		✓
2.4	The zoning ordinance allows for a variety of housing options.	/	/
2.5	The zoning ordinance includes flexible parking requirements.	/	/
2.6	The zoning ordinance includes standards for green infrastructure		/

Best Practice 3—Development Review

Best Practice 3 evaluates the community's development review policies and procedures to ensure they integrate predictability throughout. Unnecessary steps or unclear instructions increase time and expenses associated with development. Community leaders should look to simplify and clarify policies and increase efficiency to create an inviting development climate that is vital to attracting investment. To do this, sound internal procedures need to be in place and followed. Making information on the development review process and resources readily available assists applicants of all experience levels in understanding what they will need to know as they invest in the community.

DEFINED PROCESSES

This best practice looks to ensure the community's development review processes are clearly laid out in the zoning ordinance and the responsibilities of various bodies are clearly established. Clearly defined development review processes provide predictability for investments big and small. Pontiac's site plan review process is described in Article 6, Chapter 2, "Site Plan Review." This section describes the uses that require site plan review by the planning commission, what may be approved administratively, the uses that required a sketch plan, and when no review is required. Information about the planning commission, administration, and zoning board of appeals can be found in Article 6, Chapter 1, "Administrative Organization." The final decision on special exemption permits lies with the planning commission and information on that procedure can be found in Article 6, Chapter 3, "Special Exemption Permit Review." If an applicant wishes to appeal the decision made by the planning commission regarding a special exemption, that appeal is handled by the city council. The standards and requirements site plan review are laid out in the Sections 6.205-6.208 of the ordinance. The city is meeting the RRC Best Practice expectations.

POINT OF CONTACT

Having a clearly identified point of contact helps communities offer positive and personalized service which builds a foundation for a predictable development review experience. It also ensures someone can identify next steps and keep the process moving. The "Community Development and Planning" pages of Pontiac's website clearly indicate contact information for the planning manager and city planner, including office location, business hours, and phone numbers. Pontiac is meeting this RRC Best Practice.

CONCEPTUAL REVIEW MEETINGS

Conceptual review meetings—sometimes called pre-application meetings—offer applicants a chance to discuss their project with staff prior to investing significant time and money into application materials. These meetings typically cover the review process, identify key zoning provisions, and connect the applicant with other resources that may be helpful. Identifying what type of information should be known before having such a meeting and expected outcome will ensure the meetings are productive and consistent. Pontiac's "Planning and Zoning" web page advertises and encourages potential applicants to meet with the city early in the process and prior to the submission of plans. The city has also added some expectations to the website, so potential applicants know what the bring to the meeting, and what they can expect from city staff. Pontiac is meeting the RRC Expectation and is clearly communicating that it is open for business and wants to be an active partner.

INTERNAL REVIEW PROCESS

Zoning ordinances address overall steps of a development review process, but they do not typically address what happens internally between when an application is submitted and when a decision is rendered. This process is just as important as it includes vital activity such as determining if an application is complete, whether it meets the standards based on staff review, and how the applicant can address any potential deficiencies prior to the final decision. How this process is handled can also impact predictability and fairness if it's not done in a consistent way. This is especially true when longtime staff leave, and someone must take over the process as a temporary or new zoning administrator. As such, RRCs

Best Practice 3—Development Review continued

take the time to determine the internal review process and document key steps, roles, responsibilities, and timelines. City staff has a variety of process documents and is currently working on creating a comprehensive internal review process document.

Many communities establish a core joint review team who look at all applications and bring in other reviewers on a case-by-case basis. No matter the approach, the team (and when to include others) should be clearly established. As part of the development review process, applicants submit their completed site plans to Pontiac's planning department. Once a site plan is submitted, it is distributed to city staff and officials for review and comment. The development review committee consists of the planning, building, and transportation departments, departments of public works, police, and fire, and Oakland County. The city should include the joint site plan review information in the internal process document.

APPROVAL AUTHORITY

Approving at least permitted uses at the Planning Commission or staff level allows faster approval and respects the administrative nature of development review. This streamlined approach creates an inviting development climate that is vital to attracting investment. Four levels of site plan review are established by this Ordinance: site plan review not required, administrative review, sketch plan review, and site plan review (Section 6.202). Pontiac has a streamlined development review process and clearly allows for administrative approval of certain projects. General sketch plan review and site plan review approvals both lie with the planning commission. Permitted-use site plans also do not require a public hearing, saving potential applicants, and the city, time, and money, and adding predictability to the process. As an added bonus, special exemption permits are also reviewed and approved at the planning commission level. Pontiac is meeting the RRC Best Practices and is poised for development.

DEVELOPMENT REVIEW FEES/COSTS

In addition to understanding the process upfront, it

is important that an applicant can determine their development review costs as well. Nearly all communities charge an application/permit fee while some also require escrow accounts to fund external review costs by the community's consultants. Other common costs include building review, utility connections, and/or performance bonds. While fees are unlikely to change each year, they should be reviewed at least annually to ensure they remain relevant to the community's desired level. Pontiac's fee schedule is easy to find and located with the planning and zoning forms on the website. It was last updated in 2013, so to meet RRC Best Practices it will need to be reviewed annually and updated as needed.

PAYMENT METHODS

Clearly identifying methods of payment reduces uncertainty. Accepted methods of payment should be indicated on a community's website. Credit cards serve as a lifeline for many businesses and individuals when paying for goods or services. Fees for government services are no different. A local applicant may find the flexibility of a credit card to be helpful in the early stages of the process to conserve cash while an out-of-town applicant can more easily pay fees this way without needing to mail a check or drop-off in person. As such, the RRC Best Practice Certified expectations look for communities to accept credit cards for at least basic development fees. There are several tools available to help communities offer this service and communities often charge a convenience fee to cover their costs—a fee most applicants are more than happy to pay. Pontiac is ahead of the game and has updated the website with a "Fees and Payment Options" page, which outlines all of the ways one could pay for development-related fees. The city accepts credit cards with a 3 percent fee at the counter and is also set up for online fee payment thought BS&A. The city is meeting this RRC Best Practice expectation.

ACCESS TO INFORMATION

Having key information and forms available online (or organized into a guide) reduces the number of questions the point of contact will need to address and increases the likelihood of a successful development review





Best Practice 3—Development Review continued

experience from the beginning. As an Essential RRC community development review information and forms should be readily available on the community's website. Pontiac's website is easy to navigate and includes all of the essential's information, such as the zoning ordinance and map, conceptual meeting information, applications, fee schedules, and board and commission meeting dates and times.

As a Certified RRC community, a "Guide to Development" should be compiled. This document provides valuable guidance and information to applicants ranging from contact information and meeting dates to key ordinances to review, process overviews and financial assistance tools. By gathering this information in a single location, the community can help make the process easier for new and experienced applicants alike. The guide should be written in a way that helps users understand what they need as well as easily find it. While Pontiac's website includes the essential information, for a first-time developer or a regular resident, the development review process could still feel confusing. To meet RRC Certified Best Practice expectations the city should create a comprehensive "Guide to Development" that helps walk potential applicants, developers and business owners through the process.

PROJECT TRACKING

*Certified-only Best Practice

Tracking development applications through the process has many benefits including increased transparency, accountability, and predictability. While this best practice does not recommend a specific tracking system, it does look to see that the community is recording the application's major steps as they occur.

Common milestones include submittal, distributed for internal review, issuing of staff report (if any), planning commission date, final decision, issuing of permit(s), and occupancy. There may be other steps for processes such as special land uses, variances, and rezoning. Pontiac uses both BS&A and Excel to track projects from submission to completion and the planning department is part of the building department, allowing for permitting activity to be coordinated.

CUSTOMER FEEDBACK AND REVIEW

*Certified-only Best Practice

While development review is a required process in many communities, it is also a service. And as with all services, the experience an applicant has can play a large role in whether they decide to return and if they recommend the community as a place for others to invest. In order to ensure the community is always providing the best service it can, it should establish some way to collect feedback on the experience. While Pontiac informally works to obtain customer feedback, there is not a formal feedback mechanism at this time. To meet RRC Certified expectations the city should establish a formal customer feedback mechanism.

In addition to collecting the feedback, a community should be sure to assess the process at least annually to determine if any changes are needed. Perhaps feedback shows a form is confusing or there was some internal confusion about when internal reviews are due. These can be identified and fixed to improve the experience. Once feedback has been formally obtained, the joint site plan review team should meet, at least annually, to discuss lessons learned and amend the process accordingly.

Best Practice 3—Development Review continued

		Recommended	Recommended
Status	Evaluation criteria	actions for Essentials	actions for Certification
3.1	The zoning ordinance includes clear steps for major development review processes.		✓
3.2	The community has clearly identified a point of contact for development review activities.		√
3.3	The community defines and offers conceptual review meetings for applicants.	1	1
3.4	The community has a clearly documented internal staff review policy.	☐ Clearly document the internal development review process, including key steps of the application from submittal to issuing of the permit, timelines, identifying who reviews applications, and approval standards	☐ Document the joint site plan review team process
3.5	The community streamlines the approval process by using administrative and planning commission approval authority.	1	1
3.6	The community maintains a fee schedule.	1	☐ Annually review the fee schedule and update as needed
3.7	The community offers clear methods of payment.	1	1
3.8	The community makes development review information and forms readily available online.	✓	☐ Create a comprehensive "Guide to Development" that helps walk potential applicants, developers and business owners through the process
3.9	The community has a method to track development projects.		/
3.10	The community solicits feedback and regularly reviews the development review experience.		 □ Develop a formal customer feedback mechanism for development- and permitting-related functions □ Annually hold joint review team meetings, including permitting and inspections staff, to review feedback and integrate changes where applicable

Best Practice 4—Boards and Commissions

Best Practice 4 assesses the tools a community has put in place to strengthen their boards and commissions. Diversity on boards and commissions can ensure a wide range of perspectives are considered when making decisions on development and financial incentives. Being intentional when conducting recruitment and orientation for newly appointed or elected officials creates a solid foundation for the community to build upon. Additionally, communities that prioritize training and collaboration provide officials and staff with opportunities to expand their knowledge and ultimately make more informed decisions about land use and redevelopment issues.

DEVELOPMENT BOARDS & COMMISSIONS

RRC Best Practice 4 should be applied to all boards which play a direct role in approving development applications or financial incentives. For Pontiac, this includes city council, the planning commission, and the Zoning Board of Appeals at a minimum. However, it could also include the Historic District Commission and Brownfield Redevelopment Authority.

DOCUMENTING THE APPOINTMENT PROCESS

Having clear and accessible recruitment and appointment procedures reduces barriers to attracting candidates for boards and commissions. The appointment process need not be long or cumbersome, but interested applicants should be able to find information such as when the community accepts applications, who oversees the process, who makes recommendations and/or final appointments, etc. Pontiac's website does not currently include information about the board and commission appointment process. To meet RRC Certified expectations the city should update the website to provide a clearly documented process around board and commission appointments.

APPLICATION AVAILABILITY

While many communities require an application for boards and commission appointments, others opt to simply ask for résumés and letters of interest. No matter how a community collects applicant information, it should make that process or form clear on its website. Pontiac's website includes a fillable board and commission application with instructions to return the completed application to the clerk's office. The city is meeting this RRC Essentials expectation.

