

SECTION SEPARATOR

141.1522 Report; contents; submissions.

Sec. 22.

(1) An emergency manager appointed under this act shall file with the governor, the senate majority leader, the speaker of the house of representatives, and the clerk of the local government that is in receivership, and shall post on the internet on the website of the local government, a report that contains all of the following:

(a) A description of each expenditure made, approved, or disapproved during the reporting period that has a cumulative value of \$5,000.00 or more and the source of the funds.

Follows:

- Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages), 9 pages;
- Expenditures Approved March 1, 2011 through May 31, 2011 (Purchase Orders), 3 pages;
- Expenditures Made March 1, 2011 through May 31, 2011 (Invoices), 6 pages;
- Expenditures Approved June 1, 2011 through August 31, 2011 (Gross Wages), 9 pages;
- Expenditures Approved June 1, 2011 through August 31, 2011 (Purchase Orders), 4 pages;
- Expenditures Made June 1, 2011 through August 31, 2011 (Invoices), 6 pages;

No expenditures were disapproved.

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Acord	Michael	640	12736.64
Adams	Annette	760	8658.81
Adams	Donice	101	1079.20
Adams	Donice	729	141.91
Alexander	Rodgers	585	611.20
Alexander	Tony	591	7245.52
Allen	Charles	590	9602.36
Allen	Charles	591	2465.80
Allen	Myra	101	11130.24
Allen	Myra	729	23316.76
Allen	Susan	101	12170.42
Allison	William	591	11477.71
Alvarado	Maria	101	6720.00
Alvis	Dennis	101	20471.71
Anthony	Charles	209	13184.92
Aranosian	Bryan	101	25598.90
Arndt	Jane	733	8590.40
Balduf	Bonnie	268	7028.00
Baldwin	McDonald	640	12556.54
Baugh	Ralph	591	11458.72
Bell	Archie	760	10967.43
Bell	Arron	590	1748.75
Bell	Larina	591	8430.73
Bell	Mamie	101	6660.00
Bell	Sharonda	590	8403.63
Bell	Shedrick	101	18811.44
Benton	Pearline	101	16594.43
Bibbs	Amber	760	10767.48
Bishop	Meloney	585	9090.41
Bowie	John	591	11311.54
Boykins Moody	Juanita	101	1328.00
Boykins Moody	Juanita	591	7752.00
Brace	Richard	729	3267.58
Braddock	Kevin	101	19009.85
Bradley	Cynthia	101	7112.16
Brady	Rochelle	101	10684.85
Breeze	Sharon	101	1521.21
Brien	Mark	760	7475.04
Brimm	Eric	226	15568.90
Brinson	Ethel	101	4626.00
Brown	Andrew	590	10929.16
Brown	Andrew	591	2326.48
Brown	Arthur	590	12955.85
Brown	Worthen	591	21928.18
Buchmann	Jeffrey	101	22563.20
Burch	Kenneth	590	12950.06
Burkett	Timothy	591	10488.41
Butler	Jessie	101	1260.00
Calhoun	Victor	590	10454.79
Calhoun	Victor	591	3609.60
Carter	Randolph	101	384.62

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
Cartwright	Henry	590	13076.71
Castillo	Mario	591	17619.92
Cayton	Clarissa	140	11191.04
Chamberlain	Bernardette	760	7456.99
Chandler	Chad	760	10602.48
Childs	Tujuana	696	11508.00
Chumbler	Catherine	209	1243.20
Claeys	Donald	101	33937.92
Close	Angeline	591	8450.40
Cobb	Denise	591	6466.08
Collins	Michael	591	11660.77
Cook	Kevin	591	8697.69
Cook	Kevin	729	5990.53
Cosby	Michael	101	18815.73
Craft	Lajuan	733	22783.20
Craggette	Dwayne	101	360.00
Croskey	Renee	585	1790.90
Cruz	Pablo	209	17605.21
Cutter	Deborah	591	13221.60
Dallas	Paul	101	29038.25
Daniel	Tiwanna	101	5312.00
Daniel	Tiwanna	590	1328.00
Daniel	Tiwanna	591	2656.00
Daves	Michael	101	18956.44
Deman	Christopher	101	10863.00
Denham	Derek	101	3376.80
Denham	Derek	729	14102.64
Dennis	Dawn	101	11953.16
Dennis	Dawn	729	993.84
Dennis	Neil	101	14870.45
Deplanche	Diana	226	8965.64
Devine	Connie	760	11496.80
Dorris	Carl	760	10487.08
Doty	Daniel	101	8503.20
Dougherty	Michael	101	5169.76
Dougherty	Michael	729	18080.24
Downs	Matthew	101	10675.29
Dumas	Daniel	101	25821.35
Edden	Qiana	101	10551.33
Eggleston	James	209	573.60
Elinski	Robert	101	17765.38
Ellis	Pedro	101	14416.38
English	Melissa	101	691.04
English	Melissa	729	22.95
Englund	Robert	640	40844.34
Englund	Robert	729	8714.83
Escobar	Maria	760	8772.28
Estell	Kenneth	101	10979.11
Ewing	Anthony	760	10889.12
Fagan	Josephine	101	28868.72
Fanfalone	Matthew	101	20211.73

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
Fazekas-Hardy	Stephanie	268	2331.00
Felts	Chester	101	23576.98
Ferguson	Marc	101	20890.18
Finley	Gwendolyn	760	4879.93
Fladger	Pamela	591	16085.60
Flye	Bryan	760	15276.80
Foley	Brian	590	9469.19
Foley	Brian	591	4027.42
Ford	Larhonda	696	12202.41
Ford	Robert	101	33638.57
Fortney	Drew	101	22838.35
Fowlkes	Darryl	101	22110.48
Freeman	Kywan	101	1356.80
Freeman	Kywan	729	187.66
Fugate	Gary	590	10713.04
Gangnier	Christopher	101	17236.56
Gangnier	Steven	101	24861.10
Garcia	Ruben	101	32499.75
Garner	De Carla	760	9113.98
Garrison	Kevin	101	7270.04
Gates	Gregory	640	12458.38
Geeter Jr.	Sammie	590	8885.78
Geeter Jr.	Sammie	591	4580.08
Gehringer	Scott	101	670.80
Gener	Julito	591	17125.63
Gener	Myrna	590	12308.80
Gener	Ricardo	590	9758.35
Gener	Ricardo	591	3579.87
Giolitti	Christopher	101	21267.33
Gomez	Daniel	591	12141.96
Goodman	Barbara	101	5820.02
Goodman	Tommy	696	15534.95
Gorski	Dannielle	729	5436.42
Gorski	Dannielle	760	3512.32
Gracey	Donald	101	23452.51
Gracey	Ronald	760	11047.21
Gray	Jerri	101	10678.80
Green	Devan	268	7144.76
Green	Dwight	101	27379.05
Green	Tamantha	759	13221.60
Greer-Alvrez	Renee	760	16044.01
Grier	Michael	101	28794.55
Griffin	Jason	101	23968.51
Gross	Ronda	760	12310.46
Gross	Valard	101	4135.04
Guerra	Anthony	101	9356.00
Guyton	Quinton	101	27226.65
Hamersley	Steven	696	19303.20
Hanson	Thomas	101	21957.86
Hardy	Harry	101	2052.00
Harney	Damon	101	28017.50

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
Harris	Kevin	101	18301.30
Hatchett	Franklin	696	28403.20
Hawkins	Sherikia	101	3078.00
Haynes	Jeffrey	101	10908.84
Haynes	Jeffrey	729	16896.12
Hayward	Tamatia	760	7419.70
Heckendorn	Kyle	101	14904.95
Hefner	Daniel	101	21132.27
Hembree	Gary	101	16484.68
Hendon	Jerry	590	9578.87
Herrgott	Michael	760	10419.72
Hicks	Samantha	590	5794.11
Hilborn	Michael	101	16866.00
Hill	Tina	101	1584.00
Hinton	Tyrone	246	9527.74
Hinton	Tyrone	251	6144.75
Hinton	Tyrone	263	897.11
Holcomb	Carl	101	27397.40
Holland	Jerry	209	638.13
Holmes	Paul	101	29019.41
Hoover	Eric	640	7596.96
Hotz	Mark	101	24354.40
Hudock	Thomas	590	11591.42
Huff	Rachel	760	13412.04
Hunt	Todd	101	16778.74
Hunter	Jeff	101	26768.65
Jackson	Carey	590	9858.02
Jackson	Carey	591	3568.12
Jackson	David	591	11100.16
Jaje	Daniel	590	12719.40
Jaroneski	David	101	16650.41
Jefferson	Johnnie	591	11073.68
Jimenez	Ester	759	8714.16
Jimenez	Vincente	101	18650.37
John	Ruben	590	8094.91
John	Ruben	591	3751.14
Johnson	Ernest	209	4396.79
Johnson	Ernest	729	645.04
Johnson	Lee	226	5304.00
Johnson	Lee	591	7072.00
Joiner	Frederick	101	25825.28
Jones	James	268	3667.75
Jones	Lee	101	384.62
Jukowski	Leon	101	3846.40
Kaiser	Robert	212	9419.20
Kalinowski	Stephen	590	10092.13
Kalinowski	Stephen	591	2328.77
Keelty Reyes	Wendy	101	23465.06
Keesling	Keith	101	16784.81
Kendrick	Jody	101	17393.60
Kendrick	Scott	101	17908.75

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
Kershaw	Ian	101	23758.39
Key	Tracy	101	1320.00
Kilburn	Tracy	590	16371.32
King	Lisa	760	15394.40
Kleist	Alexander	101	22644.68
Koss	Daniel	101	17086.16
Lamb	Michael	268	17065.00
Landis	Sean	101	15343.02
Lauer	Virginia	101	884.00
Lauer	Virginia	729	437.36
Ledwell	Billy	591	2374.80
Lee	Brian	101	13591.20
Lee	Chad	101	14969.60
Lee	David	101	11397.46
Lee	Kathy	268	6618.76
Lemons	Michael	101	15799.79
Lewis	Aron	101	22694.66
Lewis	Mark	101	12660.21
Lewis	Mi Toya	591	8450.40
Lewis Jr	Thomas	101	2482.41
Lewis Jr	Thomas	729	6087.45
Lile	Patricia	246	8463.24
Lile	Patricia	251	13348.10
Linenger	Kyle	101	12459.23
Long	Bryant	101	12599.67
Long	Phyllis	101	12193.99
Long	Phyllis	759	6006.01
Long	Theresa	101	351.00
Lopez	Claudio	101	17497.55
Losee	Kathryn	101	12032.36
Lucio	Jesus	101	14955.97
Luster	Dwayne	590	17093.43
Luster	William	590	7697.19
Luster	William	591	4177.57
Luther	David	729	1302.90
Lyons	Jerline	101	13876.99
Lyons III	Donald	101	12574.66
Macias	Antonio	101	22327.92
Main	Daniel	101	26627.81
Majeske	Louis	101	307.22
Majeske	Louis	590	7430.07
Majeske	Louis	591	1015.59
Martin	Lori	101	11152.74
Martin	Maurice	101	16995.07
Martinez	Hector	101	17085.78
Martinez	Michael	760	12310.48
Mason	Shirley	101	2608.30
Mason	Shirley	729	1259.31
Mathes	Oliver	760	10342.55
McCarver	Maia	101	6579.15
McDonald	Scott	101	22148.72

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
McDougal	Jerlisa	101	1969.52
McDougal	Jerlisa	729	312.98
McDougal	Paul	101	18346.25
McKnight	Raquel	101	539.60
McKnight	Raquel	591	1744.20
McKnight	Raquel	729	1082.17
McLaughlin	Brian	101	17857.99
McNary	Kimberly	101	12251.88
McNeary	Michelle	101	1288.99
Mickens	Kathleen	101	5958.29
Miller	Adam	101	16631.02
Miller	Gloria	101	1875.68
Miller	Robert	101	23746.70
Millmine	Bonnie	101	1278.00
Miracle	Wendell	590	9242.65
Miracle	Wendell	591	3505.15
Mistretta	Peter	101	15083.78
Molett	Sandra	585	1620.00
Morton	Timothy	101	13591.20
Mosely-Mckinney	Sherry	101	12939.56
Mosely-Mckinney	Sherry	729	315.51
Mosher	Paul	640	13046.85
Moshier	Michael	101	31166.39
Mosley	Toney	590	10576.89
Mosley	Toney	591	2514.20
Moss	Alma	212	10655.47
Munson	Deborah	733	17460.80
Murphy	James	101	1251.00
Murphy	Kimberly	101	1251.00
Myers	Datanyen	101	13591.20
Naglick Jr.	John	101	30360.00
Neill	Wisetta	760	12829.60
Nelson	Chris	101	7086.80
Nelson	Monica	101	5837.94
Nelson	Monica	729	5249.02
Northern	Tiffany	268	1338.75
Nye	Jeffrey	101	32263.20
Nye	Matthew	101	29234.27
O'Brien	Kelly	101	4345.80
Ogg	Ashley	585	2658.40
Olsen	Nels	101	16577.38
Owusu Agyei	Vida	591	4753.36
Owusu Agyei	Vida	729	2628.68
Patel	Umakant	101	8413.16
Pelshaw	Ronald	101	4945.80
Penermon	Larry	591	12449.69
Pentecost	Helena	591	9821.34
Perkins	Freida	696	9803.44
Perkins	Mark	101	15772.30
Pesko	Craig	101	18683.54
Peterson	Jeffrey	101	12660.72

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
Peterson	Jeffrey	729	31082.40
Pettway	Hugh	101	28864.85
Phelps	Michael	101	11371.58
Phillips	Alvin	101	13136.07
Pietila	Mary	101	384.62
Polanco	Juan	760	10869.60
Pope	Yolanda	101	1089.00
Presutti	Nicholas	101	12647.96
Pryor	Kirjathous	696	9768.05
Ragland	Robert	591	10113.60
Rainge	Louis	101	15240.98
Ratcliff	Altis	101	1152.00
Ratliff	Carmen	760	9095.31
Rayner	Thomas	101	24314.69
Redmond	Tuesday	251	15371.52
Reid	Ulysses	591	8481.77
Reyes	William	101	18346.27
Richardson	Edmond	268	7672.00
Richert	Robin	591	7297.82
Riggs	Bradley	101	34405.04
Rivera	Luis	591	8918.62
Roberts	Gladys	696	11508.00
Roberts	Ryan	101	22167.37
Robinson	Larry	101	20387.19
Rodgers	Robert	101	11573.34
Rodriguez	Lucy	101	6144.80
Roehrig	Gregory	268	6919.25
Rosado	Mary	696	9139.20
Ross	Charisse	696	22394.40
Roth	Michael	590	16543.38
Rusesky	Mark	101	21897.19
Russell	Donald	101	27839.49
Schedlbauer	Kevin	101	25423.72
Schlitt	Gregory	101	28011.19
Schneck	Allan	592	11064.00
Schneck	Allan	729	38588.92
Schwenzer	Jacqueline	268	11968.00
Scott	Devin	101	19292.00
Seay	Shanee	101	7121.38
Sellers	Edwina	760	9307.21
Shanks	Denise	760	5067.52
Sharpton	Canovia	212	150.00
Shelton	Robert	591	12775.37
Shults	Bradley	101	6060.36
Sielbeck	Thomas	585	6147.36
Silorey	Aaron	101	13533.11
Simmons	Chanda	101	10759.20
Simmons	Diondra	585	2939.20
Smith	Danny	590	9264.32
Smith	Danotiss	101	11975.03
Smith	Louis	585	3197.60

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
Smith	Samantha	760	7891.05
Smith	Thomas	101	1260.00
Smith	Tre'von	268	2152.50
Smothers	James	591	10833.23
Sobota	Joseph	101	16153.76
Stanczak	Mark	101	15278.13
Stefani	James	101	13591.20
Steinhebel	Eric	101	25782.71
Stephens	Khalfani	140	17572.80
Stevens	Renee	101	16009.97
Stevens	Victor	212	5521.60
Stewart	Davienya	585	2716.80
Stewart	Janice	592	10533.60
Stewart	Malcolm	268	1976.26
Stovall	Connie	585	11194.06
Stubblefield	Sheryl	101	21224.00
Sumner	Stephanie	101	15540.00
Swain-Mills	Beyonka	729	875.07
Swain-Mills	Beyonka	759	2467.04
Swanson	Carl	590	10315.20
Swanson	Carl	591	2039.36
Swazer	Billie	101	11497.20
Sykes	Joseph	101	295.80
Sykes	Joseph	590	11664.38
Talley	Yvette	101	19292.00
Taylor	Ahmad	696	17735.20
Taylor	Donna	590	13863.26
Teasley	Gainell	212	2511.00
Teelander	Jason	101	23350.79
Terry	Ryan	101	16751.04
Thomas	Anthony	101	480.36
Thomas	Anthony	590	8670.45
Thomas	Brian	101	16497.35
Thomas	Kimberlee	760	8223.82
Thomas	Preston	760	12310.48
Thomas	Shane	591	8547.89
Thomas	Sylvester	101	1233.00
Thompson	Rinetra	760	7093.49
Thomson	Barkley	101	20364.82
Tibbitts	Louann	101	1282.50
Tillman	Patricia	585	3235.20
Tovar	Veronica	101	12286.29
Transou	Yvette	696	13708.80
Troy	Steven	101	22156.24
Valdez	Veronica	696	9139.20
Vandagriff	Dale	591	13619.79
Vine	Kurtis	101	13482.82
Wade	Dion	101	38180.63
Wadsack	Curtis	591	9620.56
Walker	Bethany	760	10505.08
Walker	Cynthia	760	12310.46

Expenditures Approved March 1, 2011 through May 31, 2011 (Gross Wages)

Last_Name	First_Name	Fund	Gross_Pay
Walker	James	590	14090.90
Ward	Lynette	760	26924.80
Washington	Lavoisier	101	32135.82
Waterman	Patrice	101	384.62
Watkins	Donald	101	384.62
Watkins	Stacia	101	13959.92
Waun	Janice	268	10836.00
Weaver	Troy	101	13383.15
Webb	Elsie	101	1260.00
Webb	Heather	592	19654.17
Webb	Steven	101	1260.00
Welch	Brian	590	14492.88
Wellons	James	101	5126.23
Wellons	James	729	721.90
Werner	Shawn	101	20936.01
Wheatcroft	David	101	16873.72
White	Johnny	101	3326.69
White	Johnny	591	6401.57
Whiters	Marcus	590	11026.36
Whittaker	Michelle	696	9139.20
Whittaker	Taveo	101	7400.16
Widdis	John	101	32713.67
Wilkerson	Alicia	760	12101.60
Wilkins	Carol	209	8631.48
Williams	George	101	384.62
Williams	Kermit	101	384.62
Williams	Thomas	590	38445.47
Williamson	Solomon	585	2805.60
Wilson	Michael	101	35075.31
Wilson	Rose	101	10533.61
Wittebort	Steven	101	19632.87
Wood	Bryan	101	20091.31
Woods	Debra	101	9044.00
Woolson	Kent	101	14346.22
Wright	Bryan	101	21458.19
Ybarra	Jose	591	5559.66
Ybarra	Jose	729	1950.33
Youngquist	Timothy	590	15794.90
Zimmermann	Ellen	733	22971.20

VENDOR NAME	TRANSACTION DATE	COMM. DESC	FUND CODE	COMM. TOT	PO AMT	PO. NUM
Detroit Elevator Co.	07-Mar-11	Freight Elevator repair	245	45329.00	45329.00	P2045160
AI & T	08-Mar-11	telephone	675	7340.66	7340.66	P2045172
The Bank of New York Mellon, N.A.	08-Mar-11	debt payment	590	28506.89	28506.89	P2045164
GE Government Finance, Inc.	14-Mar-11	Vehicle Exhaust System Fire Department all station	245	46262.08	46262.08	P2045175
Sarcom, Inc.	17-Mar-11	Network Hardware	245	829.62	9869.64	P2045206
Sarcom, Inc.	17-Mar-11	Network Hardware	245	4355.34	9869.64	P2045206
Sarcom, Inc.	17-Mar-11	Network Hardware	245	4684.68	9869.64	P2045206
Sarcom, Inc.	17-Mar-11	Server Hardware	245	873.08	33096.75	P2045208
Sarcom, Inc.	17-Mar-11	Server Hardware	245	1094.27	33096.75	P2045208
Sarcom, Inc.	17-Mar-11	Server Hardware	245	1359.20	33096.75	P2045208
Sarcom, Inc.	17-Mar-11	Server Hardware	245	4524.54	33096.75	P2045208
Sarcom, Inc.	17-Mar-11	Server Hardware	245	18351.72	33096.75	P2045208
Sarcom, Inc.	17-Mar-11	Server Software	245	983.31	33096.75	P2045208
Sarcom, Inc.	17-Mar-11	Server Software	245	1800.00	33096.75	P2045208
Sarcom, Inc.	17-Mar-11	Server Software	245	4110.63	33096.75	P2045208
Punkett Cooney, PC	17-Mar-11	building department and grant administration	101	39132.81	39132.81	P2045198
Wade-Trim/Associates	17-Mar-11	electrical billing for dpw and hayes jones	101	6800.00	6800.00	P2045200
DTE Energy	17-Mar-11	gas billing - city hall and dpw	101	20000.00	20000.00	P2045202
Consumers Energy	17-Mar-11	gas Heat	101	50000.00	50000.00	P2045203
Consumers Energy	17-Mar-11	gas Heat	590	80000.00	80000.00	P2045205
DTE Energy	22-Mar-11	Gas Heat	590	120000.00	120000.00	P2045207
Consumers Energy	22-Mar-11	Gas Heat	209	1384.25	8651.30	P2045210
Florence Cement Company	23-Mar-11	South Blvd Repair	202	14796.00	14796.00	P2045215
Consumers Energy	24-Mar-11	Gas Heat	101	15000.00	15000.00	P2045216
Michigan Department Of Transportation	24-Mar-11	State Infrastructure Bank Loan-Final Payment	264	205672.66	5963.00	P2045238
Michigan Department Of Transportation	24-Mar-11	State Infrastructure Bank Loan-Final Payment	264	205672.66	198709.66	P2045238
Kemira Water Solutions	24-Mar-11	Chemicals used for the settlement of solids at WWT	590	20000.00	20000.00	P2045240
Giamarco Mullins & Horton, P.C.	24-Mar-11	legal services	101	139.00	5739.31	P2045249
Giamarco Mullins & Horton, P.C.	24-Mar-11	legal services	101	2297.79	5739.31	P2045249
Giamarco Mullins & Horton, P.C.	24-Mar-11	legal services	101	3302.52	5739.31	P2045249
Hubbell, Roth & Clark, Inc.	24-Mar-11	Clinton River Trail Bridge	219	195616.08	195616.08	P2045260
Nowak & Fraus Corporation	30-Mar-11	2010 local street resurfacing-add'l inspection	245	13308.23	13308.23	P2045260
Gawa Technologies, Inc	30-Mar-11	Disaster Recovery License	245	5775.00	16350.00	P2045298
Gawa Technologies, Inc	30-Mar-11	Software Installation	245	600.00	16350.00	P2045298
Gawa Technologies, Inc	30-Mar-11	Software License	245	5775.00	16350.00	P2045298
Gawa Technologies, Inc	30-Mar-11	Software Maintenance License	245	2100.00	16350.00	P2045298
Aqua Group LLC	30-Mar-11	storm and sanitary sewer work	590	55000.00	55000.00	P2045300
Catalyst Management Group LLC	30-Mar-11	demolition on mlk Blvd	464	194306.85	194306.85	P2045301
DTE Energy	30-Mar-11	street lights	101	155317.00	152377.00	P2045305
City of Pontiac General Employees Retirement System	30-Mar-11	street lights	759	363541.80	363541.80	P2045309
DTE Energy	30-Mar-11	penion	585	10000.00	10000.00	P2045311
Tech Mechanical, Inc	04-Apr-11	Utilities Electrical	245	40479.00	40479.00	P2045345
Lee Contracting	04-Apr-11	waste water operations testing	590	8290.00	8290.00	P2045330
NuTech Graphics Inc.	04-Apr-11	printing of envelopes	591	60.00	6394.65	P2045338
NuTech Graphics Inc.	04-Apr-11	printing of envelopes	591	2820.66	6394.65	P2045338
NuTech Graphics Inc.	04-Apr-11	printing of envelopes	591	2901.21	6394.65	P2045338
NuTech Graphics Inc.	04-Apr-11	printing of envelopes for water and sewer billing	591	3086.00	6394.65	P2045338
Nowak & Fraus Corporation	04-Apr-11	engineering services WWTTP flow metering	590	15000.00	15000.00	P2045340
US Bank National Association	04-Apr-11	debt payment	239	1221593.76	102865.63	P2045344
US Bank National Association	04-Apr-11	debt payment	239	1221593.76	305398.44	P2045344
US Bank National Association	04-Apr-11	debt payment	240	1221593.76	305398.44	P2045344

VENDOR NAME	TRANSACTION DATE	COMM DESC	FUND CODE	COMM TOT	PO AMT	PO NUM
US Bank National Association	04-Apr-11 debt payment		240	1221593.76	507931.25	P2045344
State Of Mich/Police Dept	06-Apr-11 State 911 Training Services		282	14220.00	14220.00	P2045358
Auto Body Service Centers North	06-Apr-11 autoftruck body repair		640	10000.00	10000.00	P2045359
Innovative Software Services, Inc.	13-Apr-11 Income Tax Services		101	17507.23	86931.86	P2045364
Innovative Software Services, Inc.	13-Apr-11 Income Tax Software		101	49248.63	86931.86	P2045364
Innovative Software Services, Inc.	13-Apr-11 Income Tax Software Processing		101	20176.00	86931.86	P2045364
Plantle & Moran	13-Apr-11 Financial Consulting Services		101	11250.00	67500.00	P2045363
Plantle & Moran	13-Apr-11 Financial Consulting Services		101	22500.00	67500.00	P2045363
Plantle & Moran	13-Apr-11 financial consulting services		101	22500.00	67500.00	P2045363
Plantle & Moran	13-Apr-11 financial consulting services		101	22500.00	67500.00	P2045363
Pontiac Cobras	13-Apr-11 Youth Basketball Program		101	25000.00	25000.00	P2045366
Consumers Energy	13-Apr-11 natural gas utility bills		591	4000.00	39000.00	P2045368
Consumers Energy	13-Apr-11 electric utility bills		591	39000.00	39000.00	P2045368
DTE Energy	13-Apr-11 electric utility bills		590	29000.00	29000.00	P2045369
DTE Energy	13-Apr-11 electric utility bills		590	87500.00	29000.00	P2045369
DTE Energy	13-Apr-11 electric utility bills		591	29000.00	87500.00	P2045369
DTE Energy	13-Apr-11 electric utility bills		591	87500.00	87500.00	P2045369
Consumers Energy	13-Apr-11 gas (heating)		268	7000.00	7000.00	P2045370
Consumers Energy	13-Apr-11 gas utility		488	7000.00	7000.00	P2045372
Cummins Bridgeway, LLC	13-Apr-11 heavy truck engine repair		640	10000.00	10000.00	P2045373
Auto Body Service Centers North	13-Apr-11 vehicle repairs		759	5022.48	5022.48	P2045374
The Mozart Group, LLC	13-Apr-11 management consultants		268	10000.00	10000.00	P2045376
PVS Nalwood Chemicals, Inc.	13-Apr-11 sodium hypochlorite/sulfite		590	7500.00	7500.00	P2045385
Shelling Personnel Service	18-Apr-11 executive assistant services		101	25000.00	25000.00	P2045405
DTE Energy	18-Apr-11 Utility bills		585	25000.00	25000.00	P2045400
Adlers Service, Inc.	18-Apr-11 Towing Services		270	9755.00	9755.00	P2045404
Shelling Personnel Service	18-Apr-11 executive assistant services		101	25000.00	25000.00	P2052226
Waranty Title Agency LLC	19-Apr-11 Downpayment Assistance		263	6693.81	6693.81	P2045407
Oakland County	20-Apr-11 debt payment		239	907230.12	431956.25	P2045433
Oakland County	20-Apr-11 debt payment		239	907230.12	475000.00	P2045433
Glorious Way Full Gospel Word Center	20-Apr-11 milk Blvd winding project move benefit claim		464	5998.00	5998.00	P2045424
Sarcom, Inc.	20-Apr-11 Hardware Support		245	816.00	5680.00	P2045429
Sarcom, Inc.	20-Apr-11 High Yield MICR Toner		245	1112.00	5680.00	P2045429
Sarcom, Inc.	20-Apr-11 LaserJet Printer		245	3090.00	5680.00	P2045429
Sarcom, Inc.	20-Apr-11 MICR Toner		245	662.00	5680.00	P2045429
Tucker Young Jackson, Tull Inc.	21-Apr-11 engineering services Pontiac water loss		591	32223.00	32223.00	P2045435
Accurate Appraisals & Realty, Inc.	03-May-11 Appraisal		150	9000.00	9000.00	P2045459
Acqua Group LLC	03-May-11 sewer system improvements		590	88500.00	88500.00	P2045466
US Bank National Association	03-May-11 debt payment		376	711158.50	41158.50	P2045475
US Bank National Association	03-May-11 asphalt (cold patch)		376	711158.50	670000.00	P2045475
Alex Materials Corporation	03-May-11 vehicle repairs		202	7500.00	7500.00	P2045480
Auto Body Service Centers North	03-May-11 vehicle repairs		759	0.00	5022.48	P2045487
Auto Body Service Centers North	03-May-11 vehicle repairs		759	6892.51	5022.48	P2045487
Auto Body Service Centers North	03-May-11 vehicle repairs		759	6892.51	5022.48	P2045487
Oakland County	05-May-11 Invoice Printing		101	7715.44	7715.44	P2045500
Veolia Environmental Services, LLC	05-May-11 Waste disposal services		590	15000.00	15000.00	P2045494
Rehmann Accounting LLC	05-May-11 Auditing Services		101	16840.92	36040.92	P2045501
Rehmann Accounting LLC	05-May-11 auditing Services		101	19200.00	36040.92	P2045501
Wade-TriInAssociates	10-May-11 Professional Services		101	358000.00	358000.00	P2045510
Innovative Software Services, Inc.	11-May-11 Income Tax Services		101	39130.01	39130.01	P2045527
Michigan Municipal Risk Management Authority	11-May-11 insurance		759	134668.83	134668.83	P2045518

VENDOR NAME	TRANSACTION DATE	COMM. DESC	FUND CODE	COMM TOT	PO AMT	PO NUM
US Bank National Association	11-May-11 debt payment		377	314377.50	1437.50	P2045522
US Bank National Association	11-May-11 debt payment		377	314377.50	300000.00	P2045522
Nowak & Fraus Corporation	11-May-11 engineering & oversight of downspout disconnect pr		560	113500.00	113500.00	P2045523
Sentinel Security Company LLC	12-May-11 protection services		268	10000.00	10000.00	P2045528
Detrol Elevator Co.	17-May-11 Elevator repairs		112	6620.00	6620.00	P2045550
Badger Meiers	18-May-11 METERS, TRANSPONDERS		591	250000.00	250000.00	P2045558
Key Government Finance, Inc.	18-May-11 VACTOR/SEWER CLEANER		580	60179.54	60179.54	P2045559
Gummers Meiers And Parts	18-May-11 debt payment		591	30000.00	30000.00	P2045565
US Bank National Association	19-May-11 debt payment		240	693410.06	98410.06	P2045583
US Bank National Association	19-May-11 WATER PUMPING STATION IMPROVEMENTS		240	693410.06	595000.00	P2045583
Weiss Construction Co. LLC	19-May-11 legal services		591	250000.00	250000.00	P2045579
Plunkett Cooney, PC	20-May-11 legal services		101	43574.71	154997.38	P2045585
Plunkett Cooney, PC	20-May-11 legal services		101	51408.23	154997.38	P2045585
Plunkett Cooney, PC	20-May-11 legal services		101	60014.44	154997.38	P2045585
Sarcom, Inc.	20-May-11 Computer Memory		245	495.00	9600.00	P2045588
Sarcom, Inc.	20-May-11 Computer Monitor		245	2295.00	9600.00	P2045588
Sarcom, Inc.	20-May-11 computers		245	6810.00	9600.00	P2045588
DTE Energy	25-May-11 traffic/street lights, thru June 30, 2011		202	14000.00	14000.00	P2045608
Oakland County Road Comm	25-May-11 traffic light/autoscope maintenance		202	7200.00	7200.00	P2045609
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	12.00	5718.39	P2045639
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	36.00	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	60.15	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	120.21	5718.39	P2045639
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	144.75	21876.87	P2045638
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	158.73	5718.39	P2045639
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	176.04	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	228.00	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	252.84	5718.39	P2045639
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	289.18	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	1650.36	5718.39	P2045638
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	1879.99	21876.87	P2045638
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	3380.25	5718.39	P2045638
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	3608.77	21876.87	P2045638
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	4322.12	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	5129.51	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	6693.44	16934.44	P2045641
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	7348.70	21876.87	P2045638
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	8894.66	21876.87	P2045638
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	31-May-11 legal services		101	5396.85	5396.85	P2045642
Williams Acosta, PLLC	31-May-11 legal services		101	1246.50	7189.40	P2045634
Booth Patterson P.C.	31-May-11 legal services		101	1636.50	7189.40	P2045634
Booth Patterson P.C.	31-May-11 legal services		101	4306.40	7189.40	P2045634

VENDOR NAME	FARINVC. COMM. DESC.	FUND	INV. AMT	DISCOUNT	INVTOTALDISC	INVOICE DATE	INVOICE CODE
Michigan Supreme Court Finance	Court Code050 Billing Code 1550-02 Jan-March 2011	760	9015.41	0	9015.41	01-Mar-11	12242516
Stevens Group Inc.	Storage	760	9617.18	0	9617.18	01-Mar-11	12242526
State Of Mich/Treasury	Civil filing fee	760	17948.00	0	17948.00	01-Mar-11	12242529
State Of Mich/Treasury	Justice System Fund	760	22155.20	0	22155.20	01-Mar-11	12242531
State Of Mich/Treasury	Civil jury demand Fee& Drivers License Clearance	760	5503.75	0	5503.75	01-Mar-11	12242532
AT & T	telephone	101	13392.07	0	13392.07	01-Mar-11	12242573
AT & T	telephone	590	5901.15	0	5901.15	01-Mar-11	12243133
AT & T	telephone	675	7340.66	0	7340.66	01-Mar-11	12242672
AT & T	telephone	675	6007.94	0	6007.94	01-Mar-11	12243139
AT & T	telephone	675	20358.69	0	20358.69	01-Mar-11	12243145
DTE Energy	street light/traffic lights/parking lot-march 2011	101	17229.52	0	17229.52	01-Mar-11	12244283
DTE Energy	street light/traffic lights/parking lot-march 2011	202	23871.51	0	23871.51	01-Mar-11	12244283
DTE Energy	street lights/traffic light-march 2011	101	58682.95	0	58682.95	01-Mar-11	12244284
Keller Thoma, P.C.	legal services	101	6866.81	0	6866.81	01-Mar-11	12243205
Waterford Township	water and wastewater	590	70239.01	0	70239.01	01-Mar-11	12244072
DTE Energy	Utility bills	585	10988.31	0	10988.31	02-Mar-11	12244505
DTE Energy	Heating and A/C Maintenance 4/1/11 thru 9/30/11	268	11790.00	0	11790.00	02-Mar-11	12242827
Honeywell Inc.	health insurance	680	6226.07	0	6226.07	02-Mar-11	12242607
Mutual Eye Claim Audits	life	759	22643.25	0	22643.25	02-Mar-11	12242619
Standard Insurance CO.	FAC/F-CJ Clearances For The Month of February 2011	760	5580.00	0	5580.00	03-Mar-11	12242585
Michigan Department Of State	Disbursement net of court expense to revenues	760	500000.00	0	500000.00	04-Mar-11	12242629
City of Pontiac	Computer Equip	760	13040.08	0	13040.08	04-Mar-11	12242630
Sarcom, Inc.	Computer equip	760	6520.04	0	6520.04	04-Mar-11	12242630
DTE Energy	Utilities, gas, water, electric consulting	590	46304.88	0	46304.88	04-Mar-11	12243955
Weiss Construction Co. LLC	construction, water system main and service line	591	31802.10	0	31802.10	04-Mar-11	12244774
Brico Excavating Co., LLC	DWRF AIR RELEASE & BUTTERFLY VALVE REPLACEMENT	591	20088.00	0	20088.00	06-Mar-11	12245426
Canit Electric Supply Co. Inc	reume vuez250 bed light fixture	220	53410.00	0	53410.00	07-Mar-11	12243023
Catalyst Management Group LLC	demolition on mlk bnd	464	69448.50	0	69448.50	07-Mar-11	12243351
Nowak & Fraus Corporation	SWOLF - DOWNSPOUT INVESTIGATIONS	590	20142.94	0	20142.94	07-Mar-11	12245813
Nowak & Fraus Corporation	mlk widening (elm to m59) 1/31/11-2/27/11	464	26272.75	0	26272.75	07-Mar-11	12243636
The Bank of New York Mellon, N.A.	debt service	590	28506.89	0	28506.89	08-Mar-11	12242663
Booth Patterson P.C.	legal services	101	21568.20	0	21568.20	08-Mar-11	12245318
Compone Administrators, Inc.	workers compensation	677	10000.00	0	10000.00	08-Mar-11	12245210
DTE Energy	electric utility bills	590	5935.99	0	5935.99	08-Mar-11	12244127
Stampier	Consulting	101	6250.00	0	6250.00	09-Mar-11	12242683
Lighthouse Community Development	electric utility bills	590	5428.57	0	5428.57	09-Mar-11	12244155
Meadowbrook, Inc.	public service foreclosure prevention	251	5073.89	0	5073.89	09-Mar-11	12246125
AT & T	health insurance	759	11139.12	0	11139.12	09-Mar-11	12242774
Spencer Oil Company	telephone	675	8349.00	0	8349.00	10-Mar-11	12243243
Spencer Oil Company	dpw yard-pren dyed winter diesel	640	11769.60	0	11769.60	10-Mar-11	12243632
Spencer Oil Company	dpw-87 octane unlead w/10% ethanol	640	27800.12	0	27800.12	10-Mar-11	12243631
Spencer Oil Company	federal lult tax	640	27800.12	0	27800.12	10-Mar-11	12243631
Spencer Oil Company	federal lult tax	640	11769.60	0	11769.60	10-Mar-11	12243632
Spencer Oil Company	federal oil spill	640	11769.60	0	11769.60	10-Mar-11	12243632
Spencer Oil Company	federal oil spill ethanol	640	27800.12	0	27800.12	10-Mar-11	12243631
Spencer Oil Company	mi environmental fee	640	11769.60	0	11769.60	10-Mar-11	12243632
Spencer Oil Company	mi environmental fee	640	27800.12	0	27800.12	10-Mar-11	12243631
Compone Administrators, Inc.	workers compensation	677	29247.49	0	29247.49	11-Mar-11	12242773
Great West Life Insurance	life insurance	750	6988.38	0	6988.38	14-Mar-11	12242760
Nationwide Retirement Solutions	payroll deductions	750	10814.95	0	10814.95	14-Mar-11	12242765
City of Pontiac Police & Fire Retirement System	refunds, reimbursements	750	11846.09	0	11846.09	14-Mar-11	12242822
Canit Electric Supply Co. Inc.	reume vuez250 bed light fixture	220	30520.00	0	30520.00	14-Mar-11	12243024
U.S. Bank	debt service	101	359131.80	0	359131.80	14-Mar-11	12244052
Oakland County Clerk	Bonds to circuit court, Case# on spreadsheet	761	17750.00	0	17750.00	15-Mar-11	12242846
Humana Claims	health insurance	759	137273.20	0	137273.20	15-Mar-11	12243039

