

**Official Proceedings
Pontiac City Council
179th Session of the Eleventh Council**

Call to Order

A Regular Meeting of the City Council of Pontiac, Michigan was called to order at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Tuesday, January 21, 2025, at 6:03 p.m. by Council President Pro Tem William Carrington.

Invocation - Bishop Theresa Lee

Pledge of Allegiance to the Flag of the United States

Roll Call

Members Present - William Carrington, Mikal Goodman, Kathalee James, Milanna Jones, William Parker, Jr., and Melanie Rutherford

Mayor Tim Greimel was present
A quorum was announced

Amendments to and Approval of the Agenda

Motion to approve the agenda. Moved by Councilperson Rutherford and seconded by Councilperson Jones.

Ayes: Carrington, Goodman, James, Jones, Parker and Rutherford

No: None

Motion Carried

Approval of the Consent Agenda

25-7 **Resolution to approve the consent agenda.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City Council has reviewed the consent agenda for January 21, 2025. NOW, THEREFORE, BE IT RESOLVED, that the City Council approves the consent agenda for January 21, 2025, including Parks, Recreation & Public Works Subcommittee Meeting Minutes from December 20, 2024, Economic Development Housing and Planning Subcommittee Meeting Minutes from January 6, 2025, City Council Meeting Minutes from January 7, 2025, Resolution Recognizing Black History Month in Pontiac, Resolution Adopting Pontiac City Council Rules and Procedures for 2025, Resolution in Support of Application for Detroit Institute of Arts' Partners in Public Art Program for Pontiac, Resolution Requesting Written Update on Latest Timeline and Status of Progress for Dr. Martin Luther King, Jr. Boulevard Bridge Demolition and Reconstruction Project, Resolution Calling for Installation of Left Turn Signal from Northbound Peny Street Turning onto Giddings Road, Requesting Engineering Review and Response on Feasibility and Timeline, Resolution Calling for Installation of Reflector Signage at Entrance Gates of Mount Hope Cemetery at Orchard Lake and Voorheis Roads, Requesting Documentation on Traffic Engineering Studies of Intersection, Resolution Approving Purchase Order Increase for 30 Creative Providing Youth and Adult Program with Parks and Recreation in the amount of \$45,700, Stormwater Maintenance Agreement for 454 Auburn Avenue Between the City of Pontiac and Lighthouse, Resolution to Approve the Renewal of Laserfiche License, Resolution to Approve Updates to Poverty Exemption Policy and Guidelines, Resolution Adopting City Council President Job

Description, Resolution Expressing Frustration that Proposed Rehmann Group Expanded City Financial Operations Services Contract Not Provided to Council in Timely Manner, Resolution recognizing Notre Dame Preparatory School Boys' Soccer Team State Championship.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (D) **Resolution Recognizing Black History Month in Pontiac.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City of Pontiac, Michigan has had a substantial population of African American residents for its entire existence as a City since the State of Michigan recognized Pontiac as a City in 1861; and,

WHEREAS, in 1915, Dr. Carter Godwin Woodson, noted scholar and son of former slaves, who founded the Association for the Study of African American Life and History, initiated Black History Week, February 12, 1926, which was celebrated for many years by African Americans in the United States; and,

WHEREAS, the month of February is now observed nationally as Black History Month to recognize and celebrate the accomplishments African Americans have made and continue to offer to this nation; and,

WHEREAS, since 1976, every President of the United States has adopted the month of February as Black History Month, an annual celebration of African American achievements and roles in United States History; and,

WHEREAS, Black History Month acknowledges and honors numerous past and present educators, scientists, activists, pioneers, leaders, artists, inventors, entrepreneurs, and elders with special ceremonies and activities; and,

WHEREAS, Black History Month is also a time to reflect on the burdens of racial prejudice and explore, understand, and appreciate the identities and cultures across and within the African diaspora; now,

THEREFORE, BE IT RESOLVED, the Pontiac City Council declares February 2025 as Black History Month in the City of Pontiac, Michigan; and further

RESOLVED, the City Council honors the contributions and sacrifices made in building pride in Black history and educating all Americans of the many achievements and contributions made by African Americans to our cultural, spiritual, economic, and political development; and further

RESOLVED, the City Council joins other organizations throughout the State of Michigan and this nation in using this occasion to raise awareness of the hardships African Resolution Recognizing February 2025 as Black History Month in the City of Pontiac (Page Two of Two) Americans have endured, celebrate the milestones that have been achieved, continue the pursuit toward equal treatment under the law and opportunity of access for African Americans in our community and nationally; and further

RESOLVED, the City Council acknowledges the injustices that African Americans have endured and commends African American residents for the continuous pursuit of overcoming those injustices and changing the course of history; and further