EXPECTATIONS AND INTERESTS

Much like a job, it is helpful to assess if someone has a background that might make them uniquely prepared to serve on a board or commission. Also like a job, sometimes organizations find someone who is still a good fit even without the technical knowledge. Establishing desired skill-sets and expectations helps set that foundation. For example, to be on the planning commission it may help to have a background in real estate, planning, or architecture. If someone does not have that background, they could still be a good fit but should be prepared to learn about those things. The expectations should also make it clear how often the board meets, their responsibilities, how to prepare for meetings and other key information. Pontiac's website includes expectation information for the planning commission in the "Planning Commissioner Wanted" document. To fully meet the essentials expectations the city should include expectations for the Zoning Board of Appeals and Historic District Commission. To meet the Certified expectations the city will need to also identify associated interests and backgrounds for development-related board and commission members, this can help potential applicants who may not have previous municipal experience know where they would be the best fit.

ORIENTATION

To help newly appointed or elected members get upto-speed, Redevelopment Ready Communities° will have established orientation procedures or packets. These packets should include local information such as copies or links to key plans and ordinances, as well as local policies. They should also include information on available training resources and general information to prepare a member for the decisions they will be asked to make. Pontiac has comprehensive orientation packets for the Historic District Commission, the planning



Best Practice 4—Boards and Commissions continued

commission, and the Zoning Board of Appeals. The city is meeting RRC Best Practice expectations.

BYLAWS

Bylaws or rules of procedures are required under law for certain boards and commissions. They also provide predictability for board proceeds and therefore the development review experience. Making a board or commission's bylaws available online allows for ease in accessibility for potential or current members. Pontiac has bylaws for the planning commission, Historic District Commission, and Zoning Board of Appeals and has made these available on the city website. The city is meeting this RRC Best Practice.

PLANNING COMMISSION ANNUAL REPORT

The Michigan Planning Enabling Act (MPEA) requires that the planning commission provide a report annually to the governing body on the commission's activities. Providing something as brief as a one-page memo satisfies the legal requirement under the MPEA. However, RRC encourages communities to use the report as a vehicle for incorporating several other best practices such as economic development strategy annual progress, reviewing any development review feedback, and assessing progress on the master plan. Pontiac annually produces a comprehensive planning commission annual report. The city is meeting this RRC Best Practice expectation, this practice should continue annually.

TRAINING STRATEGY

Developing a training strategy identifies opportunities

and encourages on-going training aligned with the community's goals, needs, and capacity. Creating a comprehensive document that details a community's plan for training shows that training is a priority for the community. For the training strategy to remain up to date the document should updated every two years (Essentials) or annually (Certified). Pontiac does not currently have a comprehensive training plan for development-related boards and commissions, but one should be created to meet RRC Best Practice expectations. The plan should include training materials, goals and expectations, funding sources (although it is possible to make a totally free training plan), how participants share training outcomes with other officials and staff, how training is consistently encouraged.

JOINT MEETINGS

*Certified-only Best Practice

While communities have master plans and common goals, it is easy to head in different directions when doing the day-to-day work. Even in smaller communities where officials may live next to each other or see each other at the grocery store, it is important to connect in an official capacity. Having some type of joint meeting or event between council, planning commission, Main Street, the Zoning Board of Appeals, and the Historic District Commission at least annually gives the community that chance to connect and ensure everyone is pulling in the same direction. It is unclear when Pontiac last held a joint meeting or training for development-related boards and commissions. When the city decides to pursue the certified path, joint meetings should take place annually.

Best Practice 4—Boards and Commissions continued

Status	Evaluation criteria	Recommended actions for Essentials	Recommended actions for Certification
4.1	The community has a clear recruitment and appointment process.	1	☐ Update the website to provide a clearly documented process around board and commission appointments
4.2	The community sets expectations for board and commission positions.	☐ Include expectations for the Zoning Board of Appeals and Historic District Commission on the website	☐ Identify associate interested and backgrounds for development-related boards and commissions
4.3	The community provides orientation materials to all appointed and elected members of development-related boards and commissions.		✓
4.4	The community has bylaws for boards and commissions.		✓
4.5	The community issues a planning commission annual report.		
4.6	The community has a documented training strategy.	☐ Create a comprehensive training plan/schedule for development-related boards and commissions. Update every two years	☐ Update board and commission training plan annually
4.7	The community holds joint meetings with boards and commissions.		☐ Annually hold a joint meeting or training with development-related boards and commissions

Best Practice 5—Economic Development Strategy

Best Practice 5 assesses a community's plans to strengthen its overall economic health and market itself to create community pride and increase investor confidence. The goal of the economic development strategy is to identify initiatives and methods that will encourage diversity of the region's economic base, tap into opportunities for economic expansion and help to create a sustainable, vibrant community. Additionally, this best practice helps communities understand and deploy local economic development tools and incentives. The ability to tell a community's story is an essential part of any economic development effort. To do this, communities must understand their existing assets, know their audience, and have consistent messaging. To coordinate these efforts internally and externally, Redevelopment Ready Communities[®] create formal marketing plans which help implement the community vision, values and goals.

LOCAL ECONOMIC DEVELOPMENT STRATEGY

*Certified-only Best Practice

More than ever, communities and their partners must understand how to leverage their strengths and address their challenges in a competitive market for talent and investment. A local economic development strategy guides those efforts. Pontiac's economic development strategy is a stand-alone document developed in 2015, titled "Pontiac Moving Forward: An Economic Recovery Strategy. "The economic recovery strategy coordinates with city's master plan, Woodward loop study, Michigan Vacant Properties Campaign, and the Southeast Michigan Council of Governments "Comprehensive Economic Development Strategy." Pontiac's opportunities and challenges are identified in the plan and were based on both community/stakeholder input and market analysis. The information gathered through the planning process led to the creation of a six-pillar framework that serve as the basis for Pontiac's economic transformation. The six pillars are: (1) educated and develop the workforce; (2) advance strategic growth areas; (3) enhance the local brand and image; (4) improve the local quality

of life; (5) promote development in priority areas; and (6) align and empower the implementers. Chapter 4 details six strategies for growth that directly connect to the six pillars of the plan. Details about each strategy and potential partners are clearly defined. A detailed implementation table is provided in chapter five. The implementation table identifies goals, actions, responsible parties, and provides timelines that are either near-term or long-term. The plan is easily found on the community development section of the city's website. While Pontiac has a strong foundation for moving forward with economic development activities, it is unclear what has been accomplished since the creation of the plan. In order to increase accountability and spur implementation, the economic development strategy should be reviewed annually and progress on implementation should be reported to the governing body.

INCENTIVE POLICIES

*Certified-only Best Practice

Having clear economic development incentive policies creates predictability and assists communities in making the most efficient use of limited local resources when supporting proposed development projects. Common incentive options such as tax abatements, special districts, land disposition policies, and fee waivers should be documented and available online for added transparency. Pontiac offers to provide assistance for incentives to "businesses who redevelop contaminated, blighted and functionally obsolete sites to facilitate the reuse of the properties. Incentives can be discussed during preliminary application meetings with economic development department staff to identify which tax incentive options best support the proposed development project." This is a good start and indicates that the city is thinking about how to best utilize economic development tools. To meet RRC Certified Best Practice expectations, Pontiac should formalize its economic development incentive policies, create the corresponding applications, and make this information available on the city website.



Best Practice 5—Economic Development Strategy continued

MARKETING PLAN

*Certified-only Best Practice

Every community has a unique story to tell. A marketing plan coordinates how that story is told to help attract new residents, visitors, businesses, and development. Marketing is a team effort, and a community typically has numerous partners doing marketing on its behalf—some it may not even be aware of. A strategy can help the community understand all the players and ensure a consistent story

about the community's strengths is getting out there. While Pontiac does not yet have a marketing plan, a major focus of the economic development strategy is the development of a marketing plan. Potential partners, tools and resources, and proposed actions for the development of a marketing plan are all laid out in the economic development strategy. To meet its own goals and RRC Best Practice 5.3, Pontiac should follow the steps laid out in strategy 2 of their economic development strategy.

Status	Evaluation criteria	Recommended actions for Certification
5.1	The community has approved an economic development strategy.	☐ Annually review economic development strategy and report on implementation progress
5.2	The community has adopted policies to guide economic development incentives.	☐ Formalize economic development incentive policies, create the corresponding applications, and make this information available on the city website
5.3	The community has a documented marketing plan.	

Conclusion

The RRC program assists communities in maximizing their economic potential by embracing effective redevelopment tools and best practices. Upon receipt of this report, community staff and leadership should review the recommendations and determine if they align with the community's priorities and vision. If, after review, the community believes that RRC is still a good fit, the governing body should **pass a resolution of intent to continue** with the process.

Upon receipt of that resolution, the community will enter the next phase of the process: officially working toward Essential or Certified status. During that phase, the community will be able to make progress on RRC items at its own pace and receive regular support from

its RRC planner. Additionally, the community will have continued access to the RRC online library of resources, an extensive network of other RRC-engaged communities, and the ability to apply for matching technical assistance dollars from RRC. To guide this next phase, RRC recommends the community assign a board to be responsible for overseeing RRC implementation and setting a schedule for regular check-ins, as well as, encouraging community staff and officials to learn more about RRC via in-person or online training. RRC looks forward to working with the community on reaching Essential or Certified status and a long, positive partnership for many years to come.

Post-certification Appendix

Best Practice 6—Priority Redevelopment Sites®

Best Practice 6 assesses how a community identifies, envisions, and markets their priority redevelopment sites. Instead of waiting for developers to propose projects, Redevelopment Ready Communities° identify priority sites and prepare information to assist developers in finding opportunities that match the community's vision. Communities must think strategically about the redevelopment of properties and targeting investments in areas that can catalyze further development. For instance, identifying and marketing priority sites in obsolete, vacant, and underutilized properties can assist a community in stimulating the real estate market.

Additionally, engaging the public and understanding desired outcomes for priority sites create a predictable environment for development projects and reduce the risk of rejected development proposals.

Post certification, the Redevelopment Services Team (www.miplace.org/rsteam) will be available to assist communities in identifying, packaging, and marking sites that can help the community implement their vision. We ask communities to put together a list of potential redevelopment sites, both publicly and privately owned, before meeting with the Redevelopment Services Team.

Status	Evaluation criteria	Post-certification recommended actions	
6.1	The community identifies and prioritizes redevelopment sites.		
6.2	The community gathers basic information for at least three priority sites.		
6.3	The community has development a vision for at least three priority sites.	Complete the other five best practices. Once those are complete, the RRC planner will connect	
6.4	The community identifies potential resources and incentives for at least three priority sites.	the community with the Redevelopment Services Team to complete this best practice.	
6.5	The community assembles a property information package for at least one priority site.		
6.6	Prioritized redevelopment sites are actively marketed.		