VENDOR NAME	FARINVC_COMM_DESC	FUND	INV AMT	DISCOUNT	INVTIMUSDISC	INVOICE DATE	INVOICE CODE
Humana Claims	health insurance	759	343609.10	0	343609.10	15-Mar-11	12243043
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	legal services	101	9053.70	0	9053.70	15-Mar-11	12243218
Sarcom, Inc.	information technology services	101	35642.17	0	35642.17	15-Mar-11	12243269
Spencer Oil Company	87 oct unlead	640	14121.41	0	14121.41	15-Mar-11	12243962
Spencer Oil Company	federal oil spill ethanol	640	14121.41	0	14121.41	15-Mar-11	12243962
Spencer Oil Company	mt environmental fee	640	14121.41	0	14121.41	15-Mar-11	12243962
Star EMS	various commodity codes	101	7477.11	0	7477.11	15-Mar-11	12242864
URS Corporation	engineering consulting	590	21600.25	0	21600.25	15-Mar-11	12243792
Tidewater Products, Inc.	Polymer, Cationic, Used For Sludge Conditioning	590	10440.00	0	10440.00	16-Mar-11	12243286
Giant Janitorial Service, Inc.	Police-Janitorial Service-march 2011	101	5200.00	0	5200.00	17-Mar-11	12244655
Spencer Oil Company	#2 pre dyed diesel	640	11713.28	0	11713.28	17-Mar-11	12243964
Spencer Oil Company	federal oil spill	640	11713.28	0	11713.28	17-Mar-11	12243964
Spencer Oil Company	mt environmental fee	640	11713.28	0	11713.28	17-Mar-11	12243964
Wyskel	FWA-973 Carlisle	226	7812.00	0	7812.00	17-Mar-11	12243930
NTH Consultants	CRLF Groundwater & Gas Investigation-thru 3/11/11	226	24764.30	0	24764.30	21-Mar-11	12244262
State Of Mich/Police Dept	State 911 Training Services	282	14220.00	0	14220.00	22-Mar-11	12243682
Glorious Way Full Gospel Word Center	milk bhd widening project-move benefit claim	464	5998.00	0	5998.00	22-Mar-11	12244124
Innovative Software Services, Inc.	Income Tax Software Processing	101	173863.72	0	173863.72	22-Mar-11	12243776
Catalyst Management Group LLC	demolition on milk bhd	464	71056.16	0	71056.16	23-Mar-11	12243352
Harwood Inc.	various commodity codes	101	9064.98	0	9064.98	23-Mar-11	12243931
Plante & Moran	Financial Consulting Services	101	67500.00	0	67500.00	23-Mar-11	12243777
Plante & Moran	Financial consulting services	101	67500.00	0	67500.00	23-Mar-11	12243777
Plante & Moran	financial consulting services	101	67500.00	0	67500.00	23-Mar-11	12243777
Consumers Energy	Gas Heat	590	12288.92	0	12288.92	24-Mar-11	12244501
Marquette Dudley and Diana McClain & Associates	refunds, reimbursements	703	165540.00	0	165540.00	24-Mar-11	12243373
Great West Life Insurance	life insurance	750	6361.55	0	6361.55	25-Mar-11	12243153
Nationwide Retirement Solutions	payroll deductions	750	10814.95	0	10814.95	25-Mar-11	12243161
City of Pontiac Police & Fire Retirement System	refunds, reimbursements	750	11170.48	0	11170.48	25-Mar-11	12243176
Badger Meters	METERS, TRANSPONDERS	591	39600.00	0	39600.00	25-Mar-11	12244251
Board of Water Commissioners City of Detroit	water	591	246281.00	0	246281.00	25-Mar-11	12243920
CMP Distributors - Lansing Location - Attn: Christina Morris	Ammunition & Supplies	282	7867.00	0	7867.00	25-Mar-11	12243823
Veolia Environmental Services, LLC	curbside pickup 2/27/11-3/26/11	226	203052.04	0	203052.04	26-Mar-11	12244303
Auto Body Service Centers North	vehicle repairs	759	5022.48	0	5022.48	28-Mar-11	12243778
Johnson & Anderson, Inc.	DWRF Professional Engineering Services	591	6215.00	0	6215.00	28-Mar-11	12244253
Johnson & Anderson, Inc.	water supply, treatment, distribution	590	20300.00	0	20300.00	28-Mar-11	12243790
Meadowbrook, Inc.	health insurance	759	16291.67	0	16291.67	28-Mar-11	12244206
Sarcom, Inc.	Network Hardware	245	29608.92	0	29608.92	28-Mar-11	12243555
Stampfer	EM Compensation	101	6250.00	0	6250.00	29-Mar-11	12243293
CAASTI Contracting Services, Inc	Manholes, And Manhole Covers, Frames, Grates, Ring	590	24059.92	0	24059.92	29-Mar-11	12243971
Certified Reducer Rebuilders	Aeration Mixer Housing Repair	590	6220.00	0	6220.00	29-Mar-11	12244391
City Of Auburn Hills	Water discharge Collier Road Landfill March 2011	590	7932.00	0	7932.00	29-Mar-11	12244390
Posen Construction	construction, water system main and service line	226	8439.17	0	8439.17	29-Mar-11	12244314
Posen Construction	construction, water system main and service line	590	26799.26	0	26799.26	29-Mar-11	12243972
Trojan Development Company, Inc	construction, water system main and service line	590	48753.56	0	48753.56	29-Mar-11	12243970
Gwaava Technologies, Inc	Disaster Recovery License	245	26711.54	0	26711.54	30-Mar-11	12243934
Gwaava Technologies, Inc	Software Installation	245	16350.00	0	16350.00	30-Mar-11	12243334
Gwaava Technologies, Inc	Software License	245	16350.00	0	16350.00	30-Mar-11	12243334
Gwaava Technologies, Inc	Software Maintenance License	245	32700.00	0	32700.00	30-Mar-11	12243334
DTE Energy	electrical billing for dpw 3/30-4/27/11	101	8806.04	0	8806.04	30-Mar-11	12244871
DTE Energy	Utilities: gas, water, electric consulting	590	15110.10	0	15110.10	30-Mar-11	12244949

VENDOR NAME	FARINC COMM DESC	FUND	INV AMT	DISCOUNT	INVTMSDISC	INVOICE DATE	INVOICE CODE
Oakland County	debt service	239	907230.12	0	907230.12	30-Mar-11	12244058
Oakland County Treasurer	refunds, reimbursements	703	15411.50	0	15411.50	30-Mar-11	12243368
US Bank National Association	debt service	376	711158.50	0	711158.50	30-Mar-11	12244416
Securities Security Services USA, Inc.	refunds, reimbursements	703	35033.54	0	35033.54	31-Mar-11	12243367
Auto Body Service Centers North	vehicle repairs	759	6892.51	0	6892.51	31-Mar-11	12244447
Compore Administrators, Inc.	workers compensation	677	95780.57	0	95780.57	31-Mar-11	12243741
Delta Dental Of Michigan	dental insurance	678	73372.40	0	73372.40	31-Mar-11	12243743
Oakland County	radio communication, telephone	245	16055.00	0	16055.00	31-Mar-11	12243471
Pontiac Schools	refunds, reimbursements	701	137085.06	0	137085.06	31-Mar-11	12244016
Skyline Contractors, Inc	water and wastewater treatment services	590	121153.10	0	121153.10	31-Mar-11	12244503
AT & T	telephone	675	10249.07	0	10249.07	01-Apr-11	12244370
DTE Energy	street light/traffic lights/parking lot-april 2011	202	6824.49	0	6824.49	01-Apr-11	12245030
DTE Energy	street lights, traffic light parking lot-april 201	101	78120.20	0	78120.20	01-Apr-11	12245031
Zones Inc.	Computer Software	245	7314.20	0	7314.20	01-Apr-11	12243789
Oakland County Treasurer	Penal Fines	760	7735.00	0	7735.00	04-Apr-11	12243462
State Of Michigan	Civil Filing fee	760	26432.00	0	26432.00	04-Apr-11	12243465
State Of Michigan	Justice system fund	760	21045.00	0	21045.00	04-Apr-11	12243467
DTE Energy	Utility bills	585	9309.81	0	9309.81	04-Apr-11	12244889
Mutual Eye Claim Audits	health insurance	680	6875.66	0	6875.66	04-Apr-11	12244731
Weiss Construction Co. LLC	construction, water system main and service line	591	566078.55	0	566078.55	04-Apr-11	12244726
Oakland County Clerk	Bonds to circuit c# on spreadsheet	761	17850.00	0	17850.00	05-Apr-11	12243520
US Bank National Association	debt service	377	314377.50	0	314377.50	05-Apr-11	12244734
Compore Administrators, Inc.	workers compensation	677	100759.15	0	100759.15	06-Apr-11	12244446
DTE Energy	electric utility bills	591	10491.43	0	10491.43	06-Apr-11	12245178
DTE Energy	Utilities, gas, water, electric consulting	590	40915.61	0	40915.61	06-Apr-11	12244873
Star EMS	various commodity codes	101	12963.61	0	12963.61	06-Apr-11	12243561
Oakland County	refunds, reimbursements	701	229592.31	0	229592.31	07-Apr-11	12244017
Oliver	FWA funds concerning 110 Pingree	789	23092.85	0	23092.85	07-Apr-11	12243827
Meadowbrook, Inc.	health insurance	592	11139.12	0	11139.12	08-Apr-11	12243742
Tucker, Young, Jackson, Tull, Inc.	Professional Staffing 2/11-3/31/11	592	20869.20	0	20869.20	08-Apr-11	12246485
CAASTI Contracting Services, Inc	Manholes, And Manhole Covers, Frames, Grates, Ring	590	34439.93	0	34439.93	10-Apr-11	12245416
City of Pontiac Police & Fire Retirement System	refunds, reimbursements	750	11413.79	0	11413.79	11-Apr-11	12243729
Great West Life Insurance	life insurance	750	6239.98	0	6239.98	11-Apr-11	12243714
Nationwide Retirement Solutions	life insurance	750	35439.95	0	35439.95	11-Apr-11	12243717
Svensson Keppelman Associates	payroll deductions	101	22000.00	0	22000.00	11-Apr-11	12245883
Standard Insurance CO.	legal services	759	21765.41	0	21765.41	12-Apr-11	12243758
Jones & Henry Engineers, Ltd.	engineering services	591	5669.95	0	5669.95	12-Apr-11	12244731
Library Network, The	shared automation/operational cost) 4/1-6/30/11	288	6195.52	0	6195.52	12-Apr-11	12244782
Wade-Tim/Associates	Professional Services	101	32520.75	0	32520.75	12-Apr-11	12244711
Wade-Tim/Associates	Professional Services	101	91500.00	0	91500.00	12-Apr-11	12244721
Compore Administrators, Inc.	workers compensation	677	75000.00	0	75000.00	13-Apr-11	12243820
Posen Construction	construction, water system main and service line	590	154485.00	0	154485.00	13-Apr-11	12244727
Posen Construction	construction, water system main and service line	590	55743.48	0	55743.48	13-Apr-11	12244728
Stamper	Management Consulting Services	101	6250.00	0	6250.00	14-Apr-11	12243779
Humana Claims	health insurance	759	137180.04	0	137180.04	14-Apr-11	12244212
Nowak & Faus Corporation	SWQJF - DOWNSPOUT INVESTIGATIONS	590	45553.00	0	45553.00	14-Apr-11	12245814
Nowak & Faus Corporation	engineering services WWTP flow metering	590	7430.00	0	7430.00	14-Apr-11	12243954
Nowak & Faus Corporation	row service-rnk widening 2/28/11-4/3/11	464	77962.45	0	77962.45	14-Apr-11	12244662
Nowak & Faus Corporation	waste water treatment engineering	590	5544.00	0	5544.00	14-Apr-11	12243861
Nowak & Faus Corporation	waste water treatment engineering	590	7544.00	0	7544.00	14-Apr-11	12244027
Warranty Title Agency LLC	Downpayment Assistance	263	6693.81	0	6693.81	14-Apr-11	12244126
Grant Janitorial Service, Inc.	Police-Janitorial Service	101	5200.00	0	5200.00	15-Apr-11	12244419
Humana Claims	health insurance	759	352281.20	0	352281.20	15-Apr-11	12244213
Meadowbrook, Inc.	health insurance	759	16291.67	0	16291.67	16-Apr-11	12244205
Pontiac Cobras	CDBG-basketball league scholarships	101	6083.09	0	6083.09	19-Apr-11	12244547

VENDOR NAME	FARINVO. COMM. DESC	FUND	INV. AMT	DISCOUNT	INVTMS/DISC	INVOICE DATE	INVOICE CODE
Sarcom, Inc.	Information technology services	101	35642.17	0	35642.17	19-Apr-11	12244202
Spencer Oil Company	87 Oct unl w/10% ethanol	640	24383.85	0	24383.85	19-Apr-11	12245081
Spencer Oil Company	died diesel	640	19900.47	0	19900.47	19-Apr-11	12245083
Spencer Oil Company	fed oil spill	640	19900.47	0	19900.47	19-Apr-11	12245083
Spencer Oil Company	fed oil spill	640	24383.85	0	24383.85	19-Apr-11	12245081
Spencer Oil Company	Federal Just tax	640	24383.85	0	24383.85	19-Apr-11	12245083
Spencer Oil Company	Federal Just tax	640	19900.47	0	19900.47	19-Apr-11	12245081
Spencer Oil Company	mi environmental fee	640	24383.85	0	24383.85	19-Apr-11	12245081
Spencer Oil Company	mi environmental fee	640	19900.47	0	19900.47	19-Apr-11	12245083
URS Corporation	engineering consulting	590	39563.83	0	39563.83	19-Apr-11	12246990
Michigan Municipal Risk Management Authority	property and casualty	759	134668.83	0	134668.83	20-Apr-11	12245147
Lanzo Lifting Services Inc. - Florida	construction, sewer and storm drain	590	15329.00	0	15329.00	21-Apr-11	12245420
Visual Click Software, Inc.	Computer Software License	245	8800.00	0	8800.00	21-Apr-11	12244204
Consumers Energy	Gas Heat	591	15523.26	0	15523.26	22-Apr-11	12245509
DTE Energy	utilities, gas, steam, electric (architectural)	591	36692.33	0	36692.33	25-Apr-11	12244110
Board of Water Commissioners City of Detroit	water	591	288246.72	0	288246.72	25-Apr-11	12244244
City of Pontiac Police & Fire Retirement System	refunds, reimbursements	750	10456.19	0	10456.19	25-Apr-11	12244179
Great West Life Insurance	life insurance	750	6239.98	0	6239.98	25-Apr-11	12244140
Key Government Finance, Inc.	VACTORSEWER CLEANER	590	60179.54	0	60179.54	25-Apr-11	12244929
Nationwide Retirement Solutions	payroll deductions	750	10389.95	0	10389.95	25-Apr-11	12244144
Johnson & Anderson, Inc.	water supply, treatment, distribution	590	25655.00	0	25655.00	26-Apr-11	12245413
Sarcom, Inc.	Hardware Support	245	5680.00	0	5680.00	26-Apr-11	12244712
Sarcom, Inc.	High Yield MICR Toner	245	5680.00	0	5680.00	26-Apr-11	12244712
Sarcom, Inc.	Laserjet Printer	245	5680.00	0	5680.00	26-Apr-11	12244712
Sarcom, Inc.	MICR Toner	245	5680.00	0	5680.00	26-Apr-11	12244712
Williams Acoosta, PLLC	legal services	101	5396.85	0	5396.85	26-Apr-11	12245322
Aqua Group LLC	storm and sanitary sewer work	590	103721.38	0	103721.38	27-Apr-11	12244805
Sarcom, Inc.	Server Hardware	245	165483.75	0	165483.75	27-Apr-11	12244715
Sarcom, Inc.	Server Software	245	99290.25	0	99290.25	27-Apr-11	12244715
Stampfler	EM Compensation	101	6250.00	0	6250.00	28-Apr-11	12244268
DTE Energy	utilities, gas, steam, electric (architectural)	101	9828.36	0	9828.36	28-Apr-11	12245464
DTE Energy	Utilities, gas, water, electric consulting	590	13395.08	0	13395.08	28-Apr-11	12245369
NTH Consultants	CRLF Groundwater and Gas Investigation-thru 4/15/1	226	18766.41	0	18766.41	28-Apr-11	12245116
Hubbell, Roth & Clark, Inc.	Prof Service-Clinton Rvr Trail Bridge-thru 4/23/11	219	46643.39	0	46643.39	29-Apr-11	12246908
Delta Dental Of Michigan	dental insurance	678	72213.26	0	72213.26	30-Apr-11	12244701
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	dental insurance	101	118289.08	0	118289.08	30-Apr-11	12245325
Plunkett Cooney, PC	legal services	101	34224.38	0	34224.38	30-Apr-11	12245865
Skyline Contractors, Inc.	water and wastewater treatment services	590	247190.07	0	247190.07	30-Apr-11	12245574
United Water Environmental Services, Inc.	Operations of Water/WasteWater-April 2011	592	8500.00	0	8500.00	30-Apr-11	12245395
Veolia Environmental Services, LLC	curbside trash pickup 3/27/11-4/30/11	226	266159.61	0	266159.61	30-Apr-11	12244819
21st Century Newspapers // Shared Services L.L.C.	Publications	251	5229.32	0	5229.32	01-May-11	12245683
AT & T	Publications	101	11743.54	0	11743.54	01-May-11	12244725
City Of Auburn Hills	telephone	675	10092.01	0	10092.01	01-May-11	12245398
DTE Energy	CRLF-water discharge 4/1/11-4/30/11	226	9827.20	0	9827.20	01-May-11	12244820
DTE Energy	street lights and traffic lights may 2011	101	77738.70	0	77738.70	01-May-11	12245923
United Water Environmental Services, Inc.	traffics/street lights-may 2011	202	5512.12	0	5512.12	01-May-11	12245921
Mutual Eye Claim Audits	Operations of Water/WasteWater Facilities-May 2011	592	8500.00	0	8500.00	01-May-11	12245396
Compone Administrators, Inc.	health insurance	680	8642.75	0	8642.75	01-May-11	12244445
DTE Energy	workers compensation	677	95978.11	0	95978.11	03-May-11	12245854
Weiss Construction Co. LLC	Utilities Electrical	585	8442.67	0	8442.67	03-May-11	12246367
Oakland County Treasurer	construction, water system main and service line	591	36936.20	0	36936.20	03-May-11	12245425
State Of MichTreasury	Penal Fines for the month of April 2011	750	6186.40	0	6186.40	04-May-11	12244424
State Of MichTreasury	Civil Filing Fee	750	20980.00	0	20980.00	04-May-11	12244424
State Of MichTreasury	Justice System Fund	750	16060.00	0	16060.00	04-May-11	12244426
Meadowbrook, Inc.	health insurance	759	7552.14	0	7552.14	04-May-11	12246255

VENDOR NAME	FAR/NO COMM DISC	FUND	INV AMT	DISCOUNT	INVTMS/DISC	INVOICE DATE	INVOICE CODE
DTE Energy	Utilities, gas, steam, electric (architectural)	101	9401.86	0	9401.86	05-May-11	1224448
Oakland County Clerk	Bonds to circuit court	761	6000.00	0	6000.00	05-May-11	1224469
DTE Energy	Utilities, gas, water, electric consulting	550	43585.41	0	43585.41	05-May-11	1224597
Michigan Supreme Court Finance	Court Code D50 Billing Code 1530-02 April-June2011	760	9015.41	0	9015.41	06-May-11	1224576
Innovative Software Services, Inc.	Income Tax Services	101	39130.01	0	39130.01	06-May-11	12244735
Kaiser Communications & Security, Inc	security and access systems maintenance	550	8170.00	0	8170.00	06-May-11	12245154
NuTech Graphics Inc.	deliver newsletters to post office	268	5788.69	0	5788.69	06-May-11	12244813
NuTech Graphics Inc.	printing of newsletters	268	5788.69	0	5788.69	06-May-11	12244813
Posen Construction	construction, water system main and service line	550	222381.58	0	222381.58	06-May-11	12245423
Tucker, Young, Jackson, Tuji, Inc.	Professional Staffing 4/1/11-4/30/11	592	10098.00	0	10098.00	06-May-11	12246484
Nationwide Retirement Solutions	payroll deductions	750	28487.26	0	28487.26	09-May-11	12244588
Great West Life Insurance	life insurance	750	6064.98	0	6064.98	09-May-11	12244594
City of Pontiac Police & Fire Retirement System	refunds, reimbursements	750	12262.29	0	12262.29	09-May-11	12244623
CAASTI Contracting Services, Inc	Manholes, And Manhole Covers, Frames, Grates, Ring	550	17159.42	0	17159.42	09-May-11	12245418
Gunnery Meters And Parts	accessories, water meter	591	8452.30	0	8452.30	09-May-11	12244937
Jones & Henry Engineers, Ltd	engineering services	591	5109.55	0	5109.55	09-May-11	12244732
Nexel	telephone	675	11717.24	0	11717.24	09-May-11	12245345
Poplar	Court appt atty fee	760	12050.00	0	12050.00	10-May-11	12244686
Posen Construction	construction, water system main and service line	550	63787.52	0	63787.52	10-May-11	12245424
Stampfler	EM Compensation	101	6250.00	0	6250.00	11-May-11	12244697
Nowak & Fraus Corporation	milk widening 4/4/11-5/1/11	464	10213.98	0	10213.98	11-May-11	12245311
Robins	FWVA funds	101	7860.00	0	7860.00	11-May-11	12244755
Stevenson Kephleman Associates	legal services	101	22056.94	0	22056.94	11-May-11	12246068
Siar EMS	various commodity codes	101	8859.00	0	8859.00	12-May-11	12244842
The Detroit Salt Co.	rock salt	640	18921.92	0	18921.92	12-May-11	12245261
The Detroit Salt Co.	rock salt	640	23585.15	0	23585.15	13-May-11	12245485
Grant Janitorial Service, Inc.	Police-Janitorial Service-may 2011	101	5200.00	0	5200.00	15-May-11	12244815
Humana Claims	health insurance	759	350894.40	0	350894.40	15-May-11	12245159
Humana Claims	health insurance	759	131469.45	0	131469.45	15-May-11	12245160
Ikon Financial Services	health insurance	101	27163.89	0	27163.89	16-May-11	12247491
Sarcom, Inc.	information technology services	101	35642.17	0	35642.17	16-May-11	12245204
Tech Mechanical, Inc	Air Conditioning Unit	245	20239.50	0	20239.50	16-May-11	12245207
Goodyear Certified Auto	change tire, dismount & mount	640	7728.66	0	7728.66	18-May-11	12245537
Goodyear Certified Auto	new valve stem	640	7728.66	0	7728.66	18-May-11	12245537
Johnson & Anderson, Inc.	water supply, treatment, distribution	550	17085.00	0	17085.00	18-May-11	12245061
Spencer Oil Company	87 oct unl w/10% ethanol	640	9688.38	0	9688.38	18-May-11	12246153
Spencer Oil Company	federal oil spill ethanol	640	9688.38	0	9688.38	18-May-11	12246153
Spencer Oil Company	mi environmental fee	640	9688.38	0	9688.38	18-May-11	12246153
Spencer Oil Company	federal oil spill ethanol	640	9688.38	0	9688.38	18-May-11	12246153
Stampfler	EM Compensation	101	6250.00	0	6250.00	18-May-11	12244807
URS Corporation	engineering consulting	550	23890.60	0	23890.60	18-May-11	12245573
US Bank National Association	debt service	240	693410.06	0	693410.06	19-May-11	12244844
NTH Consultants	CRLF Groundwater/Gas investigation-thru 5/13/11	226	7187.97	0	7187.97	19-May-11	12246883
Plunkett Cooney, PC	legal services	101	464992.14	0	464992.14	20-May-11	12245004
Marquetta Dudley and Diana McClain & Associates	refunds, reimbursements	703	18180.40	0	18180.40	20-May-11	12245316
Tidewater Products, Inc.	Polymer, Cationic, Used For Sludge Conditioning	550	18966.00	0	18966.00	20-May-11	12245476
Gregory A. Buss, Esq	attorney fees -milk byrd widening project	464	61065.00	0	61065.00	23-May-11	12245389
Gregory A. Buss, Esq	expert witness-milk byrd project	464	61065.00	0	61065.00	23-May-11	12245389
Pontiac Auto Repair Inc	Additional Just Compensation - MLK Widening Proj	464	216875.00	0	216875.00	23-May-11	12245390
Wade Trim/Associates	Professional Services	101	91500.00	0	91500.00	23-May-11	12245125
Standard Insurance CO	life	759	20717.15	0	20717.15	24-May-11	12245161
Standard Insurance CO	life	759	20717.15	0	20717.15	24-May-11	12245162
Consumers Energy	Gas Heat	550	7470.38	0	7470.38	24-May-11	12246296
Cummings, Mcdorey, Etc	legal services	101	6850.00	0	6850.00	24-May-11	12245323
Oakland County Clerk	Bonds to circuit, case# on spreadsheet	761	10050.00	0	10050.00	25-May-11	12245167

VENDOR NAME	FARINVC COMM_DESC	FUND	INV_AMT	DISCOUNT	INVTMSDISC	INVOICE DATE	INVOICE CODE
Beard of Water Commissioners City of Detroit	water	591	278916.16	0	278916.16	25-May-11	12245228
Catalyst Management Group LLC	demonition on mlk bvd	464	18611.96	0	18611.96	25-May-11	12245308
Sarcom, Inc.	Computer Memory	245	9600.00	0	9600.00	25-May-11	12245306
Sarcom, Inc.	Computer Monitor	245	9600.00	0	9600.00	25-May-11	12245306
Sarcom, Inc.	microcomputers, desktop	245	9600.00	0	9600.00	25-May-11	12245306
Span Systems, Inc.	Annual Inspection	112	18800.00	0	18800.00	25-May-11	12247281
W.B. Maintenance Co., Inc.	mowing-may 2011	101	5839.00	0	5839.00	26-May-11	12246196
Community Housing Network Inc.	homeless prevention services	249	25903.47	0	25903.47	27-May-11	12246123
Community Housing Network Inc.	homeless prevention services	249	15419.51	0	15419.51	27-May-11	12246574
DTE Energy	electrical-55 wessen 5/27/11-6/28/11	101	8454.41	0	8454.41	27-May-11	12246299
DTE Energy	utilities, gas, steam, electric (architectural)	101	12753.07	0	12753.07	27-May-11	12246365
DTE Energy	utilities, gas, steam, electric (architectural)	590	13090.04	0	13090.04	27-May-11	12246829
Veadia Environmental Services, LLC	curbside trash pickup 5/1-5/28/11	226	217169.51	0	217169.51	28-May-11	12246300
21st Century Newspapers // Shared Services L.L.C.	Publications	101	45417.90	0	45417.90	29-May-11	12247572
Great West Life Insurance	life insurance	750	6064.98	0	6064.98	31-May-11	12245266
Nationwide Retirement Solutions	payroll deductions	750	11104.95	0	11104.95	31-May-11	12245271
City of Pontiac Police & Fire Retirement System	refunds, reimbursements	750	10577.30	0	10577.30	31-May-11	12245295
Hubbell, Roth & Clark, Inc.	Prof Service-Clinton Rvr Trail Bridge-thru 5/24/11	219	19905.33	0	19905.33	31-May-11	12246910
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	legal services	101	5030.46	0	5030.46	31-May-11	12245989
Punkett Cooney, PC	legal services	101	41722.23	0	41722.23	31-May-11	12246529
Skyline Contractors, Inc	water and wastewater treatment services	590	148790.48	0	148790.48	31-May-11	12247336
United Lawnscape, Inc	mowing-oakhill cemetery-may 211	209	6990.00	0	6990.00	31-May-11	12245715
United Lawnscape, Inc	mowing-ottawa cemetery-may 2011	209	5940.00	0	5940.00	31-May-11	12245717
United Lawnscape, Inc	mowing-parks over 5 acres-may 2011	101	15620.00	0	15620.00	31-May-11	12245716

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Acord	Michael	640	10249.69
Adams	Annette	760	7806.41
Alexander	Tony	591	2091.68
Allen	Charles	590	3843.94
Allen	Charles	591	1624.45
Allen	Charles	729	253.16
Allen	Susan	101	8515.06
Allison	William	591	5935.57
Allison	William	729	2704.69
Alvarado	Maria	101	1820.00
Alvis	Dennis	101	19604.62
Anthony	Charles	209	10681.52
Aranosian	Bryan	101	22734.90
Arndt	Jane	733	7363.20
Balduf	Bonnie	268	5453.00
Baldwin	McDonald	640	10312.15
Baugh	Ralph	591	4804.07
Baugh	Ralph	729	1874.41
Bell	Archie	760	9296.24
Bell	Arron	729	129.27
Bell	Larina	591	2893.85
Bell	Larina	729	3.64
Bell	Mamie	101	5038.00
Bell	Sharonda	590	2897.28
Bell	Sharonda	729	624.12
Bell	Shedrick	101	12359.35
Benton	Pearline	101	11142.33
Bibbs	Amber	760	9390.03
Bishop	Meloney	585	7563.21
Bovee	Brian	101	291.24
Bowie	John	591	5145.17
Bowie	John	729	3993.24
Boykins Moody	Juanita	591	5009.62
Boykins Moody	Juanita	729	3595.96
Braddock	Kevin	101	12527.74
Bradley	Cynthia	101	6209.67
Brady	Rochelle	101	10391.43
Brimm	Eric	226	12440.25
Brinson	Ethel	101	3442.40
Brown	Andrew	590	4869.03
Brown	Andrew	591	495.54
Brown	Andrew	729	1203.93
Brown	Arthur	590	5333.95
Brown	Arthur	729	2635.02
Brown	Worthen	591	6660.15
Brown	Worthen	729	2093.09
Buchmann	Jeffrey	101	16113.91
Burch	Kenneth	590	4962.24
Burch	Kenneth	729	649.92
Burkett	Timothy	591	5623.43
Burkett	Timothy	729	2112.36

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Butler	Jessie	101	331.00
Calhoun	Victor	590	5494.22
Calhoun	Victor	591	1392.50
Calhoun	Victor	729	1237.95
Cartwright	Henry	590	5927.12
Cartwright	Henry	729	1160.27
Castillo	Mario	591	11976.65
Castillo	Mario	729	3788.30
Cayton	Clarissa	140	9592.32
Chamberlain	Bernardette	760	6556.63
Chandler	Chad	760	9046.17
Childs	Tujuana	696	9864.00
Chumbler	Catherine	209	1391.20
Claeys	Donald	101	32211.16
Close	Angeline	591	2897.28
Close	Angeline	729	2854.42
Cobb	Denise	591	2561.53
Collins	Michael	591	4055.84
Collins	Michael	729	5.76
Contreras	Goretta	101	97.08
Cosby	Michael	101	13408.47
Craft	Lajuan	733	11770.42
Crampton	Casey	101	72.81
Cravens	Eugenie	246	3293.00
Cravens	Eugenie	248	658.60
Cravens	Eugenie	252	8561.80
Cravens	Eugenie	263	658.60
Cruz	Pablo	209	15913.07
Cutter	Deborah	591	4533.12
Cutter	Deborah	729	481.64
Dallas	Paul	101	31433.91
Daniel	Tiwanna	590	4478.69
Daniel	Tiwanna	729	3507.78
Daves	Michael	101	16824.22
Deman	Christopher	101	10862.18
Dennis	Dawn	101	7327.39
Dennis	Neil	101	10342.97
Deplanche	Diana	226	7684.82
Devine	Connie	760	9854.40
Dorris	Carl	760	9136.53
Doty	Daniel	101	5176.40
Downs	Matthew	101	11174.29
Dumas	Daniel	101	26284.27
Edden	Qiana	101	6451.45
Elinski	Robert	101	13354.50
Ellis	Pedro	101	9113.39
Englund	Robert	640	9992.10
Escobar	Maria	760	7744.77
Estell	Kenneth	101	16048.60
Ewing	Anthony	760	9585.85
Fagan	Josephine	101	20635.85

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Fagan	Josephine	729	317.20
Fanfalone	Matthew	101	24492.93
Felts	Chester	101	22268.07
Ferguson	Marc	101	16060.39
Finley	Gwendolyn	760	970.34
Fladger	Pamela	101	2314.40
Fladger	Pamela	591	11572.00
Flye	Bryan	760	13094.40
Foley	Brian	590	4770.95
Foley	Brian	591	764.78
Foley	Brian	729	5981.79
Ford	Larhonda	696	10459.20
Ford	Robert	101	23377.64
Fortney	Drew	101	22619.00
Fowlkes	Darryl	101	25584.96
Fugate	Gary	590	4772.70
Fugate	Gary	729	280.81
Gangnier	Christopher	101	22551.42
Gangnier	Steven	101	18489.25
Garcia	Ruben	101	23319.21
Garner	De Carla	760	7900.85
Garrison	Kevin	101	5244.78
Garrison	Kevin	729	18231.06
Gates	Gregory	640	11026.35
Geeter Jr.	Sammie	590	4646.73
Geeter Jr.	Sammie	591	1948.63
Geeter Jr.	Sammie	729	1861.92
Gener	Julito	591	12431.84
Gener	Myrna	590	5950.43
Gener	Myrna	729	11958.22
Gener	Ricardo	590	5742.39
Gener	Ricardo	729	3116.70
Giolitti	Christopher	101	15123.07
Gomez	Daniel	591	7416.75
Gomez	Daniel	729	3962.42
Goodman	Barbara	101	2253.10
Goodman	Tommy	696	13932.54
Gracey	Donald	101	15388.10
Gracey	Ronald	760	9418.71
Gray	Jerri	101	160.18
Gray	Jerri	729	913.77
Green	Devan	268	6613.13
Green	Dwight	101	26343.89
Green	Tamantha	759	11332.81
Greer-Alvrez	Renee	760	13752.02
Grier	Michael	101	31029.45
Griffin	Jason	101	17904.42
Gross	Ronda	760	10551.84
Guerra	Anthony	101	5976.00
Guyton	Quinton	101	24238.83
Hamersley	Steven	696	16545.60

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Hanson	Thomas	101	19271.92
Hardy	Harry	101	4521.25
Harney	Damon	101	35750.84
Harris	Kevin	101	14604.49
Hatchett	Franklin	696	24345.60
Hawkins	Sherikia	101	11901.60
Hayes	Kyle	101	97.08
Hayward	Tamatia	760	6336.00
Heckendorn	Kyle	101	14737.46
Hefner	Daniel	101	17849.31
Hembree	Gary	101	11373.06
Hendon	Jerry	590	2686.09
Hendon	Jerry	729	49.52
Herrgott	Michael	760	8290.59
Hilborn	Michael	101	17800.96
Hill	Tina	101	513.25
Hinton	Tyrone	246	10666.61
Hinton	Tyrone	247	207.26
Hinton	Tyrone	248	448.88
Hinton	Tyrone	251	5246.95
Hinton	Tyrone	263	5523.10
Holcomb	Carl	101	24304.49
Holmes	Paul	101	25867.10
Hoover	Eric	640	5664.40
Hotz	Mark	101	20875.20
Hudock	Thomas	590	3786.24
Hudock	Thomas	729	133.11
Huff	Rachel	760	11496.03
Hunt	Todd	101	24517.68
Hunter	Jeff	101	30642.81
Jackson	Carey	590	3563.02
Jackson	Carey	591	773.66
Jackson	Carey	729	3454.70
Jackson	David	591	4110.83
Jackson	David	729	1705.83
Jaje	Daniel	590	5280.03
Jaje	Daniel	729	242.56
Janczarek	Charles	101	1400.00
Jaroneski	David	101	17111.32
Jarrett	Tyrone	101	20704.96
Jefferson	Johnnie	591	4514.94
Jefferson	Johnnie	729	87.70
Jimenez	Ester	759	7279.09
Jimenez	Vincente	101	13796.74
John	Ruben	590	3743.13
John	Ruben	591	1000.19
John	Ruben	729	1497.38
Johnson	Lee	226	10608.00
Joiner	Frederick	101	23075.99
Jones	James	268	3434.00
Kaiser	Robert	212	8073.60

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Kalinowski	Stephen	590	3614.58
Kalinowski	Stephen	591	1237.74
Kalinowski	Stephen	729	1003.36
Keelty Reyes	Wendy	101	16211.45
Keesling	Keith	101	15369.70
Kendrick	Jody	101	13217.11
Kendrick	Scott	101	14956.68
Kershaw	Ian	101	15474.83
Kilburn	Tracy	590	7753.82
Kilburn	Tracy	729	8634.13
King	Lisa	760	13440.00
Kleist	Alexander	101	20003.79
Koss	Daniel	101	15966.01
Lamb	Michael	268	15972.84
Landis	Sean	101	18753.84
Lasseigne	Edward	101	201.93
Lee	Brian	101	9351.73
Lee	Chad	101	11892.28
Lee	David	101	9427.41
Lee	Kathy	268	5682.82
Lemons	Michael	101	17068.55
Lewis	Aron	101	28263.88
Lewis	Mark	101	10325.95
Lewis	Mi Toya	591	2897.28
Lewis	Mi Toya	729	2897.43
Lewis Jr	Thomas	729	7331.21
Lile	Patricia	246	6380.61
Lile	Patricia	251	5950.82
Lile	Patricia	252	8297.98
Lile	Patricia	263	727.35
Linenger	Kyle	101	13564.61
Long	Bryant	101	10318.11
Long	Phyllis	101	10452.00
Long	Phyllis	759	5148.00
Lopez	Claudio	101	10951.81
Losee	Kathryn	101	7381.54
Lucio	Jesus	101	13564.59
Luster	Dwayne	590	8378.31
Luster	Dwayne	591	288.70
Luster	Dwayne	729	6306.13
Luster	William	590	4216.15
Luster	William	591	1315.09
Luster	William	729	2822.68
Lyons	Jerline	101	11838.15
Lyons III	Donald	101	11538.70
Macias	Antonio	101	23236.02
Macquarrie	Douglas	101	1149.03
Main	Daniel	101	20144.84
Majeske	Louis	590	2431.29
Majeske	Louis	591	488.55
Marougi	Joseph	101	72.81

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Martin	Lori	101	7474.65
Martin	Maurice	101	11965.12
Martinez	Hector	101	25118.26
Martinez	Michael	760	10551.84
Mathes	Oliver	760	9204.28
McAllister	Darrin	101	145.64
McDonald	Scott	101	15762.63
McDougal	Paul	101	13129.80
McLaughlin	Brian	101	14790.99
McNary	Kimberly	101	9515.31
Mickens	Kathleen	101	17340.90
Miller	Adam	101	10302.63
Miller	Gloria	729	86.87
Miller	Michael	101	72.81
Miller	Robert	101	14987.76
Millmine	Bonnie	101	360.25
Miracle	Wendell	590	3707.72
Miracle	Wendell	591	1624.55
Miracle	Wendell	729	1631.72
Mistretta	Peter	101	9805.08
Molett	Sandra	585	5980.87
Morton	Timothy	101	9082.80
Mosher	Paul	640	10801.42
Moshier	Michael	101	24305.10
Mosley	Toney	590	4365.20
Mosley	Toney	591	1701.92
Mosley	Toney	729	2698.70
Moss	Alma	212	9696.73
Munson	Deborah	733	14966.40
Murphy	James	101	327.75
Murphy	Kimberly	101	314.50
Myers	Datanyen	101	8761.70
Naglick Jr.	John	101	25960.00
Neill	Wisetta	760	10545.93
Northern	Tiffany	268	1126.89
Nye	Jeffrey	101	24028.75
Nye	Matthew	101	25508.04
Ogg	Ashley	585	2448.80
Olsen	Nels	101	17410.80
Paramo	Michael	101	97.08
Penermon	Larry	591	6010.52
Penermon	Larry	729	1832.54
Pentecost	Helena	591	2895.93
Pentecost	Helena	729	2809.05
Perkins	Freida	696	8779.20
Perkins	Mark	101	16552.78
Pesko	Craig	101	11024.16
Pettway	Hugh	101	34974.01
Phelps	Michael	101	13230.73
Phillips	Alvin	101	11262.00
Polanco	Juan	760	9348.54