RESOLVED, we honor the leaders and activists from Pontiac and throughout the nation who helped pave the way for racial justice, and called our community's attention to the continued need to battle racism and to build an equitable society; and further

RESOLVED, the City Council welcomes additional opportunities for us as a community to better acknowledge, celebrate, and preserve the people, places, events, and organizations that constitute Pontiac's phenomenal local Black History.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (E) **Resolution Adopting Pontiac City Council Rules and Procedures.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City Council Rules and Procedures require that those Rules and Procedures be approved annually; now,
THEREFORE, BE IT RESOLVED, the Pontiac City Council hereby adopted the attached Exhibit A: City Council Rules and Procedures for the City Council.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

City Council Rules and Procedures attached as Exhibit A after the minutes

25-7 (F) **Resolution in Support of Application for Detroit Institute of Arts' Partners in Public Art Program for Pontiac.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City of Pontiac supports the addition and expansion of public art in our community; and, WHEREAS, The Detroit Institute of Arts collaborates on a program known as "Partners in Public Art" which provides funding and support for outdoor murals painted in public places; and, WHEREAS, Main Street Pontiac has identified the 50th District Courthouse that would be well suited for public art; and,
WHEREAS, the City of Pontiac understands that if selected, the partnership between the DIA and the City of Pontiac shall include a guarantee of a minimum ten-year commitment to keep and maintain the public art; now,
THEREFORE, BE IT RESOLVED, the Pontiac City Council approves the application for participation in the Partners in Public Art program, commits to the location of the public art at the 50th District Courthouse, and agrees to maintain the public art per the program requirements.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (G) **Resolution Requesting Written Update on Latest Timeline and Status of Progress for Dr. Martin Luther King, Jr. Boulevard Bridge Demolition and Reconstruction Project.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the Martin Luther King, Jr. Boulevard South Bridge has been closed since August 2022 when Pontiac Mayor Tim Greimel received alarming engineering reports identifying the serious structural failures of the bridge and that it was an immediate danger for both vehicles and pedestrians to further use the bridge; and,
WHEREAS, members of the Pontiac community are understandably frustrated by the logistical challenges and transportation inconveniences posed by the long-term closure of this major thoroughfare at the closed bridge; and,
WHEREAS, the City of Pontiac has been blessed to receive state and federal appropriations that would cover the bulk of the massive costs associated with the engineering, demolition, and reconstruction of

this bridge; and,

WHEREAS, the Mayor and Administration has provided various verbal and written time projections and estimates for different stages of the project, and has received previous requests by the City Council in the form of adopted Resolutions that we want a clearer understanding of the project's timeline for both the Council and the community as a whole to have an exact outline of the current and future steps in the process; and,

WHEREAS, the City Council and the broader Pontiac community are concerned about the lengthy time projections for the overall project to advance and be completed, and the Council has received some limited recent updates that cause us to be concerned with how this major infrastructure project is progressing, and are seeking the latest concrete information on the status of all aspects of the project; now,

THEREFORE, BE IT RESOLVED, the Pontiac City Council hereby formally requests from the Mayor of Pontiac, and full status update and an updated timeline for the City of Pontiac demolition and reconstruction project for the Martin Luther King, Jr. Boulevard South Bridge, from the start of the process to completion; and further

RESOLVED, the City Council that this full status update and updated timeline be provided in writing and be provided to all members of the City Council; and further

RESOLVED, the City Council requests that we receive this information by February 7, 2025.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (H) Resolution Calling for Installation of Left Turn Signal from Northbound Perry Street Turning onto Giddings Road, Requesting Engineering Review and Response on Feasibility and Timeline. Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City of Pontiac strives to ensure the safety and wellbeing of all residents of our city and all those traveling on the roads in our city; and,

WHEREAS, City Council has received strong concerns regarding safety and traffic difficulties on northbound Perry Street turning onto Giddings Road, especially in regard to active school session driving times; now,

THEREFORE, BE IT RESOLVED, the Pontiac City Council hereby calls for the installation of a left turn signal from northbound Perry Street turning onto Giddings Road; and further Resolved, the City Council requests for the City Engineering team to initiate an engineering review to determine the feasibility or timeline of such a change; and further

RESOLVED, the Council requests a summary update on whether past engineering reviews may have already been conducted on the intersection in question, and what were the findings from that engineering review; and further

RESOLVED, the City Council requests that Mayor Greimel update the Council in writing as to the findings from that assessment and whether this signal installation or any additional measures will be taken at this intersection.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (I) Resolution Calling for Installation of Reflector Signage at Entrance Gates of Mount Hope Cemetery at Orchard Lake and Voorheis Roads, Requesting Documentation on Traffic Engineering Studies of Intersection. Moved by Councilperson Rutherford and seconded by

Councilperson Jones.