#1 RESOLUTION



PONTIAC CITY COUNCIL RESOLUTION

Honoring the Life of Alonzo E. Cash

Whereas the City of Pontiac, Michigan has been privileged to have many exemplary civic volunteers serve as election workers over the decades, whose hard work and dedication has contributed to the success of the election process in Pontiac;

Whereas Mr. Alonzo E. Cash was a resident of Pontiac and served as an election worker for the City for many years, delivering machines to multiple voting locations as well as assisting with the counting of absentee ballots;

Whereas Mr. Cash was insistent about preserving the integrity of the election process and ensuring that citizens would be afforded their right to vote;

Whereas Mr. Cash was devoted to serving his community through other means, as well, as a member of Saint Stephen Missionary Baptist Church in Pontiac and as a faithful volunteer with Oakland County Toys for Tots;

Whereas Mr. Cash passed away on February 7, 2022 at the age of 58, which is a tremendous loss to our community, his family, his friends, his neighbors, and to the Pontiac City Clerk's office staff and his fellow election workers; now,

Therefore, Be It Resolved, the Pontiac City Council, Pontiac Mayor Tim Greimel, and the entire City Clerk's Office hereby mourns the passing Mr. Alonzo E. Cash; and further

Resolved, the City Council expresses our deepest gratitude for Mr. Cash's dedicated service to our City and to the Citizens of Pontiac, whose lives were enriched because of his willingness to help and be involved; and further

Resolved, the City Council also honors the sacrifices his family made for Mr. Cash to be able to share his precious time to help facilitate elections in our municipality; and further

Resolved, the City Council and the entire community will remember his work, his personality, his spirit, and his willingness to help others; and further

Resolved, we extend our deepest sympathies to his family, friends, and colleagues.

PONTIAC CITY COUNCIL

Mike McGuinness, Council President
Mikal Goodman, Councilmember
Brett Nicholson, Councilmember
Melanie Rutherford, Councilmember

Pontiac, Michigan

March 22, 2022

William A. Carrington, President Pro Tem

Kathalee James, Councilmember

William Parker, Jr., Councilmember

#2 RESOLUTION



PONTIAC CITY COUNCIL RESOLUTION

Celebrating the Achievements of Humanitarian Ruth Peterson

Whereas the month of March is National Women's History Month, which recognizes and spreads awareness of the importance of women in the history of the United States;

Whereas many notable, strong women have helped shape our Pontiac community for the better through the decades, yet their names and their stories have not always been adequately shared or celebrated;

Whereas Ms. Ruth Peterson spent five decades giving back to the community and was a renowned humanitarian who devoted herself to helping others in need;

Whereas she was a co-founder of Friends In Service Here (FISH) and their extended chapters, which worked to provide those in need with food and other essential supplies, and established the FISH hotline to connect those in need with resource providers;

Whereas Ms. Peterson was an early force behind the establishment of the Pancake Shelter in Pontiac, and the community's pancake breakfasts that ran for many years, organized the Greater Pontiac Community Resource Manual, and helped establish the Furniture Resource Center in Pontiac;

Whereas she was a Human Relations Consultant with the School District of the City of Pontiac, and founded the "Adopt a Grandparent" Program at the School District's Frost School among other initiatives to support Pontiac students, particularly those that dealt with social services and community school programs;

Whereas Ms. Peterson was a Deacon at Kirk in the Hills Presbyterian Church, taught Bible School and Sunday School for forty years, served on the church's Woman's Association Board, and was a catalyst for many outreach efforts by the congregation to partner with Pontiac organizations and schools to make a positive difference;

Whereas she was a Board Member of Pontiac YWCA, YMCA of Oakland County, Oakland County Volunteer Bureau, and People to People, and volunteered at Oakland County Children's Village and Pontiac General Hospital, where she started the "Service With Love" Program at the hospital;

Whereas the City of Pontiac named the Ruth Peterson Senior Community Center to honor her impactful life and celebrate the spirit of volunteerism that she embodied;

Whereas Ms. Peterson passed away in 1996 at the age of 78 and, in the decades since then, there haven't been as many residents who personally knew her and about her vast legacy of service, and the City did not readily have documentation about her legacy;

Whereas City employees Gladys Smith and Linda Simpson, who work at the Ruth Peterson Senior Community Center, worked to research more about her fascinating life;

Whereas the Pontiac City Council at our March 1, 2022 Council Meeting formally declared March 2022 as Women's History Month in the City of Pontiac, Michigan; now,

Therefore, Be It Resolved, the Pontiac City Council hereby celebrates the achievements of humanitarian Ruth Peterson and marvels at her many accomplishments; and further

Resolved, the City Council honors the contributions and sacrifices Ms. Peterson made to uplift other Pontiac residents, inspire other women, and help others in need throughout our community; and further

Resolved, the City Council wants her family and friends to know how enduring her impact has been on our community, and that her life continues to be celebrated even as the years progress; and further

Resolved, the City Council acknowledges the work done by Ms. Gladys Smith and Ms. Linda Simpson to research the legacy of Ms. Ruth Peterson, and to ensure that the Ruth Peterson Senior Community Center undertakes efforts to better share her story and the inspiration behind the center's naming in her honor; and further

Resolved, we encourage Pontiac residents to learn about Ms. Ruth Peterson, to reflect on her legacy, and keep the spirit of her memory alive; and further

Resolved, we shall remember her favorite quote that she kept next to her phone and referenced when asked how she was able to make such a positive impact: "It's amazing how much you can get done when you don't have to worry about who gets the credit;" and further

Resolved, the City Council welcomes additional opportunities for us as a community to better acknowledge and celebrate the women of Pontiac who have made such a dynamic difference in our city through the generations.

PONTIAC CITY COUNCIL

Pontiac, Michigan

March 22, 2022

Mike McGuinness, Council President Mikal Goodman, Councilmember Brett Nicholson, Councilmember Melanie Rutherford, Councilmember William A. Carrington, President Pro Tem Kathalee James, Councilmember William Parker, Jr., Councilmember

#3 RESOLUTION



CITY OF PONTIAC OFFICIAL MEMORANDUM

TO:

City Council President Mike McGuinness, and City Council Members

FROM:

Darin Carrington, Finance Director

CC:

Mayor Tim Greimel; Deputy Mayor Khalfani Stephens

DATE:

March 18, 2022

RE:

Forensic Audit Contract with Marsh Minick

The City recently issued an RFP for a Forensic Audit. During the last few weeks, representatives from the Administration and City Council reviewed the responses that were received to the RFP. From this review, it was unanimously decided that the leading response was from the firm of Marsh Minick which is based in Portland, OR and this recommendation is being brought to City Council.

We have had conversations with the recommended firm and the attached Scope of Work ("SOW") has been developed. Additionally, the attached contract has been drafted for this proposed engagement. The total price of the engagement is expected to be \$175,000, not including any additional expenses for incidentals.

In order to execute the contract and begin the proposed audit, the Administration is presenting the attached Agreement and Resolution for Council's approval.

Attachment



RESOLUTION

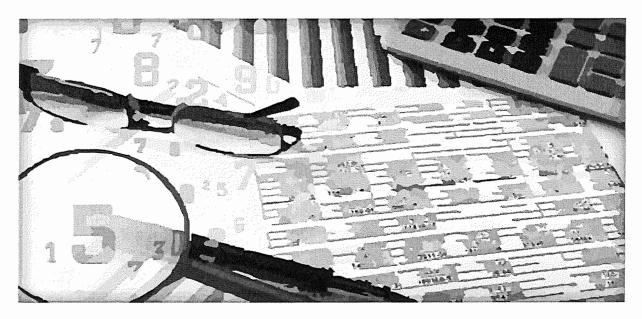
Whereas, the City of Pontiac issued a Request for Proposal (RFP) for forensic audit services in January 2022; and

Whereas, the City received several responses to the RFP and upon evaluation determined that the firm of Marsh Minick was the top response; and

Whereas, the Administration hereby recommends the firm of Marsh Minick as the firm to perform the proposed forensic audit; and

Whereas, the forensic audit would be done pursuant to the attached Contract and Scope of Work;

NOW THEREFORE be it resolved that the City Council hereby approves the proposed Contract with the firm of Marsh Minick to perform the Forensic Audit as detailed in the RFP and the Scope of Work.



Scope of Work Forensic Audit Services

City of Pontiac, Michigan

March 11, 2022



17548 NW Springville Rd. Suite #F17 Portland, OR 97229

(971) 266-1846 Info@MarshMinick.com www.MarshMinick.com

Scope of Work

Period

- The scope period is from January 1, 2014 to March 1, 2022
- · The forensic audit will encompass all of the City financials for the scope period

Agreed upon Procedures

Information Gathering

Request for Information (RFI) Checklist: Forensic Auditors to provide the City with a Checklist of necessary documents, records, files, and data to be audited. There will be an RFI Checklist at the start of the examination and possibly follow-ups as needed:

- City can provide the information via secure electronic file transmission (Forensic Auditors will provide the City with a client folder on IronBox)
 AND
- Forensic Auditors can perform an onsite visit to scan information

Interviews: Individuals will be interviewed by Forensic Auditors and will be selected based on possible first-hand knowledge or evidence they may have to be gathered.

 Such as current and former City leadership (elected and appointed), managers, employees, vendors, and others identified by Forensic Auditors

Research: Forensic Auditors to perform online research and database queries as part of information gathering about financials and to prepare for interviews.

 Such as the City of Pontiac's website that contains agendas, meeting minutes, budgets, ordinances and codes

Assessment, Analysis and Testing

 Risk-based and targeted on areas of highest risk of potential problems at the discretion of Forensic Auditors as identified during Information Gathering

Assessment:

- Fraud risk and financial control assessment for functionality and effectiveness
- Financial compliance assessment with applicable policies, procedures, ordinances, laws, rules, mandates, and/or agreements

Analysis:

- · Bank accounts, investment accounts, credit accounts
- Financial system export, ledgers, funds, line items
- Revenue and expenses transactions including receipts, purchases, invoices, payments, checks, payroll, and other money movements
- Financial reports, budgets, limit/authorization, signatory sheets
- Other financial records, such as internal financial tracking sheets and logs
- Other records that may provide insight into financial context and decision-making, such as meeting minutes, memos, oaths/attestations, and emails



Forensic Testing:

- · Fraud and theft incidents
- Unsubstantiated expenses and waste of funds
- Unrecorded and under-recorded revenue
- Financial mismanagement, mishandling, and misallocation of funds
- · Abuse of authority or misconduct
- Purchases and vendor payments
- · Reimbursements and credit card expensed transactions
- · Unmitigated fraud risk and financial control deficiencies
- · Noncompliance with obligations and mandates
- · Other as warranted and identified at the discretion of the Forensic Auditors

Deliverables

Report of Findings: Forensic Audit results will include procedures and details of assessments, analysis, and forensic tests. Report delivered electronically to the City.

Recommendations for Improvement: Opportunities for improvement will be tracked during the Forensic Audit, and practical recommendations will be provided by Forensic Auditors to the City for consideration.

Delivery of the Report of Findings and Recommendations: Forensic Auditors will walk-through of the forensic audit results and recommendations with the City in person.