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Pope	Yolanda	101	283.75
Presutti	Nicholas	101	11788.87
Pryor	Kirjathous	696	8328.00
Ragland	Robert	591	3467.52
Ragland	Robert	729	3596.11
Rainge	Louis	101	17515.14
Ratcliff	Altis	101	306.50
Ratliff	Carmen	760	8049.26
Rayner	Thomas	101	35289.43
Redmond	Tuesday	251	8898.88
Redmond	Tuesday	252	4297.60
Reyes	William	101	17104.56
Richardson	Edmond	268	6576.00
Richert	Robin	591	2231.64
Riggs	Bradley	101	36810.27
Rivera	Luis	591	2979.90
Rivera	Luis	729	3297.72
Roberts	Gladys	696	9864.00
Roberts	Ryan	101	15417.39
Robinson	Larry	101	18019.79
Rodgers	Robert	101	9249.20
Rodriguez	Lucy	101	5573.55
Roehrig	Gregory	268	5450.25
Rosado	Mary	696	7833.60
Ross	Charisse	696	19195.20
Roth	Michael	590	2966.08
Roth	Michael	729	36908.87
Rusesky	Mark	101	17038.72
Russell	Donald	101	17007.70
Schedlbauer	Kevin	101	20208.53
Schlitt	Gregory	101	18707.05
Schwenzer	Jacqueline	268	10144.00
Scott	Devin	101	16536.00
Seay	Shanee	101	5923.20
Sellers	Edwina	760	7977.60
Shanks	Denise	729	6638.51
Shelton	Robert	591	10856.60
Sielbeck	Thomas	585	2963.83
Silorey	Aaron	101	10420.90
Simmons	Chanda'	101	6134.09
Simmons	Diondra	585	2819.60
Smith	Danny	590	3111.68
Smith	Danotiss	101	9754.15
Smith	Jeffery	101	230.24
Smith	Louis	585	3222.00
Smith	Samantha	760	6931.08
Smith	Thomas	101	414.00
Smith	Tre'von	268	2201.25
Smothers	James	591	4761.01
Smothers	James	729	1826.41
Sobota	Joseph	101	13846.08

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Stanczak	Mark	101	17409.22
Stefani	James	101	8814.38
Steinhebel	Eric	101	27066.56
Stephens	Khalfani	140	15062.40
Stevens	Renee	101	11555.32
Stevens	Victor	212	4732.80
Stewart	Davienya	585	2489.60
Stewart	Janice	592	9028.82
Stewart	Malcolm	268	468.75
Stovall	Connie	585	10176.18
Stubblefield	Sheryl	101	18192.00
Sumner	Stephanie	101	13320.00
Swanson	Carl	590	3040.04
Swanson	Carl	591	2011.36
Swanson	Carl	729	878.23
Swazer	Billie	101	9455.20
Sykes	Joseph	101	88.77
Sykes	Joseph	590	3588.98
Sykes	Joseph	591	138.07
Sykes	Joseph	729	2784.86
Talley	Yvette	101	16536.00
Taylor	Ahmad	696	15201.60
Taylor	Donna	590	7043.12
Taylor	Donna	729	6693.85
Teasley	Gainell	212	2133.00
Teelander	Jason	101	15774.53
Terry	Ryan	101	13958.96
Thomas	Anthony	590	2512.33
Thomas	Anthony	729	106.82
Thomas	Brian	101	11773.71
Thomas	Kimberlee	760	6981.74
Thomas	Preston	760	10551.83
Thomas	Shane	591	2749.04
Thomas	Shane	729	82.54
Thomas	Sylvester	101	322.75
Thompson	Rinetra	760	6153.46
Thomson	Barkley	101	18056.39
Threlkeld	Sennel	101	1585.62
Tibbitts	Louann	101	147.00
Tillman	Patricia	585	3075.60
Tovar	Veronica	101	8472.63
Transou	Yvette	696	11750.40
Troy	Steven	101	21234.89
Valdez	Veronica	696	7833.60
Vandagriff	Dale	591	4281.26
Vandagriff	Dale	729	1583.34
Vaughn	Bryant	591	3167.34
Vine	Kurtis	101	15005.74
Wade	Dion	101	37942.54
Wadsack	Curtis	591	4044.57
Walker	Bethany	760	9034.00

Expenditures Made June 1, 2011 through August 31, 2011 (Gross Wages)

Last Name	First Name	Fund	Gross Pay
Walker	Cynthia	760	10551.84
Walker	James	590	6651.59
Walker	James	729	6176.40
Ward	Lynette	760	23078.40
Washington	Lavoisier	101	27737.76
Watkins	Stacia	101	8092.77
Waun	Janice	268	9288.02
Weaver	Troy	101	11579.08
Webb	Elsie	101	328.00
Webb	Heather	592	17125.08
Webb	Steven	101	328.00
Welch	Brian	590	4905.84
Welch	Brian	729	1487.73
Wenz	Edward	246	15893.49
Wenz	Edward	263	752.80
Werner	Shawn	101	17929.51
Wheatcroft	David	101	10587.79
White	Johnny	101	2719.07
White	Johnny	591	1789.76
White	Johnny	729	2453.81
Whiters	Marcus	590	3158.85
Whiters	Marcus	729	507.75
Whittaker	Michelle	696	7833.60
Whittaker	Taveo	101	6810.72
Widdis	John	101	32681.14
Wilkerson	Alicia	760	10372.80
Wilkins	Carol	209	7484.64
Williams	Thomas	590	9505.94
Williams	Thomas	729	11609.59
Williamson	Solomon	585	2522.40
Wilson	Michael	101	16022.40
Wilson	Rose	101	9028.80
Wittebort	Steven	101	13493.37
Wood	Bryan	101	14404.26
Woods	Debra	101	5820.46
Woods	Debra	729	3280.07
Woolson	Kent	101	13752.39
Wright	Bryan	101	19419.05
Youngquist	Timothy	590	6931.99
Youngquist	Timothy	729	4057.96
Zimmermann	Ellen	733	19689.60

VENDOR NAME	TRANSACTION DATE	FPRPROJ	COMM	DESC	FUND CODE	COMM TOT	PO AMT	DOC CODE	KEY
Sarcom, Inc.	01-Jun-11			Computer Memory	245	386.17	8088.53		P2045651
Sarcom, Inc.	01-Jun-11			Network Server	245	6957.56	8088.53		P2045651
Sarcom, Inc.	01-Jun-11			Server Support	245	744.80	8088.53		P2045651
Sarcom, Inc.	01-Jun-11			Computer Software	245	1077.00	5890.00		P2045649
Sarcom, Inc.	01-Jun-11			Computer Software	245	3156.00	5890.00		P2045649
Sarcom, Inc.	01-Jun-11			Server Licensing	245	633.00	5890.00		P2045649
Sarcom, Inc.	01-Jun-11			Server Licensing	245	1024.00	5890.00		P2045649
The Oetzel Hartman Group	02-Jun-11			Golf Course Appraisal	584	10000.00	10000.00		P2045666
Portac Auto Repair Inc	02-Jun-11			Additional Just Compensation - MLK Widening Proj	454	216875.00	216875.00		P2045659
Gregory A. Buss, Esq	02-Jun-11			attorney fees-milk blvd widening project	464	61065.00	61065.00		P2045665
United Water Environmental Services, Inc.	02-Jun-11			Operations of Water & WasteWater Facilities	592	25500.00	25500.00		P2045669
HESCO	02-Jun-11			Sodium Bisulfate pump replacement	590	6713.00	13762.00		P2045671
HESCO	02-Jun-11			Sodium Hypochlorite pump replacement	590	7049.00	13762.00		P2045671
NTH Consultants	07-Jun-11			fire suppression/po/pole roof	245	14700.00	11500.00		P2045676
Weiss Construction Co. LLC	08-Jun-11			emergency replment of basment sump pump water plant	591	7745.04	7745.04		P2045686
Sarcom, Inc.	13-Jun-11			Interconnect Kit	245	826.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Cable	245	1400.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Cable	245	3008.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Interface Card	245	2664.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Server	245	38500.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Support	245	0.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Switch	245	4132.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Switch	245	4926.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Network Switch	245	10172.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			SAN Support	245	8829.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Server Power Supply	245	1692.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Storage Network Kit	245	2100.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			Switch w/ Software	245	2564.00	80987.00		P2045697
Sarcom, Inc.	13-Jun-11			UPS Management	245	174.00	80987.00		P2045697
Bostick Gmc Truck Center	13-Jun-11			autotruck repair	640	15000.00	15000.00		P2045693
Halt Fire, Inc.	13-Jun-11			repairs to fire trucks	640	10000.00	10000.00		P2045694
Sarcom, Inc.	17-Jun-11			DVD Drive	245	744.80	6415.50		P2045706
Sarcom, Inc.	17-Jun-11			Server	245	5670.70	6415.50		P2045706
Sarcom, Inc.	17-Jun-11			Server Support Services	245	744.80	6415.50		P2045706
Nowak & Fraus Corporation	20-Jun-11			SWGIF - DOWNSPOUT INVESTIGATIONS	590	45553.00	45553.00		P2045718
State of Michigan Second Injury Fund	20-Jun-11			workers comp	677	9727.48	9727.48		P2045712
State of Michigan Second Injury Fund	20-Jun-11			workers comp	677	5696.71	5696.71		P2045711
Nowak & Fraus Corporation	20-Jun-11			SWGIF - DOWNSPOUT INVESTIGATIONS	590	18429.00	18429.00		P2045717
Nowak & Fraus Corporation	20-Jun-11			SWGIF - DOWNSPOUT INVESTIGATIONS	590	20142.94	20142.94		P2045717
CDW Government, Inc.	23-Jun-11			Bluetooth Adapter	245	66.48	9509.13		P2045726
CDW Government, Inc.	23-Jun-11			Computer Memory	245	470.25	9509.13		P2045726
CDW Government, Inc.	23-Jun-11			Computer Monitors	245	2340.00	9509.13		P2045726
CDW Government, Inc.	23-Jun-11			Desktop Computers	245	6632.40	9509.13		P2045726
Innovative Software Services, Inc.	23-Jun-11			Tax Services (All Kinds)	101	26763.55	26763.55		P2045720
Sarcom, Inc.	23-Jun-11			UPS Backup Power Supple	245	4524.54	5000.08		P2045745
Sarcom, Inc.	23-Jun-11			UPS Management Module	245	363.54	5000.08		P2045745
Sarcom, Inc.	23-Jun-11			UPS PDU Cable	245	112.00	5000.08		P2045745
Plunkett Cooney, PC	23-Jun-11			legal services	101	34224.38	34224.38		P2045721
US Bank National Association	23-Jun-11			debt service	591	25682.50	25682.50		P2045744
US Bank National Association	23-Jun-11			debt service	591	36075.00	36075.00		P2045742
US Bank National Association	23-Jun-11			debt service	590	92975.00	92975.00		P2045743

VENDOR NAME	TRANSACTION DATE	FHRP001 COMM DESC	FUND CODE	COMM TOT	PO AMT	DOC CODE KEY
Pontiac Panthers Youth Football	24-Jun-11	recreation services	251			
Miller Canfield Paddock & Stone, Inc	28-Jun-11	legal services	101	2000.00	2000.00	P2045752
Plante & Moran	28-Jun-11	accounting services	101	27342.06	27342.06	P2045761
Plante & Moran	28-Jun-11	accounting services	101	3000.00	89250.00	P2045762
Plante & Moran	28-Jun-11	accounting services	101	11250.00	89250.00	P2045762
Plante & Moran	28-Jun-11	accounting services	101	22500.00	89250.00	P2045762
Plante & Moran	28-Jun-11	accounting services	101	30000.00	89250.00	P2045762
Stevenson Keppleman Associates	28-Jun-11	legal services	101	5190.23	11000.00	P2045760
Stevenson Keppleman Associates	28-Jun-11	legal services	101	5809.77	11000.00	P2045760
Stevenson Keppleman Associates	29-Jun-11	public service foreclosure prevention	251	60000.00	60000.00	P2045783
Stevenson Keppleman Associates	29-Jun-11	legal services	101	22056.94	22056.94	P2045787
City of Pontiac General Employees Retirement System	30-Jun-11	health dental insurance	759	143159.80	143159.80	P2045836
City of Pontiac General Employees Retirement System	30-Jun-11	health dental insurance	759	215220.80	215220.80	P2045835
Sarcom, Inc.	14-Jul-11	Voicemail Server	245	28014.20	28014.20	P2045809
Oakland County	14-Jul-11	Dispatching Services	101	18384.22	18384.22	P2045849
Oakland County	14-Jul-11	Police Services	101	837142.25	837142.25	P2045850
DTE Energy	14-Jul-11	Electric Services @ cemeteries	209	8700.00	6200.00	P2045833
GE Government Finance, Inc.	14-Jul-11	Installment Payment-various equipment	640	822320.59	196128.59	P2045834
GE Government Finance, Inc.	14-Jul-11	Installment Payment-various equipment	640	822320.59	626192.00	P2045834
DTE Energy	14-Jul-11	Electrical Service at DPW	101	50000.00	50000.00	P2045843
Consumers Energy	14-Jul-11	Gas - City Hall and DPW	101	75000.00	75000.00	P2045845
AT & T Capital Services	14-Jul-11	Optiman system	101	44000.00	44000.00	P2045851
Stampfer	15-Jul-11	EM Compensation	101	150000.00	150000.00	P2045862
DTE Energy	15-Jul-11	Street/Traffic Lights, Parking Lot Lighting	101	831642.00	730000.00	P2045853
DTE Energy	15-Jul-11	Street/Traffic Lights, Parking Lot Lighting	202	831642.00	84000.00	P2045853
DTE Energy	15-Jul-11	Street/Traffic Lights, Parking Lot Lighting	585	831642.00	17642.00	P2045853
Wesco Distribution Inc	15-Jul-11	Electrical Supplies	202	15000.00	7500.00	P2045855
Carrier & Gable	15-Jul-11	Parts/Supplies-street/traffic lights&pedes xng	202	30000.00	10000.00	P2045856
Carrier & Gable	15-Jul-11	Parts/Supplies-street/traffic lights&pedes xng	202	30000.00	20000.00	P2045856
Bostick Gmc Truck Center	15-Jul-11	autotruck parts, supplies and repair	640	60000.00	10000.00	P2045857
Bostick Gmc Truck Center	15-Jul-11	autotruck parts, supplies and repair	640	60000.00	50000.00	P2045857
A-1 Truck Parts	15-Jul-11	autotruck parts and supplies	640	50000.00	50000.00	P2045858
Coach and Motor Co.	15-Jul-11	autotruck parts and supplies	640	35000.00	35000.00	P2045859
Barnes Distributors	15-Jul-11	Nuts, Bolts, Screws, Etc	640	7500.00	7500.00	P2045863
Eastern Oil Company	15-Jul-11	anti-freeze, oil, lubricants, etc	640	18000.00	18000.00	P2045864
Goodyear Certified Auto	15-Jul-11	Tires, Wheel Alignment, Valve Stem, Etc	640	65000.00	65000.00	P2045865
Bell Equipment Company	15-Jul-11	Street Sweeper parts and repairs	640	23000.00	8000.00	P2045866
Bell Equipment Company	15-Jul-11	Street Sweeper parts and repairs	640	23000.00	15000.00	P2045866
Precise MRM LLC	15-Jul-11	gps	640	6200.00	6200.00	P2045870
Michigan Cat	15-Jul-11	backhoe/other off road machinery parts/repair	640	15000.00	10000.00	P2045871
Terminal Supply Co., Inc.	15-Jul-11	police/fire vehicles-parts and supplies	640	15000.00	15000.00	P2045873
Truck & Trailer Specialties	15-Jul-11	heavy truck-parts and repairs	640	20000.00	15000.00	P2045874
City Of Auburn Hills	15-Jul-11	CRLF - Water Discharge	226	120000.00	120000.00	P2045875
Veolia Environmental Services, LLC	15-Jul-11	curbside trash pickup and dumping at the landfill	226	2500000.00	2500000.00	P2045877
Tucker, Young, Jackson, Tull, Inc.	19-Jul-11	Professional Staffing	592	75000.00	75000.00	P2045922
DTE Energy	19-Jul-11	Electric - various locations	101	5500.00	5500.00	P2045923
DTE Energy	19-Jul-11	electric-bowen ct and ruth peterson	212	20200.00	9200.00	P2045924
DTE Energy	19-Jul-11	electric-bowen ct and ruth peterson	212	20200.00	11000.00	P2045924
Consumers Energy	19-Jul-11	gas-bowen ct and ruth peterson	212	20500.00	8000.00	P2045925
Consumers Energy	19-Jul-11	gas-bowen ct and ruth peterson	212	20500.00	12500.00	P2045925
Spencer Oil Company	20-Jul-11	Dyed Diesel Fuel @Ottawa Park Cemetery	209	6000.00	6000.00	P2045933
Consumers Energy	20-Jul-11	Gas Service for Oak Hill & Ottawa Park Cemetery	209	16000.00	12000.00	P2045934

VENDOR NAME	TRANSACTION DATE	FRFPROJ	COMM	DESC	FUND CODE	COMM TOT	PO AMT	DOC CODE KEY
Sarcom, Inc.	20-Jul-11	IT services			101	418635.00	418635.00	P2045971
Innovative Software Services, Inc.	21-Jul-11	Income tax services			101	16917.78	16917.78	P2045984
Punkett Cooney, PC	21-Jul-11	legal services			101	41722.23	41722.23	P2045988
Shelling Personnel Service	25-Jul-11	Snelling Staffing Services			101	10000.00	10000.00	P2046008
Wade-Tim Associates	25-Jul-11	For Professional services for FY-2012			101	1074000.00	1074000.00	P2046004
Mutual Eye Claim Audits	25-Jul-11	insurance			680	80000.00	80000.00	P2045991
Compre Administrators, Inc.	25-Jul-11	insurance			677	800000.00	800000.00	P2045995
Cambridge Integrated Services Group, Inc	25-Jul-11	insurance			677	20000.00	20000.00	P2045996
Delta Dental Of Michigan	25-Jul-11	insurance			678	1000000.00	1000000.00	P2045997
Standard Insurance CO.	25-Jul-11	insurance			759	184000.00	184000.00	P2045998
Unum Life Insurance Company of America	25-Jul-11	insurance			759	34000.00	34000.00	P2045999
Humana Claims	25-Jul-11	insurance			759	1300000.00	1300000.00	P2046000
Shelving + Rack Systems, Inc.	25-Jul-11	INV 42548 SRS Relocate Mobile System			101	9400.00	14500.00	P2046005
Shelving + Rack Systems, Inc.	25-Jul-11	INV 42548 SRS relocate mobile system			101	5100.00	14500.00	P2046005
Meadowbrook, Inc.	25-Jul-11	insurance services			759	15000.00	15000.00	P2046007
Turner Sanitation	27-Jul-11	rental of portable toilets-various locations			101	6600.00	6600.00	P2046023
Wade-Tim Associates	27-Jul-11	5-year recreation master plan			101	11549.18	11549.18	P2046024
Ajax Materials Corporation	27-Jul-11	asphalt - major and local streets			202	44000.00	11000.00	P2046027
Ajax Materials Corporation	27-Jul-11	asphalt - major and local streets			202	44000.00	17000.00	P2046027
Ajax Materials Corporation	27-Jul-11	asphalt - major and local streets			203	44000.00	11000.00	P2046027
Grant Janitorial Service, Inc.	27-Jul-11	Police Dept-Janitorial Service-July 2011			101	5200.00	5200.00	P2046031
Strata Information Group	27-Jul-11	computer support			101	11300.00	11300.00	P2046032
City of Pontiac General Employees Retirement System	28-Jul-11	health, dental insurance			759	59093.00	59093.00	P2046046
Auto Body Service Centers North	28-Jul-11	vehicle repairs			759	9127.19	9127.19	P2046047
Testametica Inc.	28-Jul-11	CRL-F-Environmental Testing and Consulting			226	40000.00	40000.00	P2046050
Home Renewal Systems LLC	28-Jul-11	Rehabilitation of Homes NSP1			246	941772.53	941772.53	P2046058
Venture, Inc.	28-Jul-11	Rehabilitation of Homes NSP 1			246	597944.67	597944.67	P2046059
Apollo Fire Equipment Co	29-Jul-11	various commodity codes			101	13500.00	13500.00	P2046061
Consumers Energy	29-Jul-11	various commodity codes			101	50000.00	50000.00	P2046070
DTE Energy	29-Jul-11	various commodity codes			101	5400.00	5400.00	P2046067
Electrocomm	29-Jul-11	various commodity codes			101	20000.00	20000.00	P2046064
J & B Medical Supply Co., Inc.	29-Jul-11	various commodity codes			101	140000.00	140000.00	P2046066
Star EMS	29-Jul-11	various commodity codes			101	6000.00	6000.00	P2046080
AT & T	01-Aug-11	Wireless Cell Charges			675	22618.80	22618.80	P2046089
AT & T	01-Aug-11	telephone			101	33900.00	33900.00	P2046072
Anlan Construction Company	01-Aug-11	Clinton River Trail-approach of bridge			219	120263.13	120263.13	P2046086
Hubbell, Roth & Clark, Inc.	01-Aug-11	Prof Service for Clinton River Trail Bridge			219	11667.20	11667.20	P2046092
Pontiac Cobras	01-Aug-11	youth basketball program			101	14000.00	6000.00	P2046116
C&S Motors Inc.	04-Aug-11	autotrucks replacement parts/repairs			640	14000.00	8000.00	P2046116
C&S Motors Inc.	04-Aug-11	autotrucks replacement parts/repairs			640	25500.00	25500.00	P2046118
United Water Environmental Services, Inc.	04-Aug-11	DPW Interim Director			592	573898.47	573898.47	P2046120
Nowak & Fraus Corporation	04-Aug-11	MLK Blvd Widening Project			464	995346.51	995346.51	P2046124
Michigan Department Of Transportation	04-Aug-11	Asphalt - Local and Major Streets			202	44000.00	20000.00	P2046127
Ajax Materials Corporation	04-Aug-11	Asphalt - Local and Major Streets			203	44000.00	14000.00	P2046127
Oakland County	04-Aug-11	Police Services			101	855526.47	855526.47	P2046132
State Of Michigan	05-Aug-11	unemployment claims			101	285614.18	285614.18	P2046133
The Pontiac News, Inc.	05-Aug-11	Publication			252	6000.00	6000.00	P2046133
Occupational Health Centers of the Southwest, PA	08-Aug-11	workers comp exams			759	10000.00	10000.00	P2046138
Michigan Municipal Risk Management Authority	08-Aug-11	insurance			759	10000.00	10000.00	P2046144
Thomson West	09-Aug-11	legal services			101	17000.00	17000.00	P2046146

VENDOR NAME	TRANSACTION DATE	FPRPDT_COMM_DESC	FUND CODE	COMM TOT	PO AMT	DOC CODE KEY
Punkett Cooney, PC	09-Aug-11	legal services	101	25000.00	5000.00	P2046151
Punkett Cooney, PC	09-Aug-11	legal services	101	25000.00	20000.00	P2046151
Johnston, Szykiel, HuntGoldsteinFitzgibbons & Clifford P.C.	09-Aug-11	legal services	101	175000.00	175000.00	P2046152
Axe and Ecklund, P.C.	09-Aug-11	legal services	101	15000.00	15000.00	P2046154
Keller Thoma, P.C.	09-Aug-11	legal services	101	10000.00	10000.00	P2046155
Williams Acosta, PLLC	09-Aug-11	legal services	101	10000.00	10000.00	P2046156
J. Johnson Builder & STD Contractors Service Group, Inc.	09-Aug-11	Bowen Center Kitchen Renovations	212	103000.00	103000.00	P2046158
The Pontiac News, Inc.	09-Aug-11	Advertisement	252	6000.00	6000.00	P2046173
Citizens Post Recorder	09-Aug-11	Advertisement	252	6000.00	6000.00	P2046175
Fenton Memorials	10-Aug-11	Gravelier/Vaults & Monument	209	15200.00	6000.00	P2046177
Icon Office Solutions	10-Aug-11	copy machine	252	6000.00	6000.00	P2046180
Berkshire Development	10-Aug-11	Demolition	251	7960.00	7960.00	P2046181
J&J Truck-Auto Marine Repair Inc.	11-Aug-11	various commodity codes	101	75000.00	75000.00	P2046182
Pico-line Asphalt Paving Corp	11-Aug-11	2009 local street resurfacing program	203	10126.05	10126.05	P2046183
NTH Consultants	11-Aug-11	CRLF Groundwater & Gas Investigation	226	32917.82	32917.82	P2046184
Oakland County Road Comm	11-Aug-11	Traffic Signal/Scats and AutoScope Maintenance	292	29000.00	18000.00	P2046189
Oakland County Road Comm	11-Aug-11	Traffic Signal/Scats and AutoScope Maintenance	298	29000.00	6000.00	P2046189
Michigan Municipal Risk Management Authority	11-Aug-11	insurance	759	356317.00	356317.00	P2046197
Library Network, The	11-Aug-11	Library Services	268	10000.00	10000.00	P2046201
Span Systems, Inc.	16-Aug-11	Annual Inspection	112	18800.00	18800.00	P2046218
DTE Energy	16-Aug-11	ELECTRIC UTILITY	585	50000.00	50000.00	P2046220
DTE Energy	16-Aug-11	Energy Services	101	6670.25	6670.25	P2046223
PSI, Inc.	24-Aug-11	Office Supplies Election Mailings	101	12500.00	12500.00	P2046282
MJ Environmental, Inc.	24-Aug-11	Asbestos Testing	251	50000.00	50000.00	P2046281
White Pine Building & Development LLC	24-Aug-11	Board Ups - Demolition	251	80000.00	80000.00	P2046270
B.BEK Construction	24-Aug-11	Board Ups - Demolition	261	80000.00	80000.00	P2046276
Catalyst Management Group LLC	24-Aug-11	Board Ups - Demolition	261	80000.00	80000.00	P2046277
Michigan Realty Solutions LLC	24-Aug-11	Board Ups - Demolition	261	80000.00	80000.00	P2046278
Contracting Solutions, LLC	24-Aug-11	Board Ups - Demolition	251	80000.00	80000.00	P2046279
Greenan Excavating L.L.C.	24-Aug-11	Demolition	246	61101.00	61101.00	P2046274
S.A. Torello Demolition, Inc.	24-Aug-11	Demolition	246	61101.00	61101.00	P2046275
R. J. Hoffman Mgmt. Inc.	24-Aug-11	Demolition	246	61101.00	61101.00	P2046280
Clarkston Tree Service Inc.	24-Aug-11	Tree Service	203	8810.00	6810.00	P2046256
21st Century Newspapers // Shared Services L.L.C.	29-Aug-11	Publications	101	525.86	15139.30	P2046310
21st Century Newspapers // Shared Services L.L.C.	29-Aug-11	Publications	101	6405.10	15139.30	P2046310
21st Century Newspapers // Shared Services L.L.C.	29-Aug-11	Publications	101	8208.34	15139.30	P2046310
United Water Environmental Services, Inc.	29-Aug-11	O & M of Water and Waste Water	590	8229732.00	4425534.00	P2046294
United Water Environmental Services, Inc.	29-Aug-11	O & M of Water and Waste Water	591	8229732.00	3804198.00	P2046294
Consumers Energy	29-Aug-11	gas-sheriff sub-station	101	10000.00	10000.00	P2046301
GE Government Finance, Inc.	29-Aug-11	Buyout - Police Vehicles	640	269106.83	562998.19	P2046308
GE Government Finance, Inc.	29-Aug-11	Buyout - Police Vehicles	640	293891.36	562998.19	P2046308
Detroit Newspapers	30-Aug-11	Advertisement	252	10000.00	10000.00	P2046314

VENDOR NAME	FARINING COMM. DESC	FUND	INV. AMT	DISCOUNT	INVT/INVS/DISC	INVOICE DATE	INVOICE CODE
AT & T	Telephone	101	11553.64	0	11553.64	01-Jun-11	12246003
AT & T	Telephone	675	10109.68	0	10109.68	01-Jun-11	12246381
City Of Auburn Hills	Water discharge CRL-May 2011	226	9746.55	0	9746.55	01-Jun-11	12245520
DTE Energy	street lights and parking lot lighting	101	79433.12	0	79433.12	01-Jun-11	12246607
DTE Energy	traffic lights-June 2011	202	5512.12	0	5512.12	01-Jun-11	12246606
Innovative Software Services, Inc.	Income Tax Services	101	26763.55	0	26763.55	01-Jun-11	12245866
United Water Environmental Services, Inc.	Operations of Water & Wastewater Facilities	592	8500.00	0	8500.00	01-Jun-11	12246631
Oakland County Treasurer	Penal Fines for the month of May 2011	760	6513.60	0	6513.60	02-Jun-11	12246350
State Of Mich/Treasury	Civil Filing Fee	760	24225.00	0	24225.00	02-Jun-11	12246356
State Of Mich/Treasury	Justice System Fund	760	14385.00	0	14385.00	02-Jun-11	12246358
Mutual Eye Claim Audits	health insurance	680	5800.43	0	5800.43	02-Jun-11	12245548
Star EMS	various commodity codes	101	9515.68	0	9515.68	03-Jun-11	12245408
Greenan Excavating L.L.C.	Demolition	246	6680.00	0	6680.00	05-Jun-11	12246569
Greenan Excavating L.L.C.	Demolition	246	11500.00	0	11500.00	05-Jun-11	12246570
J & B Medical Supply Co., Inc.	various commodity codes	101	5899.44	0	5899.44	06-Jun-11	12245696
Spencer Oil Company	87 oct unl w/10% ethanol	640	25006.10	0	25006.10	06-Jun-11	12246154
Spencer Oil Company	diesel	640	19575.91	0	19575.91	06-Jun-11	12246201
Spencer Oil Company	fed oil spill	640	19575.91	0	19575.91	06-Jun-11	12246201
Spencer Oil Company	federal, just tax	640	19575.91	0	19575.91	06-Jun-11	12246201
Spencer Oil Company	federal just tax	640	25006.10	0	25006.10	06-Jun-11	12246154
Spencer Oil Company	federal oil spill	640	25006.10	0	25006.10	06-Jun-11	12246154
Spencer Oil Company	mi environmental fee	640	19575.91	0	19575.91	06-Jun-11	12246201
Spencer Oil Company	mi environmental fee	640	6250.00	0	6250.00	07-Jun-11	12245518
Stampler	EM Compensation	101	6250.00	0	6250.00	07-Jun-11	12246215
Compuone Administrators, Inc.	workers compensation	677	80405.62	0	80405.62	07-Jun-11	12246215
DTE Energy	Utilities: gas, water, electric consulting	590	39160.06	0	39160.06	07-Jun-11	12246614
Sarcum, Inc.	Computer Software	245	11780.00	0	11780.00	07-Jun-11	12245606
Sarcum, Inc.	Server Licensing	245	11780.00	0	11780.00	07-Jun-11	12245606
Lighthouse Of Oakland County	homeless prevention services	249	6536.25	0	6536.25	08-Jun-11	12246642
Nowak & Faus Corporation	milk bhd (elm to m59)constr engr 5/21-5/29/11	464	13122.89	0	13122.89	09-Jun-11	12246984
Nowak & Faus Corporation	r-o-w, mlt (elm to m59) 5/2-5/29/11	464	10570.17	0	10570.17	09-Jun-11	12246177
CAASTI Contracting Services, Inc	Manholes, And Manhole Covers, Frames, Grates, Ring	590	44400.00	0	44400.00	10-Jun-11	12246777
Meadowbrook, Inc.	health insurance	759	10232.32	0	10232.32	10-Jun-11	12246218
Plante & Moran	accounting services	101	446250.00	0	446250.00	10-Jun-11	12245980
URS Corporation	engineering consulting	590	20009.06	0	20009.06	10-Jun-11	12247546
Miller Canfield Paddock & Stone, Inc	legal services	101	27342.06	0	27342.06	13-Jun-11	12245988
Great West Life Insurance	life insurance	750	5984.47	0	5984.47	14-Jun-11	12245594
Nationwide Retirement Solutions	payroll deductions	750	11104.95	0	11104.95	14-Jun-11	12245594
Humana Claims	health insurance	759	146471.76	0	146471.76	14-Jun-11	12245870
Posen Construction	construction, water system main and service line	590	60141.16	0	60141.16	14-Jun-11	12246779
Posen Construction	construction, water system main and service line	590	41165.78	0	41165.78	14-Jun-11	12246761
Giant Janitorial Service, Inc.	Police/Janitorial Service-June 2011	101	5200.00	0	5200.00	15-Jun-11	12246171
Humana Claims	health insurance	759	382448.70	0	382448.70	15-Jun-11	12245848
Lee Contracting	waste water operations testing	590	8290.00	0	8290.00	15-Jun-11	12246962
Lighthouse Community Development	public service foreclosure prevention	251	5935.13	0	5935.13	15-Jun-11	12246139
Sarcum, Inc.	information technology services	101	35642.17	0	35642.17	15-Jun-11	12245762
Delta Dental Of Michigan	dental insurance	678	57911.77	0	57911.77	16-Jun-11	12245666
Johnson & Anderson, Inc.	water supply, treatment, distribution	590	14767.50	0	14767.50	16-Jun-11	12246962
Stampler	EM Compensation	101	6250.00	0	6250.00	17-Jun-11	12245678
K & K Mechanical Contractors Inc	HVAC Unit	760	8000.00	0	8000.00	17-Jun-11	12245688
Wade-Tim/Associates	Professional Services	101	91500.00	0	91500.00	17-Jun-11	12245778
Habitat for Humanity	Down Payment Assistance for 7 Families	263	20000.00	0	20000.00	20-Jun-11	12246113
Habitat for Humanity	home construction, single family	246	144408.00	0	144408.00	20-Jun-11	12246113
Habitat for Humanity	home construction, single family	263	40000.00	0	40000.00	20-Jun-11	12246575
Tech Mechanical, Inc	Air Conditioning Unit	245	20239.50	0	20239.50	20-Jun-11	12245804

VENDOR NAME	FARINVO. COMM. DESC	FUND	INV. AMT	DISCOUNT	INVMINUS DISC	INVOICE DATE	INVOICE CODE
City of Pontiac Police & Fire Retirement System	refunds, reimbursements	750	18440.10	0	18440.10	21-Jun-11	12245767
Great West Life Insurance	life insurance	750	5984.39	0	5984.39	21-Jun-11	12245777
Nationwide Retirement Solutions	payroll deductions	750	11104.95	0	11104.95	21-Jun-11	12245780
State of Michigan Second Injury Fund	workers compensation	677	9727.48	0	9727.48	21-Jun-11	12245806
Weiss Construction Co. LLC	workers compensation	677	5696.71	0	5696.71	21-Jun-11	12245808
Habitat for Humanity	emergency replcmnt of basement sump pump water plant	591	7745.04	0	7745.04	22-Jun-11	12245815
Lighthouse Community Development	home construction, single family	246	43197.00	0	43197.00	22-Jun-11	12246121
Lighthouse Community Development	public service forclosure prevention	251	7764.00	0	7764.00	22-Jun-11	12246136
Lighthouse Community Development	public service forclosure prevention	251	5504.00	0	5504.00	22-Jun-11	12246137
Lighthouse Community Development	public service forclosure prevention	251	6730.00	0	6730.00	22-Jun-11	12246146
Meadowbrook, Inc.	public service forclosure prevention	251	5950.00	0	5950.00	22-Jun-11	12246148
Meadowbrook, Inc.	health insurance	759	16291.67	0	16291.67	22-Jun-11	12246244
Meadowbrook, Inc.	health insurance	759	16291.67	0	16291.67	22-Jun-11	12246245
NITH Consultants	health insurance	759	16291.67	0	16291.67	22-Jun-11	12247744
Pontiac Panthers Youth Football	CRLF Groundwater/Gas Investigation-thru 6/10/11	226	6167.86	0	6167.86	22-Jun-11	12247746
Sarcorn, Inc.	public works and related services	251	20000.00	0	20000.00	22-Jun-11	12246103
Sarcorn, Inc.	Computer Memory	245	8088.53	0	8088.53	22-Jun-11	12245994
Sarcorn, Inc.	Network Server	245	8088.53	0	8088.53	22-Jun-11	12245994
Weiss Construction Co. LLC	Server Support	245	8088.53	0	8088.53	22-Jun-11	12245994
Pro-line Asphalt Paving Corp	construction, water system main and service line	591	92302.12	0	92302.12	22-Jun-11	12246991
Pro-line Asphalt Paving Corp	2009 local street resurfacing program	203	10126.05	0	10126.05	23-Jun-11	12247220
US Bank National Association	Rehabilitation	254B	33975.68	0	33975.68	23-Jun-11	12246103
US Bank National Association	debt service	591	36075.00	0	36075.00	24-Jun-11	12245898
US Bank National Association	debt service	591	25682.50	0	25682.50	24-Jun-11	12245900
CDW Government, Inc.	debt service	590	92975.00	0	92975.00	24-Jun-11	12245901
CDW Government, Inc.	Bluetooth Adapter	245	9509.13	0	9509.13	24-Jun-11	12246002
CDW Government, Inc.	Computer Memory	245	9509.13	0	9509.13	24-Jun-11	12246002
CDW Government, Inc.	Computer Monitors	245	9509.13	0	9509.13	24-Jun-11	12246002
Board of Water Commissioners City of Detroit	Desktop Computers	245	311840.74	0	311840.74	25-Jun-11	12245950
Verolia Environmental Services, LLC	water	591	213181.57	0	213181.57	25-Jun-11	12246486
Accountemps	curbside trash pickup 5/29/11-6/25/11	226	6823.44	0	6823.44	27-Jun-11	12246533
Catalyst Management Group LLC	Temporary Services	464	30332.51	0	30332.51	27-Jun-11	12246075
Compone Administrators, Inc.	demolition on mlk Blvd	677	10000.00	0	10000.00	27-Jun-11	12246216
U.S. Postmaster	workers compensation	677	50000.00	0	50000.00	29-Jun-11	12246043
Detroit Elevator Co.	postage meters	101	5534.00	0	5534.00	29-Jun-11	12246043
Badger Meters	Repair elevator	760	5534.00	0	5534.00	29-Jun-11	12246043
Lighthouse Community Development	METERS, TRANSPONDERS	591	8252.00	0	8252.00	29-Jun-11	12246802
Greenan Excavating L.L.C.	public service forclosure prevention	251	5929.00	0	5929.00	30-Jun-11	12246110
Lighthouse Community Development	Demolition, Asbestos and Abatement	255B	18836.50	0	18836.50	30-Jun-11	12246116
Badger Meters	public service forclosure prevention	251	7489.00	0	7489.00	30-Jun-11	12246141
Board of Water Commissioners City of Detroit	METERS, TRANSPONDERS	591	242172.00	0	242172.00	30-Jun-11	12246803
City Of Auburn Hills	water	591	340807.17	0	340807.17	30-Jun-11	12246816
City of Pontiac General Employees Retirement System	crt-water discharge-June 2011	226	10721.21	0	10721.21	30-Jun-11	12246337
City of Pontiac General Employees Retirement System	health insurance	759	215220.80	0	215220.80	30-Jun-11	12246555
Delta Dental Of Michigan	health insurance	759	143159.80	0	143159.80	30-Jun-11	12246558
Home Renewal Systems LLC	dental insurance	678	93570.61	0	93570.61	30-Jun-11	12246266
Hubbell, Roth & Clark, Inc.	Purchase 13 properties NSP1	246	27837.34	0	27837.34	30-Jun-11	12246938
Lighthouse Of Oakland County	Prof. Service Clinton Rvr Trail Bridge-thru 6/18/11	219	12336.19	0	12336.19	30-Jun-11	12246911
Nowak & Fraus Corporation	homeless prevention services	249	6229.31	0	6229.31	30-Jun-11	12246752
S.A. Torello Demolition, Inc.	waste water treatment engineering	590	9048.00	0	9048.00	30-Jun-11	12246827
Shekving + Rack Systems, Inc.	Demolition	246	17000.00	0	17000.00	30-Jun-11	12246556
Shekving + Rack Systems, Inc.	INV 42548 SRS Relocate Mobile System	101	9400.00	0	9400.00	30-Jun-11	12246973
Spencer Oil Company	INV 42548B SRS relocate mobile system	101	5100.00	0	5100.00	30-Jun-11	12246974
	87 octane w/10% ethanol	640	23325.79	0	23325.79	30-Jun-11	12246623

VENDOR NAME	FARINVC COMM_DESC	FUND	INV_AMT	DISCOUNT	INVTUSDISC	INVOICE DATE	INVOICE CODE
Spencer Oil Company	desel	640	18418.40	0	18418.40	30-Jun-11	12246624
Spencer Oil Company	federal lust tax	640	23325.79	0	23325.79	30-Jun-11	12246623
Spencer Oil Company	federal oil spill	640	18418.40	0	18418.40	30-Jun-11	12246624
Spencer Oil Company	federal oil spill	640	23325.79	0	23325.79	30-Jun-11	12246623
Spencer Oil Company	mi environmental fee	640	23325.79	0	23325.79	30-Jun-11	12246623
Spencer Oil Company	mi environmental fee	640	18418.40	0	18418.40	30-Jun-11	12246624
United Lawnscape, Inc	mowing/maint-june 2011-oak hill cemetery	209	9320.00	0	9320.00	30-Jun-11	12246664
United Lawnscape, Inc	mowing/maint-june 2011-ottawa cemetery	209	7920.00	0	7920.00	30-Jun-11	12246663
United Lawnscape, Inc	mowing/maint-june 2011-parts over 5 acres	101	15620.00	0	15620.00	30-Jun-11	12246665
AT & T	telephone	101	5817.20	0	5817.20	01-Jul-11	12246577
AT & T	telephone	675	10094.95	0	10094.95	01-Jul-11	12246400
DTE Energy	Street/Traffic/Parking Lot Lighting-July 2011	101	69609.21	0	69609.21	01-Jul-11	12247359
DTE Energy	utilities: gas, steam, electric (architectural)	101	13806.83	0	13806.83	01-Jul-11	12247121
Mutual Eye Claim Audits	health insurance	680	8397.40	0	8397.40	01-Jul-11	12246674
Plunkett Cooney, PC	legal services	101	44958.13	0	44958.13	01-Jul-11	12247155
United Water Environmental Services, Inc.	DPW Interim Director - July 2011	592	8500.00	0	8500.00	01-Jul-11	12246995
Venture, Inc.	Rehabilitation of Homes NSP 1	246	20790.04	0	20790.04	01-Jul-11	12246763
W/B. Maintenance Co., Inc.	mowing-various location - June 2011	101	8237.00	0	8237.00	01-Jul-11	12246709
GE Government Finance, Inc.	Installation Payment-various equipment	640	822320.59	0	822320.59	03-Jul-11	12246374
DTE Energy	ELECTRIC UTILITY	585	7367.01	0	7367.01	05-Jul-11	12247475
DTE Energy	utilities: gas, steam, electric (architectural)	760	8518.64	0	8518.64	05-Jul-11	12247113
Library Network, The	formual shared automation 7/1/11-9/30/11	268	6195.52	0	6195.52	05-Jul-11	12247266
State Of Mich/Treasury	Civil Filing Fee	760	25886.00	0	25886.00	06-Jul-11	12246238
State Of Mich/Treasury	Justice System Fund	760	12858.17	0	12858.17	06-Jul-11	12246240
DTE Energy	ELECTRIC UTILITY	585	7444.79	0	7444.79	07-Jul-11	12247476
Skyline Contractors, Inc	water and wastewater treatment services	590	414819.97	0	414819.97	07-Jul-11	12247554
United Water Environmental Services, Inc.	O & M of Water and Waste Water-July 2011	590	422459.47	0	422459.47	07-Jul-11	12247595
United Water Environmental Services, Inc.	O & M of Water and Waste Water-July 2011	591	263351.36	0	263351.36	07-Jul-11	12247585
State Of Michigan	July-September 2011 D50 Billing Code 1530-02	760	9015.41	0	9015.41	08-Jul-11	12246258
Barr	FIWA Reimbursement - 294 Luther	789	7860.00	0	7860.00	08-Jul-11	12246263
Wade-Tim/Associates	For Professional services for FY-2012	101	91500.00	0	91500.00	08-Jul-11	12247134
Greenan Excavating L.L.C.	Demolition	246	6200.00	0	6200.00	11-Jul-11	12247705
Standard Insurance CO.	life	759	16106.37	0	16106.37	11-Jul-11	12247705
Sarcom, Inc.	Network Switch	245	10172.00	0	10172.00	12-Jul-11	12246380
50th District Court	Jan 2011 & Feb 2011	761	14035.66	0	14035.66	13-Jul-11	12246288
Nowak & Fraus Corporation	mik blvd (e1m to m59) 5/30/11-7/3/11	464	72239.08	0	72239.08	13-Jul-11	12247005
Nowak & Fraus Corporation	row services-mik widening (e1m to m59)	464	5073.22	0	5073.22	13-Jul-11	12246880
Oakland County	Dispatching Services	101	18384.22	0	18384.22	15-Jul-11	12246307
Oakland County	Police Services	101	837142.25	0	837142.25	15-Jul-11	12246308
Stampier	EM Compensation	101	6250.00	0	6250.00	15-Jul-11	12246339
Giant Janitorial Service, Inc.	Police Dept-Janitorial Service-July 2011	101	5200.00	0	5200.00	15-Jul-11	12247041
Humana Claims	health insurance	759	365417.20	0	365417.20	15-Jul-11	12246676
Innovative Software Services, Inc.	Income Tax Services	101	16917.78	0	16917.78	15-Jul-11	12246530
Oakland County	Police Services	101	855526.47	0	855526.47	15-Jul-11	12246993
Accountemps	Temporary Employment Services	101	7873.20	0	7873.20	18-Jul-11	12247150
Meadowbrook, Inc.	health insurance	759	15000.00	0	15000.00	18-Jul-11	12246641
Oakland County Treasurer	Summer Property Tax Disbursement	701	857540.04	0	857540.04	18-Jul-11	12246527
Pontiac Schools	Summer Tax Payment	701	267997.54	0	267997.54	18-Jul-11	12246525
Sarcom, Inc.	Interconnect Kit	245	68715.00	0	68715.00	19-Jul-11	12246679
Sarcom, Inc.	Network Cable	245	137430.00	0	137430.00	19-Jul-11	12246679
Sarcom, Inc.	Network Interface Card	245	68715.00	0	68715.00	19-Jul-11	12246679
Sarcom, Inc.	Network Server	245	68715.00	0	68715.00	19-Jul-11	12246679
Sarcom, Inc.	Network Switch	245	137430.00	0	137430.00	19-Jul-11	12246679
Sarcom, Inc.	SAN Support	245	68715.00	0	68715.00	19-Jul-11	12246679

VENDOR NAME	FARINVC, COMM, DESC	FUND	INV AMT	DISCOUNT	INVTINVS DISC	INVOICE DATE	INVOICE CODE
Sarcom, Inc.	Server Power Supply	245	68715.00	0	68715.00	19-Jul-11	12246679
Sarcom, Inc.	Switch w/ Software	245	68715.00	0	68715.00	19-Jul-11	12246679
Sarcom, Inc.	UPS Management	245	68715.00	0	68715.00	19-Jul-11	12246679
Oakland County Clerk	Bond D186802 71911	761	5100.00	0	5100.00	20-Jul-11	12246418
Great West Life Insurance	life insurance	750	6165.47	0	6165.47	20-Jul-11	12246419
Nationwide Retirement Solutions	payroll deductions	750	11104.95	0	11104.95	20-Jul-11	12246421
Great West Life Insurance	life insurance	750	6176.05	0	6176.05	20-Jul-11	12246449
Nationwide Retirement Solutions	payroll deductions	750	17488.02	0	17488.02	20-Jul-11	12246452
Sarcom, Inc.	information technology services	101	71284.34	0	71284.34	20-Jul-11	12246671
State Of Michigan	unemployment claims	101	285800.46	0	285800.46	20-Jul-11	12247082
City Of Pontiac General Employees Retirement System	health insurance	759	59093.00	0	59093.00	21-Jul-11	12246733
Anthony	FIWA Reimbursement - 108 N. Tasmania	789	6879.00	0	6879.00	22-Jul-11	12246580
Greenan Excavating L.L.C.	Demolition	246	9930.00	0	9930.00	22-Jul-11	12247704
Michigan Department Of Transportation	MLK Blvd Widening Project-elm st to m59	464	162113.87	0	162113.87	22-Jul-11	12247054
Auto Body Service Centers North	vehicle repairs	759	9127.19	0	9127.19	25-Jul-11	12246732
Humana Claims	health insurance	591	122467.87	0	122467.87	26-Jul-11	12246873
Johnson & Anderson, Inc.	DWRF Professional Engineering Services	591	18880.00	0	18880.00	26-Jul-11	12247559
Sarcom, Inc.	DVD Drive	245	7160.30	744.80	6415.50	26-Jul-11	12246867
Sarcom, Inc.	Server	245	7160.30	744.80	6415.50	26-Jul-11	12246867
Sarcom, Inc.	Server Support Services	245	7160.30	744.80	6415.50	26-Jul-11	12246867
Carroll	FIWA Funds - 10 MLK Jr. Blvd.	789	30003.75	0	30003.75	27-Jul-11	12246684
Jarbo	FIWA-659 E. Beverly	789	7812.00	0	7812.00	27-Jul-11	12246685
Stampier	EM Compensation	101	6250.00	0	6250.00	27-Jul-11	12246688
CAASII Contracting Services, Inc	Manholes, And Manhole Covers, Frames, Grates, Ring	590	48119.23	0	48119.23	27-Jul-11	12247555
Posen Construction	construction, water system main and service line	590	68891.35	0	68891.35	27-Jul-11	12247557
Weiss Construction Co. LLC	construction, water system main and service line	591	88395.92	0	88395.92	27-Jul-11	12247551
Hubbell, Roth & Clark, Inc.	Prof Service-Clinton Rvr Trail Bridge-trny 7/16/11	219	21338.03	0	21338.03	28-Jul-11	12246918
The Bank of New York Mellon, N.A.	debt service	590	65086.53	0	65086.53	28-Jul-11	12247751
Wesco Distribution Inc	debt service	591	7850.42	0	7850.42	28-Jul-11	12247752
Wesco Distribution Inc	150q hps lamp	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	150w quad hpsbal	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	250w hps lamp	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	250w quad hpsbal	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	3m scotchkite	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	400 w hps lamp	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	400w quad ball	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	aa fuseholder	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	ab fuseholder	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	bb fuseholder	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	clear cement	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	coding tape	202	14407.78	0	14407.78	29-Jul-11	12247100
Wesco Distribution Inc	electrical tape	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	g fuse	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	jj fuseholder	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	midgel fuse	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	mog mh lamp	202	14407.78	0	14407.78	29-Jul-11	12247100
Wesco Distribution Inc	mv lamp	202	14407.78	0	14407.78	29-Jul-11	12247100
Wesco Distribution Inc	pvc 2-in-pvc sched 40 10' conduit	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	splicing tape	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	split bolt connector	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	lock	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	wire	202	7203.89	0	7203.89	29-Jul-11	12247100
Wesco Distribution Inc	wire nut	202	7203.89	0	7203.89	29-Jul-11	12247100
Veolia Environmental Services, LLC	curbside trash pickup 6/26-7/30/11	226	267257.48	0	267257.48	30-Jul-11	12247358

VENDOR NAME	FAMILY, COMM, DESC	FUND	INV. AMT	DISCOUNT	INVOICES/DISC	INVOICE DATE	INVOICE CODE
Compone Administrators, Inc.	workers compensation	677	85822.16	0	85822.16	31-Jul-11	12246881
Delta Dental Of Michigan	dental insurance	678	94595.55	0	94595.55	31-Jul-11	12247133
City of Pontiac Police & Fire Retirement System	payroll deductions	750	10292.93	0	10292.93	01-Aug-11	12246832
City of Pontiac Police & Fire Retirement System	payroll deductions	750	10387.77	0	10387.77	01-Aug-11	12246833
Great West Life Insurance	life insurance	750	6471.13	0	6471.13	01-Aug-11	12246837
Nationwide Retirement Solutions	payroll deductions	750	8486.22	0	8486.22	01-Aug-11	12246839
City of Pontiac Police & Fire Retirement System	payroll deductions	750	13813.41	0	13813.41	01-Aug-11	12246862
AT & T	telephone	675	9973.47	0	9973.47	01-Aug-11	12247147
City Of Auburn Hills	CRLF - Water Discharge 7/1/11-7/31/11	226	9844.02	0	9844.02	01-Aug-11	12247111
GE Government Finance, Inc.	Buyout - Police Vehicles	640	293891.36	0	293891.36	01-Aug-11	12247592
Thomson West	Buyout - Police Vehicles	640	269106.83	0	269106.83	01-Aug-11	12247592
United Water Environmental Services, Inc.	legal services	101	5206.76	0	5206.76	01-Aug-11	12247449
United Water Environmental Services, Inc.	O & M of Water and Waste Water- July 2011	590	422459.47	0	422459.47	01-Aug-11	12247596
Oakland County Treasurer	O & M of Water and Waste Water- July 2011	591	263351.36	0	263351.36	01-Aug-11	12247596
State Of Mich/Treasury	Penal Fines	760	6006.03	0	6006.03	02-Aug-11	12246886
State Of Mich/Treasury	Civil Filing Fee Fund	760	20958.00	0	20958.00	02-Aug-11	12246888
Michigan Municipal Risk Management Authority	Justice System Fund	760	17770.09	0	17770.09	02-Aug-11	12246890
Mutual Eye Claim Audits	property and casualty	759	356317.00	0	356317.00	02-Aug-11	12247149
Oakland County Clerk	health insurance	680	6874.74	0	6874.74	02-Aug-11	12246952
Oakland County Treasurer	Bonds to Circuit, Case# on spreadsheet	761	13550.00	0	13550.00	03-Aug-11	12246905
Pontiac Schools	Property Tax Disbursement	701	4230987.85	0	4230987.85	03-Aug-11	12247151
S.A. Torello Demolition, Inc.	Summer 2011 Tax Disbursement	701	677588.67	0	677588.67	03-Aug-11	12247153
J & B Medical Supply Co., Inc.	Demolition	246	6320.00	0	6320.00	03-Aug-11	12247701
Star EMS	various commodity codes	101	5121.56	0	5121.56	04-Aug-11	12246934
Kennedy	various commodity codes	101	8189.60	0	8189.60	04-Aug-11	12246936
Michigan Municipal Risk Management Authority	FIWA - 1026 Canterbury	789	7812.00	0	7812.00	04-Aug-11	12246926
S.A. Torello Demolition, Inc.	property and casualty	759	10000.00	0	10000.00	04-Aug-11	12247085
Michigan Realty Solutions LLC	Demolition	246	18500.00	0	18500.00	04-Aug-11	12247702
Catalyst Management Group LLC	Board Ups - Demolition	261	22040.00	0	22040.00	07-Aug-11	12247497
Michigan Department Of Transportation	MLK Blvd Widening Project	464	19020.00	0	19020.00	09-Aug-11	12247502
Nowak & Fraus Corporation	Lettyette Ave Resurfacing and Pavement	202	53386.44	0	53386.44	09-Aug-11	12247629
Nowak & Fraus Corporation	ROW Services-MLK Widening (Elm to M59)7/4-7/31/11	464	9702.00	0	9702.00	09-Aug-11	12247692
Nowak & Fraus Corporation	mik blvd (elm to m59) 7/4/11-7/31/11	464	9667.79	0	9667.79	09-Aug-11	12247693
Stampier	EM Compensation	101	87879.98	0	87879.98	09-Aug-11	12247628
Sarcom, Inc.	Voicemail Server	101	6250.00	0	6250.00	10-Aug-11	12247131
B BEK Construction	Board Ups - Demolition	245	8992.50	0	8992.50	11-Aug-11	12247687
Humana Claims	health insurance	261	23660.00	0	23660.00	14-Aug-11	12247492
Nationwide Retirement Solutions	payroll deductions	750	136812.55	0	136812.55	14-Aug-11	12247431
Great West Life Insurance	life insurance	750	8511.22	0	8511.22	15-Aug-11	12247179
City of Pontiac Police & Fire Retirement System	life insurance	750	6550.00	0	6550.00	15-Aug-11	12247182
Humana Claims	payroll deductions	750	35957.73	0	35957.73	15-Aug-11	12247199
Stampier	health insurance	759	368346.40	0	368346.40	15-Aug-11	12247199
Goldrush Investments	FIWA - 114 Lincoln	101	6250.00	0	6250.00	16-Aug-11	12247132
Contracting Solutions, LLC	Board Ups - Demolition	789	7812.00	0	7812.00	16-Aug-11	12247249
Oakland County Treasurer	Property Tax Reimbursement	251	11800.00	0	11800.00	17-Aug-11	12247700
Pontiac Schools	Property Tax Reimbursement	701	3613586.70	0	3613586.70	18-Aug-11	12247487
State Of Michigan Dept. Of Treasury	Property Tax Reimbursement	701	644325.86	0	644325.86	18-Aug-11	12247488
Sarcom, Inc.	OPRA Tax Reimbursement	701	392008.76	0	392008.76	18-Aug-11	12247489
Michigan Realty Solutions LLC	Voicemail Server	245	8991.70	0	8991.70	19-Aug-11	12247601
Catalyst Management Group LLC	Board Ups - Demolition	261	22600.00	0	22600.00	22-Aug-11	12247501
NTH Consultants	CRLF Groundwater & Gas Investigation- thru 8/12/11	226	18960.00	0	18960.00	23-Aug-11	12247503
US Bank National Association	debt service	239	9770.53	0	9770.53	23-Aug-11	12247635
Standard Insurance CO	life	759	377569.64	0	377569.64	25-Aug-11	12247480
Nationwide Retirement Solutions	payroll deductions	750	14255.03	0	14255.03	26-Aug-11	12247544
			8379.22	0	8379.22	26-Aug-11	12247516

Expenditures Made June 1, 2011 through August 31, 2011 (Invoices)

VENDOR NAME	FARINVC.COMM_DESC	FUND	INV_AMT	DISCOUNT	INVTMUSDISC	INVOICE DATE	INVOICE CODE
City of Pontiac Police & Fire Retirement System	payroll deductions	750	6187.33	0	6187.33	26-Aug-11	12247543
Standard Insurance CO.	life	759	13016.11	0	13016.11	26-Aug-11	12247545
White Pine Building & Development LLC	Board Ups - Demolition	251	12790.00	0	12790.00	26-Aug-11	12247699
Wilhelmina A. Burse & Paskel, Tashman, Walker PC, her attys	Lawsuit Settlement (Partial)	703	30700.00	0	30700.00	26-Aug-11	12247567
Wade-Tirn/Associates	For Professional services for FY 2012	101	91500.00	0	91500.00	30-Aug-11	12247610
Star EMS	Various commodity codes	101	9628.80	0	9628.80	30-Aug-11	12247618

SECTION SEPARATOR

141.1522 Report; contents; submissions.

Sec. 22.

(1) An emergency manager appointed under this act shall file with the governor, the senate majority leader, the speaker of the house of representatives, and the clerk of the local government that is in receivership, and shall post on the Internet on the website of the local government, a report that contains all of the following:

(b) A list of each contract that the emergency manager awarded or approved with a cumulative value of \$5,000.00 or more, the purpose of the contract, and the identity of the contractor.

Follows:

- List of Contracts Awarded or Approved March 1, 2011 – August 31, 2011, 1 page.

<u>Date Signed</u>	<u>Vendor</u>	<u>Subject</u>	<u>Amount</u>
3/1/2011	Michigan Department of Transportation	M-59 and Opdyke interchange work	\$7,400
3/3/2011	Clarkston Tree Service, Inc.	specific tree and stump removal; emergency services	\$23,462 max
3/4/2011	CompOne Administrators, Inc.	risk management third party administrative services	\$36,000 - \$40,000 annually
3/4/2011	Plante & Moran	budget preparation and amendments	\$30,000 + \$3,000/month
3/15/2011	Secrest Wardle	legal services as needed; review outstanding cases	\$135.00/hour; \$10,000 max
3/24/2011	Axe & Ecklund, P.C.	Brownfield Redevelopment Authority & Plan	\$5,500
3/30/2011	United Water	interim DPW management	\$8,500.00/month
4/27/2011	Nowak & Fraus	2011 SRF/SWQIF /Removal Engineering Services	\$408,943.20
4/27/2011	URS Corporation - Great Lakes, Inc.	Wastewater System Improvements - Phase II Design and Construction Services	\$1,468,000
4/27/2011	Johnson & Anderson	Engineering Services for 2011 Clean Water SRF and SWQIF Projects	\$136,840
5/9/2011	Michigan Department of Transportation	Martin Luther King Blvd. project	\$1,212,700
5/20/2011	Nowak & Fraus	engineering services for MLK construction	\$573,898.47
5/20/2011	United Water	operation, maintenance, and management of water and wastewater utility	\$8,229,730 (first year, annually adjusts for inflation)
6/1/2011	Axe & Ecklund, P.C.	amendment, contract of March 24, 2011	\$900
6/13/2011	Axe & Ecklund, P.C.	amendment, contract of March 24, 2011	\$1,500
6/14/2011	Humana	health insurance	administrative fee of \$44.74 per plan
6/28/2011	AT&T	local and long distance telephone service and Internet service	\$48,400 (minimum annual)
6/30/2011	Kristel Cleaning, Inc.	janitorial services - City Hall	\$31,766 annual + \$13.50/hr meeting
7/6/2011	Oakland County Board of Commissioners	police services	\$10,045,707
7/6/2011	Oakland County Board of Commissioners	dispatch services	\$220,610.64
7/19/2011	Axe & Ecklund, P.C.	amendment to contract of January 19, 2011	\$6,625.00
7/26/2011	Lighthouse of Oakland County	increase supply of decent, safe, sanitary housing for low-income persons	\$150,000
7/26/2011	Plunkett & Cooney	legal services	\$135.00/hour; \$300,000 limit
7/28/2011	Lighthouse Community Development	increase supply of decent, safe, sanitary housing for low-income persons	\$557,750
8/4/2011	Stout Risius Ross, Inc.	consulting services for evaluation of City infrastructure and operations	\$15,000
8/26/2011	M&H Legal Solutions	legal services for Federal Programs	\$50,000 max, billed at \$135.00/hour
8/31/2011	Rehmann	audit for 2010-11 fiscal year	\$104,000

SECTION SEPARATOR

141.1522 Report; contents; submissions.

Sec. 22.

(1) An emergency manager appointed under this act shall file with the governor, the senate majority leader, the speaker of the house of representatives, and the clerk of the local government that is in receivership, and shall post on the internet on the website of the local government, a report that contains all of the following:

(c) A description of each loan sought, approved, or disapproved during the reporting period that has a cumulative value of \$5,000.00 or more and the proposed use of the funds.

Follows (1 page):

- Strategic Water Quality Initiatives Fund Program (3018-01) in the amount of \$1,060,000.
- State Revolving Fund Program (5408-02) in the amount of \$495,000.
- State Revolving Fund Program (5408-03) in the amount of \$9,230,000.

Loans Sought, Approved, or Disapproved March 1, 2011 through August 31, 2011

SWQIF \$1,060,000 – This State Water Quality Initiative Fund will be used for improvements to the sanitary sewer system so that the system can meet the State's Sanitary Sewer Overflow (SSO) policy. The project includes a downspout disconnection program, replacement of a number of cleanouts from private sewer laterals, and the installation of shields beneath sanitary sewer manhole covers.

SRF \$495,000 – This State Revolving Fund loan is for testing for leaking bulkheads and their repairs in the formerly combined areas of the sewer system in an effort to reduce Inflow and Infiltration. This will lead to a plan ultimately to also meet the State's SSO policy.

SRF \$9,230,000 – This is for equipment repair and replacement of several key components of the Auburn and East Blvd wastewater treatment plant under Phase II of the plant upgrades. It includes such things as clarifier drive mechanism replacements; aeration system improvements for energy conservation and operational reliability; chemical building roof replacement; and other miscellaneous minor improvements.

SECTION SEPARATOR

141.1522 Report; contents; submissions.

Sec. 22.

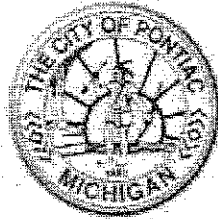
(1) An emergency manager appointed under this act shall file with the governor, the senate majority leader, the speaker of the house of representatives, and the clerk of the local government that is in receivership, and shall post on the Internet on the website of the local government, a report that contains all of the following:

(d) A description of any new position created or any vacancy in a position filled by the appointing authority.

(e) A description of any position that has been eliminated or from which an employee has been laid off.

Follows:

- Memorandum dated September 15, 2011 regarding Personnel List and various job descriptions follow (94 pages).




RECEIVED
EFM - PONTIAC

11 SEP 15 AM 9:52

Human Resources and Labor Relations Department
47450 Woodward, Pontiac, MI 48342 • (248) 758-3252

Devin L. Scott, Acting HR/Labor Relations Director

TO: Joseph Sobota, Assistant to the EFM

FROM: Devin Scott, Acting HR/Labor Relations Director 

DATE: September 15, 2011

RE: Personnel List

Please be advised, per your request regarding the personnel list. The following positions listed below are the positions with in the City of Pontiac that have been effected by layoff/bump, filled, and position elimination.

Park Maintenance III Cemetery	Position eliminated
Bldg. Maintenance Foreman	Position filled/layoff rescinded due to employee holding union officer position
Temp Bldg. System Tech	Position eliminated
Assist. To EFM	New Classification
Utility Laborer III	Position is currently vacant and awaiting approval to be filled. Req has been submitted for approval.
Senior Clerk	Position eliminated
Police Records Clerk	Position filled/part of layoff/bump process
Housing Inspector Sup.	Position eliminated
Housing Inspector	Position(s) eliminated
Account IV	Position filled/part of layoff/bump process

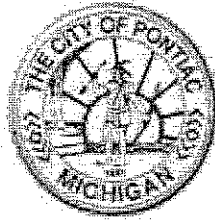


Human Resources and Labor Relations Department

47450 Woodward, Pontiac, MI 48342 • (248) 758-3252

Devin L. Scott, Acting HR/Labor Relations Director

Temporary Clerical V Mayor Office	Position eliminated
Impound vehicle clerk	Position eliminated
Personal Secretary Police Dept.	Position filled/part of layoff/bump process
Assist. Treasurer	New Classification/ position filled
Police Chief	Filled internally on a interim basis
Account Clerk II	Position eliminated
Technical Support Specialist	Position eliminated
Admin Assist	Positions eliminated
Purchasing Agent	Position eliminated
HR Analyst	Position eliminated
Battalion Chief/Deputy Chief	This position is not a new position. Under the current CBA between PFFU Local 376 and the City of Pontiac this position is classified as Executive Chief which is collectively bargained. BC/Deputy Chief position became vacant due to Antonio Macias promotion to Interim Chief. Once a new Chief is hired Mr. Macias will return to his position of Deputy Chief and Mr. Rayner will return to is position as Captain.
Utility Equipment Operator	Removed from layoff list due to other funding sources.

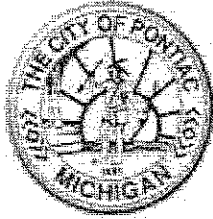


Human Resources and Labor Relations Department

47450 Woodward, Pontiac, MI 48342 • (248) 758-3252

Devin L. Scott, Acting HR/Labor Relations Director

Temp Clerical VII	Position eliminated
Cashier II	Position eliminated
Temp Clerical V Temp Clerical VII	Position eliminated/Duties and responsibilities of these positions derive from regular full-time staff i.e. personal secretary, clerk Typist II
Maint I, II	WATER AND SEWER Position eliminated due to administration contract to United Water
Equipment Operator	Position eliminated due to administration contract with United Water
Account Clerk IIII	Position eliminated due to administration contract with United Water
Water Meter Servicer	Position eliminated due to administration contract with United Water
Plant Operator	SEWAGE TREATMENT Position eliminated due to administration contract with United Water
Mechanical Repairer	Position eliminated due to administration contract with United Water
Process control Tech	Position eliminated due to administration contract with United Water
Master Mechanic	Position eliminated due to administration contract with United Water
Acting WWW Plant Supervisor	Position eliminated due to administration contract with United Water
Interim DPW Dir	Position held by Cortland Overmyer (United Water)



Human Resources and Labor Relations Department

47450 Woodward, Pontiac, MI 48342 • (248) 758-3252

Devin L. Scott, Acting HR/Labor Relations Director

Fire Chief

Position filled

POLICE DEPARTMENT

Police Chief

*Position(s) eliminated due to contracting services with
Oakland County Sheriff's Department*

Sergeant

Detective

Patrol Officer

Communication Specialist

Director of DPW

Position filled

Construction Manager

Position filled

Financial Analyst

Position filled

Cc: File

**CITY OF PONTIAC
JOB DESCRIPTION**

PARK MAINTENANCE WORKER III

Class Code: 0739
Department: DPW & U/Forestry & Grounds
Reports To: Cemetery Superintendent, Foreman or Designee
FLSA Status: Non-exempt
Approved By: _____
Larry G. Marshall, HR/Labor Relations Director
Approved Date: _____

Summary

Under the general supervision of the Cemetery Superintendent, Foreman or Designee, an incumbent in this position is responsible for performing the essential duties including but not limited to: Overseeing and participating in the construction, maintenance, and repair of parks, cemeteries, grounds, golf course, buildings, and equipment.

Supervisory Responsibilities

An employee in this classification may be required to oversee the work of other employees on a limited basis.

Essential Duties and Responsibilities include the following. Additional duties may be assigned. Oversee and participate in the maintenance and/or construction of parks, grounds, cemeteries, golf course, and buildings.

Planting, transplanting, pruning, and spraying of turf, trees, shrubs, and flowers; landscaping of parks, City grounds, cemeteries, golf course and buildings; apply grass seed or plant sod; snow removal and various landscaping activities as required.

Construction, repair and maintenance of graves, trees, greens, turfs, fairways, roughs, sand-traps; and athletic fields, such as baseball and softball diamonds, football fields, and related court activities.

Perform skilled grounds, golf, and cemetery maintenance work, which may include building maintenance and repair; winterize restrooms and equipment; clean restrooms; repair and replace plumbing in restrooms and irrigation systems.

Grounds maintenance including trash removal from cemeteries, parks and athletic fields; remove grave blankets and wreaths; empty and remove flowerpots.

Dig graves; prepare cement foundations; hydro-sinking; locate grave plots; set markers and monuments.

Paint, repair and service facilities, mowers, engines, pumps, and other equipment; install and maintain sprinkler systems.

Operate commercial motor vehicles including, but not limited to: Clamshell trucks, and aerial lift trucks; operate tractors, power mowers, power sprayers, graders, loaders, power saws, air hammers, and other power-driven equipment and tools; operate small power tools and equipment.

Education and/or Experience

An employee in this classification must have completed graduation from high school or the equivalent. Two (2) years of experience in performing general maintenance, construction, repair, or related activities. These requirements may be fulfilled by any combination of training and experience, which provides the required knowledge, skills, and abilities.

Knowledge

Considerable knowledge of grounds, golf, and/or cemetery operations including but not limited to: installation and maintenance of trees, shrubs, flowers, graves, monument foundations, greens, tees, and irrigation systems.

Skills

Basic addition, subtraction, multiplication and division skills.

Abilities

Ability to work effectively with other employees; Ability to use good judgment; Ability to use critical thinking and problem solving.

Ability to follow procedures; utilize materials and equipment used in grounds, golf, and cemetery work to perform a variety of construction, maintenance, and repair activities.

Ability to understand and follow oral and written instruction to complete work assignments; ability to prepare accurate records and reports.

Certificates, Licenses, Registrations

An employee in this classification must possess and maintain a valid Michigan Commercial Driver's License (CDL), class B, and must obtain within six (6) months of hire a commercial registration certification for pesticide application from the Michigan Department of Agriculture, and must obtain an Aerial Lift License as a condition of employment.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel and talk or hear. The employee must use hand/eye coordination to perform duties. The employee is frequently required to stand; walk and sit; climb stairs, ladder and/or scaffolds; stoop, kneel, bend, crawl and crouch; the employee is frequently required to reach with hands and arms. An employee in this classification must also have the physical ability to lift and/or move up to 100 pounds. The employee must have the physical agility necessary to perform all the functions of this position.

Work Environment

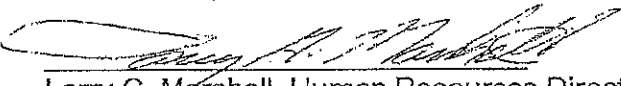
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to the outdoors and all weather conditions; exposure to mechanical, electrical and/or other hazards. The employee is expected to follow MIOSHA safety standards and follow all safety procedures including but not limited to: wear common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, hard hats or life jackets.

**City of Pontiac
Job Description**

Job Title: Building Systems Technician
Department: Public Works & Utilities
Reports To: Department Director or designee
FLSA Status: Non Exempt
Prepared By: Human Resources Department
Prepared Date: November 8, 2002

Approved By:


Larry G. Marshall, Human Resources Director

Approved Date:

11-13-02

Summary: Performs a variety of maintenance and repair tasks involving building facilities and heating and refrigeration equipment; performs moderately complex plumbing and carpentry work; and related work as required.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

- Performs various carpentry, plumbing, painting, minor electrical and other repair activities.
- Inspect facilities equipment to determine necessary repairs for preventive maintenance.
- Repairs and replaces water pipes and plumbing fixtures.
- Repairs and replaces doors, windows, shelves and flooring.
- Repairs and replaces lighting fixtures and electrical switches and outlets.
- Repairs and replaces motors, pumps, switches and thermostats in heating and refrigeration equipment.
- Cleans and adjusts furnaces/boilers.
- Performs plaster and masonry repair work.
- Performs ground maintenance work.
- Repairs and maintains mechanical equipment as required.
- Performs custodial duties as required.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

- Design - Generates creative solutions; Uses feedback to modify designs; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Uses reason even when dealing with emotional topics.
- Technical Skills - Strives to continuously build knowledge and skills; Shares expertise with others.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A person in this position must have the physical agility required to perform the full range of functions of the position.

Education and/or Experience: Graduation from an accredited high school or supplemented by courses in general shop, equipment maintenance and repair work. Some experience in performing a variety of repair activities, including the repair and maintenance of equipment, buildings and grounds.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Certificates, Licenses, Registrations: Valid Michigan Operator's License.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions; extreme cold; extreme heat and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually loud.

Assistant to the Emergency Financial Manager

No formal job description. Letter of Employment states:

2. Duties of Position

As Assistant to the Emergency Financial Manager, you shall perform those functions and duties as assigned by the Emergency Financial Manager. As Assistant to the Emergency Financial Manager, you shall report directly to the Emergency Financial Manager.

LABORER III

GENERAL STATEMENT OF DUTIES: To oversee and perform semiskilled and skilled maintenance and construction tasks involving the construction, installation, maintenance, and repair of city streets, sidewalks, sewers, water lines, and other facilities; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a Foreman or designated official.

SUPERVISION EXERCISED: Supervision may be exercised over a few laborers or others engaged in labor, construction or maintenance work.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform)

- Oversee and participate in the construction, maintenance, and repair of city streets, sidewalks, curbs, and gutters.
- Oversee and perform snow removal and street salting operations.
- Analyze work methods and procedures.
- May oversee and participate in the maintenance of grounds involving such tasks as mowing grass, watering lawns, trimming shrubs and related operations.
- Perform miscellaneous welding, carpentry and painting work.
- Oversee and perform manual labor operations involved in sewer and water installation, maintenance and repair work.
- Perform specialized pickup and collection work.
- Oversee and participate in the construction and repair of sewer facilities.
- Lay bricks and build and repair masonry structures.
- Oversee and participate in the cleaning and repair of catch basins and sewers.
- Lay sewer pipe.
- Oversee and participate in patching holes in cement and asphalt pavement.
- Perform skilled cement finishing work.
- Oversee and participate in painting traffic lines and markers on streets.
- Operate trucks, tractors, loaders, air compressors and hammers or other equipment and tools.
- Prepare records and reports.
- Perform related work as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Reasonable knowledge of the methods, materials and equipment used in labor, maintenance, construction and repair work.
- Reasonable skill in the operation of automotive and power driven equipment.
- Ability to effectively supervise the work operations of a small group of employees.
- Mechanical aptitude.

SENIOR CLERK
BUILDING AND SAFETY ENGINEERING

GENERAL STATEMENT OF DUTIES: The activities of this position consist of performing responsible and the more complex clerical functions including typing, large-scale record-keeping, filing, etc. and performing clerical work involving familiarity with departmental rules and procedures.

SUPERVISION: This position performs under the supervision of the Office Supervisor. The Senior Clerk/Building & Safety may oversee the work of other clerical employees.

TYPICAL EXAMPLES OF WORK: (Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed by each position.)

- Provide clerical support and coordination for the Rental Dwelling Program.
- Perform responsible clerical, bookkeeping, or statistical record-keeping work on large scale and prepare and maintain the more complex or responsible records.
- Establish and maintain complex cross-filing systems and a plan filing system.
- Answer specialized questions which require knowledge of departmental rules and procedures.
- Compose and type correspondence, records, and reports.
- Assemble data and general information for summary in correspondence and reports.
- May record and transcribe dictation.
- May be responsible for receiving, recording, and depositing funds collected.
- Operate typewriter, CRT terminal, calculator, word-processor, and other office equipment.
- Maintain and requisition office supplies.
- May oversee the work of other clerical employees.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Considerable knowledge of and working skill in using office practices and procedures.
- Working knowledge of bookkeeping or large-scale record-keeping practices and procedures.
- Working knowledge of business English, spelling, and mathematics.
- Some knowledge of departmental organization, operations, and procedures.
- Working skill in using typewriter and other office machines.
- Working skill in establishing and maintaining effective working relationships with the public and other employees.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are normally obtained through completion of high school or the equivalent; courses in English, basic math, typing, record-keeping, and other business subjects; and two to three years office experience; or any combination of training and experience which provides the required knowledge, skills, and abilities.

PD0098

City of Pontiac

December 12, 1984

**City of Pontiac
Job Description**

POLICE RECORDS CLERK

Class Code: 0078

Department: Police Department

Reports To: Administrative Services Supervisor

FLSA Status: Non-Exempt

Approved By: _____

Revised Format: June 20, 2006

Summary: To operate an on-line computer terminal to transmit or receive data, and to perform routine clerical duties.

Essential Duties and Responsibilities: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Operate a computer terminal and compile data to produce reports.

Review source documents and instructions to determine computer operations required to produce text and reports in format required.

Confer with source document originator to clarify instructions such as indentation, line spacing, and other style requirements.

Arrange data input sequence according to manuals.

Type coded commands on terminal keyboard to enter, store, retrieve, or delete data and produce finished copy.

Proofread printouts of draft copy to correct errors and verify format specifications.

Respond to citizen requests for copies of reports and inquires about them.

Perform routine clerical duties such as general typing, responding to phone calls, processing correspondence, and general filing.

Perform other related duties as required.

Minimum Qualification: Ability to operate a computer. Ability to type 40 words a minute. Ability to interact with the general public. Ability to work accurately at routine tasks for extended periods of time. Knowledge of general office procedures.

Education and/or Experience: Graduation from an accredited high school, or the equivalent, including or supplemented by classes in typing and other commercial courses. At least six months of experience in operating a computer.

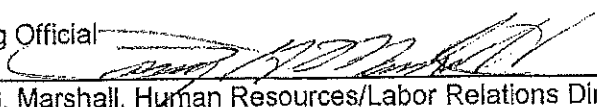
Language Skills: Ability to deal with the public tactfully and courteously. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens, and other employees of the organization.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: 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.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**City of Pontiac
Job Description**

Classification	Housing Inspector Supervisor
Class Code	0329
Reports To	Building Official 
Approved By	Larry G. Marshall, Human Resources/Labor Relations Director
Approved Date	04/23/03
Origin Date	04/23/03

GENERAL STATEMENT OF DUTIES The activities of this position consist of performing responsible supervisory, technical and specialized inspection work involving new construction, renovations, existing housing, demolitions, special services and other work for conformance with applicable City ordinances and related zoning as well as, preparing reports and correspondence.

SUPERVISORY RESPONSIBILITIES This position performs under the direct supervision of the Building Official.

ESSENTIAL DUTIES The employee must be able to perform the essential duties and may be called upon to do any or all of the following.

Supervise inspections of residential, commercial, industrial and other buildings and structures before during and after construction to ensure that components such as; footings, floor framing, completed framing chimneys and stairways meet the provisions of building grading zoning and fire safety as well as the approved plans specifications and standards.

Enforce City departmental and divisional policies.

Observe conditions and supervise the employees responsible for issuing notices for corrections to the responsible party or parties to maintain compliance.

Interprets code requirements and recommends compliance procedures to contractors and owners.

Supervise inspections of existing buildings to determine violations in the City of Pontiac Municipal Code, the 2000 International Property Maintenance Code and Zoning Ordinances.

Supervise and review requests for and issue building permits and all associated paperwork including certificate of Occupancies.

Must possess some knowledge in word-based programs.

May be required to attend court from time to time.

**City of Pontiac
Job Description**

Classification: Housing Inspector
Class Code: 0337
Reports To: Housing Inspector Supervisor
Approved By: _____
Larry G. Marshall, Human Resources/Labor Relations Director
Approved Date: 04/23/03

GENERAL STATEMENT OF DUTIES: To perform specialized inspection work involving rental dwellings exterior property areas and zoning to insure compliance with established standards and ordinances codes rules and regulations; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the direction of the Housing Inspector Supervisor.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (these examples do not include all of the tasks which the employee may be expected to perform).