Timeline and Pricing

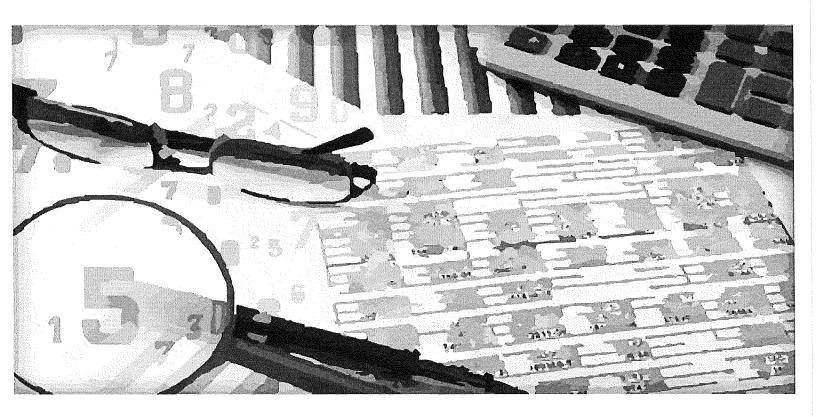
Marsh Minick plans to complete the forensic audit services by the end of July 2022.

Marsh Minick proposes a fixed-firm-price of \$175,000 for a comprehensive forensic audit of the City, based upon the extent of effort necessary to examine all of the financials for the scope period. In addition, any other expenses will be billed as follows:

- · Investigative database or public information queries to be billed at cost
- Printing and shipping will be billed at cost
- USB, CD, or external storage device will be billed at cost
- Travel that is necessary to fulfill services will be billed following the GSA & IRS standard rates based on the location, and include transportation, lodging, and M&I
- · Any other expenses will be pre-approved and billed at cost

Invoiced monthly due net-30 days in four (4) installments in April, May, June and July 2022.





Proposal for: Forensic Audit Services City of Pontiac, Michigan



17548 NW Springville Rd. Suite #F17 Portland, OR 97229

(971) 266-1846 Info@MarshMinick.com www.MarshMinick.com Cover Letter January 31, 2022

This Proposal is in response to the Request for Proposals ("RFP") by the City of Pontiac ("City"). This Proposal was prepared by Marsh Minick, P.C. a firm that specializes in forensic auditing ("Marsh Minick").

Scope of Work Summary Marsh Minick understands that the City is needing forensic audit services on the financial transactions from fiscal year ending June 30, 2014 to January 4, 2022 that will include an analysis on the following:

- Forensic audit of the City accounts, funds, and transactions
- Risk assessment and review of the City's financial procedures
- Forensic analysis to include the following records:
 - o Purchases, contracts, vendor payments
 - Bank account and credit card transactions
 - o Other financials as warranted and identified during the examination

Deliverables for the forensic audit will be a fact-based report of findings, along with recommendations for improvement, and a video recorded verbal delivery of the report.

Best and Most Qualified Firm Marsh Minick is a specialized audit firm that solely practices forensic audits, risk and compliance engagements. Our clients are government and publically funded agencies, including cities and other entities that are recipients of public funding.

Marsh Minick's forensic audit team is highly qualified, capable and skilled in this field. The firm's Principal owners personally render services; each have advanced master's degrees in financial forensic, bachelor's degrees in accounting and management, and specialized credentials as fraud examiners and financial crime investigators. Marsh Minick is domiciled in Portland, Oregon and provides nationwide services. We are a certified women owned small business.

212905

We entrust you will find this proposal informative. Thank you for your time and consideration.

Sincerely,

Marsh Minick, P.C.

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Brand Marsh

Melissa Frick Minick



Firm Profile

Marsh Minick, P.C. specializes in forensic auditing, internal control evaluations, risk and compliance assessments, and financial investigation consulting for governmental and publicly funded agencies.

Marsh Minick has one office and is domiciled in Portland, Oregon and provides nationwide services. Work is performed from our office, and at the client's worksite when needed, which will be determined at the onset of the engagement. We are an Oregon registered women business enterprise, emerging small business, and disadvantaged business enterprise (COBID #10212) company; additionally we are certified by the federal government for being a women-owned small business.

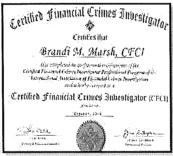
About Marsh Minick, P.C.

Forensic auditing services are personally rendered and delivered by the firm's principal owners, Brandi Marsh and Melissa Frick Minick. The auditors were professionally trained in this field together and have been working as a team for 20 years' (since 2003) performing financial forensics. The firm, Marsh Minick, P.C., was formed in 2013 and the practice was established in 2015. Marsh Minick are an effective auditing team because of working so closely in partnership for so long, and are skilled forensic auditors with a track record of completing highly complex forensic audit services.

The principal owners are the sole practitioners at Marsh Minick with the support of one administrative professional. The practitioners have earned the following certifications:

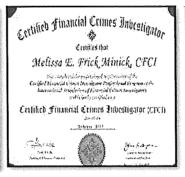
- Association of Certified Fraud Examiners (CFE)
- International Association of Financial Crime Investigators (CFCI)
- Association of Certified Anti-Money Laundering Specialists (CAMS)
- Department of Justice, Federal Bureau of Investigations (FBI) Citizens Academy















The principal owners at Marsh Minick each hold educational Degrees in the following:

Brandi Marsh, MS, CAMS, CFE, CFCI

- Bachelor's in Accounting, Eastern Oregon University, La Grande, OR
- Master's in Fraud and Forensics (GPA 4.0), Carlow University, Pittsburgh, PA

Melissa Frick Minick, MS, CFE, CFCI

- Bachelor's in Business, Eastern Oregon University, La Grande, OR
- Master's in Fraud and Forensics (GPA 3.97), Carlow University, Pittsburgh, PA

Copies of degrees and transcripts are available upon request.

Conflicts of Interest – Independence Statement

Marsh Minick is independent firm with no business or personal dealings in the City of Pontiac or with the State of Michigan; therefore, Marsh Minick is free from any conflicts of interest and will maintain independence free from any influence and conflicts aligned with government audit standards.

Firm Knowledge and Experience

Overview of Forensic Audit Service Knowledge and Experience

Marsh Minick is experienced with conducting forensic auditing, risk and compliance services for government entities and publicly-funded organizations. Marsh Minick has performed forensic audits in the past under high pressure and scrutiny by the public, and which affects public programs, officials and employees. We have experience forensic auditing when there is financial mismanagement, waste, abuse, and financial crimes that have occurred. Marsh Minick's forensic audits always start with a predicate, such as situations where amounts of funds are unknown, uncertain, lacking transparency, missing, unaccounted for, wrongly tracked, out of balance, underperforming, or allegations of suspicious activity when money is misused or stolen.

Audits previously conducted by Marsh Minick normally involve complex financials that require forensic review, analysis, testing, verification, reconstruction and recalculation of transactions, accounts, statements, and other financial documentation. In many cases, Marsh Minick must utilize investigative techniques to obtain, locate and recover lost and destroyed records, and originals of manipulated financial documentation. Marsh Minick evaluates governance, compliance, risk and controls for functionality and effectiveness as part of forensic audits, which provides the root cause and reasons for how the situation came about leading to the examination. Typically Marsh Minick discovers during audits that there are conflicts among parties, such as oversight bodies, public officials and employees that includes disagreements, grievances, allegations, and political motivations, which Marsh Minick works through those obstacles to get all tasks completed.

Throughout forensic audits we have conducted in the past, Marsh Minick communicates with the contact person and provides a status report every-two-weeks that details progress and upcoming activities, preliminary information and findings when possible, and project financial updates.



Deliverables are always a fact-based report of findings that contains all auditing procedures performed, forensic testing and analysis results, and reconstruction of critical financials. Additional deliverables are recommendations for improvement that are meaningful and practical to implement, and a video containing an oral summary of the results and deliverables.

List of Former Clients and Samples of Prior Audit Reports

Marsh Minick's prior work services have been trusted by all forms of government entities and agencies, and organizations receiving public-funding. To demonstrate Marsh Minick's firm knowledge and experience, a select list of former and current clients is provided, along with a description of the work performed. Marsh Minick has completed similar work services in the past as being proposed for the City, including having performed services pertaining to the following highlighted in the client list:

- Forensic auditing
- · Examinations and evaluations of documents, records, and data
- · Financial forensics of funds, income, grants and endowments
- Reconstruction and validation of financials and accounting funds
- Governance, risk, compliance, and control assessments
- Services previously performed in similar scope or relatable topic

Samples of reports and other deliverable materials previously completed by Marsh Minick have been published online by past governmental clients and/or news media. Most of Marsh Minick's concluding reports are thorough often approximately 100 pages in length, encompassing the audit procedures, analysis and test findings, reconstruction of financials, and recommendations. Marsh Minick requests the City review the online samples of past work provided in the links below as part of the evaluation of our qualifications.

Type of Client	Examples of Past and Present Forensic and Audit Work Services Performed
	Teacher's Retirement System of the City of New York
	 Fraud Risk Assessment and Internal Controls Evaluation of the public pension and retirement funds from City public school and university teachers. Performed surveys and interviews, and determined risk likelihood, significance, and control measures. Recommended improvements to the City's processes, revised policies and procedures, and delivered training about risk and compliance matters to City employees administrating pension and retirement funds.
City	City of Seattle's Treasury Department (Reference #1)
Governments	 Fraud Risk Assessment and Internal Controls Evaluation after cash was missing from the vault and cash handling procedures were not being followed. Performed onsite inspection and review of governance and processes. Recommended multiple improvements to the City's Treasury operations by improving measures and practices to secure public money.
	City of Portland's Office of Community and Civic Life
	 Forensic Audit of a Neighborhood District that had mismanaged pubic money granted by the City and through public endowments for services, and also Paycheck Payment Protection Act



(PPP) funds received as part of the COVID relief and pandemic. Forensic audit included a controls evaluation of the District. The audit revealed fraud had occurred and there was continuous problems administrating public services as obligated and in compliance. Findings led to the City Council and Commissioner in charge of Civic Life redirected public funding for more effective community services and programs.

Sample of Report to the City:

https://www.opb.org/pdf/Forensic%20Audit%20of%20SWNI 1605822641636.pdf

Saline County Board, Illinois

Forensic Audit of County Clerk and Recorder's Office regarding financial mismanagement of
public funds from County income from services and taxes. Forensic audit included a risk
assessment. Findings included misappropriation of all County funds. There was highly complex
taxation, fund, and financial movements that was examined as part of this audit. Improved
transparency for financial affairs at the County.

Sample of Report to the County Board:

https://thesouthern.com/view-the-full-forensic-audit-of-saline-county-clerks-office/pdf_ea6de65e-2f06-53ab-88bd-61e775356bec.html

Karnes County Judge, Texas (Reference #2)

County Governments

Forensic Audit of the financials for all County offices, which were being handled by the County
Treasurer and County Auditor's Offices. The examination included highly complex financial
reconstruction and recalculation of numerous county funds and investments, including
oil and gas. Findings were that the County funds and investments had been mismanaged,
compliance and risk controls were not functional. Improved transparency of financial affairs,
and provided recommendations and guidance for how to remediate issues.