Inspect rental dwellings to insure compliance with the Municipal Code as well as the Zoning Ordinance and International Property Maintenance Codes.

Inspect exterior property areas for violations of the Municipal Code as well as the Zoning Ordinance and International Property Maintenance Codes that are in effect and send out notifications.

Attend hearing officer and sub-standard meetings in appropriate attire.

Advise owners/occupants and contractors as to the required codes and ordinances and to dispense this material.

Inspect demolition sites to insure proper safety methods are being used for the protection of adjacent property and the general public.

Investigate violations of the Zoning Ordinances while in the field and take necessary action to enforce codes and ordinances.

Prepare and maintain records and reports of inspections, corrections, violations, complaints and investigations.

Perform related work as required.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

Considerable knowledge of the laws ordinances and codes dealing with Municipal Codes, the International Property Maintenance Code and Zoning standards and requirements.

Considerable knowledge of inspection methods, practices and techniques pertaining to rental dwellings and exterior property areas.

Ability to read and interpret plans, specifications and blueprints.

Ability to detect differences and other faults and to appraise the quality of workmanship.

Ability to prepare and maintain accurate and comprehensive written records.

Ability to respond to citizen's inquiries and complaints in a manner that results in a satisfactory resolution of said inquiries and complaints.

Ability to learn, understand and explain to the public, the Municipal Code, Zoning ordinances and the International Property Maintenance Codes.

NOTE: The preceding examples do not include all duties that the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills and abilities. The City of Pontiac reserves the right, at its discretion, to alter, amend or modify this job description.

**City of Pontiac
Job Description**

Classification: Account Clerk IV
Class Code: 067
Reports To: Department Director or Designee
FLSA Status: Non-exempt
Approved By: [Signature]
Approved Date: 01-08-02

GENERAL STATEMENT OF DUTIES

Performs more responsible accounting work involving bookkeeping activities; compute and record work project costs and prepares invoices for work performed; perform related bookkeeping and clerical work as required

SUPERVISORY RESPONSIBILITIES - This job has no supervisory responsibilities

ESSENTIAL DUTIES The incumbent must be able to perform the essential duties and may be called upon to do any or all of the following:

Perform more responsible bookkeeping and accounting work

Prepare and maintain detailed records and reports involving daily timesheets, and other materials used

Compute individual payroll deductions and post payroll changes

Post charges against work orders and take trial balance to reconcile with general ledger.

Check purchase orders against invoices and designate account distribution on Banner or equivalent system

Maintains petty cash funds; Investigates inquiries and complaints relating to billing services

Assists the Director of Finance in all phases of the finance systems

Prepares reconciliations, processes payments, vouchers, checks, invoices and travel and payroll systems through Banner or equivalent system

Operates office duplicating, calculating and other equipment; Prepares and types correspondence as required

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization

Account Clerk IV

Page 2

MATHEMATICAL SKILLS

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form

OTHER SKILLS AND ABILITIES

Considerable knowledge of accounting and bookkeeping principles, practices, and procedures.

Considerable knowledge of office practices and procedures.

Working knowledge of computerized accounting systems and spreadsheet programs

Ability to assemble and prepare accurate records and reports

Ability to make arithmetic calculations with speed and accuracy

Ability to understand and follow oral and written instructions

Ability to work effectively with other officials, employees, and the general public

MINIMUM REQUIREMENTS

Bachelor's degree (B A) from four-year college or university and or one to two years related experience and/or training; or equivalent combination of education and experience

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

NOTE: Examples do not include all duties which the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills, and abilities. The City reserves the right at its discretion to alter, amend, or modify this description.

Temp Clerical V
Temp Clerical VII

Duties and responsibilities of these positions derive from
regular full-time staff i.e. personal secretary, clerk Typist II

IMPOUND VEHICLE CLERK

GENERAL STATEMENT OF DUTIES

Under the supervision of an assigned supervisor, an incumbent in this position is responsible for performing the essential duties including but not limited to: Performing the clerical duties involved in handling impounded vehicles and vehicle auctions; operate an on-line computer terminal to transmit or receive data. The incumbent must be able to perform the essential duties and may be called upon to do any or all of the following.

ESSENTIAL DUTIES

Process: Impound vehicle paperwork and compile impound logs.

Perform: Vehicle Identification Number verifications at the impound vehicle lot; clerical work involved in public vehicle auctions including cash handling and deposits; the duties of a Terminal Operator as required; routine clerical duties such as general typing, responding to phone calls, processing correspondence, updating records, and general filing.

Prepare/maintain: Periodic inventory of vehicles on hold; inventory of vehicles stored in impound vehicle lots; correspondence, records, reports, and advertisements.

Conduct: Review of all impounded vehicles at each lot; periodic inventory of all impound vehicle lots, including taking photographs, opening trunks and glove boxes, removing license plates, and preparing Found Property Reports.

Attend/testify: At court hearings regarding impounded vehicles, as required.

Respond to: Telephone and counter inquiries regarding impounded vehicles.

MINIMUM KNOWLEDGE/SKILLS/ABILITIES

CONSIDERABLE KNOWLEDGE of the laws, rules, and regulations pertaining to impounded vehicles.

WORKING SKILL in operating a computer terminal; in assembling data; in preparing accurate records and reports; in cash handling.

ABILITY to establish and maintain effective working relationships with the general public, other police agencies, and other employees; to communicate effectively, both verbally and in writing.

MINIMUM REQUIREMENTS

Minimum training and experience are normally obtained through graduation from high school or the equivalent, including courses in typing and other business subjects. Two (2) years of office experience. Must pass a typing test at 40 wpm, corrected. These requirements may be fulfilled by any combination of training and experience which provides the required knowledge, skills, and abilities. A complete background investigation is required for any prospective candidate for this position.

Examples do not include all duties which the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills and abilities.

APPROVED: J. W. Wilson
COP CC: 1620

DATE: 6/8/95
ORIGIN DATE: _____ REVISED: _____

City of Pontiac Job Description

Classification: Personal Secretary
Class Code: 0125
Reports To: Department Head or Designated Supervisor
Approved By:
Approved Date:
Origin Date: 6/73
Revised: 8/98

GENERAL STATEMENT OF DUTIES

Performs secretarial duties for a department head or principal official by handling correspondence, records and reports; handling routine administrative matters; performing responsible clerical work requiring a considerable knowledge of departmental practices and procedures.

SUPERVISORY RESPONSIBILITIES

May oversee 2-3 clerical employees assigned to assist. Responsibilities include planning, assigning, and directing work

ESSENTIAL DUTIES The incumbent must be able to perform the essential duties and may be called upon to do any or all of the following.

Assists a department head or principal official by answering confidential or other responsible inquiries and correspondence

Coordinates collection and preparation of operating reports such as time and attendance records, terminations, new hires, transfers, budget expenditures, and statistical records of performance data.

Compiles information for use in reports, estimates, and budgets.

Plans conferences.

Directs preparation of records such as public notices, minutes, and resolutions for departmental and executive meetings.

Directs services such as maintenance, repair, supplies, mail, and files

Acts as custodian of departmental documents and records.

Directs preparation and filing of legal documents with governmental agencies to conform with statutes

Schedules appointments, gives information to callers, takes dictation, composes and types correspondence, reads and routes incoming mail, and performs other administrative and clerical duties

OTHER DUTIES

May sit in on meetings or proceedings and type reports or word-for-word records of what was said.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations

OTHER SKILLS AND ABILITIES

Working knowledge of municipal operations, methods, and practices.
Considerable knowledge of telephone and personal public contact procedures
Considerable knowledge of office practices and procedures.
Considerable knowledge of departmental practices and procedures
Ability to assemble and prepare accurate records and reports.
Ability to work effectively with other officials, employees, and the general public.
Ability to plan and organize work activities.

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

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

MINIMUM REQUIREMENTS These requirements may be fulfilled by any combination of training and experience which provides the required knowledge, skills, and abilities. High school diploma or general education degree (GED) supplemented by business courses; and one year related experience in performing clerical, secretarial or stenographic work requiring independence of action, initiative and judgment; or equivalent combination of education and experience

OTHER QUALIFICATIONS

Must be able to pass typing test at 70 wpm, corrected; a shorthand test at 90 wpm may be required depending on the needs of the City.

NOTE: Examples do not include all duties which the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills, and abilities. The City reserves the right at its discretion to alter, amend, or modify this description

City of Pontiac Job Description

Job Title: Assistant City Treasurer

Department: Finance

Class Code:

Reports To:

FLSA Status: Exempt

Prepared By: Beyonka Swain-Mills

Prepared Date: February 8, 2011

Approved By:

Approved Date:

GENERAL STATEMENT OF DUTIES

Under the general supervision of the City Treasurer, an incumbent in this position is responsible for performing the essential duties including but not limited to: Assisting the City Treasurer in the directing of collection, investment, and disbursement of funds for the City of Pontiac.

SUPERVISORY RESPONSIBILITIES

Manages three or more subordinate employees in the Treasury and Water and Sewer Billing departments. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

ESSENTIAL DUTIES: The incumbent must be able to perform the essential duties and may be called upon to do any or all of the following.

Assist in investing City funds; supervising the preparation and collection of tax rolls and bills, special assessment accounts receivable, water billings and receipts, and other receipts.

Answer inquiries concerning tax collection, water and sewer bills assessment, and related matters

Prepare financial reports, correspondence and accounting records for cash receipts, water and sewer billing and bank and investment accounts.

Bills, collects and distributes all property tax within Pontiac city limits.

Coordinates tax information with Oakland county to ensure accurate billings and responsible for annual county tax settlement, and maintains the personal delinquent tax roll

Represent the treasurer in his/her absences.

Assisting the office staff with cash receipts, answering phone inquiries and processing payments

Assist with budget preparation and a thorough knowledge of understanding municipal chart of accounts and city fund investments

Plans and directs the City's fiscal policies, analyzes operations to evaluate performance of the City and its staff in meeting objectives and to determine areas of potential cost reduction, program

improvement, or policy change.

Provides leadership and direction in the development of short and long range plan, forecasts, estimates and monitors financial conditions to ensure the fiscal well being of the City.

Directs and coordinates the City's financial and budget activities to fund operations, maximize investments and increase efficiency.

Performs a wide variety of complex professional accounting duties in the analysis, preparation and maintenance of financial records, reports and programs.

Supervises administrative employees in Treasury and Water billing department performing financial functions and/or other personnel performing related financial functions of the City.

Ensures that assigned areas of responsibility are performed within budget, performs cost control activities, monitors revenues and expenditures to ensure sound fiscal control, prepares annual budget requests, ensures effective use of budgeted funds, personnel, materials, facilities, and time.

Establishes and maintains internal control procedures and ensures that state and national standard accounting procedures are maintained.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, Mayor and City Council, customers, and the general public.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

An understanding of the General Property Tax Act and related charter provisions.

Knowledge of the BS&A property tax module.

Thorough knowledge of municipal operations, methods, and practices.

Skill in operating a personal computer.

MINIMUM REQUIREMENTS: These requirements may be fulfilled by any combination of training and experience which provides the required knowledge, skills, and abilities.

Bachelors' degree or equivalent; or three to five years related experience and/or training in accounting, bookkeeping; or equivalent combination of education and experience.

NOTE: Examples do not include all duties which the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills, and abilities. The City reserves the right at its discretion to alter, amend, or modify this description.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes

obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

Certificates, Licenses, Registrations

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

While performing the duties of this Job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

JD 1630

CHIEF OF POLICE

GENERAL STATEMENT OF DUTIES: To perform responsible law enforcement practices in the directing and coordinating of police activities and personnel engaged in the continuous enforcement of laws and ordinances, protection of life and property, and preservation of peace within the City.

SUPERVISION RECEIVED: Work is performed under the general direction of the Mayor or the Mayor's designee.

SUPERVISION EXERCISED: Supervision is exercised over any and all Police Department employees.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Plan, direct and manage the operation of the Police Department, coordinating functions and activities through appropriate delegation to and supervision of subordinates.
- Develop long-range plans for improving and maintaining effective operations.
- Recommend policies to the Mayor and City Council to maintain or establish effective controls for enforcing laws and ordinances, and to promote and ensure better public safety.
- Issue orders to subordinate officers for execution.
- Review personnel problems and take appropriate action.
- Supervise the administrative activities of the department, including the assignment of personnel and equipment; requisitioning material, supplies and equipment; and preparation of the departmental budget, correspondence, records and reports.
- Plan and coordinate training of departmental personnel, including performance evaluations and maintenance of standards of compliance with departmental policies and procedures.
- Develop and/or promote community interaction to integrate respective needs and objectives of the department and citizens in order to achieve maximum mutual acceptance and cooperation.
- Assume direct command function for specific emergencies such as riots.
- Perform related duties as required.

MINIMUM QUALIFICATIONS FOR EMPLOYMENT:

- Thorough knowledge of the principles, practices, and procedures of modern police science and administration, including fiscal planning.
- Thorough knowledge of applicable Federal, State, and local laws and ordinances and of the limitations on police authority.

Considerable knowledge of scientific methods of crime prevention and detection and of the use of firearms, communications and automotive equipment used in modern police work.

Considerable knowledge of the economic and social structure of the City, and ability to interact effectively in the community.
Ability to plan, coordinate, assign, and supervise the work of a large number of subordinates engaged in a variety of activities.
Ability to effectively present information relating to departmental activities.

Ability to establish and maintain effective working relationships with other departmental officials, employees, and the general public.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Graduation from a college or university of recognized standing with a bachelor's degree in police science, law enforcement, public administration, business administration, or a related field.
Several years of progressively responsible experience in command positions involving various phases of law enforcement work.

City of Pontiac
May 1984

**CITY OF PONTIAC
JOB DESCRIPTION**

ACCOUNT CLERK II

Class Code: 0063
Department: Various
Reports To: Various
FLSA Status: Non-Exempt
Approved By: _____
Revised Format: June 22, 2006

Summary: The activities of this position consist of performing general bookkeeping or record preparation work requiring specialized knowledge in the area assigned.

Supervision: This position performs under the general supervision of a designated supervisor. The Account Clerk II does not exercise supervision over other employees.

Essential Duties & Responsibilities: (Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed by each position.)

Prepare and maintain a variety of statistical, bookkeeping, or relatively complex records.

Gather information, record and summarize data, and inform supervisor of any unusual findings.

Prepare detailed cost, time, payroll, or financial records.

Process vouchers and invoices for payment, post information to purchase orders and to invoice records.

Prepare tax and special assessment bills and post to tax rolls.

Reconcile cash receipts and prepare for depositing.

Operate computer terminal or personal computer to enter or receive information.

Operate calculator, adding machine, check protector, and other office equipment.

May maintain cash book and operate check register.

Record collection of taxes and subdivide payments as required.

Prepare and maintain divisional or departmental payroll records, reports, and files.

Assist in the preparation of special records and reports.

May issue blanket order releases.

Minimum Qualifications: Considerable knowledge of office practices and procedures. Working knowledge of and skill in using bookkeeping principles, practices, and procedures. Working knowledge of typewriter keyboard. Working skill using business math. Working skill in understanding the following oral and written instructions. Working skill in planning and organizing work. Working skill in assembling data and interpreting results. Ability to work effectively with the public and other employees.

Education and/or Experience: The above knowledge, skills, and abilities are normally obtained through completion of high school or the equivalent; and completion of courses in bookkeeping, business materials and typing; and at least two years experience in training and experience which provides the required knowledge, skills, and abilities.

Language Skills: Ability to deal with the public tactfully and courteously. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens, and other employees of the organization.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; reach with hands and arms. The employee is regularly required to sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**CITY OF PONTIAC
JOB DESCRIPTION**

TECHNICAL SUPPORT SPECIALIST

Class Code: 0821
Department: Finance
Reports To: IT Administrator
FLSA Status: Non-Exempt
Approved By: _____
Phyllis R. Long, Personnel Manager
Approved Date: March 16, 2006

Summary

Responsible for assisting the IT Administrator in the oversight of desktop support for the City of Pontiac.

Supervisory Responsibilities

This position has no supervisory responsibility.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Perform all Helpdesk functions

Answer Helpdesk line and respond to all end-user concerns

Working knowledge of desktop management software.

Troubleshooting capability for all workstation operating system

Install and troubleshoot software installations

Maintain documentation manual for procedures on software that requires any configuration after installation of basic load.

Log all solutions to helpdesk calls in the helpdesk system.

Provide recommendations to IT Administrator to improve systems and practices.

Ability to travel to remote locations to fulfill helpdesk needs.

Provide hardware support for all equipment peripherals.

Basic understanding of telecommunications

Provides training on the use of applications and lends continued support throughout the implementation process. Serves as a troubleshooter for related computer issues including Banner support, GIS and helpdesk monitoring.

Performs research and gathers data from a variety of sources for inclusion in application solutions. Operates application software and conducts fieldwork.

Completes Special projects, attends meetings and makes presentations as requested by the IT Administrator.

Keeps abreast of application and related technological developments, information sources and current issues through continued education and professional growth. Attends conferences, workshops and seminars as appropriate.

Establishes and maintains effective relationships with vendors, department administrators, employees, professional colleagues and other interests. Serves on special committees as appropriate.

Collects data and prepares confidential reports used to assist in the labor negotiations process.

Education and/or Experience

Bachelor's Degree (B.A.) from four-year college or university; or two to five years related experience and/or training; or equivalent combination of education and experience. Two to four years hands-on experience with servicing a helpdesk required.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or government regulation. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations

An employee in this classification must possess and maintain a valid Michigan Operators License.

Physical Demands

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. While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger; handle and feel, as well as, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the noise level in the work environment is usually low. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Classification: Administrative Assistant I
Class Code: 0000
Reports To: Director or Designated Supervisor

Approved By: _____
Human Resources Director

Approved Date: _____

GENERAL STATEMENT OF DUTIES

Assist the department in clerical and minor administrative duties by handling correspondence, operating computer, typing, answering telephone calls, and other routine related tasks. Work is performed under the general supervision of a department head or principal supervisor.

ESSENTIAL DUTIES

The incumbent must be able to perform the essential duties and may be called upon to do any or all of the following;

Reads and routes incoming mail. Locates and attaches appropriate file to correspondence to be answered by employer.

Composes and types routine correspondence.

Files correspondence and other records.

Answers telephone and give information to callers or routes call to appropriate official and places outgoing calls.

Greets visitors, ascertains nature of business, and conducts visitors to employer or appropriate person.

Makes copies of correspondence or other printed matter.

Prepares outgoing mail.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

OTHER SKILLS AND ABILITIES

Working knowledge of municipal operations, methods, and practices, considerable knowledge of telephone and personal public contact procedures, considerable knowledge of office practices and procedures, and ability to work effectively with other officials, employees, and the general public.

MINIMUM REQUIREMENTS

These requirements may be fulfilled by any combination of training and experience, which provides the required knowledge, skills, and abilities. Computer knowledge in Word, Excel, and related programs. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

NOTE:

Examples do not include all duties, which the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills, and abilities. The City reserves the right at its discretion to alter, amend, or modify this description.

**CITY OF PONTIAC
JOB DESCRIPTION**

PURCHASING AGENT

Class Code: 0030
Department: Finance
Reports To: Finance Director
FLSA Status: White Collar Admin Exemption
Approved By: _____
Larry G. Marshall, HR/Labor Relations Director
Approved Date: _____

Summary

Responsible for but not limited to coordinating activities involved with procuring goods and services such as raw materials, equipment, tools, parts, supplies, and advertising.

Supervisory Responsibilities

Directly supervises employees in the Purchasing Division. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administer, supervise, and/or plan activities of employees engaged in purchasing, storing, distribution, and disposal of supplies, materials, and equipment for City departments and agencies; preparation and maintenance of records and reports, and other areas as assigned.

Ensure enforcement of the Pontiac Code relating to purchasing functions and supervise the maintenance of pertinent records in accordance with ordinances and laws affecting operations, including City and statutory requirements.

Provide technical expertise to City staff persons to formulate department budget requests; Review bid proposals and negotiate contracts within budgetary limitations and scope of authority; Prepare and monitor operating budget in areas of responsibility.

Interview and/or confer with City officials, staff and vendors regarding specific City needs; Confers with vendors to obtain product or service information such as price, availability, and delivery schedule.

Prepare/expedite purchase orders or bid requests for procurement of materials, supplies and services; Review requisitions and determines method of procurement such as direct purchase or bid.

Maintain procurement records such as items or services purchased, cost, delivery, product quality or performance, and inventories.

Discuss defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action.

Responsible for training employees, planning, assigning, and directing work; appraising work performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Responsible for providing confidential information regarding labor contract costs and potential cost savings measurements for the purpose of labor negotiations.

Education and/or Experience

Minimum training and experience that is normally obtained through completion of the core coursework required for a bachelor's degree in public administration or business administration. Five (5) years of progressively responsible experience in the purchasing function, preferable in a municipal setting. Three years (3) of supervisory experience. These requirements may be fulfilled by any combination of training and experience, which provides the required knowledge, skills, and abilities.

Competency

Thorough knowledge of governmental purchasing and inventory principles, methods, and procedures including the preparation of specification; or ordinances, laws, rules, and regulations affecting operations; commodity market, market practices, and commodity pricing methods; compliance laws, rules and regulations, and procedures.

Must possess considerable skills in interpreting market process and trends and applying interpretations to procurement problems and storage requirements.

Must have the ability to establish and maintain effective working relationships with other employees, vendors and City officials, and the general public.

Language Skills

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; Ability to effectively present information and respond to questions from groups of manager, clients, customers, and the general public.

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, and ratios, as well as, proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Inventory software; Payrolls and Spreadsheet software, as well as, Word Processing.

Certificates, Licenses, Registrations

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

Physical Demands

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

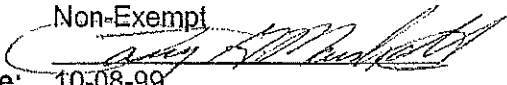
While performing the duties of this job, the employee is regularly required to sit and stand; use hands to finger; handle and feel, as well as, talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the noise level in the work environment is usually low.

**City of Pontiac
Job Description**

Classification: Human Resources Analyst
Class Code: 0392
Department: Human Resources
Reports To: Human Resources Director or designee
FLSA Status: Non-Exempt
Approved By: 
Approved Date: 10-08-99

GENERAL STATEMENT OF DUTIES

Performs professional and technical work related to the planning, implementation, and administration of human resources activities, policies, and procedures; assists in confidential work regarding labor relations and negotiations. This position may be assigned to work in any of the areas of Personnel depending on the needs of the City.

SUPERVISORY RESPONSIBILITIES

May be assigned supervisory responsibilities.

ESSENTIAL DUTIES The incumbent must be able to perform the essential duties and may be called upon to do any or all of the following.

Recruits, interviews, and selects employees to fill vacant positions; selects, prepares, administers and scores exams including manual and dexterity tests, written exams, and oral boards; processes employment applications and assists in other employment activities.

Studies current organizational occupational data and compiles distribution reports, organization and flow charts, and other background information.

Utilizes developed occupational data to evaluate or improve methods and techniques for recruiting, selecting, promoting, evaluating, and training workers, and administration of related personnel programs.

Participates in or assists in preparing information for use in grievance meetings, negotiations, or arbitration sessions. Assists in confidential work regarding labor relations and negotiations.

Conducts wage survey within labor market to determine competitive wage rate; develop and recommend pay plans.

Keeps record of insurance coverage, pension plan, and personnel transactions such as hires, promotions, transfers, performance reviews, and terminations.

Investigates accidents and injuries and prepares reports for insurance carrier.

Human Resources Analyst

Page 2

Prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, workers compensation, pension plans, paid time off, bonus pay, and special employer sponsored activities.

Represents organization at personnel related hearings and investigations.

Compiles payroll data such as hours worked, taxes, insurance, and union dues to be withheld, and employee identification number, from time sheets and other records.

Plans and conducts new employee orientation to foster positive attitude toward City goals.

Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.

Develops human resource systems, forms, procedures and methods of recordkeeping; recommend new or revised City policies.

Coordinate or participate in special projects and programs such as United Way, Take Pride, Employee Awards, etc.

Prepares reports and recommends procedures to reduce absenteeism and turnover.

Updates employee files to document personnel actions and to provide information for payroll and other uses.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Human Resources Analyst
Page 3

MINIMUM REQUIREMENTS These requirements may be fulfilled by any combination of training and experience which provides the required knowledge, skills, and abilities. Bachelor's degree (B. A.) in Human Resources, Business Administration, or a related field; and one to two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Michigan Driver's License

NOTE: Examples do not include all duties which the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills, and abilities. The City reserves the right at its discretion to alter, amend, or modify this description. This classification has been determined to be non-union management, per agreement dated August 18, 1999.



City of Pontiac Job Description

Job Title: Utility Equipment Operator

Department:

Class Code:

Reports To:

FLSA Status:

Prepared By: Katrina Cotton

Prepared Date: February 2, 1999

Revision Date: May 14, 2010

Approved By:

Approved Date:

POSITION SUMMARY

Performs more difficult public works construction and maintenance work involving the safe and efficient operation of City designated heavy, special automotive and power driven equipment.

SUPERVISORY RESPONSIBILITIES

This position carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

ESSENTIAL DUTIES: A Utility Equipment Operator must be able to perform the essential duties and may be called upon to do any or all of the following.

- Operates all types of special and heavy equipment including but not limited to trucks, tractors, graders, bulldozers, power shovels, concrete saws, excavators, heavy loaders, snow plows, fork lifts, cranes, pumps, rollers, compressors, front end loaders, street sweepers and other power driven equipment and tools as directed
- Repairs streets, sidewalks, curbs and gutters, performs grading, digging, backfilling, hauling and loading operations
- Lubricates, fuels and cleans equipment, changes various attachments on equipment and make field adjustment
- Installs and repairs water mains and hydrants, performs street patching and repair work and lays sewer pipe and rakes asphalt
- Performs concrete work such as lay forms and finish concrete

NOTE: Examples do not include all duties that the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills, and abilities. The City reserves the right at its discretion to alter, amend, or modify this description.

MINIMUM REQUIREMENTS: These requirements may be fulfilled by any combination of training and experience, which provides the required knowledge, skills, and abilities

Education, Experience, Training

- High School Diploma or General Education Degree (GED); YEARS OF EXPERIENCE HERE

Knowledge, Skills, Abilities

- Knowledge of the operation and maintenance requirements of heavy, special automotive and power driven equipment
- Knowledge of traffic laws, ordinances and practices involving the operation of various types of public works automotive equipment and tools
- Knowledge of automotive and power driven equipment lubrication and repairs procedures
- Knowledge of streets and principal locations in the City of Pontiac
- Skilled in the use and operation of all types of automotive and power driven equipment
- Ability to understand oral and written instructions
- Ability to work effectively with the general public and other employees

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; educates others on the value of diversity; promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports

and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Change approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Other Requirements

- The employee is required to follow MIOSHA safety standards and follow all safety procedures including but not limited to wearing common protective or safety equipment such as safety glasses, gloves, hearing protection, hard hats or life jackets

Certificates, Licenses, Registrations

Valid Michigan Commercial Driver's License (CDL) class B with a Tanker endorsement

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

While performing the duties of this Job, the employee is regularly required to talk or hear and smell. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is required to work outside in all weather conditions. Employee will be exposed to dusty conditions as well as chemicals, solvents mechanical, electrical and/or other hazards.

The noise level in the work environment is noisy.

City of Pontiac
Job Description

Job Title : Cashier II
Class Code: 0083
Department : Finance
Reports To : City Treasurer
FLSA Status : Non-Exempt
Prepared By : Michele Vandegrift
Prepared Date : January 6, 2009

Summary:

This classification exists to receive and record money in payment of taxes, bills and other charges, to prepare records and reports and to perform related clerical work as required. Work is performed under the supervision of an employee of higher grade.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Providing service to customers, collecting payment for water services, income taxes, Police & Fire services and fees, parking fees, etc.

Make telephone calls to verify information.

Pull property bills, statements, and water bills.

Collect property tax information.

Receive funds in payment of taxes, water bills, special assessments or other charges from customers and other departments.

Assist with posting to special assessment ledger and setting up and maintaining ledger cards.

Record all funds received and prepare receipts as required.

Compute percentage of partial payments.

Check property description.

Assist in the preparation of tax notices and special assessment notice.

Prepare receivables-related records and reports.

Perform related work as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Reasonable knowledge of cash-handling and elementary bookkeeping practices and procedures. Reasonable knowledge of modern office practices and procedures. Skill in counting money and in making change. Ability to prepare accurate written records and reports. Skill in the operation of a typewriter. Ability to work effectively with the public, and with the employees.

Education and/or Experience:

An employee in this class, upon appointment, should have the equivalent of the following training and experience: Graduation from an accredited high school, including courses in bookkeeping and commercial subjects. Some experience in performing clerical, cashier or bookkeeping work. High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. One to Three years of experience. Customer service.

Language Skills:

Ability to deal with the public tactfully and courteously. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information to citizens, and employees of the organization.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations:

Maintain a valid State of Michigan Driver's license.

Other Skills and Abilities:

Ability to use the following office equipment: Fax machine, copier, computer, telephone, calculator, cash register, electric stapler, electric stapler, and validator.

Physical Demands:

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

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

Design - Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Uses reason even when dealing with emotional topics.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Judgment - Includes appropriate people in decision-making process.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

UTILITY EQUIPMENT OPERATOR 1319

GENERAL STATEMENT OF DUTIES

To perform the more difficult and responsible public works construction and maintenance work involving the safe and efficient operation of City designated heavy and special automotive and power driven equipment; and to perform related work as required.

SUPERVISION RECEIVED

Work is performed under the general supervision of a general foreman or other designated person.

SUPERVISION EXERCISED

Supervision may be exercised over employees in a lower classification assigned to a crew.

TYPICAL EXAMPLES OF WORK

An employee in this classification may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform)

Subject to general assignment and to inspection of work during progress and upon completion, to be responsible for the safe and efficient operation and maintenance of heavy and special equipment

Proficiently operate all types of special and heavy equipment including but not limited to trucks, tractors, graders, bulldozers, power shovels, concrete saws, excavators, heavy loaders, snow plows, fork lifts, cranes, pumps, rollers, compressors front end loaders, street sweepers and other power driven equipment and tools throughout all City Departments and Divisions as directed.

- Repair streets, sidewalks, curbs and gutters. Change various attachments on equipment and make field adjustments.
- Perform manual labor and work in lower classifications as directed by the City.
- Lubricate, fuel and clean equipment as required.
- Perform street patching and repair work.
- Lay forms and finish concrete
- Perform grading, digging, backfilling, hauling, and loading operations
- Lay sewer pipe and rake asphalt as directed.
- Install and repair water mains, services and hydrants as directed.
- Cover garbage and perform related tasks at the City landfill.
- Ability to read blueprints and other construction related documents as necessary.
- Must satisfactorily continue to update skills and abilities through designated training programs established by the City as directed.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

- Considerable knowledge of the operation and maintenance requirements of various types of heavy and special automotive and power driven equipment.
- Considerable knowledge of traffic laws, ordinances and practices involving the operation of various types of public works automotive equipment and tools.
- Considerable knowledge of automotive and power driven equipment lubrication and repair activities.
- Ability to proficiently operate all types of automotive and power driven equipment with considerable skill.
- Ability to understand and follow oral and written instructions.
- Familiarity with streets and principal locations in the City of Pontiac.
- Good mechanical aptitude.
- Ability to work effectively with the public and other employees.

An employee in this classification, upon appointment, must have the following training and experience:

Graduation from high school
Possess CDL

Several years of documented responsible experience in the operation of various types of heavy and special power driven equipment and tools.

APPROVED: Rodman M. Coru DATE: 2/2/99
COP CC: _____ ORIGIN DATE: _____ REVISED: _____

City of Pontiac Job Description

Job Title: Water Meter Serviceman I
Department: Public Works & Utilities
Reports To:
FLSA Status: Non - Exempt
Prepared By: Rayneshia Crump
Prepared Date: August 24, 2009
Approved By:
Approved Date:

Summary

This classification exists to perform the repairing, rebuilding adjusting, assembling and installing of water meters; to assist in other water distribution service activities; and to perform related work as required.

Supervision Received

Work is performed under the supervision of a designated official.

Typical Examples of Work

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Install and set water meters.

Disassemble water meters, repair or replace broken parts, reassemble and test meters.

Replace warped, damage or broken parts in water meters, scrape and fit discs and adjust diagrams,

Read and record water meter consumptions figures as required.

Make minor repairs, test or change water meters on consumer's premises.

Clean and replace damaged gears, bushings, and shafts in gear and dial assembly.

Shut off and turn on water service.

Requisition new meters and parts used in making meter repairs.

Make final meter readings and assist in bill collections,

Operate meter testing equipment and small hand tools as required.

Clean and paint meters

Maintain records of tests, materials expended, labor charged to each repair operation and other records and reports.

Perform related work as required.

Desirable Qualification for Employment

Considerable knowledge of the methods, materials and procedures required in installing, testing, calibrating, and repairing water meters.

Reasonable knowledge of water distribution system maintenance and repair work.

Skill in the use of hand tools required in meter maintenance and bench repair work.

Mechanical aptitude.

Ability to prepare accurate records and reports.

Ability to work effectively with the public and other employees.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Graduation from an accredited high school.

Reasonable experience in general mechanical repair work, preferably involving the installation, servicing, and repair of water meters and related equipment.

Competency

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

WATER METER SERVICER III

GENERAL STATEMENT OF DUTIES: The activities of this position consist of repairing, rebuilding, adjusting, assembling, and installing water meters; assisting in other water distribution activities; overseeing the work of small crews; and performing the more complex and skilled tasks.

SUPERVISION: This position performs under the supervising of a designated official. The Water Meter Servicer III may oversee the work of small crews.

TYPICAL EXAMPLES OF WORK: (Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed by each position.)

- Disassemble all sizes of water meters, repair or replace broken parts, reassemble and test meters in shop and field to A.W.W.A. standards. Evaluate condition of all sizes of water meters and determine the need to replace worn parts.
- Make repairs, test or change all sizes of water meters on consumer's premises, including necessary plumbing.
- Disassemble all sizes and clean or replace damaged gears, bushings, and shafts in gear and dial assemblies.
- Turn off and turn on all sizes of water services and by-passes.
- Prepare part orders for all sizes of water meters and maintain their inventory.
- Make final meter readings and assist in bill collections.
- Maintain records of tests, material expended, labor charged to each repair operation, and other records and reports.
- Operate all meter testing equipment and all hand and power tools as required.
- Monitor cross connections and their protective devices in commercial and industrial locations.
- Answer and resolve residential, commercial, and industrial inquiries on water usage.
- Responsible for the use of all safety equipment and procedures upon entering all areas of water meter settings.
- May assume additional responsibilities and duties in the absence of the supervisor.
- Assist in training new employees in work procedures, techniques, and equipment operations.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Considerable knowledge of the methods, materials, and procedures required in installing, testing, calibrating, and repairing water meters.
- Working knowledge of water distribution system maintenance and repair work.
- Working knowledge of plumbing practices, the cross connection program, and Chapter 27 of the Pontiac Municipal Code.

Working knowledge of all safety procedures necessary to enter all areas of water meter settings.
Working skill in the use of all safety equipment.
Working skill in the use of hand tools required in meter maintenance and bench repair work.
Working skill in preparing accurate records and reports.
Ability to work effectively with the general public and other employees.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are normally obtained through completion of high school or the equivalent; and three years of experience in a water meter shop or closely related work requiring similar knowledge, skills, and abilities; or any combination of training and experience which provides the required knowledge, skills, and abilities.

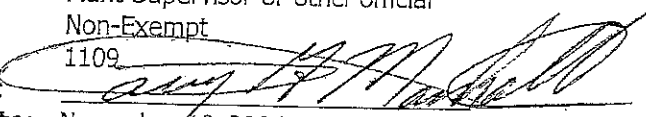
OTHER REQUIREMENTS:

An employee in this classification must successfully complete the three-day Backflow Prevention Training Course, sponsored by the State of Michigan, within one year of appointment.

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

1025
City of Pontiac--RMC
August 26, 1986

City of Pontiac
Job Description

Job Title: Wastewater/Water Plant Operator
Department: Public Works/Utilities
Reports To: Plant Supervisor or other official
FLSA Status: Non-Exempt
Class Code: 1109
Approved By: 
Approved Date: November 18, 2004

Summary: Performs responsible, technical, skilled and labor work in the operation of a secondary sewage treatment plant, sludge processing, and disposal equipment; maintenance and repair of equipment and machinery in a water pumping plant; and other related work by performing the following duties.

Essential Duties and Responsibilities: include the following. Other duties may be assigned.

Monitors control panels and adjusts valves and gates manually or by remote control to regulate flow of sewage and water flow, pressure, temperature and chemical usage.

Observes variations in operating conditions and interprets meter and gauge readings and tests results to determine load requirements and/or water pressure.

Starts and stops pumps, engines, and generators to control flow of raw sewage through filtering, settling, aeration, and sludge digestion processes.

Analyze sludge cake for percent moisture; change chlorination tanks; oil and grease motors, pumps and machinery; and check water storage tank levels.

Operate gas or oil fired boilers, chlorine evaporator, sludge filtering, incineration, and raw sewage pumps, compressors, bar rakes and other equipment used in the sewage treatment process.

Detects and repairs defects in water pumping equipment; pack and repair pumps and valves and assist in major repairs.

Monitors control station, observes gauges, levels and other instruments to determine water pressure throughout distribution system.

Perform chrome and cyanide tests and prepare solutions; regular chlorine added to sewage in the treatment process.

Maintains log of operations and records meter and gauge readings, digester temperature, chlorine and power consumption and related operation data.

Clean and maintain building pumps and laboratory equipment; and perform various equipment and building maintenance and repair tasks.

Collects sewage sample and conducts laboratory tests and record results; including toxic waste and chlorine residual tests, and samples of water from designated locations in the water distribution system.

Valid Michigan Driver's License; Employees hired or promoted into classification shall be required to obtain and maintain a DEQ Class D Wastewater Plant Operator license within two years. Employees shall be responsible for obtaining and maintaining any other certifications as determined by the Department of Environmental Quality and/or the City of Pontiac, Human Resources Department. D-1 Certificate after hire.

Other Qualifications:

Reasonable knowledge of the principles, practices and methods used in sewage treatment plant operations, water pumping station operations and maintenance and distribution system; machines, equipment, and materials used in a sewage treatment plant; and chemical and physical processes involved in the treatment of sewage. Mechanical aptitude.

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

While performing the duties of this Job, the employee is regularly required to stand; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk; reach with hands and arms and stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions and moving mechanical parts. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock and vibration. The employee is occasionally exposed to high, precarious places; extreme color and extreme heat. The noise level in the work environment is usually loud.

City of Pontiac Job Description

Job Title: Wasterwater/Water Mechanic Repairer

Department: DPW - Wastewater

Reports To: Wastewater/Water Public Utilities Administrator or Designee

FLSA Status: Non - Exempt

Prepared By: Rayneshia Crump

Prepared Date: August 4, 2009

Approved By:

Approved Date:

Summary

This classification exists to perform skilled and semi-skilled work in the repair, maintenance, and/or rebuilding of a variety of mechanical equipment used in a wastewater treatment plant to ensure Michigan Department of Environmental Quality requirements are met and proper running of the wastewater plant is maintained.

Supervisory Responsibilities

An employee in this classification does not have supervisory responsibilities.

Essential Duties and Responsibilities

Inspect wastewater plant equipment to determine necessary repairs for preventative maintenance and operate equipment on a relief basis; replace old or worn parts as needed.

Lubricate wastewater plant machinery, change oil and filters when necessary, and make running adjustments on equipment.

Repair wastewater plant equipment including but not limited to: sludge incinerator, chemical feeders, blowers, sludge pumps, grit collectors, chlorinators, vacuum filters, and flow meters; disassemble and repair pumps, valves, compressors, and other mechanical equipment.

Operate drill presses, lathes, grinders, pipe cutters and threaders, welding equipment, cutting equipment, and a variety of hand tools; perform welding and metal fabrication work as needed.

Repair and maintain gas engines and other power-driven equipment; replace bushings and bearings in heavy equipment and machinery.

Perform miscellaneous building maintenance and repair tasks.

Education and/or Experience

An employee in this classification must have a high school diploma or G.E.D. Two (2) years progressively responsible experience of mechanical repair in a wastewater or water plant.

Knowledge

Knowledge of tools used in repairing pumps, machinery, and mechanical equipment. Knowledge of electrical and control circuits. Knowledge of welding techniques and plumbing principles.

Skills

Basic addition, subtraction, multiplication and division skills. Oral and written communication skills. Skill in the performance of mechanical and other maintenance duties. Skill in the installation of equipment, machines, wiring, or programs to meet specifications. Skill in reading and understanding mechanical drawings and blueprints. Skill in the use of pipe threaders, drill presses, and hand tools used in mechanical maintenance work.

Abilities

The ability to communicate information and ideas in speaking so others will understand. The ability to listen to and understand information and ideas presented through spoken words and sentences. Ability to work with others. Ability to understand written and oral directions.

Certificates, Licenses, Registrations

An employee in this classification must possess and maintain a valid Michigan Commercial Driver's License, class B with a Tanker endorsement.

Physical Demands

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

While performing the duties of this job, an employee in this classification is regularly required to use hands to finger, handle, feel and talk or hear. The employee must use hand/eye coordination to perform duties. The employee is frequently required to stand; walk and sit; climb stairs, ladder and/or scaffolds; stoop, kneel, bend, crawl and crouch; the employee is frequently required to reach with hands and arms. An employee in this classification must also have the physical ability to lift and/or move up to 100 pounds. The employee must have the physical agility necessary to perform all the functions of this position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this classification works outdoors in all weather conditions. An employee may be exposed to noisy or dusty conditions as well as, chemicals, solvents, mechanical, electrical and/or other hazards. The employee is expected to follow MIOSHA safety standards and follow all safety procedures including but not limited to wearing common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, hard hats or life jackets.

The duties listed above 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 to the position.

Competency

To perform the job successfully, an individual should demonstrate the following competencies :

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits

customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Business Acumen - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains

reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

PROCESS CONTROL TECHNICIAN

GENERAL STATEMENT OF DUTIES: The activities of this position consist of performing skilled and technical work in the programming, maintenance, testing, and repair of all equipment included in a computerized digital process control, communication, and telemetry system.

SUPERVISION: This position performs under the Sewage Treatment Superintendent or Assistant Superintendent. The Process Control Technician exercises no supervision over other employees.

TYPICAL EXAMPLES OF WORK: (Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed by each position.)

- Establish and maintain a program of scheduled preventative maintenance for the process control program.
- Write and implement process control programs and documentation for on-line and off-line computer applications.
- Research, develop, and install computer-related equipment to upgrade process control system performance and reliability.
- Develop systems and write control programs to interface laboratory instruments and the computer.
- Write, document, and implement detailed graphics to enhance process control system operations.
- Develop, implement, and document programs to produce various reports and graphics on microcomputer-based data processing system.
- Develop, implement, and document user-friendly programs for data input on remote terminals by non-computer personnel.
- Develop, implement, and document programs for data retrieval from process control system by microcomputer-based data processing system.
- Troubleshoot system operations, programming, and equipment.
- Test, inspect, repair, and calibrate analog, pneumatic, and digital system components to ensure reliable and continuous operation.
- Install and test new circuitry, sensors, and related equipment.
- Develop and install computer interface equipment required for on-line data input from laboratory instruments.
- Calibrate and repair flow measuring components, transducers, differential pressure cell, signal transmitters, level sensors, thermocouples, telemetering equipment, and other similar instrumentation.
- Establish and carry out appropriate systems tests, calibrations, diagnostics, etc. to monitor and document system performance.
- Responsible for determining work procedures and independently applying technical knowledge and skills to obtain required level of system performance.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Considerable knowledge of the operation and maintenance of digital computers.
Considerable knowledge of digital logic and analog circuitry.
Working knowledge of Real Time Process System variable.
Working knowledge of wastewater treatment processes and techniques.
Working knowledge of and skill in using pneumatic and hydraulic instrumentation utilized in process control systems.
Considerable skill in writing computer programs in assembly and high-level languages.
Working skill in performing basic and advanced electronic diagnostic and repair work.
Working skill in the use of signal generators, oscilloscope, and related electronic testing equipment.
Working skill in interpreting and working from electrical and electronic schematics and specifications.
Working skill in communicating effectively, both verbally and in writing.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are normally obtained through completion of the core coursework required for an Associate's degree in computer technology including electronic circuit diagnosis and repair; and three years of experience in computer technology including experience with a process control computer; and one year of experience in a wastewater treatment plant or a similar operation; or any combination of training and experience which provides the required knowledge, skills, and abilities.

OTHER REQUIREMENTS:

An employee in this classification must have the physical agility necessary to perform all of the functions of the position.

1110

City of Pontiac--RMC

November 22, 1985

WATER MECHANIC REPAIRMAN

GENERAL STATEMENT OF DUTIES: The activities of this position consist of performing semi-skilled work in the repair, maintenance, and/or rebuilding of a variety of mechanical equipment used in water and sewer services.

SUPERVISION: This position performs under the supervision of a Foreman or other designated supervisor. The Water Mechanic Repairman exercises no supervision over other employees.

TYPICAL EXAMPLES OF WORK: (Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed by each position.)

- Operate drill presses, lathes, grinders, pipe cutters and threaders, welding equipment, and a variety of hand tools.
- Make repairs to blowers, chemical feeders, chlorinators, and flow meters.
- Lubricate water plant machinery, change oil and filters when necessary, and make running adjustments on equipment.
- Service and calibrate flow meters and recorders.
- Inspect water plant equipment to determine necessary repairs for preventative maintenance and operate equipment on a relief basis.
- Disassemble and repair pumps, valves, compressors, and other mechanical equipment.
- Collect weekly water samples for analysis.
- May perform welding and metal fabrication work.
- Disassemble and make repairs to boilers and remove and replace piping.
- Perform miscellaneous building maintenance and repair tasks.
- Repair and maintain gas engines and other power-driven equipment.
- Replace bushings and bearings on heavy equipment and machinery.
- May act as plant operator during a shift or an emergency situation.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Considerable knowledge of and skill in using the tools, materials, methods, and practices used in the repair and maintenance of pumps, machinery, and other mechanical equipment.
- Working knowledge of electricity and control circuits.
- Working knowledge of and skill in using welding techniques.
- Working knowledge of and skill in using plumbing methods and principles.
- Working skill in reading and understanding mechanical and electrical drawings and blueprints.
- Working skill in using lathes, drill presses, pipe threaders, and hand tools used in mechanical maintenance work.
- Ability to work effectively with other employees.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are normally obtained through completion of high school, trade school, or the equivalent; and two years experience in work involving a wide variety of mechanical repair and maintenance activities; or any combination of training and experience which provides the required knowledge, skills, and abilities.

OTHER REQUIREMENTS:

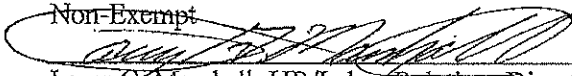
An employee in this classification must possess upon hire and must maintain a valid Michigan Operators license. A D-1 Certificate for Water Treatment issued by the State of Michigan, as specified under the Safe Drinking Water Act, Act 399, P. A. 1976, must be obtained after hire. An employee in this classification must have the physical agility necessary to perform all of the duties of the position.

1027

City of Pontiac---RMC
October 16, 1985

**CITY OF PONTIAC
JOB DESCRIPTION**

WASTEWATER/WATER PLANT MAINTENANCE SUPERVISOR

Class Code: 1105
Department: DPW – Wastewater
Reports To: Wastewater Public Utilities Administrator or designee
FLSA Status: ~~Non-Exempt~~
Approved By: 
Larry G. Marshall, HR/Labor Relations Director

Approved Date: 8-23-07

Summary

Position exists to perform more technical work in the maintenance and repair of equipment used in municipal wastewater treatment plants and wastewater pumping and metering stations and to supervise and coordinate the activities of mechanics, electricians, process control technicians, and heavy equipment operator.

The 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 to the position.

Supervisory Responsibilities

Supervision is exercised over maintenance mechanics or others as determined by Wastewater Public Utilities Administrator.

Essential Duties and Responsibilities

Oversee skilled repair and maintenance operations, using equipment such as hand and power tools, hydraulic presses and shears, and welding equipment.

Interpret specifications, blueprints, and job orders to construct templates and lay out reference points for workers.

Inspect, test, and measure completed work, using devices such as hand tools and gauges to verify conformance to standards and repair requirements.

Examine and inspect objects, systems, or facilitate, and analyze information to determine needed installations, services, or repairs.

Inspect and monitor work areas, tools and equipment.

Detect unsafe conditions or violations of procedures or safety requirements to determine needed installations, services or repairs.

Monitor tool inventories and the condition and maintenance of shops in order to ensure adequate working conditions.

Perform skilled repair and maintenance operations as needed.

Participate in budget preparation and administration.

Develop, implement, and evaluate maintenance policies and procedures.

Coordinate purchasing and documentation, and monitor departmental expenditures

Requisition materials and supplies, such as tools, equipment, and replacement parts.

Compute estimates and actual costs of factors such as materials, labor, and outside contractors.

Compile operational and personnel records, such as time and production records, inventory data, repair and maintenance statistics, and test results.

Determine schedules, sequences, and assignments for work activities, based on work priority, quantity of equipment and skill of personnel.

Monitor employees' work levels and review work performance.

Counsel employees about work-related issues and assist employees to correct job-skill deficiencies.

Recommend or initiate employee actions such as, promotions, discharges, and disciplinary measures.

Education and/or Experience

To perform successfully in this classification, individuals must possess a high school diploma or G.E.D, have at least two (2) documented years of Journeyman level technical training in mechanical or electrical maintenance and repair work of equipment used in a Wastewater Treatment Plant, and have a minimum of five (5) years experience in the maintenance and repair of equipment used in municipal wastewater treatment plants and wastewater pumping and metering stations.

Knowledge

Knowledge of Wastewater Treatment operations and maintenance of Wastewater Treatment equipment and facilities.

Knowledge of machines and tools, including their designs, uses, repair, and maintenance.

Knowledge of public health and safety regulations relating to Wastewater Treatment operations.

Knowledge of the requirements of the National Pollution Discharge Elimination System (NPDES) and Michigan Department of Environmental Quality (MDEQ).

Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Skills

Skill in basic addition, subtraction, multiplication and division.

Skill in oral and written communication.

Skill in the use of a computer and Microsoft software applications, Word, Excel, and Access.

Skill in the performance of mechanical and other maintenance duties.

Skill in the installation of equipment, machines, wiring, or programs to meet specifications.

Skill in teaching others how to do something.

Skill in determining causes of operating errors and deciding what to do about it.

Skill in performing maintenances on equipment and determining when and what kind of maintenances is needed.

Skill in determining the kind of tools needed to do a job.

Abilities

Ability to prepare inspection schedules, maintain records and prepare written reports.

Ability to plan, assign, coordinate and supervise work of others.

Ability to work effectively with the public and with other employees.

Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Ability to communicate information and ideas in speaking so others will understand.

Ability to listen to and understand information and ideas presented through spoken words and sentences.

Ability to see details at close range (within a few feet of the observer).

Certificates, Licenses, Registrations

An employee in this classification must possess and maintain a valid Michigan Operators License.

Physical Demands

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

While performing the duties of this job, an employee in this classification is regularly required to use hands to finger, handle, feel and talk or hear. The employee must use hand/eye coordination to perform duties. The employee is frequently required to stand; walk and sit; climb stairs, ladder and/or scaffolds; stoop, kneel, bend, crawl and crouch; the employee is frequently required to reach with hands and arms. An employee in this classification must also have the physical ability to lift and/or move up to 100 pounds. The employee must have the physical agility necessary to perform all the functions of this position.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this classification works outdoors in all weather conditions. An employee may be exposed to noisy or dusty conditions as well as, chemicals, solvents, mechanical, electrical and/or other hazards. The employee is expected to follow MIOSHA safety standards and follow all safety procedures including but not limited to wearing common protective or safety equipment such as safety shoes, glasses, gloves, hearing protection, hard hats or life jackets.



City of Pontiac Job Description

Job Title: Director DPW & U
Class Code: 1201
Department: Public Utilities
Reports To: Emergency Manager

FLSA Status: Exempt
Original Date: January, 2002
Revision Date: June 6, 2011
Revised By: Devin L. Scott

Approved By: 
Michael L. Stampfer, Emergency Manager

Date: 6/6/11

POSITION SUMMARY

To perform supervisory, administrative and technical work involved in planning and directing the public works and public utilities functions of the city. The DPW & U Director manages subordinate supervisors who supervise employees in Highway Maintenance, Sanitation, Building Maintenance and oversees service contracts with outside agencies. To maintain financially sound systems with an emphasis on maintaining acceptable service levels and planning for the future requirements of the city. To perform related duties as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of the Emergency Manager or Designee.

SUPERVISION EXERCISED: Supervision is exercised over all professional, technical, clerical, volunteer, and other personnel assigned to the department.

NOTE: Examples do not include all duties that the incumbent may be expected to perform. Duties may be assigned which are within the scope of the required knowledge, skills, and abilities. The City reserves the right at its discretion to alter, amend, or modify this description.

MINIMUM REQUIREMENTS: These requirements may be fulfilled by any combination of training and experience, which provides the required knowledge, skills, and abilities:

- Thorough knowledge of municipal public works, public services, and public utilities principles, practices and techniques.
- Considerable knowledge of Federal, state and local laws, ordinances, and regulations governing the operation of this department.
- Working knowledge of modern engineering principles, practices, and techniques.
- Thorough knowledge of municipal government principals, practices, and techniques.
- Considerable knowledge of supervisory and administrative practices in a collective bargaining environment.
- Ability to plan, coordinates, and supervise the work of a large number of subordinates engaged in a variety of service and utility activities.
- Ability to effectively present information relating to departmental activities.
- Ability to establish and maintain effective working relationships with department heads, employees, outside governments and agencies, and the general public.

Education, Experience, Training

- Graduation from a college or university of recognized standing with specialization in engineering, business administration.
- Considerable experience in engineering involving public works construction.
- Ten (10) years of progressive experience in performing administrative, technical, or supervisory work in municipal public works, public services, or public utilities function.

Certificates, Licenses, Registrations

Registration as a professional engineer in the State of Michigan is preferred.

Knowledge, Skills, Abilities

- Knowledge of public health regulations and requirements relating to sewage treatment plant operations
- Skill in use of Micro Office software such as Word, Excel and other programs that are determined to be essential to the efficient and effective performance of the job
- Ability to communicate effectively to various audiences in a variety of forms
- Ability to collect and interpret various arithmetical and statistical information and reports
- Ability to understand oral and written instruction
- Ability to solve practical problems and deal with a variety of situations
- Ability to develop fiscal planning strategies for long-term projects, equipment replacement and/or other technical improvements.

COMPETENCY: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to

customer needs; Solicits customer feedback to improve service. Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue ; Conserves organizational resources.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Change approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

FIRE CHIEF

GENERAL STATEMENT OF DUTIES: The activities of this position consist of being responsible for the administration, direction, and coordination of Fire Department and Emergency Medical Service operations and personnel engaged in the protection of life and property and in the prevention and control of fire; and to perform related duties as required.

SUPERVISION: This position performs under the general direction of the Mayor or the Mayor's designee. The Fire Chief exercises supervision over all departmental personnel.

TYPICAL EXAMPLES OF WORK: (Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed in the position.)

- Manage, plan, and direct the operations of the Fire Department, coordinating functions and activities through reviews with subordinate officers.
- Develop long-range plans for improving and maintaining effective operations.
- Recommend policies to the Mayor and the City Council to maintain or establish effective controls for enforcing laws and ordinances, and to promote and insure better public safety from fire.
- Issue orders to subordinate officers for execution.
- Review personnel problems and take appropriate action.
- Supervise the administrative activities of the department, including the assignment of personnel and equipment, requisitioning material supplies, and equipment and preparation of the departmental budget, correspondence, records and reports.
- Participate in collective bargaining negotiations as a member of the management team.
- Enforce departmental and City policies.
- Direct the maintenance, repair, improvement, and replacement of firefighting equipment, fire alarm systems, radio equipment, station houses, and property of the Fire Department.
- Direct programs for the training of firefighting personnel in proper methods of firefighting and in the use of equipment, as well as for Emergency Medical Services and Civil Defense programs.
- Direct programs on fire prevention, including inspection, investigation, promotion, and the enforcement of federal, state, and local laws.
- Respond to fire alarms, take command, and direct operations at the scene of major fires.
- Make public addresses and appearances before citizen groups to explain policies and activities of the department, and other matters of public concern.
- Direct investigations into the causes of fires.

Respond to inquiries and complaints and disseminate information.

Perform other related duties as assigned by the Mayor or the Mayor's designee.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Thorough knowledge of modern firefighting methods and techniques and ability to apply this knowledge to various fire control and fire prevention problems.

Thorough knowledge of the use and operation of a wide variety of firefighting equipment and apparatus.

Thorough knowledge of municipal fire administration.

Ability to plan, assign, coordinate and direct the work of a large group of employees engaged in fire prevention and fire control activities.

Ability to maintain discipline, to lead and command personnel effectively and direct personnel and equipment under emergency firefighting conditions.

Ability to establish and maintain effective working relationships with other city officials, and the general public.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are normally obtained through completion of the core coursework required for a bachelor's degree in fire science, public administration, or a related field (or the equivalent); and eight (8) years of broad and progressively responsible experience in fire protection work, including at least five (5) years of fire department management experience, including budgetary, policy development, and long-range planning experience, not less than two (2) years of which have been in the rank of Battalion Chief or above; and considerable advanced training in fire administration and firefighting techniques and practices; or any combination of training and experience which provides the required knowledge, skills, and abilities.

POLICE LIEUTENANT

GENERAL STATEMENT OF DUTIES: To supervise or assist in supervising the personnel and work activities of a police bureau or division; to assign work and evaluate the performance of subordinate police officers; to investigate and take charge of emergency situations in the absence of a superior officer; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a superior officer.

SUPERVISION EXERCISED: Supervision is exercised over a group of subordinate police officers, clerical or other employees.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform).

- Assign, review and analyze the work performance of police officers on an assigned shift and assure compliance with departmental rules and regulations.
- Assume command of investigations, emergency situations or in the absence of a superior officer.
- Review reports and investigate complaints or irregularities.
- Investigate cases of alleged misconduct by bureau personnel.
- Patrol the city to insure proper performance of duties by subordinate officers.
- Assist in prosecutions by preparing and presenting evidence.
- Review offense reports, complaints, tickets, missing person notices and warrants for persons wanted for arrest.
- Inspect motor vehicles and other equipment and oversee their proper maintenance.
- Assist in training subordinate police officers.
- Establish work schedules and approve time off.
- Supervise and participate in the prevention and suppression of crime, the arrest and prosecution of law violators and other law enforcement activities.
- Search for and preserve evidence.
- Supervise the inspection of public places.
- Supervise and participate in criminal investigations and in case preparations.
- Prepare detailed records and reports.
- Supervise subordinate clerical and secretarial personnel.
- Supervise and participate in traffic law enforcement activities, including accident investigations.
- Check personnel work attendance reports, radio logs, complaint files, payroll records and other forms.
- Supervise and participate in traffic safety and education programs.
- Review and analyze traffic accident reports.
- Perform various investigative and research activities as required.
- Prepare correspondence, records and reports.
- Perform related work as required.

POLICE LIEUTENANT (cont)

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Considerable knowledge of modern police science and administration.
- Considerable knowledge of applicable Federal, State and local laws and ordinances.
- Considerable knowledge of the geography, streets and important locations within the City.
- Considerable knowledge of the departmental rules and regulations.
- ~~Ability to train and coordinate the work of subordinates.~~
- Ability to act effectively in emergencies.
- Ability to work effectively with other officials, employees and the general public.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school.
- Advanced specialized training in police science, supervision and administration.
- Considerable experience in various police activities including one or more areas of specialty and involving supervisory responsibility.

Pontiac
July 1965

POLICE SERGEANT

GENERAL STATEMENT OF DUTIES: To perform responsible law enforcement work and supervise or assist in the supervision of an assigned patrol shift or other police unit; to investigate complaints and assume command in the absence of a superior officer; to perform specialized investigative, records and identification, traffic control or other specialized police work; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the general supervision of a Police Lieutenant or other superior officer.

SUPERVISION EXERCISED: Supervision is exercised over an assigned group of police officers or other employees.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform).

- Conduct inspections of police officers to insure proper dress and equipment and investigate cases of alleged misconduct.
- Make detailed work assignments to police officers and other employees.
- Train, evaluate and instruct patrolmen in the performance of their duties.
- Assume command at investigations, emergency situations or in the absence of a superior officer.
- May investigate hit and run accidents, personal injuries and traffic complaints.
- Investigate crimes or complaints involving females and juveniles and perform interrogation and counselling activities.
- Investigate complaints, apprehend law violators and assist in their prosecution.
- Review complaint reports, offense reports, accident reports, activity sheets, and other records and reports of police activities.
- Receive complaints and dispatch police officers to investigate.
- Answer inquiries from the public in person or by telephone.
- May act as desk sergeant or unit commander, as required.
- Supervise and participate in traffic safety, control and education activities.
- Search for, prepare, preserve and present evidence.
- Issue summonses, serve warrants and subpoenas.
- Supervise, prepare and maintain records and reports of accidents, complaints, felony cases and other incidents.
- May assign officers and units to predesignated points in the establishment of a road blockade system.
- Patrol the city to assist police officers and insure their compliance with assigned duties.
- May supervise property room activities.
- Oversee the use of departmental automotive and other equipment.
- Record prisoner's property.
- Assemble data and prepare various records and reports.
- Provide first aid and other assistance as requested.
- Perform related work as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

POLICE SERGEANT (CONT.)

Considerable knowledge of departmental rules and regulations.

Considerable knowledge of the geography, streets, and important locations in the city.

Reasonable knowledge of modern police science and administration.

Reasonable knowledge of applicable Federal, State, and local laws and ordinances.

Reasonable knowledge of the problems and principles involved in working with juveniles.

Reasonable knowledge of first aid principles and skill in their application.

Ability to instruct subordinates and assign and review their work.

Skill in the use of firearms.

Ability to act effectively in emergencies.

Ability to establish and maintain satisfactory working relationships with the public and other employees.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Graduation from an accredited high school.

Some supplementary course work in police science and administration.

Reasonable recent experience as a police officer.

POLICE DETECTIVE

GENERAL STATEMENT OF DUTIES: To perform specialized police work in the investigation and detection of crime; to interrogate suspects, procure and preserve evidence, prepare detailed reports on case assignments; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of a superior officer.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform).

- Make investigations and gather evidence regarding known and suspected criminal violators.
- Investigate various crimes and suspected criminal acts involving larceny, vice, theft, arson, assault, hit and run accidents, other felonies and violations.
- Assist in the prosecution of suspects by preparing and presenting evidence.
- Interrogate complainants, witnesses, suspects and prisoners.
- Search for, preserve and analyze various types of evidence.
- Operate photographic, fingerprint or other identification equipment.
- Trace missing persons.
- Apprehend criminals, make arrests, and keep suspected persons under surveillance.
- Submit testimony as an expert witness.
- Conduct special investigations and cooperate with other law enforcement agencies.
- May participate in specialized vice or other investigations as required.
- Search police files and collect data.
- May administer polygraph examinations and analyze results.
- Receive and investigate complaints.
- Transport prisoners to jail and assist with extradition proceedings.
- Prepare detailed records and reports.
- Perform related work as required.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

- Reasonable knowledge of applicable Federal, State and local laws and ordinances.
- Reasonable knowledge of departmental rules and regulations.
- Reasonable knowledge of methods and procedures of crime detection and investigation.
- Considerable knowledge of the geography, streets and important locations in the city.
- Skill in the use of firearms.
- Ability to act effectively in emergencies.
- Ability to deal effectively with complainants, witnesses, suspects and prisoners.
- Ability to assemble and present accurate records and reports.
- Ability to work effectively with other officials, employees and the general public.

An employee in this class, upon appointment, should have the equivalent

POLICE DETECTIVE (cont)

of the following training and experiece:

Graduation from an accredited high school.

Some specialized training in police science and investigative techniques
and in the detection and preservation of evidence.

Several years experience in general law enforcement work, preferably
including investigative and background activities.

Pontiac
July 1965

POLICE OFFICER

GENERAL STATEMENT OF DUTIES: To perform responsible law enforcement and patrol work; to maintain order and patrol an assigned district or beat, regulate traffic, protect life and property and prevent crime and disorder; to provide assistance at the scene of accidents and other emergencies; and to perform related work as required.

SUPERVISION RECEIVED: Work is performed under the supervision of a superior officer.

TYPICAL EXAMPLES OF WORK: An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Patrol an assigned beat or district on foot or in a radio equipped cruiser or motorcycle to prevent crime and disorder, protect life and property, direct and regulate traffic, investigate accidents and enforce motor vehicle operation and parking regulations.
- Investigate suspicious activities, apprehend and arrest violators of the law, gather evidence and assist in prosecuting law violators.
- Serve civil and criminal processes, including warrants and subpoenas.
- Write and issue tickets for parking infractions, speeding, ordinance violations and other offenses.
- Investigate and restore order when called to the scene of automobile accidents, emergencies, or other complaints.
- Assist elderly or ill persons, give first aid, locate missing persons and lost children.
- Obtain and preserve evidence, testify in court and otherwise assist in the prosecution of criminal cases.
- Guard prisoners and assume responsibility for their safety and personal property while in custody.
- Prepare and maintain records and reports of accidents, complaints, felony offenses and other incidents.
- Provide information and general assistance to the public.
- Give driver's license road tests.
- Operate short wave radio, traffic counters, motorcycles, cameras, firearms and other equipment required.
- Assist in the investigation of crimes or complaints involving females and juveniles.
- May perform duties of weights and measures sealer, testing scales and various measuring devices and practices.
- Respond to fire alarms and other emergencies in order to control crowds and regulate traffic.
- Assist in various criminal investigation activities including the taking of finger prints and photographs and the examination and preservation of evidence.
- Perform related work as required.

POLICE OFFICER (cont)

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:

Reasonable knowledge of the geography, streets and important locations in the City.

Reasonable knowledge of traffic rules and regulations.

Some interest in and aptitude for police work.

Ability to react calmly and quickly in emergency situations.

Ability to prepare accurate written records and reports.

Ability to understand and follow oral and written instructions.

mental alertness and good powers of observation.

Physical strength and agility, and height, weight and physical requirements as established by policy.

No disabling impairment of vision, hearing, speech or members.

Ability to establish and maintain satisfactory working relationships with other employees and the public.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Graduation from an accredited high school, and completion of two (2) years of college.

Some responsible work experience.

Pontiac
January 1974

JD1628

COMMUNICATIONS SPECIALIST

GENERAL STATEMENT OF DUTIES: The activities of this position consist of receiving, transmitting, and recording messages at a central control station of a computer-aided Public Safety shortwave radio dispatch system for the Police and Fire Departments.

SUPERVISION: This position reports to a designated supervisor. The Communications Specialist exercises no supervisory duties.

TYPICAL EXAMPLES OF WORK: (Examples provided describe characteristic duties of comparable levels and are not intended to describe in detail all specific duties performed by each position.)

- From a control station, receive, record, and transmit communications to and from various stations/vehicles of a police/fire department shortwave radio network.
- Operate teletype machine, computer-aided dispatch system, and C.L.E.M.I.S.
- Make station identification in accordance with Federal Communications Commission regulations.
- Contact repair technicians to correct malfunctioning of short-wave radio equipment.
- Maintain records of street closings, hydrants out of order, and other conditions affecting fire and police dispatching.
- Participate in civil defense network tests and tornado warnings.
- Identify fire alarm signals and dispatch appropriate firefighting companies or units.
- Perform equipment test operations periodically.
- Answer a variety of requests for service and information.
- Assist in on-the-job training of new personnel as required.

MINIMUM KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Working knowledge of the geography, streets, and principal locations in the City.
- Working knowledge of modern office practices and procedures.
- Working skill in speaking distinctly, pleasantly, and courteously.
- Working skill in controlling emotions and acting effectively in emergencies.
- Working skill in preparing accurate records and reports.
- Ability to become proficient in the operation of a computer-aided dispatch system, teletype, and C.L.E.M.I.S.
- Ability to speak the Spanish language fluently is desirable.

MINIMUM TRAINING AND EXPERIENCE REQUIRED:

The above knowledge, skills, and abilities are normally obtained through

completion of high school or the equivalent; and a course in typing; and one to two years experience in an office environment; or any combination of training and experience which provides the required knowledges, skills, and abilities.

OTHER REQUIREMENTS:

An employee in this classification must pass a typing test at 45 WPM, corrected.

1628
City of Pontiac
Revised July 9, 1985

PONTIAC MICHIGAN

Position Description

Class Title: Construction Manager (CM)
Department: Federal Programs Division
Reports To: Federal Programs Administrator

GENERAL SUMMARY

Responsible for the daily administration and oversight of the Department's Home Improvement, Demolition, Vacant Property Rehabilitation, and New Construction projects. Provides comprehensive management of the procuring of construction and demolition services and provides supervision of the contract for such services. The C.M., with assistance from the Financial Analyst, is responsible for the tracking of construction expenditures and budgets developed for the HOME, CDBG, NSP 1, and NSP 3 programs. This position is also responsible for the development and maintenance of departmental construction standards, project construction specifications and enforcing federal, state and local policies, procedures and regulations pertaining to new construction, rehabilitation, demolition, deconstruction, and home improvement projects and activities.

With the assistance of the Community Development Specialist, the CM assumes responsibility for the maintenance of records, journals and files for all of the aforementioned program's construction, deconstruction, demolition, home improvement and rehabilitation projects & activities. This position will monitor all construction projects and activities as carried out by staff, third party vendors, or non-profit community development organizations, to ensure adherence to policies, proper procedures and federal regulatory requirements for the HOME, CDBG, NSP 1 and NSP 3 programs.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. Supervises the activities required to set up and implement the Home Improvement Program. This includes assisting home owners with the procuring and contracting for construction services, development of job specifications, monitoring and inspections to ensure compliance with specifications and applicable regulations, project budgeting & construction draws, lead-based paint inspections & abatement requirements, and any other activities that assures quality home improvements and adherence to federal & Departmental regulatory requirements.
2. Assist with the resolution of complaints and disputes that may arise between contractors and home owners in accordance with Home Improvement/Rehabilitation Manual requirements.
3. Supervises the procurement and contracting for rehabilitation, construction and demolition services as may be required to implement Department projects and programs.
4. Supervises all construction and demolition payments and final inspections, which includes the scrutiny & payment of "change orders" and the completion of "punch lists".
5. Develops and maintains specification writing software and associated computer equipment.

6. Utilizes inspection reports to indicate improvements required for meeting local codes.
7. Coordinates required activities for the involvement of City code enforcement or State and County regulatory agencies.
8. Any other duties or responsibilities that may be assigned by the Department Director from time to time.

SUPERVISORY RESPONSIBILITY

NONE

SUPERVISION RECEIVED

Works under the direction of the Federal Programs Administrator. Is expected to use initiative in interpreting, responding to and resolving operational issues and programmatic problems.

MINIMUM KNOWLEDGE & SKILL REQUIREMENTS

- Minimum of five (5) years of construction management experience
- Working knowledge of construction standards and local code requirements.
- Working knowledge of principles and techniques involved in construction and rehabilitation activities.
- Working knowledge of LEED-Certified and Michigan Green Build building standards and requirements.
- Familiar with BS& A permitting software
- Certified as a Lead-Based Paint Risk Assessor and familiar with the Niton XLp300 Series Lead Analyzer
- Ability to write construction specifications for housing rehabilitation, BOCA code enforcement or related work, either manually or via appropriate computer software and equipment.
- Ability to work with diverse social individuals and groups to establish and maintain effective working relationships with citizens, other government officials and employees, which includes the ability to use tact, initiative and resourcefulness in handling problem situations and dealing with individuals, groups and agencies.

Examples do not include all duties which the incumbent may be expected to perform. Duties may be assigned which are within the scope of required knowledge, skills and abilities.

PONTIAC MICHIGAN

Position Description

Class Title: *Financial Analyst (FA)*
Department: Federal Programs Division
Reports To: Federal Programs Administrator

GENERAL SUMMARY

The Financial Analyst is responsible for tracking the fiscal requirements of the Department's HOME, CDBG, CDG-R, HPRP and NSP Programs, and any other federal programs as deemed necessary. The FA is responsible for the daily bookkeeping activities required by the Department's federal, County or state tracking of governmental grants and loans for operation of the HOME, CDBG, CDBG-R, NSP 1, HPRP, and NSP 3 programs. The FA makes entries into Banner (the City Purchasing and Accounting system), IDIS (Integrated Disbursement and Information System) and DRGR (Disaster Recovery and Reporting System) federal accounting and reporting systems and generates monthly and quarterly reports or as required.

The FA is responsible for, but not limited to, coordinating the financial tracking and reporting activities required to effectively operate community & residential development program activities including acquisition, relocation, home improvements & rehabilitation, municipal capital project improvements, sub-recipient and vendor payment and project set ups, draw downs and close outs in the IDIS & DRGR systems.

The FA is responsible for the maintenance of departmental fiscal files and financial records in accordance with the standards, as set forth in adopted policies and procedures to ensure adherence to federal regulations pertaining to CDBG, CDBG-R, HPRP, NSP 1 and NSP 3 projects and program activities, and other federal grant programs as necessary.

ESSENTIAL DUTIES & RESPONSIBILITIES

1. With assistance from the Program Grant Administrator, the FA assists with the receipt, review and preparation of documentation for payments to contractors, sub-recipients, vendors (both for-profit firms and non-profit organizations) who carry out activities or operate on behalf of the City of Pontiac, under CDBG, CDBG-R, HPRP, NSP 1, HOME and NSP 3 programs.
2. Assists with project reviews and monitors invoices/bills from City Departments, Department staff and third party contractors for payment of appropriated project funds for HOME, CDBG, CDBG-R, HPRP, NSP 1 and NSP 3 projects/program activities.

3. Reviews, maintains and prepares financial project progress and contractor compliance reports related to the CDBG, HOME, CDBG-R, HPRP, NSP 1 and NSP 3 program activities and other federal programs as deemed necessary.
4. With assistance from the Program Grant Administrator, prepares monthly and quarterly financial reports, comparing budgets to actual expenditures and monitoring fund balances in the Banner System.
5. Compiles required federal quarterly and other routine reporting and enters the required report data into the federal IDIS and DRGR systems.
6. Responsible for the maintenance of federally required financial documentation to ensure compliance with grant administration and federal reporting requirements.
7. Assists in developing program policies and Departmental procedures to increase and maintain the effectiveness and efficiency of operations and project/program implementation.
8. Prepares the Department's annual administrative budget and the multiple annual program budgets.
9. Tracks all program reporting requirements to ensure compliance with Federal regulations.
10. Assists the Federal Programs Administrator to coordinate all relevant fiscal responsibilities and reporting activities with the appropriate City Departments responsible for financial management and grant administration.
11. Helps to provide technical expertise and program financial information to Citizens' Advisory (Coordinating) Council for the annual CDBG, and CDBG-R program applications submission, review & approval consolidated planning process.
12. Assumes any other duties or responsibilities that may be assigned by the Department Director from time to time.

SUPERVISORY REQUIREMENTS

None

SUPERVISION RECEIVED

Works under the direction and the supervision of the Federal Programs Administrator. The supervision includes but is not limited to taking direction pertaining to administrative activities, having work products reviewed & approved and receiving assignments as may be required to carry out the fiscal functions of the Department. The FA is expected to use initiative in interpreting, responding to and resolving operational issues and programmatic problems.

MINIMUM KNOWLEDGE, TRAINING & SKILL REQUIREMENTS

1. Candidate must, at minimum, possess a Bachelor's degree from an accredited college or university with a major in Accounting, Business Administration, Public Administration, or a closely related field.
2. Must Have at least three (3) years of full time work experience in budgeting and fiscal operations while employed by a public or private agency, with at least the equivalent of one (1) year of this experience assisting with the management of a HOME and/or CDBG program, *and supervising* or assisting *with the* fiscal management of federal and/or state grant funds.
3. Must have at least one year of experience working with federal reporting systems such as "Disaster Recovery Grant Report System (DRGR) and "Integrated Disbursement & Information System" (IDIS),

ADDITIONAL DESIRABLE QUALIFICATIONS

- Knowledge of the Community Development Block Grant (CDBG), HOME Investment Partnership and NSP Programs and regulations.
- Some knowledge of federal and state sources of financial support for community development programs and the qualifications and procedures for receiving such financial support.
- Knowledge and ability to compile financial statistics, ability to present oral and written financial reports to public and private officials.
- Ability to work with diverse social individuals and groups to establish and maintain effective working relationships with citizens, other government officials and employees, which includes the ability to use tact, initiative and resourcefulness in handling problem situations and dealing with individuals, groups and agencies.
- Reasonable knowledge about operating personal computers and software packages.
- Skilled in working with electronic spreadsheets and electronic spreadsheet applications.

SECTION SEPARATOR

141.1522 Report; contents; submissions.

Sec. 22.

(1) An emergency manager appointed under this act shall file with the governor, the senate majority leader, the speaker of the house of representatives, and the clerk of the local government that is in receivership, and shall post on the internet on the website of the local government, a report that contains all of the following:

(f) A copy of the contract with the emergency manager as provided in section 15(5) (e).

(g) The salary and benefits of the emergency manager.

Follows:

- The Contract between the Local Emergency Financial Assistance Loan Board and the Successor Emergency Manager for the City of Pontiac Appointed Pursuant to Public Act 72 of 1990, 13 pages.
- Contract for Emergency Manager Services, 7 pages.



JENNIFER M. GRANHOLM
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ROBERT J. KLEINE
STATE TREASURER

CONTRACT

Between the Local Emergency Financial Assistance Loan Board

And

The Successor Emergency Financial Manager for the City of Pontiac

Appointed Pursuant to Public Act 72 of 1990

WHEREAS, pursuant to Section 12(1) of Public Act 72 of 1990, the Local Government Fiscal Responsibility Act, hereinafter "the Act," a preliminary review was conducted by the Michigan Department of Treasury on July 31, 2007, through August 31, 2007, to determine whether a serious financial problem existed within the City of Pontiac, hereinafter "the City"; And

WHEREAS, pursuant to Section 12(3) of the Act, the State Treasurer on August 31, 2007, reported to the Governor the conclusion that, based upon the preliminary review, a serious financial problem existed within the City; And

WHEREAS, pursuant to Section 13(1)(b) of the Act, the Governor appointed a financial management review team on April 28, 2008, to conduct a detailed review of the financial condition of the City; And

WHEREAS, the Review Team met on May 14, 2008, May 20, 2008, June 2, 2008, and June 18, 2008, to consider information relevant to the financial condition of the City and concluded that a serious financial problem existed in the City; And

WHEREAS, the Review Team reported to the Governor on June 23, 2008, that a serious financial problem existed in the City, but that a Consent Agreement containing a plan to resolve the

problem had been adopted pursuant to the Act; And

WHEREAS, the Review Team reported to the Governor on February 19, 2009, that City officials had failed to abide by the terms of the Consent Agreement which was entered into by the City on June 23, 2008, and had not taken adequate steps to address what had been a serious financial problem; And

WHEREAS, by letter dated February 20, 2009, the Governor informed the Mayor and Councilmembers of the City of her determination that a financial emergency existed in the City because City officials had failed to abide by the terms of the Consent Agreement and had not taken adequate steps to address what had been a serious financial problem. The Governor also informed the Mayor and Councilmembers of the City that, while City officials had waived their right to a hearing, she had decided out of courtesy to provide City officials with an opportunity to be heard regarding her determination that a financial emergency existed in the City; And

WHEREAS, City officials met with members of the Financial Review team on March 4, 2009; And

WHEREAS, by letter dated March 19, 2009, the Governor informed the Local Emergency Financial Assistance Loan Board that, subsequent to the March 4, 2009, meeting she confirmed the determination that a local government financial emergency existed in the City and assigned responsibility for the management of the local government financial emergency to the Local Emergency Financial Assistance Loan Board established pursuant to Public Act 243 of 1980, the Emergency Municipal Loan Act; And

WHEREAS, Section 18(1) of the Act requires the Local Emergency Financial Assistance Loan Board to appoint an Emergency Financial Manager upon the determination of a financial emergency by the Governor; And

WHEREAS, by Order dated March 19, 2009, the Board appointed Fred P. Leeb as Emergency Financial Manager for the City of Pontiac; And

WHEREAS, Fred P. Leeb concluded his service as Emergency Financial Manager for the City of Pontiac on June 30, 2010, although the declaration of financial emergency remains.