Pulaski County Court, Arkansas

Forensic Audit of a Recreational District's community facilities and pool which had been in
disrepair. Findings were that endowed funds were supposed to be expended on a capital
project to fix the facilities and pool, but payments were made to illegal and non-licensed
construction contractors, and misused by a Board member. Improved community awareness of
the District's financial situation was the result, and so that the Board could determine how to
proceed on the matter.



	Oregon Secretary of State's Audit Division
State Government	 Fraud Investigation of State's Business Energy Tax Credit Program, which was administrated by the Oregon Department of Energy. A highly complex examination to validate, verify, and reconstruct financials for 4,000 renewable energy projects in a \$2.4 billion dollar tax credit program. Conducted interviews of over 40 individuals. Findings were that \$347 million dollars in projects that had concerning financials. Recommendations were implemented by the State in phases. Additionally, there was a criminal conviction for fraud and conspiracy. Sample of Report to the Secretary of State: http://media.oregonlive.com/politics impact/other/20160907165604113[5].pdf Sample of Report to the Department of Justice: http://media.oregonlive.com/business impact/other/ODOJ%20report.pdf
	News about the Criminal Conviction: https://www.justice.gov/usao-or/pr/seattle-man-pleads-guilty-fraud-conspiracy-involving-former-oregon-
	department-energy Washoe Housing Authority - Washoe Tribe of Nevada and California
Public Funded Agencies	 Forensic Audit of the Housing Authority funds from federal block grants, HUD grants, and capital investment project funds endowed for construction projects and maintenance of Tribal community residential housing. Forensic testing was complex because of the multitude of grant drawdowns and regulatory compliance and legal stipulations for financial expenditures. There was a risk and controls assessment performed as part of the examination. Findings were that funds were mismanaged and there was abuse of power and nepotism pertaining to construction contracts. Improvement was transparency to the community, and Tribal fulfillment of regulatory requirements for accepting and spending federal money. Hazlehurst Housing Authority for the City of Hazlehurst, Mississippi Forensic Audit of the public Housing Authority financials received from tenants, endowed by City funds, and HUD grants. Significant and critical financial records and documents had been intentionally manipulated and destroyed to cover-up stealing by the Executive Director. Forensic audit required locating and reconstructing financial records in alternative methods, such as contacting vendors and credit card companies for statements and invoices, forcing a password reset on the Executive Director's computer files and emails, obtaining financial records previously provided to other auditors and regulatory agencies. Findings was that the
	Executive Director had stolen over \$50,000 and was convicted in federal court. News about the Criminal Conviction: https://www.justice.gov/usao-sdms/pr/former-housing-authority-director-pleads-guilty-stealing-federal-funds
Federal Government	U.S. Department of the Treasury – Office of the Comptroller of Currency • Anti-Money Laundering Bank Examinations of financial institutions nationwide to oversee compliance with financial regulations. Engage with Bank executives and senior managers to obtain financial documentation and perform interviews. Conduct risk and compliance testing, and other financial forensics necessary to make findings. Provide the US Treasury Examination Supervisor in Charge with a written summary of findings. Meet with Examination team and Bank executives and senior management as needed to explain results of findings.



References

Prior Experience Reference #1			
Name	City of Seattle Teri Allen, Director of Finance and Treasury Department Teri.Allen@seattle.gov		
Address	Seattle Municipal Tower, Downtown Seattle, WA		
Time period services provided June 2019 – November 2019			

Prior Experience Reference #2			
Company Name	Karnes County, Texas Honorable Judge Wade Hedtke wade.hedtke@co.karnes.tx.us		
Company Address	101 North Panna Maria Ave, Suite #101, Karnes City, TX 78118		
Time period services provided	October 2019 – February 2020		

Marsh Minick Competitive Advantages

There are multiple advantages of selecting Marsh Minick as the forensic audit firm:

- Marsh Minick conducts risk-based forensic audit services following the Certified Fraud Examiners methodology and aligned with government auditing standards (GAGAS) that benefits the City because this approach:
 - o Maximizes audit efforts and returns the most meaningful results
 - o Focuses on areas of greatest risk and magnitude of impact
 - Targeted forensic analysis and testing based on scope plan and objectives
- Risk-based forensic auditing conducted by Marsh Minick is a superior methodology to other auditing styles provided by accounting firms because CPAs typically perform limited agreed upon procedures and testing, provide cookie cutter results that are universally applicable, and which will be based on their opinion.
- The Report of Findings by Marsh Minick will be fact-based on evidence gathered during the forensic audit. This is superior because fact-based-findings are reliable, so the City will have confidence and validity that the audit results and the reconstruction of financials are accurate. The report will be custom-written specific for the City audit tests, situation, and results.
- Marsh Minick provides a digital video containing an oral delivery of the Report of Findings. This video has been widely praised by prior clients because it allows for each board member and stakeholder the opportunity to listen at their leisure and follow along with the Report simultaneously. The video provides verbal and visual context of the results and allows for the video to be re-watched in the future as needed for recollection or public records retention purposes.
- Marsh Minick has conducted many forensic audits and can assure the City a well-planned out



audit with a smooth process from start to finish. We will be communicative and engaging, but not disruptive of City operations.

- Marsh Minick principal owners personally render and deliver services. We are a highly certified, skilled, and efficient team together, which enables us to work through complex financials quickly, and achieve goals in a succinct manner. This provides cost advantages to the City as our team is small on the budget with the high caliber skill and delivery of services.
- Marsh Minick utilizes financial forensic and investigative skills when examining records and information, which provides the City with especial confidence that a scrupulous and thorough forensic audit will occur based on the uniqueness of your situation.
- Marsh and Minick named the forensic audit firm after ourselves, and therefore the quality, completeness and professionalism of deliverables are important to us because our personal names stand behind work we do. We have always fulfilled our commitments.
- Marsh Minick is a small business, women owned business, and disadvantaged business certified federally and by state of Oregon. The Small Business Association says the benefits of government contracting to small business is you gain access to new ideas (better quality work) that small business provide over large businesses; moreover, small businesses are engines of economic development and job creation. Support any equal opportunity benchmarks as well for minority owned and socio-disadvantaged businesses.

Forensic Audit Approach

Marsh Minick specializes in conducting forensic audits. Our approach is to be independent examiners, and rely on fact-based evidence gathered during the audit for results.

Predicate

The predicate for the forensic audit is will be discussed with the City during the introductory meeting.

Scope Period

The scope period is seven (7) annual periods ending June 30, 2014 to January 4, 2022 analyzing Fund, Line Items, Transactions, and Financial Records of concern by the City and at the discretion of the Forensic Auditors.

Scope

Perform forensic auditing of the financial transactions, along with a risk assessment review of the City's accounting procedures. Examine validity of financials and identify areas of concern that may include financial mismanagement, misconduct, waste, abuse, or fraud.



Forensic Audit Phases

The three proposed audit phases from beginning to conclusion are as follows:

Planning & Information Gathering

Planning and introductory meetings to assess concerns and collect initial data readily available

Request, obtain and review records about the predicate and scope of work services

Conduct interviews with individuals that have first-hand information

Assessment, Analysis and Testing

* May continue interviewing and information gathering as needed to complete analysis and tests

Review governing, compliance and risk documents that require adherence, including policies, procedures, agreements and contracts

Review financial data, funds, accounts, and reports, management and operational records, and other identified communications, information, data and documentation

Perform forensic analysis and testing for compliance with accounting practices, and identify any suspicious transactions

Deliverables

Report of Findings that includes forensic audit procedures, analysis and testing results, risk assessment review of accounting procedures for the scope period

Recommendations for improvement

Report of Findings and Recommendations will be provided on a USB drive and will include a digital recorded video of an oral summary of the results

Approach: Planning and Information Gathering

Marsh Minick will begin the audit with an introductory meeting held with the City contact person(s) and other key individuals. The agenda for the introductory meeting will include a discussion about predicate, specific goals, areas of interest and concern, review of the approach and timeline, and any other important information at the onset of the forensic audit.

During the introductory meeting it will be determine if Marsh Minick should perform onsite information gathering at the City office, or whether the information gathering can be performed from Marsh Minick offices and done remotely. How the information is gathered, whether onsite or remotely, will be based upon the availability and condition of records, as well as staff effort and availability capacities. Marsh Minick will provide an information request checklist to begin gathering documents, records, and data. The anticipated information to be requested and collected on the checklist will be necessary to perform a lookback at financial statements, financial records, meetings minutes, and other relevant documentation that occurred in the scope period. Additionally, governance documentation will be requested along with other pertinent information.

Marsh Minick will perform interviews with select individuals that have first-hand information that is



relevant to the forensic audit, which may include Board members, Officials, Department heads, senior employees, other individuals responsible for financial management, and/or individuals that have relevant allegations to the scope of work. Additional information will be gathered as needed from websites, such as the City website, public databases of information, or investigative queries.

Approach: Assessment, Analysis, and Testing

Marsh Minick will review and analyze the information gathered and perform forensic audit testing that is specific and customized for the City's situation. Forensic analysis and tests will reveal the validity and accuracy of financial records, and allow Marsh Minick to examine transactions for the risk of financial misconduct or fraud. There will also be an evaluation of governance, compliance, and risk practices that will reveal the root cause and reason behind the financial issues.

The auditors prefer to utilize electronic records versus physical paper records during the examination. Therefore, Marsh Minick provides a secure and easy way for the City to electronically transmit files to the forensic audit team using IronBox an encrypted file transmission system. Marsh Minick will provide a private URL link to a secure client folder on IronBox that is password protected. If Marsh Minick performs onsite record collection at City offices, those paper-based records will be electronically captured by Marsh Minick. We have a traveling scanner and other methods and devices to electronically capture the information needed for the audit. Records are retained by Marsh Minick for no more than 3 years after the date of the services rendered.

Marsh Minick will perform the audits aligned to Generally Accepted Government Auditing Standards (GAGAS) for forensic auditing following the Association of Certified Fraud Examination (ACFE) methodology.

Approach: Deliverables

Marsh Minick will prepare a concluding fact-based findings report, along with reconstructed financials as needed, and recommendations for improvement. Marsh Minick will prepare an exit video with an oral delivery of the findings and recommendations. The Project Deliverables will be provided to the City electronically, which will include the report, recommendations, and the oral delivery video.

Communications

There will be a status report provided by Marsh Minick every two weeks to communicate the audit's progress. Marsh Minick is cognizant that a forensic audit may feel like an annoyance; therefore, the audit team commits to working independently with minimal disruptions as possible. If an issue arises, Marsh Minick will immediately reach out to the point of contact with a description of the issue and suggestions for resolution. The status report will detail progress and upcoming activities, preliminary information and findings when possible, and project financial updates.



Timeline

Marsh Minick has prepared a project schedule to complete the necessary services.

Phases	March 2022	April 2022	May 2022	June 2022	July 2022
Planning and Information					Design Services of the Control of
Gathering					
Assessment, Analysis, and	*Contraction (200)				
Testing					
Deliverables					

Pricing

Marsh Minick proposes a fixed-firm-price for the forensic audit of the City, based upon our hourly rates for Marsh Minick at \$280 for forensic auditing services and \$75 for administrative services.