NOW, THEREFORE, be it resolved that the Local Emergency Financial Assistance Loan Board hereby appoints Michael L. Stampfler as successor Emergency Financial Manager for the City of Pontiac, subject to the terms and conditions set forth in this Contract.

Authority of Emergency Financial Manager

1. Subject to supervision by the Local Emergency Financial Assistance Loan Board, the successor Emergency Financial Manager shall have the powers, rights, duties, and obligations to do all of the following:
 - (a) Issue to the appropriate officials or employees of the City the orders that the successor Emergency Financial Manager considers necessary to accomplish the purposes of this Contract, including, but not limited to, orders for the timely and satisfactory implementation of a financial plan as provided in this Contract. An order issued under this Contract is legally binding upon the City official or employee to whom it is issued.
 - (b) In consultation with the City, develop and, if necessary from time to time, amend a written financial plan for the City. The financial plan shall be in a form prescribed by the successor Emergency Financial Manager, shall contain that information for each year during which the financial plan is in effect that the successor Emergency Financial Manager specifies and shall provide for both of the following:
 - (1) Conduct the operations of the City within the resources available according to an estimate of available revenues by the successor Emergency Financial Manager.

- (2) The payment in full of the scheduled debt service requirements on all bonds and notes of the City and all other uncontested legal obligations.
- (c) After the initial development of the financial plan and in consultation with the City, reexamine the financial plan as necessary. If the successor Emergency Financial Manager reduces his revenue estimates, the successor Emergency Financial Manager shall modify the financial plan to conform to the revised revenue estimates.
- (d) Make public the financial plan or modified financial plan. However, the successor Emergency Financial Manager need not receive public approval before the successor Emergency Financial Manager implements the financial plan or any modification of the plan.
- (e) Analyze factors and circumstances contributing to the financial condition of the City and recommend to the Local Emergency Financial Assistance Loan Board steps to be taken to correct the condition.
- (f) Amend, revise, approve, or disapprove the budget of the City and limit the total amount of funds appropriated or expended during the balance of the financial emergency.
- (g) Require and approve or disapprove, or amend or revise a plan for liquidating all outstanding debts of the City.
- (h) Require and prescribe the form of special reports to be made by the finance officer of the City to City Council, creditors of the City, the successor Emergency Financial Manager, or the public.
- (i) Examine all records and books of account, and require under the procedures of Public Act 2 of 1968, the Uniform Budgeting and Accounting Act, the attendance of witnesses and the production of books, papers, contracts, and other documents relevant to an analysis of the financial condition of the City.

- (j) Make, approve, or disapprove any appropriation, contract, expenditure, or loan, the creation of any new position, or the filling of any vacancy in a permanent position by any appointing authority.
- (k) Review payrolls or other claims against the City before payment.
- (l) Exercise all of the authority of the City to renegotiate existing labor contracts and act as an agent of the City in collective bargaining with employees or representatives and approve any contract or agreement.
- (m) Unless prohibited by law or charter, consolidate departments or transfer functions from one department to another and to appoint, supervise, and, at the discretion of the successor Emergency Financial Manager, remove heads of departments other than elected officials.
- (n) With the approval of the Local Emergency Financial Assistance Loan Board, employ or contract with, at the expense of the City, auditors and other technical personnel considered necessary to implement this Contract.
- (o) Require compliance with the orders of the successor Emergency Financial Manager by court action if necessary.
- (p) Prosecute, or defend, or both, any litigation to which the City is a party.
- (q) Upon approval by the Local Emergency Financial Assistance Loan Board, delegate any of the powers and duties of the successor Emergency Financial Manager to one or more designees.
- (r) Except as prohibited by charter or law, sell or otherwise use the assets of the City to meet past or current obligations, provided that the use of assets for this purpose does not endanger the public health, safety, or welfare of the residents of the City.

- (s) Apply for a loan from the State on behalf of the City, subject to the conditions of Public Act 243 of 1980, the Emergency Municipal Loan Act, in a sufficient amount to pay the expenses of the successor Emergency Financial Manager, and for other lawful purposes.
- (t) Approve or disapprove of the issuance of obligations of the City on behalf of the City, subject to the conditions of Public Act 34 of 2001, the Revised Municipal Finance Act, or Public Act 279 of 1909, the Home Rule City Act.
- (u) Enter into agreements with other units of local government for the provision of City services.
- (v) Exercise the authority and responsibilities affecting the financial condition of the City as provided in Public Act 279 of 1909, the Home Rule City Act.
- (w) Procure and maintain for the successor Emergency Financial Manager, at the expense of the City, such workers compensation, general liability, and motor vehicle insurance as may be provided to elected and appointed officers, employees, volunteers and others working for the City. The insurance procured and maintained by the successor Emergency Financial Manager may extend to any claim, demand, or lawsuit asserted or costs recovered against the successor Emergency Financial Manager from the date of his appointment to the expiration of the applicable statute of limitation provided the claim, demand, or lawsuit asserted or costs recovered against the successor Emergency Financial Manager resulted from actions taken in accordance with the Act while this Contract was in effect.

Emergency Financial Manager Reports

2. On a quarterly basis beginning by the 15th day of September 2010, the successor Emergency Financial Manager shall submit to the Local Emergency Financial Assistance Loan Board a compliance monitoring report. Each compliance monitoring report shall either confirm or

deny that adequate accounting systems and management practices are in place and that each of the following has occurred:

- (a) That revenues recorded in the most recent quarterly financial statements are fairly stated in all material respects on a modified accrual basis of accounting, except that in the case of the water and sewer fund, revenues recorded in the most recent quarterly financial statements shall be fairly stated in all material respects on a full accrual basis of accounting.
- (b) That expenditures recorded in the most recent quarterly financial statements are fairly stated in all material respects on a modified accrual basis of accounting, except that in the case of the water and sewer fund, expenditures recorded in the most recent quarterly financial statements shall be fairly stated in all material respects on a full accrual basis of accounting. Accounts payable, vouchers payable, and accrued payrolls are to be included in the determination of expenditures.
- (c) That all appropriate interfund transactions have been recorded in the financial records of the City.
- (d) That the City is in compliance with its budget for the fiscal year on a year-to-date basis and that the budget has been amended as required by law.
- (e) That the reconciliation of bank accounts has been completed and appropriate adjusting journal entries have been made to the general ledger of the City.
- (f) That remittance of payroll taxes, pension payments, 401(k) payments, debt payments, and taxes collected for other governmental units were completed on a timely basis.
- (g) That cash flow reported for the most recent preceding month is fairly stated in all material respects.

(h) That overtime is properly disclosed and recorded in the most recent quarterly financial report of the City.

(i) That the original of all source financial documents have been properly retained and preserved and that the City is in compliance with all other legal requirements, except to the extent specified in the report.

Employment Status of City Employees

3. Beginning on the effective date of this Contract, any employee of the City whose position is not covered by a collective bargaining agreement is employed at the will of the successor Emergency Financial Manager.

Bankruptcy Proceedings

4. After written notice to the Local Emergency Financial Assistance Loan Board, the successor Emergency Financial Manager may authorize the City to proceed under Title 11 of the United States Code, Sections 101 to 1330, unless this authorization is disapproved by the Local Emergency Financial Assistance Loan Board within 60 days after the notice has been received by the Board. A notice to the Local Emergency Financial Assistance Loan Board shall include a determination by the successor Emergency Financial Manager that no feasible financial plan can be adopted that can satisfactorily resolve the financial emergency in a timely manner, or a determination by the successor Emergency Financial Manager that an adopted financial plan, in effect for at least 180 days, cannot be implemented, as written or as it might be amended, in a manner that can satisfactorily resolve the financial emergency in a timely manner.

Compensation

5. The successor Emergency Financial Manager shall be entitled to compensation and reimbursement for actual and necessary expenses paid for by the City as approved by the Local

Emergency Financial Assistance Loan Board as follows:

- (a) For each whole month during which this Contract is in effect, \$12,500 per month during the term of this Contract.
- (b) For any portion of a month if this Contract is terminated after the successor Emergency Financial Manager has provided services for a portion of the month, \$12,500 multiplied by the proportion which the number of days of the month for which services were provided bears to the number of days of the whole month.

Unless otherwise authorized by the Local Emergency Financial Assistance Loan Board, any reimbursement for actual and necessary expenses shall be included within, and shall not be in addition to, the compensation authorized under this Contract.

Staff Support

- 6. Upon approval by the Local Emergency Financial Assistance Loan Board, the successor Emergency Financial Manager may appoint staff in addition to that otherwise authorized by law and secure professional assistance considered necessary to implement this Contract.

Limitation upon Liability

- 7. This State, the members of the Local Emergency Financial Assistance Loan Board, and the successor Emergency Financial Manager shall not be liable for any obligation of or claim against the City resulting from actions taken in accordance with the terms of this Contract. When acting under this Contract, the successor Emergency Financial Manager shall be deemed to be engaging in the exercise of a governmental function and shall be immune from liability for any action taken which the successor Emergency Financial Manager reasonably believed to be within the scope of the successor Emergency Financial Manager's authority granted by statute or under this Contract.

Cooperation with Successor Emergency Financial Manager

8. All City officials and employees shall cooperate fully with the successor Emergency Financial Manager and the obligation of City officials and employees to do so is not subject to release or discharge due to any contingencies, including, but not limited to, clerical errors, computer failures, late mailings, or the failure to comply with reporting due dates or other scheduled due dates due to adverse weather, acts of God, acts of third parties, or compliance with court orders. Elected officials of the City shall provide to the successor Emergency Financial Manager upon request the assistance and information necessary to permit the successor Emergency Financial Manager to discharge the duties pursuant to this Contract. The failure of an elected official of the City to comply with this provision shall be considered gross neglect of duty, which the successor Emergency Financial Manager shall report to the Local Emergency Financial Assistance Loan Board. Following review and a hearing with the elected official, the Local Emergency Financial Assistance Loan Board may recommend to the Governor that the Governor remove the elected official from office. If the Governor removes the elected official from office, the resulting vacancy in office shall be filled as prescribed by law.

Limitation upon Taxation

9. This Contract does not authorize the successor Emergency Financial Manager or the Local Emergency Financial Assistance Loan Board to impose taxes in addition to those already authorized by law without the approval at an election of a majority of the qualified electors voting on the question.

Waiver of Provisions

10. Unless otherwise prohibited by law, the Local Emergency Financial Assistance Loan Board

may waive a provision of this Contract if, in its sole discretion, the Local Emergency Financial Assistance Loan Board concludes that the successor Emergency Financial Manager has demonstrated good cause shown for the waiver. However, the lack of a specific action by the Local Emergency Financial Assistance Loan Board shall not be construed as a waiver of a provision of this Contract.

Due Dates

11. An order issued by the successor Emergency Financial Manager which requires a City official or employee to submit to the successor Emergency Financial Manager a report, information, or other document by a specific due date shall not be deemed complied with unless the report, information, or other document is received by the successor Emergency Financial Manager by the due date specified. If the due date for a report, information, or other document falls on a weekend or legal holiday, then the report, information, or other document shall be due on the first day thereafter which is not a weekend or legal holiday.

Status of Successor Emergency Financial Manager

12. The successor Emergency Financial Manager shall serve at the pleasure of the Local Emergency Financial Assistance Loan Board and may be removed by the Local Emergency Financial Assistance Loan Board with or without cause.

Duration of Contract

13. Subject to the preceding paragraph, this Contract shall remain in effect until such time as the Local Emergency Financial Assistance Loan Board recommends to the Governor that the conditions for revoking the declaration of a financial emergency in the City have been met and the Governor informs the Local Emergency Financial Assistance Loan Board that the recommendation has been accepted.

Effective Date

14. The terms of this Contract shall have immediate effect upon the signing of this Contract by the successor Emergency Financial Manager and the Local Emergency Financial Assistance Loan Board. Any amendment to, or modification of, this Contract by the Local Emergency Financial Assistance Loan Board shall have immediate effect upon its approval by the Local Emergency Financial Assistance Loan Board, unless the Local Emergency Financial Assistance Loan Board shall specify a different effective date, in which case the amendment or modification shall take effect on the date specified. An action, if any, taken by the successor Emergency Financial Manager after the date of his appointment by the Local Emergency Financial Assistance Loan Board but before the date upon which this Contract is signed shall be as valid as if the action were taken after the date that this Contract was signed.

Delegation of Ongoing Supervision

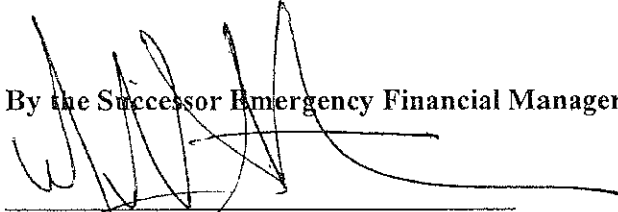
15. The Local Emergency Financial Assistance Loan Board may delegate to the State Treasurer responsibility for the day to day supervision of the successor Emergency Financial Manager.

Measurement of Progress

16. For purposes of measuring progress in resolving the financial emergency in the City, the successor Emergency Financial Manager shall adhere to and abide by the checklist a copy of which is appended to this Contract.

IN WITNESS WHEREOF, the parties have signed and executed this Contract on this 15th day of June, 2010.

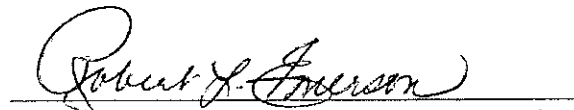
By the Successor Emergency Financial Manager:

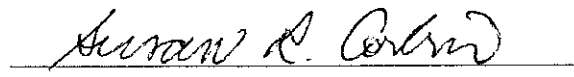


Michael L. Stampfler

By the Local Emergency Financial Assistance Loan Board:



Robert J. Kleine, State Treasurer

Robert L. Emerson, State Budget Director, for
Kenneth D. Theis, Director and CIO
Department of Technology, Management and Budget

Susan Corbin, Deputy Director and Chief of Staff, for
Stanley F. "Skip" Pruss, Director
Department of Energy, Labor, and Economic Growth



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

ANDY DILLON
STATE TREASURER

CONTRACT FOR EMERGENCY MANAGER SERVICES

Rick Snyder, Governor (Governor) of the State of Michigan retains and appoints Louis H. Schimmel as the Emergency Manager (Emergency Manager) for the City of Pontiac (City) under Public Act 4 of 2011, the Local Government and School District Fiscal Accountability Act, MCL 141.1501 *et seq.* (the Act).

The services the Emergency Manager will provide to the City will be pursuant to the terms and conditions set forth in this Contract and the Act in continuance of the activities of the City's two prior emergency managers

The Emergency Manager's role is to remedy the distress of the City by requiring prudent fiscal management and efficient provision of services by exercising the necessary authority conferred by the State to take appropriate action on behalf of the City and its residents.

1. PARTIES, PURPOSE, DUTIES, AND REPORTS

1.1 Parties. The parties to this Contract are the State of Michigan by the Governor and Louis H. Schimmel, Emergency Manager.

1.2 Purpose. The parties to this Contract agree that Louis H. Schimmel will act as the Emergency Manager for the City. The Emergency Manager's duties and responsibilities are delineated in the Act and include conducting all aspects of the operations of the City and establishing and implementing a financial and operating plan pursuant to Section 18 of the Act.

1.3 Duties. The Emergency Manager shall possess all the powers and duties authorized under the Act, including those specifically related to municipal governments. In addition, the Emergency Manager shall work cooperatively with the Governor and the Treasurer (State Treasurer) of the State of Michigan. The Emergency Manager agrees to keep these officials informed of major initiatives to be undertaken in furtherance of this Contract before their public announcement.

1.4 Reports. The Emergency Manager shall file the quarterly reports required by Section 15(7) of the Act beginning on October 15, 2011, for the immediately preceding quarter and shall file the quarterly reports required by Section 22 of the Act beginning on September 16, 2011.

2. TERM OF CONTRACT, EFFECTIVE DATE, AND OATH OF OFFICE

2.1 Term of Contract. The Emergency Manager shall serve at the pleasure of the Governor as provided in Section 15 of the Act.

2.2 Effective Date. This contract is effective as of September ____, 2011.

2.3 Oath of Office. The Emergency Manager shall take and subscribe an oath of office administered by an official authorized to administer oaths under the laws of Michigan and file such oath with the Office of the Great Seal.

3. COMPENSATION FOR SERVICES PROVIDED

3.1 Source of Payment. The City is required to pay the compensation of the Emergency Manager for all services rendered and for all expenses incurred under this Contract.

3.2 Salary. The Emergency Manager's salary for services rendered under this Contract shall be \$150,000.00 per year. If this Contract is terminated after the Emergency Manager has provided services for a portion of the month, the Emergency Manager shall be entitled to for that portion of that month \$12,500.00 multiplied by the proportion that the number of days of the month for which services were provided bears to the number of days of the whole month.

3.3 Payment for Services. The Emergency Manager shall be paid in equal bi-weekly installments consistent with the established written policies and procedures of the City. The compensation paid is subject to concessions and furloughs similar to those imposed on non-union executive staff of the City during the term of this Contract. If requested by the State, the Emergency Manager shall provide additional information for services performed pursuant to this Contract.

3.4 Reimbursement for Actual and Necessary Expenses. The actual and necessary expenses of the Emergency Manager will be reimbursed, including customary expenses related to travel, meals, and lodging, incurred and connected to services for the City. The Emergency Manager shall provide original copies of all receipts for meals, lodging, and travel reimbursement with his billings.

4. ADDITIONAL STAFF AND CONSULTANT FEES

4.1 Staff. The Emergency Manager may, as provided in the Act, appoint additional staff as necessary to fulfill the obligations of his appointment and duties under this Contract. Payment of compensation for additional staff will be the obligation of the City. While authority to hire additional staff rests with the Emergency Manager, the Emergency Manager agrees to consult with the State Treasurer, or the designee of the State Treasurer, at least 24 hours before extending offers of employment for positions paying \$50,000.00 or more annually.

4.2 Professional Assistance. The Emergency Manager may, as provided in the Act, secure professional assistance as necessary to fulfill the obligations of his appointment and duties under this Contract. Payment of compensation for additional professional assistance will be the obligation of the City. The Emergency Manager agrees to seek approval by the State Treasurer, or the designee of the State Treasurer, at least 24 hours before authorizing professional services contracts of \$50,000.00 or more per engagement or project.

4.3 Security. The Emergency Manager will be entitled to receive security protection in connection with his duties under this Contract. Security personnel will be retained only upon the approval of the State Treasurer, or the designee of the State Treasurer, and only after consultation with the Director of the Michigan Department of State Police, or her designee. Payment of compensation for security personnel will be the obligation of the City.

5. REPRESENTATIONS

5.1 Qualifications. The Emergency Manager, by signing this Contract, represents that he meets the minimum qualifications for appointment set forth in the Act.

5.2 Conflict of Interest. The Emergency Manager represents and warrants that, to his knowledge, he has no personal or financial interest, and will not acquire any such interest, that would conflict in any manner or degree with the performance of this Contract.

5.3 Non-competition. The Emergency Manager represents and warrants that he is not subject to any non-disclosure, non-competition, or similar clause with current or prior clients or employers that will interfere with the performance of this Contract. The State will not be subject to any liability for any such claim.

5.4 Facilities and Personnel. The City will provide the Emergency Manager with proper facilities and personnel to perform the services and work required to be performed pursuant to this Contract.

5.5 Records. The Emergency Manager shall maintain complete records in accordance with generally accepted accounting practices and sound business practices. This requirement applies to all information maintained or stored in the computer system of the Emergency Manager or computer system of the City. The State and its designees shall have the right to inspect all records related to this Contract.

5.6 Non-Discrimination.

a) The Emergency Manager must comply with Public Act 220 of 1976, the Persons with Disabilities Civil Rights Act, MCL 37.1101 *et seq.*, and all applicable federal, State and local fair employment practices and equal opportunity laws. The Emergency Manager covenants that he will not 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 a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. The Emergency Manager must impose this covenant upon every subcontractor that enters into an agreement for the performance of any obligation imposed by this Contract. A breach of this covenant is a material breach of this Contract.

b) The Emergency Manager must comply with Public Act 453 of 1976, the Elliott-Larsen Civil Rights Act, MCL 37.2101 *et seq.*, and all applicable federal, State and local fair employment practices and equal opportunity laws. The Emergency Manager covenants that he will not discriminate against an 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. The Emergency Manager must impose this covenant upon every subcontractor that enters into an agreement for the performance of any obligation imposed by this Contract. A breach of this covenant may be considered a material breach of this Contract.

5.7 Unfair Labor Practices. The Emergency Manager shall not enter into a contract for the performance of any obligation imposed by this Contract with a subcontractor, manufacturer, or supplier whose name appears in the register prepared pursuant to Public Act 278 of 1980, MCL 423.322, of employers found in contempt of court for failure to correct unfair labor practices. The State may void this Contract if the Emergency Manager, or any subcontractor, manufacturer, or supplier of the Emergency Manager that is a party to a contract for the performance of any obligation imposed by this Contract appears in the above mentioned register.

5.8 Independent Contractor. The relationship of the Emergency Manager to the State and to the City under this Contract is that of an independent contractor. Except as specifically provided in the Act, no liability, benefits, workers compensation rights or liabilities, insurance rights or liabilities, or any other rights or liabilities arising out of, or related to, a contract for hire, nor employer-employee relationship, shall arise, accrue, or be implied to either party under this Contract or to an agent, subcontractor, or employee of either party under this Contract, as a result of the performance of this Contract.

6. NOTICES

6.1 The State Treasurer is the designee of the State for this Contract unless notice of another designation is provided by the Governor. All notices, correspondence, requests, inquiries, billing statements, and other documents mentioned in this Contract shall be directed to the attention of the State Treasurer, Andy Dillon, and to the following:

For the State:

Roger Fraser
Deputy State Treasurer for Local Government Services
Richard H. Austin Building, 430 West Allegan Street
Lansing, Michigan 48922
Phone: (517) 373-3223

Frederick Headen
Director, Bureau of Local Government Services
Richard H. Austin Building, 430 West Allegan Street
Lansing, Michigan 48922
Phone: (517) 373-3305

For the Emergency Manager:

Louis H. Schimmel
City of Pontiac

47450 Woodward Avenue
Pontiac, MI 48342

7. LIMITATION UPON LIABILITY

7.1 The State. The State, the Governor, the Treasurer, and all other State officials are not liable for any obligation of or claim against the City resulting from actions taken in accordance with the Act or this Contract. The State, the Governor, the Treasurer, and all other State officials are not liable for any obligation of or claim against the City or the Emergency Manager resulting from actions of the Emergency Manager that are outside the scope of his authority granted by the Act or by this Contract or that are deemed to be gross negligence.

7.2 The Emergency Manager. Pursuant to Section 25 of the Act, the Emergency Manager is engaging in a governmental function and is immune from liability for any action taken which he reasonably believes to be within the scope of his authority granted by the Act or by this Contract. The Attorney General shall defend any claim, demand, or lawsuit brought against the Emergency Manager as provided for under the Act.

8. INSURANCE

8.1 General. The Emergency Manager may procure and maintain, at the expense of the City, worker's compensation, general liability, professional liability, and motor vehicle insurance for himself and any employee, agent, appointee, or contractor of the Emergency Manager as may be provided to elected officials, appointed officials, or employees of the City. The insurance procured and maintained by the Emergency Manager may extend to any claim, demand, or lawsuit asserted or costs recovered against the Emergency Manager and any employee, agent, appointee, or contractor of the Emergency Manager as provided in the Act.

8.2 Post-Contract. If, after the date that the service of the Emergency Manager is concluded, the Emergency Manager or any employee, agent, appointee, or contractor of the Emergency Manager is subject to a claim, demand, or lawsuit arising from an action taken during the service of the Emergency Manager, and not covered by a procured insurance policy, litigation expenses, including but not limited to attorney fees, payments in satisfaction of judgments, and payments made in settlement as approved by the State Treasurer pursuant to Section 25(5) of the Act, shall be paid by the City. If such expenses are not paid by the City they shall be treated as a debt owed to the State pursuant to the Act.

8.3 Additional Insurance. If the City has purchased, or otherwise obtained, an errors and omissions policy, then, as provided in the Act, the Emergency Manager may choose to be covered under such policy at the expense of the City.

8.4 Payment by City. All insurance required under this Contract shall be acquired at the expense of the City under valid and enforceable policies, issued by insurers of recognized responsibility. The State reserves the right to reject as unacceptable any insurer.

9. TERMINATION OF CONTRACT AND APPOINTMENT

9.1 Termination by the State.

a) GOVERNOR. The Emergency Manager serves at the pleasure of the Governor, who has the power to rescind the appointment and terminate this Contract at any time, and without cause, by issuing a Notice of Termination to the Emergency Manager.

b) LEGISLATURE. The Emergency Manager may be removed by impeachment and conviction by the Legislature pursuant to the Act.

9.2 Termination Process. Upon receipt of a Notice of Termination, and except as otherwise directed by the Governor, or his designee, the Emergency Manager shall:

a) Cease work under this Contract upon the date and to the extent specified in the Notice of Termination.

b) Incur no costs beyond the date specified by the Notice of Termination;

c) Submit to the State on the date the termination is effective all records, reports and documents as this State shall specify and carry out such directives as the State may issue concerning the safeguarding and disposition of files and property; and

d) Submit within 30 calendar days a closing memorandum and final billing, which shall be paid within 30 days.

9.3 Termination by Emergency Manager. The Emergency Manager may terminate this Contract at any time, with or without cause, with 30 days written notice to the State Treasurer. Within 30 days of his final day of service, the Emergency Manager shall submit a closing memorandum and final billing, which shall be paid within 30 calendar days.

10. GENERAL PROVISIONS

10.1 Governing Law and Jurisdiction. This Contract shall be subject to and construed according to the laws of the State of Michigan, and no action shall be commenced against this State, its agents, or employees for any matter whatsoever arising out of this Contract, in any court other than a Michigan State court.

10.2 No Waiver. A party's failure to insist on the strict performance of this Contract shall not constitute waiver of any breach of the Contract.

10.3 Other Debts. The Emergency Manager represents and warrants that he is not, and will not become, in arrears on any contract, debt, or other obligation to the State of Michigan, including taxes.

10.4 Invalidity. If any provision of this Contract or its application to any persons or circumstances shall, to any extent, be determined by a court of competent jurisdiction to be invalid

or unenforceable, the remainder of this Contract shall not be affected, and each provision of this Contract shall be valid and enforceable to the fullest extent permitted by law.

10.5 Headings. Contract section headings are for convenience only and shall not be used to interpret the scope or intent of this Contract.

10.6 Entire Agreement. This Contract represents the entire and exclusive agreement between the parties and supersedes all proposals or other prior agreements, oral or written, and all other communications between the parties.

10.7 Amendment. No Contract amendment will be effective and binding upon the parties to this Contract unless it expressly makes reference to this Contract, is in writing, and is signed by duly authorized representatives of all parties and all the requisite State approvals are obtained.

10.8 Order of Priority. This Contract and the Act shall be read to be consistent one with the other. However, if a conflict is deemed to exist between the terms of this Contract and the Act, the Act shall supersede the terms of this Contract.

STATE OF MICHIGAN

Dated: _____
By: Rick Snyder, Governor

Dated: 9-8-11

Louis H. Schimmel

Approved as to form and content pursuant to Section 15(5)(e) of Public Act 4 of 2011, the Local Government and School District Fiscal Accountability Act, MCL 141.1501 *et seq.*

Andy Dillon
State Treasurer
State of Michigan
Dated: _____

SECTION SEPARATOR

141.1522 Report; contents; submissions.

Sec. 22.

(1) An emergency manager appointed under this act shall file with the governor, the senate majority leader, the speaker of the house of representatives, and the clerk of the local government that is in receivership, and shall post on the internet on the website of the local government, a report that contains all of the following:

(h) The financial and operating plan as required under section 18.

Follows:

- City of Pontiac Amended Financial and Operating Plan, July 22, 2011, 24 pages.

City of Pontiac
Amended Financial and Operating Plan
July 22, 2011

Table of Contents

1. Amended Financial and Operating Plan Rationale
2. Enumeration of Amended Financial and Operating Plan Action Steps
3. Report to the EM Regarding the Current Status of the State Approved Deficit Elimination Plan (DEP) Dated July 7, 2011
4. Updated Deficit Elimination Plan (DEP) by Plante & Moran dated July 11, 2011
5. Letter from Michigan Department of Treasury dated July 22, 2011
6. EM Plan to Align 2011-12 Projected Deficit to 2007 DEP dated July 22, 2011.

Amended Financial and Operating Plan Rationale

Amended Financial Plan Rationale

(Revision to September 1, 2010 Submission by EFM Michael L. Stampfler)

History of City of Pontiac Amended Financial Plan Dated September 1, 2011

In the City of Pontiac Amended Financial Plan dated September 1, 2010, an accumulated General Fund deficit of \$8,489,615 as of June 30, 2013 was projected. The Deficit Elimination Plan (DEP) approved by the State on June 23, 2008 required an accumulated surplus of \$249 as of June 30, 2013.

The DEP approved by the State for the fiscal year that ended June 30, 2011 was met. However, many changes to the financial condition of the City during the fiscal year required numerous additional steps to be taken to reduce expenditures further than originally contemplated.

Adopted Budget for Fiscal Year 2011-12

Based on the adopted budget for the 2011-12 fiscal year, on June 30, 2012, the projected budget deficit will be \$12,501,037 if significant changes are not made. As of June 30, 2013, the City of Pontiac is projected to have an accumulated General Fund deficit of \$24,206,902 based on current revenue and expenditure projections, if significant changes are not made. Two problems are evident; 1) revenue reductions have been severe; and, 2) overreaching commitments made in the past continue to plague the City in many ways.

1. Revenue Reductions

Significant efforts over the last year have resulted in greatly reduced expenditures. However, since March, effectively the last quarter of the 2010-11 fiscal year, the City has been notified of significant decreases in anticipated revenue for the 2011-12 fiscal year including:

- A. **Decrease in Property Taxes.** The single largest impact on the City's revenues is a decrease in property taxes. On May 9, 2011, the City was notified by Oakland County Equalization of a 21.4% decrease in taxable value of property throughout the City from 2010, resulting in an annual \$2.6 million loss in property taxes. A related property tax problem facing the City is the high level of delinquent property taxes.
- B. **Decrease in Statutory State Revenue Sharing.** The second largest impact on decreasing revenues resulted from a \$1.6 million, or 32.0%, decrease in State Revenue Sharing payments anticipated for the 2011-12 fiscal year. The City was notified of by the State of Michigan of this decrease on May 27, 2011.
- C. **Decrease in Constitutional State Revenue Sharing.** On March 22, 2011, the United States Census Bureau announced that the population of the City of Pontiac decreased by 6,822 residents (10.3%), resulting in an annual loss of \$473,714 in Constitutional State Revenue Sharing for each of the next ten years (\$4,737,140 total).

- D. **City Assumption of TIFA Debt.** Oakland County Equalization notified the City on May 9, 2011 that the taxable value of Tax Increment Financing Authority District Number Two (TIFA#2) dropped 80% from fiscal year 2010-11 to 2011-12, resulting in a loss in tax collections of \$1,668,174. In 1997, the TIFA board began issuing debt, with the City Council agreeing to pledge the City's full faith and credit to cover any deficits as a part of the 2006 debt refinancing with Oakland County. TIFA#2 has only \$216,115 in tax collections anticipated for the 2011-12 fiscal year to make bond payments of \$2,655,774 for the Phoenix Center, Marriott Hotel, and General Motors in Centerpoint, requiring a General Fund subsidy of \$2,439,659 because of the pledge of the full faith and credit of the City for these bonds.

These four revenue reductions total \$7.1 million for the 2011-12 fiscal year and combined with the \$4.2 million one-time VEBA reimbursement received in 2010-11, which is not anticipated to be received in the 2011-12 fiscal year, results in a total anticipated revenue loss of \$11.3 million for the 2011-12 fiscal year. This fact means additional steps are necessary to bring the City into compliance with the State-approved DEP as are listed in the "Enumeration of Amended Financial and Operating Plan Action Steps" section that follows.

2. Overreaching Commitments

Over the years, the City has engaged in activities and made promises that the City did not have the ability to properly manage or financially support. Principal among these major problems looming in the future are:

- A. **Subsidy of Parking System.** One example of financial mismanagement and poor planning is the City's parking system. Annually, the City subsidizes operating expenses by \$150,000. In addition, adequate provision was not made for future capital improvements or maintenance needs that are estimated to be nearly \$870,000 at this time.
- B. **Subsidy of Cemetery Operations.** A second example of financial mismanagement is cemetery operations. The fee schedule has not been revised since 1998 and operating costs were not controlled. As a result, a transfer of \$450,000 is required to be made to the cemetery fund beginning in the 2011-12 fiscal year and annually thereafter.
- C. **Underfunded Retiree Health and Life Insurance.** One final example of financial mismanagement and poor management was the City's commitment over the years to cover the cost of retiree health and life insurance without setting aside money to pay for the future expenditures. As of June 30, 2010, the City had a total liability over \$306 million for retiree health and life insurance obligations and had only set aside approximately \$36 million, just below 12% of the amount to meet these costs. The failure of the City over many years to set aside adequate funding in the General Employees' Retiree Health and Insurance Benefits Trust when the benefits were granted requires using General Fund resources to meet current expenditures.

- D. **Increased District Court Subsidy.** While other departments of the City have been required to significantly reduce operating costs since fiscal year 2007-08, (Fire Department reduction of 29.8% and Police Department reduction of 28.7%), the District Court has increased operating costs by 16.0% from 2007-08 to 2010-11 despite a decreasing caseload (according to the audit for the fiscal year ended June 30, 2008, the amended budget for the fiscal year ending June 30, 2011, and the District and Municipal Court Statistical Supplements). For the 2011-12 fiscal year, the total requested budget by the District Court was \$4,187,789 that would have required a City subsidy of \$2,690,489, or, in other words, the Court requested a 64.2% subsidy from the General Fund as part of the Court's total budget. Under the adopted budget, however, the subsidy to the court was reduced to \$1,586,000 to be in line with the sacrifice required of other General Fund supported activities.

Enumeration of Amended Financial and Operating Plan Action Steps

2011-12 Specific Actions

The following actions, and others as necessary, will be taken to bring the City into compliance with the State-approved Deficit Elimination Plan on June 23, 2008.

<u>Action</u>	<u>Description</u>	<u>Full Year Estimated Amount</u>
1	Funding of Pension and VEBA contributions accomplished by addition to tax roll	4,600,000
2	Incorrect computation by former budget administrator discovered resulting in need to budget additional \$1.5 million Pension and VEBA payment in 2012 (to be funded through the tax roll)	(1,500,000)
3	Payment of General Motors tax appeal refund for General Fund and TIFA accomplished by adding to tax	1,000,000
4	Savings resulted from favorable negotiations with General Motors for property tax appeal	950,000
5	Early Retiree Reinsurance Program (ERRP) healthcare reimbursement	1,500,000
6	Fire Department reorganization/reduction	1,500,000
7	Active employee healthcare consolidation	250,000
8	Outsource parking to eliminate subsidy	150,000
9	Cemetery management contract or sale to eliminate subsidy	450,000
10	Sanitation service fee enactment to eliminate subsidy	1,356,617
11	Instructed by the State in correspondence dated July 22, 2011 to further cut costs in Fire Department including significant reductions in staffing	1,000,000 in addition to Action 6 above
12	Instructed by the State in correspondence dated July 22, 2011 to talk with Sheriff about reducing the number of deputies assigned to Pontiac by ten positions	1,000,000
13	Instructed by the State in correspondence dated July 22, 2011 to aggressively pursue reductions in legacy costs for retiree benefits, particularly for health care.	2,000,000
14	Sale of municipal golf course (net)	800,000
Full Year Estimated Total Amount:		15,056,617

**Report to the EM
Regarding the Current Status of
the State Approve Deficit Elimination Plan
(DEP) Dated July 7, 2011**



City of Pontiac, Michigan

Department of Finance

To: Michael L. Stampfler, Emergency Financial Manager (EFM)

From: Carl Johnson, Controller's Office

Date: July 7, 2011

RE: Report to the EFM Regarding the Current Status of the State approved Deficit Elimination Plan (DEP)

During our budget meetings in June, 2011, I was asked by you as the Emergency Manager to provide an update on the actual status of the approved DEP on file with the State. As you are aware, the State of Michigan Department of Treasury requires all City's that have a deficit in any fund file a formal DEP (as required by the Uniform Budget and Accounting Act, MCLA 141.421). The DEP must show in detail how the annual operating budget is balanced and how the cumulative deficit will be eliminated in no more than five years. The City's plan on file with the State was for the fiscal year ended June 30, 2007 (approved by the State on June 23, 2008) and had not been updated since that time since the City had successfully reduced the cumulative deficit by amounts equal or greater than the 2007 plan.

I have attached a copy of the detailed spreadsheet for the General Fund as it originally filed as part of the 2007 DEP. After several meetings with you and members of the Plunkett Cooney Law Firm to discuss the current status of the financial condition of the General Fund, I have prepared the attached updated spreadsheet of the 2007 plan updated for the actual results through the 2010 year. The attached spreadsheet also includes the projected 2011 final results and incorporates the 2012 budget approved by you as the Emergency Manager. **The projection for the 2011 fiscal year is the City will again meet the required decrease in the deficit and be compliant with the 2007 DEP.** The 2012 through 2013 projections were updated based on the approved budget and projections to date at current revenue and expenditure levels and do not include any plans you may have regarding revenue enhancements or expenditure reductions.

The updated spreadsheet for the General Fund DEP shows the fiscal year ending June 30, 2012 (the current fiscal year) is projected to have an operating shortfall of approximately \$9.171 million increasing the cumulative deficit to approximately \$12.501 million. I have also included on the bottom of the schedule the eight initiatives you have identified that, if successful, would result in the City meeting the DEP deficit reduction for the 2012 fiscal year but still leaving a shortage of approximately \$3.543 million for the 2013 fiscal year. The General Fund's cumulative deficit in 2007 resulted in the fund

running out of cash and required the borrowing of cash from other funds of the City (which is usually not allowed under the Uniform Budget and Accounting Act, MCLA 141.421 and was one of the factors leading to the appointment of an EM). The reduction in the cumulative deficit over the past three years has allowed the General Fund to repay over half the money borrowed from other funds in 2007. **If the operating shortfall for 2012 is not resolved, the General Fund will again run out of money during November 2011.**

Updated July 11, 2011

See attached for specific assumptions

City of Pontiac
Assumptions for Updated Deficit Elimination Plan

Significant one time revenue sources and or expenditure reductions by fiscal year:

2007

- 1) City transferred available fund balance from the Refuse Fund to the General Fund totaling \$2,699,810 (primarily from transfer station agreement) and \$109,282 from the Growth Group Admin Fund
- 3) NOMC defaulted on their operating agreement with the City which required an annual payment of \$1M to the General Fund. City received \$660,000 which was included in interest (accounting rule require the long-term lease payment to be broken down between principal and interest)

2008

- 2) General Fund received a credit enhancement fee for pledging the full faith and credit of the City for the refinanced debt for TIFA 2, 3 and 4 totaling \$2,301,857
- 4) NOMC defaulted on their operating agreement with the City which required an annual payment of \$1M to the General Fund during 2007. No payments received.

2009

- 5) City transferred available fund balance from the Sale of Land Fund to the General Fund totaling \$537,126 and \$171,995 from the Neighborhood Revitalization Fund completely closing both funds
- 6) The General Fund received \$2M as final settlement of the NOMC bankruptcy related to the operating agreement. City received additional settlement in 2010 related to medical malpractice reserves

2010

- 7) Property tax revenue was reduced by \$1,150,000 to record possible refund liability due on GM tax appeal cases (based on GM claim)
- 8) The General Fund received \$2,212,460 as final settlement of the NOMC bankruptcy related to medical malpractice reserves
- 9) The General received \$641,543 from the sale of the Holland Center building
- 10) The City sold stock that was previously unrecorded in the City records. The sale resulted in net proceeds of \$1,260,661 - \$817,562 as a prior period and \$443,099 as gain on sale of securities

The 2011 approved budget passed by the former EFM was adjusted as follows:

- 11) Property tax revenue was reduced by \$200k to increase the estimated uncollectable taxes from chargeback's from \$600K to \$800K
- 12) Property tax revenue was reduced by \$750,000 to record possible refund liability due on GM tax appeal cases (based on GM claim)
- 13) Income tax revenue was increased by \$600K to adjust the budget for the assumed 10% decrease during the current year (2010 actual better than anticipated)
- 14) Revenue sharing was reduced by \$204,330 to adjust the budget for the assumed 11% decrease during the current year (2010 actual less than anticipated)
- 15) Fire overtime expense was increased by \$1.5M to bring 11 budget equal to 10 actual (2011 budget was \$500k, 2010 actual \$2.0M)
- 16) The 2010/2011 budget included a new reimbursement from the GERS VEBA for retiree healthcare cost totaling \$3,811,407. The City is working with the VEBA board to determine if they will authorize reimbursement for eligible costs. Budgeted reimbursement removed from contra expenditure account.
- 17) Budget assumes that HUD will ultimately approve the admin plan and the City will be allowed to charge the \$400k already budgeted
- 24) The parking fund deficit continues to grow and is not in compliance with the State approved DEP. The General Fund will need to transfer approximately \$803,000 in 2011 to eliminate the cumulative deficit.
- 26) One of the City largest taxpayers, GM, has appealed their property tax assessments for the 2008, 2009 and 2010 tax years. The tax appeals, if successful, would significantly effect the property tax revenue of the General and TIFA Funds. Based on estimates provided by consultants at MFCI, if GM were successful the TIFA 2 Fund's loss of tax revenue and related refunds from prior year would result in the fund requiring a contribution from the General Fund to eliminate their deficit of approximately \$2,018,000. Budget assumes no contribution for 2011 and \$504,500 in subsequent four fiscal years.

Significant assumptions for 2012 and 2013:

- 18) Property tax revenue will continue to decline at the rate of 2011 which was 11.5%
- 19) Income tax revenue will continue to decline at a rate of 10% per year. The amount of compliance work performed within the department has decreased significantly over the past few fiscal years. Future income tax revenues could increase as much as \$250,000 to \$500,000 annually if the City implemented strict compliance procedures. No amounts have been included for new compliance efforts.
- 20) Revenue sharing revenue will continue to decline at a rate of 10% per year
- 21) All other revenues will remain constant
- 22) No salary increases and all expenditures except fringe benefits will remain consistent
- 23) Fringe benefit costs will increase 5% annually (10% increase in healthcare and 3% or constant for the other fringe benefits)
- 25) Assumes the annual operating subsidies to other funds will remain constant for all fund in addition to a new contribution to the parking fund to eliminate the funds annual operating shortfall of approximately \$150,000

City of Pontiac
Assumptions for Updated Deficit Elimination Plan

Actual budget amendments for the month of September 2010:

- 27) PILOT charged by the General Fund to the Water and Sewer Funds previously not budgeted increased revenue by \$272,655
- 28) Monthly accounting contract was reduced by \$27,500 annually and the new audit contract was \$29,000 greater than budgeted

Additional assumptions for the month of October through November 5, 2010:

- 29) Estimated additional unemployment costs associated with November police and other layoffs totaling \$371,000
- 30) Estimated additional costs for sick and vacation payouts related to police outsourcing and November non police layoffs totaling \$770,000 (reduced by \$96 below)

Additional assumptions for the month of November 5, 2010 through December 15, 2010:

- 31) Final fund balance for the year ended June 30, 2010 is \$4,089,199. The actual result is \$392,759 better than the estimated amount used for the original budget.
- 32) Budget amended to increase outside attorney fees by \$225,000
- Additional assumptions for the month of December 16, 2010 through January 31, 2011:**
 - 33) Original budget had P&F VEBAs reimbursement net with contribution. Moved budgeted reimbursement to Fringe benefit line - net adjustment of \$1,871,123
 - 34) Actual savings from November 12, 2010 layoff totaled \$2,624,994 for 2011 fiscal year. Savings by type was \$2,041,082 wages, \$541,579 Fringes, \$29,752 GERS VEBAs & \$12,581 P&F VEBAs
 - 35) General Fund actual reimbursement from GERS VEBAs reimbursement totaled \$4,394,975 received during October and December 2010
 - 36) Sick and vacation payouts from the November and December 2010 layoffs resulted in an additional expenditures to the General Fund of \$300,000
 - 37) Actual savings from December 31, 2010 layoff totaled \$517,220 for 2011 fiscal year. Savings by type was \$277,649 wages, \$162,940 Fringes and \$76,631 P&F VEBAs
 - 38) Cemetery perpetual care funds will be depleted by June 30, 2011. Required subsidy from the General Fund to the cemetery operating fund of \$450,000 required annually thereafter.
 - 39) In addition to #12, the city assumes a payment of \$1,000,000 towards settlement of the GM property tax appeal (additional \$250,000). Assumes entire settlement paid in installments over four years

- 40) Fire department overtime costs are running less than estimated in assumption #15 - budget reduced by \$175,000 to a total of \$1,925,000.

Additional assumptions for the month of February 1, 2011 through February 15, 2011:

- 41) Projected savings from March 11, 2011 layoff total \$419,672 for 2011 fiscal year. Savings by type is \$289,594 wages, \$89,228 Fringes, \$4,274 GERS VEBAs & \$36,576 P&F VEBAs
- 42) Reduction to prior year actual expenditures for one time additional sick and vacation payouts and unemployment from layoffs of \$500,000 (see #46) and \$150,000 (see #44)
- 43) Increase to prior year actual expenditures for one time GERS reimbursement of retiree healthcare of \$4,230,792 (see #35)
- 44) November, December and March layoffs resulted in an additional unemployment expenditures to the General Fund of \$150,000
- 45) Additional annual savings from November 12, 2010 layoff totaled \$1,574,996 for 2012 fiscal year. Savings by type was \$1,224,649 wages, \$324,947 Fringes, \$17,851 GERS VEBAs & \$7,549 P&F VEBAs
- 46) Additional annual savings from December 31, 2010 layoff totaled \$517,220 for 2012 fiscal year. Savings by type was \$277,649 wages, \$162,940 Fringes and \$76,631 P&F VEBAs
- 47) Additional annual savings from March 11, 2011 layoff total \$1,252,603 for 2012 fiscal year. Savings by type is \$675,110 wages, \$474,463 Fringes, \$14,209 GERS VEBAs & \$88,821 P&F VEBAs
- 48) City hired a contractor to assume duties of Building and Safety and Planning departments beginning 3/1/11 with annual cost of \$960,000 and \$114,000. June 30, 2011 Impact \$320,000 Building and \$38,000 Planning.
- 49) In February the Governor announced a 40% reduction to the statutory portion of revenue sharing for the 11/12 fiscal year. Total statutory is \$6,194,740 and reduction totals \$2,477,896. Assume same level for 12/13.

Additional assumptions for the month of February 16, 2011 through March 15, 2011:

- 50) The city had a third party audit/review the eligibility for dependents for healthcare insurance. The audit resulted in a savings of approximately \$1.3 million annually beginning 4/1/11. The savings is in Fund 759 of which approximately 70% is allocated to the General Fund (\$227,500 for 2011 and an additional \$682,500 for 2012).

Additional assumptions for the month of March 16, 2011 through May 10, 2011:

- 51) The budget for PILOTS revenue from third parties originally included all entities (county/schools). Budget amended to only city's share reducing budget by \$400,500 (approved 9/16/10)
- 52) City hired a contractor to assume duties of the income tax department beginning 12/20/10 with annual cost of \$215,326.05. June 30, 2011 Impact \$107,664 (6 months) contract for 2013 totals \$400,119. Impact on 2011 totals \$305,959, impact on 2012 totals \$415,635 and impact on 2013 totals \$400,430.
- 53) City hired a contractor to assume duties of the information technology department beginning 10/18/10 with annual cost of \$427,706. Annual fee for 2012 totals \$414,900.
- 54) City hired a contractor to assume duties of the budget department beginning 4/15/11 with annual cost of \$60,000. Impact on 2011 \$36,000 and \$60,000 for 2012 and 2013.
- 55) City hired the auditors to perform additional investigational work. Total cost for 2011 is \$35,041.
- 56) The City was notified by HUD that the admin plan would not be approved for 2011. The admin charges to the grant funds will be reversed totaling \$398,967 (see #17 above) Also includes a reclass of \$5,046 from wages (contract) to increase admin charges revenue.
- 57) The City census count dropped from 67561 to 59515 at 1/1/10. The result of the census drop is a loss of constitutional revenue sharing of \$473,712 for the 2011 fiscal year and each subsequent year. The City had already anticipated an 11% drop (see 14) therefore the 2011 budget will be increased by \$705,332.
- 58) The 2012 budget starts with the 2011 budget and decreases the operating levy by \$2,195,344, the collection fee by \$202,315 and increased the chargeback by \$400,000. Originally the 2012 budget assumed a 10% decrease in taxes (from the original budget) and assumed the \$1,000,000 refund amount was a one time charge (ultimately used to increase chargebacks and keep an allowance).
- 59) The capture from TIFA 2 dropped 79.6% to \$429,000 from \$2,100,000. TIFA 2 is expected to use all remaining fund balance at 6/30/11. The debt service for 2011 totals \$2,655,774. A transfer will be required from the General Fund of \$2,414,249 for 2012 and 2013

Additional assumptions for the month of March 16, 2011 through May 17, 2011:

- 60) Admin plan updated for 2012 incorporating the significant loss in General Fund personnel during 2011. Admin revenue decreased by \$417,271.
- 61) Per department head budget, General Fund will receive an increase in reimbursements from CD6G for the 2012 fiscal year. Contribution revenue increased by \$132,000.
- 62) Fund 729 was changed to an internal service fund at 6/30/11 therefore the contributions are now classified as fringe benefits rather than transfers - change between line items totals \$342,027
- 63) Due to the 2011 layoffs and subsequent retirements, the retiree healthcare not reimbursed by the P&F VEBAs is anticipated to increase by \$729,023
- 64) The motor pool fund balance not needed for subsequent years will be refunded to the various funds in accordance with the accounting rules resulting in costs reductions to the General Fund of approximately \$200,000
- 65) The City will be requesting reimbursement of the remaining \$306,000 in the GERS VEBAs. The General Fund share of the reimbursement is estimated at \$210,000 to be received in June 2011
- 66) The City will reduce the amount set aside for the GM refund by \$250,000 (also see #39 and #12)

City of Pontiac
Assumptions for Updated Deficit Elimination Plan

Additional assumptions for the month of May 18, 2011 through June 30, 2011:

- 67) Income tax revenue compliance efforts will be in place to maintain income tax revenue at 6/30/11 level.
- 68) Governor's final budget resulted in a 33% reduction to statutory portion of revenue sharing for the 11/12 year vs 40% originally announced. Reduction to statutory revenue sharing is \$1,994,705 vs \$2,477,896 (see #49) resulting in increase to revenue of \$483,191. Assume same level of funding for the 12/13 year.
- 69) Admin plan updated for 2012 incorporating the significant loss in General Fund personnel during 2011. Admin revenue decreased by an additional \$143,118.
- 70) Revenue increased \$19,250 due to miscellaneous revenue adjustments from the various departments.
- 71) Transfers assumptions updated as follows:
 - Court transfer subsidy to decrease by \$949,000. Court subsidy will not remain constant (see #25) and will instead decrease from \$2,535,800 in 2011 to \$1,586,800.
 - Sanitation transfer subsidy to increase by \$1,356,617. Sanitation subsidy was not in original assumptions and is required to eliminate the fund's annual operating shortfall.
 - TIFA 2 transfer to increase by \$25,440. TIFA contribution as noted in #59 will increase from \$2,414,219 to \$2,439,659 to cover debt service.
 - Parking transfer remains the same as noted in #25 at \$150,000.
 - Cemetery transfer remains the same as noted in #38 at \$450,000.
 - Net change to transfers as a result of the above items is an increase of \$433,057.
- 72) The GM tax appeal (see #26) will be placed on the tax roll eliminating this General Fund contribution to the TIFA Funds in 2012.
- 73) City contracted with Oakland County for police services beginning July 1, 2011. Total police costs for 2012 will be \$9,983,295 under the new contract eliminating remaining City costs to run the department, after 2011 layoffs, of \$9,986,103 resulting in additional savings of 2,808. City costs have been reduced in the following categories: Wages \$5,602,388, Fringes \$2,322,322, P&F VEBA \$918,691, GERS VEBA \$20,270, Services \$853,082 and Supplies \$269,350.
- 74) The 6/30/11 Pension and VEBA contribution budget developed by the prior budget administrator used the incorrect % contribution rate resulting in \$3,100,000 being included as a contribution in 2011. The actual contribution required as calculated by the Payroll Division is \$4,600,000. The Payroll Division historically has calculated this liability each pay period, however, the City decided to wait until June 2011 to determine the funding source and the liability calculation was done at that time. The additional \$1,500,000 contribution will be included in 2012 when the funding is accomplished by adding the amount to the tax roll.
- 75) The City overfunded the GM tax appeal estimated liability in 2010 and 2011. A liability of \$1,950,000 was based on estimates at the time prior to the tax appeal being settled. Per the settlement agreement dated 4/27/11, the City is required to pay \$1 million in fiscal year 2012. The overfunding is not required and will be returned to the General Fund.
- 76) If successful, these items are shown to calculate the impact to the fund deficit. \$2,271,035 represents funding of the 6/30/12 Pension & VEBA contributions accomplished by adding to the tax roll, \$1,000,000 represents the funding of the 2013 GM tax appeal refund liability accomplished by adding to the tax roll, and the additional \$1,000,000 represents the estimated ERRP grant reimbursement for 2013.
- 77) Projected ending deficit assumes fund deficit at end of 2012 will be \$1,244,420.

**Letter from Michigan Department of
Treasury dated July 22, 2011**



STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

RICK SNYDER
GOVERNOR

ANDY DILLON
STATE TREASURER

July 22, 2011

Michael L. Stampfler, Emergency Manager
City of Pontiac
47450 Woodward Avenue
Pontiac, Michigan 48342

RECEIVED
EFM - PONTIAC
JUL 25 AM 9:58

Dear Mike:

This letter is prepared as a follow-up to our meeting with Treasurer Dillon on Tuesday, July 19 and our phone conversation yesterday, July 21. Those conversations provided certain directions which I will confirm with this writing.

You are expected to continue working in earnest during the coming weeks to address the effects of the most recent revenue shortfalls and increased expenditure obligations. While the deficit elimination strategy you prepared and discussed with us has many viable components, we are concerned that time is of the essence and additional expenditure reductions must be effected in the very near-term.

The most concerning expense is the fire service. The recent agreement with the fire employees was executed before you received the bad economic news in May. You should proceed immediately to cut costs in the fire service, including significant reductions in staffing. We also discussed alternatives to providing fire service besides the current, expensive model. We encourage you to explore those alternatives in full.

The police services agreement with Oakland County was a struggle to accomplish and seems to be in the long term best interests of the City of Pontiac. Again, given the cash difficulties in the near term, you should talk with the Sheriff about reducing the number of people assigned to Pontiac, with a commensurate decrease in your contract costs. We suggest you attempt to reduce the number of officers by 10.

Another major liability for the City is the legacy costs for retiree benefits. You should aggressively pursue reductions in that liability, particularly for health care. Sufficient benefit reductions should also reduce the City's VEBA payments.

We share your perspective on the water treatment system as an asset that should be preserved, if possible, for the enduring benefit of Pontiac citizens. There appears to be an opportunity to

Michael Stampfler
July 22, 2011
Page Two

engage several of the communities that border Pontiac as potential customers of the sewage treatment facility. There seems to be excess treatment capacity in the plant that could be used to generate fees from contracted users of the system. The Mayor may be useful in working with United Water in developing and implementing a strategy to bring such contracted service agreements into being. We encourage you to pursue that option for moving this project.

You have expressed appropriate concern for the challenges you face working with vocal members of the community, including the Mayor. We would like to work with you to develop a communications plan that would begin to highlight for the community the good work you are doing, while also laying out strategies to address, head on and in positive ways, some of the antagonists.

No one knows better than you do the financial duress the City faces. We believe that aggressive steps to reduce costs must be taken now and that you have the capacity to see this through.

I will contact you early next week to establish another time to meet.

Sincerely,

A handwritten signature in dark ink, appearing to read "Roger Fraser". The signature is fluid and cursive, with the first name "Roger" being more prominent than the last name "Fraser".

Roger Fraser, Deputy State Treasurer
Local Government Services

cc: Andy Dillon, State Treasurer
Brom Stibitz, Senior Policy Analyst

**EM Plan to Align 2011-12 Projected Deficit
to 2007 DEP dated July 22, 2011**



City of Pontiac, Michigan

Department of Finance

Mayor Leon B. Jukowski

To: Michael L. Stampfler, Emergency Manager
From: Carl Johnson, Plante and Moran
Date: July 22, 2011
Re: General Fund Deficit Elimination Plan

As you have directed, attached is the General Fund Deficit Plan updated July 22, 2011 with actions noted in red for items that are expected to be successful, in green to show the partial year impact of items currently being addressed for 2012 and blue for items currently being addressed for 2013.

If you take the cumulative impact of the 2012 partial year actions and carryforward the projected deficit of \$1,747,729 to 2013, the projected fund balance in 2013 is \$3,405 depending on the success of the actions.

The projected deficit in 2012 of \$1,747,729 is in compliance with the deficit elimination plan filed with the State showing the City should have reduced the deficit to \$1,751,743 in 2012. The projected fund balance in 2013 of \$3,405 is in compliance with the deficit elimination plan filed with the State showing the City should be out of the deficit by the end of 2013 and have fund balance of \$249.

Projected General Fund Deficit - Fiscal Years 2007-2013
Updated July 22, 2011

	Actual 2007	Actual 2008	Actual 2009	Actual 2010	Budget 2011	Revised 2011	Projected 2012	Projected 2013
Revenue								
Property taxes	\$ 12,950,684	\$ 14,011,187	\$ 14,706,707	\$ 12,299,806 (7)	\$ 11,812,764	\$ 10,734,919 (11)(12)(27)(38)(51)(66)	\$ 8,182,270 (18)(58)	\$ 7,089,131 (28)
Income taxes	13,305,335	11,776,940	11,021,408	10,634,957	9,160,000	8,750,000 (13)	8,700,000 (13)(67)	8,700,000 (21)
Penalties & interest on taxes	934,514	842,429	882,191	930,322	900,000	900,000 (14)(57)	900,000 (21)	900,000 (21)
State revenue sharing	12,347,902	12,041,750	11,777,281	10,474,744	9,000,000	10,001,002 (14)(57)	8,006,237 (20)(45)(68)	8,006,237 (20)(4)
Fees/Charges/Permits	1,975,236	3,246,304	2,603,193	2,082,317	2,259,700	2,259,700 (21)	2,259,700 (21)	2,259,700 (21)
Licenses & Permits	2,521,360	3,356,365	2,224,643	1,783,161	1,564,396	1,564,396 (21)	1,564,396 (21)	1,564,396 (21)
Interest Earned	608,863	(64,322)	(169,925)	444,479 (10)	4,180,757	3,785,836 (17)(56)	3,225,447 (60)(69)	3,236,447 (21)
Admin Charges	3,892,514	3,522,212	3,654,713	3,694,079	118,303	108,000	300,000 (21)(61)	300,000 (21)
Transfers from other funds	4,327,858 (1)	2,401,857 (2)	705,121 (5)	118,303	166,000	108,000	523,582 (21)	523,582 (21)
Contributions from other sources	6,750	4,300	135,080	504,332	504,332	504,332	8,000 (21)	8,000 (21)
Miscellaneous & Other	1,086,086	970,606	2,672,236 (6)	3,490,605 (8)(9)	504,332	504,332	8,000 (21)	8,000 (21)
Fed/State Grants & Other	215,986	722,385	10,500	9,336	8,000	8,000	33,675,692	32,577,553
Total Revenue	\$ 54,171,112	\$ 52,635,858	\$ 50,204,152	\$ 45,348,139	\$ 38,597,949	\$ 38,627,185	\$ 33,675,692	\$ 32,577,553
Expenditures								
Salaries & Wages	\$ 19,011,496	\$ 13,789,894	\$ 17,087,540	\$ 10,177,780	\$ 14,386,799	\$ 13,338,570 (15)(44)(36)(37)(40)(41)(44)	\$ 9,308,724 (22)(42)(43)(45)(46)(47)(50)	\$ 9,308,724 (22)
Fringe Benefits	18,842,459	13,859,867	12,865,636	12,328,711	12,177,631	8,481,693 (16)(33)(34)(35)(37)(41)(50)(65)	9,964,121 (62)(73)(80)	10,554,276 (23)(8)
VEBA Contribution General	222,398	259,450	193,977	130,992	120,794	86,794 (34)(41)	34,438 (22)(45)(47)(73)	34,438 (22)
VEBA Contribution Police & Fire	5,084,335	5,752,605	4,487,636	3,246,661	1,561,666	1,501,501 (33)(34)(37)(41)	802,808 (22)(45)(46)(47)(73)	608,809 (22)
Supplies	942,438	1,283,198	751,305	696,348	889,809	889,809	669,302 (22)(73)	669,302 (22)
Services	4,845,700	3,987,251	3,768,281	3,552,443	3,682,323 (64)	3,682,323 (64)	2,954,241 (21)(64)(73)(78)	2,954,241 (22)(7)
Professional Services	2,320,282	2,424,168	2,221,815	1,807,846	1,735,170	2,805,334 (28)(32)(48)(52)(53)(54)(55)	14,105,275 (22)(48)(52)(63)(73)	14,105,275 (22)(4)
Capital Outlay	188,637	-	-	-	665,617	665,617	515,617 (22)(73)	515,617 (22)(7)
Miscellaneous & Administrative charges	572,295	583,625	430,241	777,200	2,154,813	2,154,813 (22)	2,154,813 (22)	2,154,813 (22)
Bond Debt Service	1,200,917	2,156,913	2,156,913	2,156,913	2,156,913	2,156,913 (22)	5,983,076 (23)(38)(58)(62)(71)	5,983,076 (23)(3)
Transfers to Other Funds	3,106,202	3,528,706	4,081,139	3,893,653	2,877,827 (24)	3,680,827 (24)	5,983,076 (23)(38)(58)(62)(71)	5,983,076 (23)(3)
Contingencies	-	-	-	-	2,877,827 (24)	3,680,827 (24)	5,983,076 (23)(38)(58)(62)(71)	5,983,076 (23)(3)
Total Expenditures	\$ 58,137,159	\$ 53,785,970	\$ 48,803,833	\$ 44,661,267	\$ 38,597,949	\$ 37,488,205 (28)	\$ 42,408,510 (28)(73)	\$ 48,604,071 (28)
Excess Revenue over Expenditures	(1,986,075)	(1,774,783)	(1,400,319)	(700,872)	788,980	788,980	(6,920,818)	(11,026,518)
Fund Balance (Deficit) - Beginning	(4,115,203)	(5,076,240)	(7,007,927)	(4,700,071) (10)	(4,481,958)	(4,481,958) (31)	(3,330,219)	(1,747,729)
Fund Balance (Deficit) - Ending	\$ 16,079,240	\$ 17,007,897	\$ 13,607,693	\$ 14,980,299	\$ 14,981,958	\$ 13,302,215	\$ 12,131,097	\$ 12,774,217

See attached for specific assumptions	Estimated 2012 Full Year Impact	Partial Year (6 months) Impact	Estimated 2013 Full Year Impact
	4,600,000	4,600,000	2,271,031 (76)

1. Funding of Pension & VEBA contributions accomplished by addition to tax bill
2. Incorrect completion by former budget administrator discovered resulting in need to budget additional \$1.5 million Pension and VEBA payment in 2012 (to be funded through the tax bill)
3. Payment of GM tax appeal refund for GF and TIFA accelerated by adding to tax bill
4. Savings resulting from favorable negotiations on GM tax appeal
5. Early Recede Reinsurance Program (ERRP) healthcare reimbursement
6. Fire Department reorganization/reduction
7. Active employee healthcare consolidation
8. Outsource parking to eliminate subsidy
9. Cemetery management contract or sale to eliminate subsidy
10. Sanitation services fee enactment to eliminate subsidy
11. Instructed by State in correspondence dated July 22, 2011 to further cut costs in Fire Department including significant reductions in staffing
12. Instructed by State in correspondence dated July 22, 2011 to talk with Sheriff about reducing the number of deputies assigned to Pontiac by ten positions
13. Instructed by State in correspondence dated July 22, 2011 to aggressively pursue reductions in legacy costs for retiree benefits, particularly for health care
14. Sale of municipal golf course (net)

State approved deficit reduction plan dated June 23, 2008	(5,161,743)	(6,664,744)	(3,376,784)	(1,751,743)
				3,405 (794)

City of Pontiac
Assumptions for Updated Deficit Elimination Plan

Significant one time revenue sources and or expenditure reductions by fiscal year:

- 2007**
- 1) City transferred available fund balance from the Refuse Fund to the General Fund totaling \$2,699,810 (primarily from transfer station agreement) and \$109,282 from the Growth Group Admin Fund
 - 3) NOMC defaulted on their operating agreement with the City which required an annual payment of \$1M to the General Fund. City received \$660,000 which was included in interest (accounting rule require the long-term lease payment to be broken down between principal and interest)
- 2008**
- 2) General Fund received a credit enhancement fee for pledging the full faith and credit of the City for the refinanced debt for TIFA 2, 3 and 4 totaling \$2,301,857
 - 4) NOMC defaulted on their operating agreement with the City which required an annual payment of \$1M to the General Fund during 2007. No payments received.
- 2009**
- 5) City transferred available fund balance from the Sale of Land Fund to the General Fund totaling \$537,126 and \$171,995 from the Neighborhood Revitalization Fund completely closing both funds
 - 6) The General Fund received \$2M as final settlement of the NOMC bankruptcy related to the operating agreement. City received additional settlement in 2010 related to medical malpractice reserves
- 2010**
- 7) Property tax revenue was reduced by \$1,150,000 to record possible refund liability due on GM tax appeal cases (based on GM claim)
 - 8) The General Fund received \$2,212,460 as final settlement of the NOMC bankruptcy related to medical malpractice reserves
 - 9) The General received \$641,543 from the sale of the Holland Center building
 - 10) The City sold stock that was previously unrecorded in the City records. The sale resulted in net proceeds of \$1,260,661 - \$817,562 as a prior period and \$443,099 as gain on sale of securities

The 2011 approved budget passed by the former EFM was adjusted as follows:

- 11) Property tax revenue was reduced by \$200k to increase the estimated uncollectable taxes from chargeback's from \$600K to \$800K
- 12) Property tax revenue was reduced by \$750,000 to record possible refund liability due on GM tax appeal cases (based on GM claim)
- 13) Income tax revenue was increased by \$600K to adjust the budget for the assumed 10% decrease during the current year (2010 actual better than anticipated)
- 14) Revenue sharing was reduced by \$204,330 to adjust the budget for the assumed 11% decrease during the current year (2010 actual less than anticipated)
- 15) Fire overtime expense was increased by \$1.5M to bring 11 budget equal to 10 actual (2011 budget was \$500K, 2010 actual \$2.0M)
- 16) The 2010/2011 budget included a new reimbursement from the GERS VEBA for retiree healthcare cost totaling \$3,811,407. The City is working with the VEBA board to determine if they will authorize reimbursement for eligible costs. Budgeted reimbursement removed from contra expenditure account.
- 17) Budget assumes that HUD will ultimately approve the admin plan and the City will be allowed to charge the \$400k already budgeted
- 24) The parking fund deficit continues to grow and is not in compliance with the State approved DEP. The General Fund will need to transfer approximately \$803,000 in 2011 to eliminate the cumulative deficit.
- 26) One of the City's largest taxpayers, GM, has appealed their property tax assessments for the 2008, 2009 and 2010 tax years. The tax appeals, if successful, would significantly effect the property tax revenue of the General and TIFA Funds. Based on estimates provided by consultants at MFCJ, if GM were successful the TIFA 2 Fund's loss of tax revenue and related refunds from prior year would result in the fund requiring a contribution from the General Fund to eliminate their deficit of approximately \$2,018,000. Budget assumes no contribution for 2011 and \$504,500 in subsequent four fiscal years.

Significant assumptions for 2012 and 2013:

- 18) Property tax revenue will continue to decline at the rate of 2011 which was 11.5%
- 19) Income tax revenue will continue to decline at a rate of 10% per year. The amount of compliance work performed within the department has decreased significantly over the past few fiscal years. Future income tax revenues could increase as much as \$250,000 to \$500,000 annually if the City implemented strict compliance procedures. No amounts have been included for new compliance efforts.
- 20) Revenue sharing revenue will continue to decline at a rate of 10% per year
- 21) All other revenues will remain constant
- 22) No salary increases and all expenditures except fringe benefits will remain consistent
- 23) Fringe benefit costs will increase 5% annually (10% increase in healthcare and 3% or constant for the other fringe benefits)
- 25) Assumes the annual operating subsidies to other funds will remain constant for all fund in addition to a new contribution to the parking fund to eliminate the funds annual operating shortfall of approximately \$150,000

City of Pontiac
Assumptions for Updated Deficit Elimination Plan

Actual budget amendments for the month of September 2010:

- 27) PILOT charged by the General Fund to the Water and Sewer Funds previously not budgeted increased revenue by \$272,655
- 28) Monthly accounting contract was reduced by \$27,500 annually and the new audit contract was \$29,000 greater than budgeted

Additional assumptions for the month of October through November 5, 2010:

- 29) Estimated additional unemployment costs associated with November police and other layoffs totaling \$371,000
- 30) Estimated additional costs for sick and vacation payouts related to police outsourcing and November non police layoffs totaling \$770,000 (reduced by #36 below)

Additional assumptions for the month of November 5, 2010 through December 15, 2010:

- 31) Final fund balance for the year ended June 30, 2010 is \$4,089,199. The actual result is \$392,759 better than the estimated amount used for the original budget.
- 32) Budget amended to increase outside attorney fees by \$225,000

Additional assumptions for the month of December 16, 2010 through January 31, 2011:

- 33) Original budget had P&F VEBA reimbursement net with contribution. Moved budgeted reimbursement to fringe benefit line - net adjustment of \$1,871,123
- 34) Actual savings from November 12, 2010 layoff totaled \$2,624,994 for 2011 fiscal year. Savings by type was \$2,041,082 wages, \$541,579 Fringes, \$29,752 GERS VEBA & \$12,581 P&F VEBA
- 35) General Fund actual reimbursement from GERS VEBA reimbursement totaled \$4,394,975 received during October and December 2010
- 36) Sick and vacation payouts from the November and December 2010 layoffs resulted in an additional expenditures to the General Fund of \$300,000
- 37) Actual savings from December 31, 2010 layoff totaled \$517,220 for 2011 fiscal year. Savings by type was \$277,649 wages, \$162,940 Fringes and \$76,631 P&F VEBA
- 38) Cemetery perpetual care funds will be depleted by June 30, 2011. Required subsidy from the General Fund to the cemetery operating fund of \$450,000 required annually thereafter.
- 39) In addition to #42, the city assumes a payment of \$1,000,000 towards settlement of the GM property tax appeal (additional \$250,000). Assumes entire settlement paid in installments over four years
- 40) The department overtime costs are running less than estimated in assumption #15 - budget reduced by \$175,000 to a total of \$1,925,000.

Additional assumptions for the month of February 1, 2011 through February 15, 2011:

- 41) Projected savings from March 11, 2011 layoff total \$419,672 for 2011 fiscal year. Savings by type is \$289,594 wages, \$89,228 Fringes, \$4,274 GERS VEBA & \$36,576 P&F VEBA
- 42) Reduction to prior year actual expenditures for one time additional sick and vacation payouts and unemployment from layoffs of \$300,000 (see #36) and \$150,000 (see #44)
- 43) Increase to prior year actual expenditures for one time GERS reimbursement of retiree healthcare of \$4,230,792 (see #35)
- 44) November, December and March layoffs resulted in an additional unemployment expenditures to the General Fund of \$150,000
- 45) Additional annual savings from November 12, 2010 layoff totaled \$1,574,996 for 2012 fiscal year. Savings by type was \$1,224,649 wages, \$324,947 Fringes, \$17,851 GERS VEBA & \$7,549 P&F VEBA
- 46) Additional annual savings from December 31, 2010 layoff totaled \$517,220 for 2012 fiscal year. Savings by type was \$277,649 wages, \$162,940 Fringes and \$76,631 P&F VEBA
- 47) Additional annual savings from March 11, 2011 layoff total \$1,252,603 for 2012 fiscal year. Savings by type is \$675,110 wages, \$474,463 Fringes, \$14,209 GERS VEBA & \$88,821 P&F VEBA
- 48) City hired a contractor to assume duties of Building and Safety and Planning departments beginning 3/1/11 with annual cost of \$960,000 and \$114,000. June 30, 2011 Impact \$920,000 Building and \$38,000 Planning.
- 49) In February the Governor announced a 40% reduction to the statutory portion of revenue sharing for the 13/12 fiscal year. Total statutory is \$6,194,740 and reduction totals \$2,477,896. Assume same level for 12/13.

Additional assumptions for the month of February 16, 2011 through March 15, 2011:

- 50) The city had a third party audit/review the eligibility for dependents for healthcare insurance. The audit resulted in a savings of approximately \$1.3 million annually beginning 4/1/11. The savings is in Fund 759 of which approximately 70% is allocated to the General Fund (\$227,500 for 2011 and an additional \$682,500 for 2012).

Additional assumptions for the month of March 16, 2011 through May 10, 2011:

- 51) The budget for PILOTS revenue from third parties originally included all entities (county/schools). Budget amended to only city's share reducing budget by \$400,500 (approved 9/16/10)
- 52) City hired a contractor to assume duties of the income tax department beginning 12/20/10 with annual cost of \$215,326.05. June 30, 2011 Impact \$107,664 (6 months)
- 53) City hired a contractor to assume duties of the information technology department beginning 10/18/10 with annual cost of \$427,706. Annual fee for 2012 totals \$414,900. contract for 2013 totals \$400,119. Impact on 2011 totals \$305,959. Impact on 2012 totals \$415,635 and impact on 2013 totals \$400,430.
- 54) City hired a contractor to assume duties of the budget department beginning 4/15/11 with annual cost of \$60,000. Impact on 2011 \$36,000 and \$60,000 for 2012 and 2013.
- 55) City hired the auditors to perform additional investigational work. Total cost for 2011 is \$36,041.
- 56) The City was notified by HUD that the admin plan would not be approved for 2011. The admin charges to the grant funds will be reversed totaling \$398,967 (see #17 above). Also includes a reclass of \$5,046 from wages (contra) to increase admin charges revenue.
- 57) The City census count dropped from 67561 to 59515 at 1/4/10. The result of the census drop is a loss of constitutional revenue sharing of \$473,712 for the 2011 fiscal year and each subsequent year. the City had already anticipated an 11% drop (see #4) therefore the 2011 budget will be increased by \$ 705,332.
- 58) The 2012 budget starts with the 2011 budget and decreases the operating levy by \$2,195,344, the collection fee by \$202,315 and increased the chargeback by \$400,000. Originally the 2012 budget assumed a 10% decrease in taxes (from the original budget) and assumed the \$1,000,000 refund amount was a one time charge (ultimately used to increase chargebacks and keep an allowance).
- 59) The capture from TIFA 2 dropped 79.6% to \$429,000 from \$2,100,000. TIFA 2 is expected to use all remaining fund balance at 6/30/11. The debt service for 2011 totals \$ 2,655,774. A transfer will be required from the General Fund of \$2,414,219 for 2012 and 2013

Additional assumptions for the month of March 16, 2011 through May 17, 2011:

- 60) Admin plan updated for 2012 Incorporating the significant loss in General Fund personnel during 2011. Admin revenue decreased by \$417,271.
- 61) Per department head budget, General Fund will receive an increase in reimbursements from COBG for the 2012 fiscal year. Contribution revenue increased by \$132,000.
- 62) Fund 729 was changed to an internal service fund at 6/30/11 therefore the contributions are now classified as fringe benefits rather than transfers - change between line items totals \$342,027
- 63) Due to the 2011 layoffs and subsequent retirements, the retiree healthcare not reimbursed by the P&F VEBA is anticipated to increase by \$729,023
- 64) The motor pool fund fund balance not needed for subsequent years will be refunded to the various funds in accordance with the accounting rules resulting in costs reductions to the General Fund of approximately \$200,000
- 65) The City will be requesting reimbursement of the remaining \$300,000 in the GERS VEBA. The General Fund share of the reimbursement is estimated at \$210,000 to be received in June 2011
- 66) The City will reduce the amount set aside for the GM refund by \$250,000 (also see #39 and #12)

City of Pontiac
Assumptions for Updated Deficit Elimination Plan

Additional assumptions for the month of May 18, 2011 through June 30, 2011:

- 67) Income tax revenue compliance efforts will be in place to maintain income tax revenue at 6/30/11 level.
- 68) Governor's final budget resulted in a 33% reduction to statutory portion of revenue sharing for the 11/12 year vs 40% originally announced. Reduction to statutory revenue sharing is \$1,994,705 vs \$2,477,896 (see #49) resulting in increase to revenue of \$483,191. Assume same level of funding for the 12/13 year.
- 69) Admin plan updated for 2012 incorporating the significant loss in General Fund personnel during 2011. Admin revenue decreased by an additional \$143,118.
- 70) Revenue increased \$19,250 due to miscellaneous revenue adjustments from the various departments.
- 71) Transfers assumptions updated as follows:
Court transfer subsidy to decrease by \$949,000. Court subsidy will not remain constant (see #25) and will instead decrease from \$2,535,800 in 2011 to \$1,586,800. Sanitation transfer subsidy to increase by \$1,356,617. Sanitation subsidy was not in original assumptions and is required to eliminate the fund's annual operating shortfall. TIFA 2 transfer to increase by \$25,440. TIFA contribution as noted in #59 will increase from \$2,414,219 to \$2,439,659 to cover debt service.
Parking transfer remains the same as noted in #25 at \$150,000.
Cemetery transfer remains the same as noted in #38 at \$450,000.
Net change to transfers as a result of the above items is an increase of \$433,057.
- 72) The GM tax appeal (see #26) will be placed on the tax roll eliminating this General Fund contribution to the TIFA Funds in 2012.
- 73) City contracted with Oakland County for police services beginning July 1, 2011. Total police costs for 2012 will be \$9,983,295 under the new contract eliminating remaining City costs to run the department, after 2011 layoffs, of \$9,986,103 resulting in additional savings of 2,808. City costs have been reduced in the following categories: Wages \$5,602,388, Fringes \$2,322,322, P&F VEBA \$20,270, Services \$853,082 and Supplies \$269,350.
- 74) The 6/30/11 Pension and VEBA contribution budget developed by the prior budget administrator used the incorrect % contribution rate resulting in \$3,100,000 being included as a contribution in 2011. The actual contribution required as calculated by the Payroll Division is \$4,600,000. The Payroll Division historically has calculated this liability each pay period, however, the City decided to wait until June 2011 to determine the funding source and the liability calculation was done at that time. The additional \$1,500,000 contribution will be included in 2012 when the funding is accomplished by adding the amount to the tax roll.
- 75) The City overfunded the GM tax appeal estimated liability in 2010 and 2011. A liability of \$1,950,000 was based on estimates at the time prior to the tax appeal being settled. Per the settlement agreement dated 4/27/11, the City is required to pay \$1 million in fiscal year 2012. The overfunding is not required and will be returned to the General Fund.
- 76) If successful, these items are shown to calculate the impact to the fund deficit. \$2,271,035 represents funding of the 6/30/12 Pension & VEBA contributions accomplished by adding to the tax roll, \$1,000,000 represents the funding of the 2013 GM tax appeal refund liability accomplished by adding to the tax roll, and the additional \$1,000,000 represents the estimated ERFP grant reimbursement for 2013.
- 77a) Projected ending deficit assumes fund deficit at end of 2012 will be \$1,244,420. Note applies to prior deficit plan dated 7/11/11.
- 77b) Projected ending deficit assumes fund deficit at end of 2012 will be based on estimated partial year impact of actions.
- 78) Phone cost will decrease \$100,000 as a result of an anticipated contract to be signed with AT&T effective August 6, 2011.
- 79) Lawsuit expenditures budgeted for \$150,000 will go to tax roll as judgment levy in 2012 and 2013.
- 80) Funding required for workers compensation incurred but not reported liability is estimated to decrease \$100,000 in 2012. This is a one time decrease and will not reoccur in 2013.