Depending on the extent of concerned areas, the firm price to perform forensic services is \$70,000.00 to \$175,000.00. In addition to any other expenses as follows:

- Investigative database or public information queries to be billed at cost
- Printing and shipping will be billed at cost
- USB, CD, or external storage device will be billed at cost
- Travel that is necessary to fulfill services will be billed following the GSA & IRS standard rates based on the location, and include transportation, lodging, and M&I
- Any other expenses will be pre-approved and billed at cost

Invoiced monthly with due date net 30 days.

Thank You!

We hope you will select Marsh Minick, P.C. to perform the forensic audit. Please contact Marsh Minick, P.C. by telephone or email.

Thank you for your consideration of this proposal.

Brandi Marsh

Band March

Melissa Frick Minick

Marsh Minick, P.C.

Address: 17548 NW Springville Rd. #F17, Portland, OR 97229

Phone: 971-266-1846

Email: Info@MarshMinick.com Website: www.MarshMinick.com



AGREEMENT FOR FORENSIC AUDIT SERVICES

THIS AGREEMENT, made and entered	l into this	day of	, 2022, (the
"Effective Date") by and between the CITY OF PC	ONTIAC, a Mic	higan Municipal	Corporation of
the State of Michigan, (hereinafter called "City"), the address	of which is 474	50 Woodward
Avenue, Pontiac, Michigan 48342; and MARSH M	IINICK, P.C. (1	nereinafter called	"Contractor"),
the address of which is 17548 NW Springfield Ro	ad, Suite #F17	Portland, Orego	on, 97229. City
and Contractor shall be collectively referred to as t	the "Parties."		

RECITALS:

The following is a recital of facts underlying this Agreement:

WHEREAS, the City desires to procure forensic auditing services from the Contractor; and

WHEREAS, the Contractor desires to provide those services to the City;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, to which the Parties hereby stipulate, the Parties agree as follows:

- 1. <u>Purpose and Term.</u> The Contractor shall provide all services, equipment, labor, materials, skills, and expertise necessary to complete the objectives, scope, phases, delivery, and other conditions set forth in this document and in the Contractor's Proposal for Forensic Audit Services dated January 31, 2022, incorporated herein and attached hereto as Exhibit A (collectively the "Agreement").
- 2. <u>Contract Documents.</u> The Contractor agrees to be bound by the Agreement. All the terms and conditions contained in the Agreement and Exhibit A are incorporated herein and included by reference. TO THE EXTENT THAT ANY PORTION OF EXHIBIT A CONFLICTS WITH THIS DOCUMENT, THIS DOCUMENT SHALL CONTROL.
- 3. **Payment.** The Contractor will be paid within thirty (30) days of properly submitted and approved invoices.
- 5. <u>Time</u>. The Parties agree that time is of the essence in the performance of this Agreement.
- 6. <u>Independent Contractor</u>. The Contractor, including its owners, employees, agents, subcontractors, directors, is an independent contractor of the City. Nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture, or employment relationship. The Contractor is not authorized to may any representations, commitments, nor enter any contract on behalf of the City without written authorization.

7. Insurance.

- 7.1. Contractor shall maintain in full force and effect during the term of this Agreement the following insurance coverages (collectively the "Insurance Policy"):
- (a) Commercial General Liability with minimum limits of \$1,000,000.00 per occurrence and \$3,000,000.00 in aggregate.
- (b) Professional Liability Insurance with minimum limits of \$1,000,000.00 per occurrence and \$3,000,000.00 in aggregate.
 - (c) Workers' Compensation insurance consistent with statutory limits.
 - (d) Employer's Liability with minimum limits of \$500,000.00 per incident.
- (e) Automobile Liability insurance covering all owned, non-owned and hired vehicles with a \$1,000,000.00 per accident limit for bodily injury and property damage.
- 7.2 The Insurance Policy shall be endorsed to include the City as an additional insured. The Insurance Policy shall be primary and non-contributory.
- 7.3 The Insurance Policy shall be issued by insurers, licensed to do business in the City of Pontiac, Michigan.
- 7.4 The Insurance Policy shall be endorsed so that the insurance carrier will provide the City not less than thirty (30) days prior written notice of cancellation, modification or nonrenewal of any insurance policy.
- 7.5 The Contractor shall deliver to the City simultaneous with the execution of this Agreement certificates of the Insurance Policy reflecting evidence of required coverages. The Contractor shall provide true copies of the Policy upon request of the City.
- 8. <u>Indemnity and Hold Harmless</u>. To the fullest extent permitted by law, the Contractor agrees to indemnify, defend, pay on behalf of, and save harmless the City, and its elected and appointed officials, consultants, agents, volunteers and employees from and against all loss or expense (including costs and attorney's fees) by reason of liability imposed by law upon the City or its elected and appointed officials, consultants, agents, volunteers and employees for damages arising out of or in consequence of the performance of this Agreement, including but not limited to injuries to person(s) or damage to property due or claimed to be due to the negligence of the Contractor.

9. <u>Discrimination and Disability Acts.</u>

- 9.1 In accordance with the Michigan Elliott-Larsen Civil Rights Act, the Parties covenant not to discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status, and to require a similar covenant on the part of any subcontractor employed in the performance of this Agreement.
- 9.2 The Contractor will comply with all the terms, conditions and requirements of the Americans with Disabilities Act including its hiring practices and employment practices and all of the requisite accommodations necessary thereunder to comply with that Act.
- 10. <u>Subcontractors</u>. It is expressly understood that no subcontractor shall be used by the Contractor in the performance of this Agreement except where authorized in writing by the City.
- 11. <u>Notices</u>. All notices, requests, demands or other communications hereunder shall be in writing and deemed given (a) when delivered personally or on the day said communication is sent by registered or certified mail, return receipt requested, postage prepaid, or (c) on the next business day after notice is sent by facsimile, or pdf, or (d) on the day said communication is deposited with a nationally recognized overnight courier service, as the case may be, as follows:

If to City:

If to Contractor:

Tim Greimel Mayor, City of Pontiac 47450 Woodward Avenue Pontiac, Michigan 48342

Marsh Minick, P.C. 17548 NW Springville Road, Suite #F17 Portland, Oregon 97229

AND

Anthony Chubb City Attorney, City of Pontiac 47450 Woodward Avenue Pontiac, Michigan 48342

- 12. <u>City Agents.</u> No agent of the City shall have power to revoke, alter, enlarge or relax the stipulations or requirements of this Agreement, without the prior formal written authorization to do so by ordinance or resolution of the City.
- 13. <u>Breach of Contract</u>. No failure by the City to insist upon the strict performance of any covenant, term or condition of this Agreement or to exercise any right, term, or remedy consequent upon any breach thereof, shall constitute a waiver of any such breach. No waiver of

any breach shall affect or alter this Agreement, but each and every covenant, term and condition of this Agreement shall continue in full force and effect with respect to any other then existing or subsequent breach thereof.

- 14. Entire Agreement. This Agreement contains the entire agreement between the Parties hereto and no representations, inducements, promises or agreements, oral or otherwise entered into prior to the execution of this Agreement, will alter the covenants, agreements and undertakings herein set forth.
- 15. <u>Severability</u>. If any term or portion of this Agreement, or the application thereof, to any person or circumstance shall, to any extent, judicially be determined to be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is invalid or unenforceable, shall not be affected thereby, and each provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
- 16. <u>Modifications</u>. This Agreement shall not be modified in any manner, except by an instrument in writing executed by the parties.
- 17. <u>Termination</u>. The City may terminate this Agreement without cause for any reason at any time (the 'Termination") by giving written notice to the Contractor of the Termination, specifying the effective date of termination (the 'Termination Date"), at least ten (10) days prior to the Termination Date. If the Agreement is terminated, the City shall pay the Contractor only for the services rendered prior to the Termination, which payment shall constitute full and complete payment and satisfaction under this Agreement by the City.
- 18. <u>Venue and Choice of Law.</u> The Parties concur that any dispute concerning the interpretation of this Agreement shall be brought in a court of competent jurisdiction located in the State of Michigan; and that Michigan law shall control, without giving effect to the choice of law provisions thereof.
- 19. <u>Counterparts</u>. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument. A party may deliver executed signature pages to this Agreement by facsimile transmission or electronic mail to the other party, which facsimile or electronic copies shall be deemed to be an original executed signature page binding on the party that so delivered the executed signature page by facsimile or electronic mail.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by the persons authorized to do so, as of the day and year first above written.

[SIGNATURES APPEAR ON FOLLOWING PAGE]

WITNESSED BY:	CITY OF PONTIAC, a Michigan Municipal Corporation,
	BY: TIM GREIMEL, Mayor
	BY: DARIN CARRINGTON, Finance Director
WITNESSED BY:	MARSH MINICK, P.C.
	BY: PRINT: ITS:

EXHIBIT A

MARSH MINICK P.C. PROPOSAL FOR FORENSIC AUDITING SERVICES

#4 RESOLUTION



CITY OF PONTIAC OFFICIAL MEMORANDUM

TO:

Honorable Mayor, Council President, and City Council Members

FROM:

Mayor Tim Greimel

DATE:

March 15, 2022

RE:

Resolution to add new position (Public Relations/Event Specialist) to City

of Pontiac

Honorable Council President and Members of the City Council:

As the Administration is continuing transition efforts, I would like to request the addition of a Public Relations/Event Specialist position to the Executive office. Currently, the Administration uses various team members to complete media relations, PR, and event coordination duties. This is both unsustainable and inefficient. In order to better serve the citizens of Pontiac and ensure the city's branding and communications is uniform, I would like to add the following position to the Executive office organization chart – Public Relations/Event Specialist with an annual salary of \$50,000.

The Public Relations/Event Specialist would work under the supervision of the Mayor and is responsible for media relations, organizing, planning, coordinating, and conducting activities to promote the City of Pontiac, and coordinating events that take place therein. A copy of the job description has been included for your review.

Attachments



Resolution to add new position (Public Relations/Event Specialist) to City of Pontiac

Whereas, The City of Pontiac Executive Office does not currently have sufficient staff to effectively coordinate the city's media and public relations to ensure uniform city branding, and

Whereas, The City is currently meeting needs by using workers from other departments which is inefficient and unsustainable, and

Whereas, The Mayor has requested that a new position be added to the City,

NOW THEREFORE BE IT RESOLVED, that Pontiac City Council hereby approves the creation of the following position – Public Relations/Event Specialist.

City of Pontiac PR and Events Specialist

FLSA: Administrative exemption

Summary: An incumbent in this position is responsible for organizing, planning, coordinating, and conducting

Activities to promote the City of Pontiac and events that take place therin.

Supervision

Supervision Received: Works independently under the broad general supervision of the Mayor

Supervision Given: none

lob Environment

- City Hall
- Has regular, daily contact with personnel, and residents answering questions and solving problems.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- When representing the City at events outside of the office, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

Essential Functions

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

- Develop, organize, promote and implement special events
- Prepare reports and schedules for events.
- Manage social media accounts for the city
- Manage media communications for the city
- Coordinate all request from the public to hold special events in the city

Typical Assignments

Administration

Communication

- Promote activities offered in the city.
- Establish and maintain relationships with various groups, participants and the public.
- Establish and Maintain relationships with media outlets.
- Serves as a liaison between the City Hall and constituents.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's Degree in communications, english, journalism, or related field; two years of experience in youth development; or any combination of education and experience to demonstrate

knowledge, skill and abilities required for the position; strong preference for candidates with demonstrated success in managing PR and communications for large organizations. Demonstrated experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work; valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

Knowledge, Ability, and Skill:

Knowledge:

- Familiarity with the organizational structure and operations of the City.
- Microsoft office
- All social media platforms (twitter, FB, Instagram, etc.)
- English Language
- Spanish language (preferred)
- Hmong language (preferred)
- Journalism standards
- PR principles

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to understand, speak, and write in the Spanish language. (preferred)
- Ability to read and interpret documents and write routine reports and correspondence.
- 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.

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

DRAFT

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.

The City of Pontiac is an Equal Opportunity Employer

#5 RESOLUTION

Pontiac City Council Resolution



WHEREAS, the Administration in continuing its transition efforts, provided the City Council a resolution expressing its need to add two new positions to the Executive Office; and,

WHEREAS, the positions requested by the Administration included an Executive Office Coordinator at an annual salary of \$55,000 and a Constituent Services Manager at an annual salary of \$45,000; and,

WHEREAS, the City Council on March 1, 2022 passed an amended resolution approving the two new positions for Fiscal Year 2021-22 within the Mayor's Office; Executive Office Coordinator at an annual salary of \$55,000 and Community Concerns Manager at an annual salary of \$45,000; and,

WHEREAS, the Administration and the City Council reconsidered the title of the Community Concerns Manager and determined that in keeping in line with the City of Pontiac's organizational structure, more specifically, the Executive Office's organizational chart, the position should be classified as Community Concerns Specialist.

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Pontiac City Council hereby changes the title of newly created position in the Executive Office from Community Concerns Manager to Community Concerns Specialist.

#6 RESOLUTION



CITY OF PONTIAC OFFICIAL MEMORANDUM

TO:

Honorable Council President, and City Council Members

FROM:

Mayor Tim Greimel

DATE:

March 22, 2022

RE:

Resolution to Consider Reappointments to the Arts Commission

Honorable Council President and Members of the City Council:

As the Administration continues transition efforts, a review of the Pontiac Boards and Commissions is underway. As you are aware, many of the appointed seats within the various Boards and Commissions have expired.

The Administration along, with the Transition Team, are working on reviewing each Board and Commission to ensure those appointed to a particular Board or Commission are qualified individuals and can serve their appointed seat with the City of Pontiac's best interest in mind.

As such, it is requested that the Pontiac City Council confirm the following Mayoral reappointments to the Pontiac Arts Commission to serve a four (4) year term beginning on the date council confirms the appointment.

1.	Maria Bermudez	Reappointment
2.	Dr. Carl Byerly	Reappointment
3.	Irma Hayes	Reappointment
4.	Judy Wilson	Reappointment

Attachments



Resolution to Confirm Mayoral Reappointments to the Arts Commission

Whereas, Section 2-426 of the Pontiac Municipal Code states an Arts Commission shall consist of 11 members, no less than six of whom shall be residents of the City, shall be appointed by the Mayor and serve at the pleasure of the Mayor; and

Whereas, there are currently several appointments with expired terms on the Arts Commission; and

Whereas, according to the Pontiac City Charter, the Mayor shall reappoint the commissioners subject to approval by a majority of the City Council;

NOW THEREFORE BE IT RESOLVED, that Pontiac City Council hereby confirms the Mayoral reappointments to the Arts Commission of; Maria Bermudez, Dr. Carl Byerly, Irma Hayes, and Judy Wilson each to a four (4) year term commencing on the date Council confirms the appointment.

#7 RESOLUTION



CITY OF PONTIAC

Department of Building Safety & Planning PLANNING DIVISION

47450 Woodward Ave | Pontiac, Michigan 48342 TELEPHONE: 248.758.2811

Mayor Tim Greimel

TO:

HONORABLE MAYOR GREIMEL, COUNCIL PRESIDENT McGUINNESS &

PONTIAC CITY COUNCIL

FROM:

VERN GUSTAFSSON | PLANNING & DEVELOPMENT MANAGER

SUBJECT:

ZMA 22-01

ZONING MAP AMENDMENT

ABC ENTERPRISE, INC. – RAVDEEPS CHERA 788 E WALTON BLVD | 64-14-16-226-015

R-3 MULTIPLE FAMILY DWELLING TO C-3 CORRIDOR COMMERCIAL

DATE:

MARCH 7, 2022

The City of Pontiac is in receipt of application ZMA 22-01 for a Zoning Map Amendment [rezoning] per Section 6.802 of the Zoning Ordinance for parcel number 64-14-16-226-015. The subject site is located on the south side of E Walton Blvd between Joslyn Ave and Giddings Road. The subject property is currently zoned R-3 Multiple Family Dwelling. The applicant requests a rezoning to C-3 Corridor Commercial zoning district. At the March 2, 2022 meeting of the Planning Commission, they recommended approval of this request to the Pontiac City Council.

On three separate occasions in 2000, 2002 and 2005 the Storage Units/ Mini-Warehouse site plan was approved by the Planning Commission and a Use Variance granted from the Zoning Board of Appeals based on the proposed self-storage/mini-warehouse use is not detrimental to the district and the Walton Blvd corridor. During this time the staff noted it would be more appropriate to rezone the site to bring the existing use and the proposed expansion of the self-storage use into zoning compliance with the City of Pontiac Zoning Ordinance.

Master Plan

According to the City's 2014 Master Plan, any new economic prospects on which to build upon the Walton Blvd mixed-use corridor of sustainable neighborhoods with commercial and business services is a major land use objective. It is this spirit that is embedded in the Master Plan and its Future Land Use.

The subject site is planned as Traditional Neighborhood Residential. These areas allow a range of building styles and uses with local business & commercial uses located on select corridor throughout the City.

Surrounding Existing Zoning Districts

Properties to the north are zoned R1B Large Lot One Family Dwelling, west of the subject site are zoned R-3 Multiple Family Dwelling, south are zoned M-1 Light Manufacturing and to the west are zoned C-4 Suburban Commercial zoning district.

Rezoning Criteria

The Pontiac City Council should consider the following criteria [section 6.804] that apply to the rezoning application in making findings, recommendations, and a decision to amend the Official Zoning Map [Section 6.804]. Additionally, the section also stipulates that the Pontiac City Council may also consider other factors that are applicable to this application. To assist in the evaluation of these criteria, we offer the following findings of fact for your consideration.

- 1. The Zoning Map Amendment request is consistent with the goals, policies and objectives of the Pontiac Master Plan Update and consistency with recent development trends in the area was also considered.
- 2. The proposed Zoning Map Amendment is compatible with potential uses allowed in the proposed C-3 Corridor Commercial zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, and infrastructure.
- 3. The capacity of the City's utilities and services are sufficient to accommodate proposed uses permitted in the C-3 Corridor Commercial zoning district without compromising the health, safety and welfare of the City.
- 4. The capability of the street system can accommodate safe and efficient additional traffic generated by uses permitted in the requested C-3 Corridor Commercial zoning district.
- 5. The boundaries of the requested C-3 Corridor Commercial zoning district are reasonable in relationship to surroundings and construction on the site will be able to meet the dimensional regulations for the C-3 zoning district.
- 6. The rezoning is appropriate for the requested C-3 Corridor Commercial zoning district and is more appropriate from the City's perspective than other commercial zoning districts.
- 7. The request is for a specific use [Self Storage/Mini Warehouse]. Rezoning the land is more appropriate than amending the list of permitted or special land uses in the current R-3 Multiple Family Dwelling zoning district.
- 8. The requested rezoning will not create an incompatible zone in the Walton Blvd corridor.

ZMA 22-01 – Zoning Map Amendment Parcel: 64-14-16-226-015

Proposed Resolution

Whereas, The City has received an application for a Zoning Map Amendment at 788 E Walton Blvd identified as PIN 64-14-16-226-015 from ABC Enterprise, Inc. – Ravdeeps Chera for the rezoning of the aforementioned parcel; and

Whereas, The Planning Division has reviewed the applicant's rezoning request in regards to the City's Master Plan Update and the request conforms to the goals and vision contained within the plan; and

Whereas, The Planning Division has reviewed the applicant's rezoning request and the requirements set forth by Section 6.804 of the Zoning Ordinance. The Planning Division has determined the aforementioned request and proposed intended use of the property complies with the City of Pontiac Zoning Ordinance; and

Whereas, In accordance with the procedures outlined in the Zoning Ordinance, Sections 6.802 as it relates to Zoning Map Amendments, the request has undergone the required: Technical Review, Public Hearing, and Planning Commission Recommendation; and

Whereas, On March 2, 2022. a Public Hearing was held and the Planning Commission recommends City Council to approve the Zoning Map Amendment request for 788 E Walton Blvd, approving the change from the current R-3 Multiple Family Dwelling zoning district to C-3 Corridor Commercial zoning district; and

Now Therefore, Be It Resolved, That the City Council for the City of Pontiac approve the Planning Commission recommendation for the Zoning Map Amendment (ZMA 22-01) request for 788 E Walton Blvd, also known as Parcel No. 64-14-16-226-015 to amend the zoning from R-3 Multiple Family Dwelling to C-3 Corridor Commercial zoning district.



Application for Zoning Map Amendment

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342 T: 248.758.2800 F: 248.758.2827

Property/Project Address: 788 E. Walton Blvd. Office Use Only PF Number: **Sidwell Number:** 14-16-226-015 Date: 2-14-2022 Instructions: Completed applications with appropriate fee shall be submitted to the Office of Land Use and Strategic Planning at least 30 days prior to the regularly scheduled Planning Commission meeting. Applications must be complete in all respects with supporting documents such as site plan, property survey etc. Planning staff will schedule the application for consideration by the Planning Commission in accordance with the attached schedule. Incomplete applications will delay the review process. Applicant (please print or type) Name ABC Enterprise, Inc. - Ravdeep S. Chera Address 2680 WHITNEY PLACE City **FORT GRATIOT** State MI ZIP Code 48059 Main: 905 848 4878 Cell: Telephone Fax: 905 418 0428 E-Mail rchera@cheralawoffice.com **Project and Property Information** Name of Proposed Development: Storage One The subject property is location at 788 E. Walton Blvd. on the N /S/E/W side of Walton Blvd. between Joslyn Avenue and Giddings Road The property is zoned: R-3 Residential Proposed Zoning District: C-3 Corridor Commerical It is proposed that the property will be used as: Self-storage (existing use) The subject property is legally described as follows (include sidwell numbers): 14-16-226-015: T3N, R10E, SEC 16 PART OF E 1/2 OF NE 1/4 OF NE 1/4 BEG AT PT DIST S 02-01-52 E 60 FT FROM NE SEC COR, TH S 02-01-52 E 1048.73 FT, TH S 87-29-00 W 668.07 FT, TH N 01-49-20 W 899.65 FT, TH N

87-59-24 E 448.98 FT, TH N 01-49-20 W 155 FT, TH N 87-59-24 E 215.22 FT TO BEG 14.48 A 12-23-04 FR 012 & 013

	ABC Enterprise, Inc Ranjit (Robin) Chera		
Address	2680 WHITNEY PLACE		
City	FORT GRATIOT		
State	MI		
ZIP Code	48059		AND PROPERTY OF THE PROPERTY O
Telephone	Main: 905 848 4878 Cell: 81	0-986-3147	Fax: 905 418 0428
E-Mail	storage1robin@gmail.com		1
pnotograpi	is, sketches, site plans, written docum	, ,	
Proposed re-	zoning to accompany site improvement plans	3.	he manner in which the City wi
Proposed re-	, , ,	at, particularly the	not be detrimental to the publine vicinity of the site.
Proposed re-	ason for the Zoning Map Amendment is approved and why addor the property rights of other personal contents.	at, particularly the	not be detrimental to the publine vicinity of the site.

Notary Public, Oakland County, Michigan My Commission Expires:____

City Council Meeting

MARCH 15, 2022

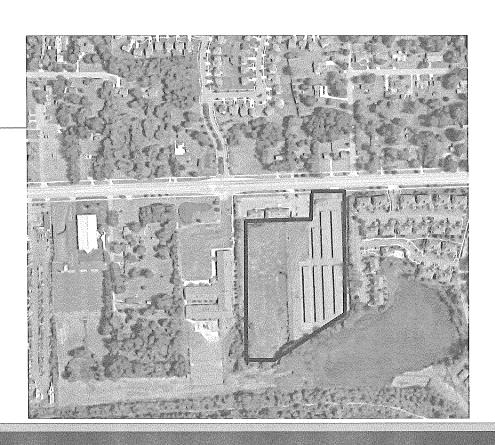
ZMA 22-01 Zoning Map Amendment

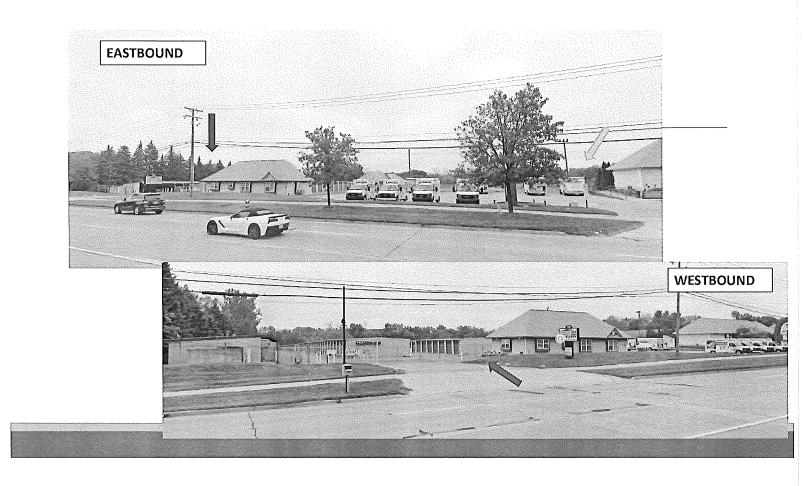
Storage One | Self-Storage/Mini-Warehouse 788 E. Walton Blvd PIN 64-14-16-226-015

Current Zoning: R-3 Multiple Family Dwelling Proposed Zoning: C-3 Corridor Commercial

Zoning Map Amendment for an expansion of an existing Self-Storage/Mini-Warehouse use on land currently zoned R-3 Multiple Family Dwelling

Site Location

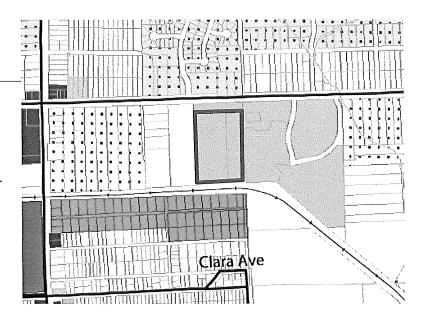




ZMA 22-01 Existing Zoning

R-3 Multiple Family Dwelling District

The intent of this district is intended to provide a suitable residential environment for families living in single-family, two-family and multiple-family dwellings with commercial uses that provide service and convenience to the residents of the R-3 district.



ZMA 22-01 Proposed Zoning

C-3 Corridor Commercial District

Designed to provide for a mixture of uses that are appropriate along thoroughfare and collector streets that have moderate to large traffic volumes. A wide range of uses are appropriate, including mixed use residential/commercial, business/personal services, office, and low-impact light industrial uses.

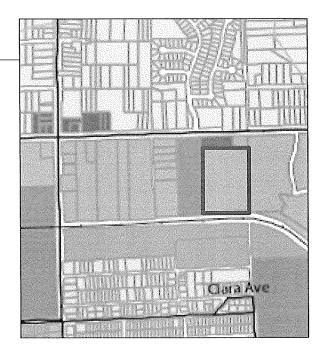
Good traffic accessibility is essential to this district, particularly for trucks and other freight carriers.



ZMA 22-01 – Future Land Use

According to the City's 2014 Master Plan any new economic prospects on which to build upon the Walton Blvd mixed-use corridor of sustainable neighborhoods with commercial and business services is a major land use objective.

It is this spirit that is embedded in the Master Plan and its Future Land Use.



Criteria for Zoning Map Amendment - COMPLIES

- 1. The request is consistent with the goals, policies and objectives of the Pontiac Master Plan and consistency with recent development trends in the area was also considered.
- 2. Compatible with potential uses allowed in the proposed C-3 Corridor Commercial zoning district with surrounding uses and zoning in terms of land suitability, impacts on the environment, density, nature of use, traffic impacts, aesthetics, and infrastructure.
- 3. The capacity of the City's utilities and services are sufficient to accommodate proposed uses permitted in the C-3 Corridor Commercial zoning district without compromising the health, safety and welfare of the City.
- 4. The capability of the street system can accommodate safe and efficient additional traffic generated by uses permitted in the requested C-3 Corridor Commercial zoning district

Criteria for Zoning Map Amendment - COMPLIES

- 5. The boundaries of the requested C-3 Corridor Commercial zoning district are reasonable in relationship to surroundings and construction on the site will be able to meet the dimensional regulations for the C-3 zoning district.
- 6. The rezoning is appropriate for the requested C-3 Corridor Commercial zoning district and is more appropriate from the City's perspective than other commercial zoning districts.
- 7. The request is for a specific use [Self Storage/Mini Warehouse]. Rezoning the land is more appropriate than amending the list of permitted or special land uses in the current R-3 Multiple Family Dwelling zoning district.
- 8. The requested rezoning will not create an incompatible zone in the Walton Blvd corridor.

ZMA 22-01 Zoning Map Amendment

Storage One | Self-Storage/Mini-Warehouse 788 E. Walton Blvd PIN 64-14-16-226-015

Current Zoning: R-1 One Family Dwelling District

Proposed Zoning: C-3 Corridor Commercial

Zoning Map Amendment for an expansion of an existing Self-Storage/Mini-Warehouse use on land currently zoned R-3 Multiple Family Dwelling District.

#8 RESOLUTION



CITY OF PONTIAC

Department of Building Safety & Planning PLANNING DIVISION

47450 Woodward Ave | Pontiac, Michigan 48342 TELEPHONE: 248.758.2811

Mayor Tim Greimel

TO:

HONORABLE MAYOR GREIMEL, COUNCIL PRESIDENT McGUINNESS &

PONTIAC CITY COUNCIL

FROM:

VERN GUSTAFSSON | PLANNING & DEVELOPMENT MANAGER

SUBJECT:

CITY OF PONTIAC RESOLUTION

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION REDEVELOPMENT READY COMMUNITIES PROGRAM

DATE:

MARCH 15, 2022

We request the Pontiac City Council approve the following resolution to participate in the Michigan Economic Development Corporation [MEDC] Redevelopment Ready Communities [RRC] program and support and implement recommendations made by the MEDC that are necessary to receive RRC Certification.

Pursuant to the RRC Program from the MEDC, it will provide the City of Pontiac with a competitive edge amongst local communities; attracting more business and talent to support local job growth and driving economic development.

Based on the results of the Redevelopment Ready Baseline Report dated February 2022 [attached], the City has completed or has actively engaged in completing 59% and 42% of the required RRC Essential and Certified criteria, respectively.

As part of the City's commitment to the Redevelopment Ready Communities Program, we will submit quarterly progress reports on the status and the completion of program areas identified in the Baseline Report. City Council will also receive quarterly progress reports on program completion and is encouraged to actively engage with City staff, City commissions and boards and community stakeholders in the planning and execution of RRC programs.

The Redevelopment Ready Communities Program allows for more seamless and welcoming environments for developers, business owners and property owners in the City. This is a great opportunity for the City of Pontiac to position itself as a leader for redevelopment, improvements of targeted commercial and industrial areas and residential neighborhoods, and increase the level of engagement and participation between the City and the public.



CITY OF PONTIAC Department of Building Safety & Planning Planning Division

47450 Woodward Ave | Pontiac Michigan 48342 Telephone 248.758.2811

Mayor Tim Greimel

RESOLUTION CITY OF PONTIAC CITY COUNCIL PONTIAC, MICHIGAN

- WHEREAS, the City of Pontiac has engaged in the MEDC Redevelopment Ready Communities Program, including entering into a Memorandum of Understanding with the MEDC and undergoing an evaluation of the City's redevelopment practices as reported in the Redevelopment Ready Communities Baseline Report dated February 2022; and
- WHEREAS, the MEDC has developed a program for certifying Redevelopment Ready Communities and the City of Pontiac desires to achieve the certification by implementing best practices and recommended strategies for redevelopment; and
- WHEREAS, the City of Pontiac is currently preparing a W Huron Corridor [M 59] Study with the assistance of Michigan State University to identify Strengths, Weaknesses, Opportunities, and Threats in the corridor and make recommendations regarding public realm modifications and commercial market potential while utilizing the recommendations and technical assistance by the MEDC to ensure that development readiness is appropriately addressed in the document; and
- WHEREAS, the program includes evaluating the strong partnerships with City's boards and commissions related to redevelopment including the Pontiac City Council, Planning Commission, Zoning Board of Appeals, Historic District Commission, Arts Commission and Main Street Pontiac; and
- WHEREAS, after review of the Redevelopment Ready Communities Baseline Report, the City of Pontiac is willing to complete the tasks as outlined, which will involve interaction with the aforementioned City commissions and boards; and

WHEREAS, the Baseline Report requires certain recommendations to be completed for the City to attain Redevelopment Ready Communities certification; and

NOW THEREFORE BE IT RESOLVED, the Pontiac City Council of the City of Pontiac, Michigan does hereby authorize the City of Pontiac to implement the recommendations made by the MEDC that are necessary to receive Redevelopment Ready Communities Certification from the MEDC.

Roll Call: Ayes: Nays: Abstain: Absent:	
I hereby certify that the forgoing is a true and complete copy of City Council of the City of Pontiac, County of Oakland, State of Natherday of March, 2022 and that said meeting was conditioned with the Complete C	Aichigan, at a regular meeting on lucted and public notice of said pen Meetings Act, being Act 267,
Dated:	
<u> </u>	Garland Doyle, Interim City Clerk City of Pontiac