WHEREAS, the City of Pontiac strives to ensure the safety and wellbeing of all residents of our city and all those traveling on the roads in our city; and,

WHEREAS, City Council is concerned about the frequency of vehicular collisions with the historic entrance of Mount Hope Cemetery, and has received strong concerns regarding safety and traffic from surrounding residents; now

THEREFORE, BE IT RESOLVED, the Pontiac City Council hereby calls for the installation of reflectors signage at the southwest corner of Orchard Lake and Voorheis roads; and further RESOLVED, the City Council requests for the City Engineering team to initiate an engineering review to determine the feasibility and recommendations for appropriate safety measures, or a summary update on whether past engineering reviews may have already been conducted on the intersection in question, and what were the findings from that engineering review; and further RESOLVED, the City Council requests that Mayor Greimel update the Council in writing as to the findings from that assessment and whether this signage installation or any additional measures will be taken at this intersection.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (J) **Resolution Approving Purchase Order Increase for 3D Creative Providing Youth and Adult Program with Parks and Recreation in the amount of \$45,700.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, The Pontiac Recreation Department continues to provide programming to the community; and

WHEREAS, The Parks & Recreation Department though PO# 25-10454 has initiated youth and adult programming with Designz L.L.C., in an amount not to exceed \$10,000, and now wishes to continue and expand such programming through the remainder of the fiscal year.

RESOLVED that the City Council authorizes the Mayor to execute contracts with 3-D Creative Designz L.L.C., in the amount of **\$45,700** which combined with the. \$10,000 authorized under P.O. #25-10454 will yield a total Not-to-Exceed amount of **\$55,700**.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (K) **Stormwater Maintenance Agreement for 454 Auburn Avenue Between the City of Pontiac and Lighthouse.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City of Pontiac requires that a long-term stormwater maintenance agreement be approved between developers and the City as codified in the Pontiac Municipal Code, Ordinances 118-408 and 118-409; and

WHEREAS, the long-term stormwater maintenance agreement must meet City and Oakland County Water Resources Commission Engineering design standards; and

WHEREAS, Auburn Place Limited Dividend Housing Association LLC has submitted a stormwater maintenance agreement that meets both engineering standards; and

WHEREAS, the agreement shall run with the land and be binding upon the current and future property owner; and

WHEREAS, the Engineering and Legal Departments recommend City Council approval of Auburn Place Limited Dividend Housing Association LLC's long-term stormwater maintenance agreement. NOW THEREFORE IT BE RESOLVED that the Pontiac City Council approves the Long-Term Stormwater Maintenance Agreement between Auburn Place Limited Dividend Housing Association LLC and the City, of Pontiac, which will run with the land into perpetuity and be recorded with the Oakland County Register of Deeds pursuant to the Pontiac Municipal Code, Ordinances 118-408 and 118-409.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (L) **Resolution to Approve the Renewal of Laserfiche License.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City of Pontiac utilizes Laserfiche as its document management system; and
WHEREAS, the Purchasing Division is recommending that the City of Pontiac's Information Technology Division renew the annual licenses; and
WHEREAS, the Information Technology Division will renew 25 full Laserfiche end user and 3 server licenses; and
WHEREAS, the Information Technology Divisions funding source is general ledger account 101-228-731.002 (Computer Software) to renew the licenses; and
WHEREAS, the Purchasing Division will issue a contract purchase order (CPO) for the total renewal price of \$10,491.10; and
WHEREAS the purchasing manager has met the City's Cooperative Purchasing Participation requirement (Article VI. Finance, Section 2-523) to renew these licenses; and
NOW, THEREFORE, BE IT RESOLVED THAT, the City Council authorizes the Information Technology Division renew 25 Laserfiche user licenses and 3 server licenses for a cost of **\$10,491.10**.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (M) **Resolution to Approve Updates to Poverty Exemption Policy and Guidelines.** Move by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, Public Act 25'3 of 2020 ("Act") requires the governing body of each city and township to determine and make available to the public the policy and guidelines the Board of Review utilizes in granting reductions in property assessments due to limited income and assets, referred to as "Poverty Exemptions"; and

WHEREAS, .it is the intent of the Council to adopt guidelines in compliance with the Act; and

WHEREAS, to be eligible for apove1ty exemption, a person must do all of the following on an annual basis:

1. Be an owner of and occupy as a principal residence the propelty for which an exemption is requested.
2. The subject property must be classified as a single-family residential parcel or residential condominium property with a valid homeowner's Principal Residence Exemption (PRE) currently in effect.
3. Submit completed Form 5737 Application for MCL 211.7u Poverty Exemption and Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty

4. Submit the most recent year's copies of the following for all persons residing in the homestead:
 - a. Produce a valid driver's license or Michigan State Identification card for all persons residing in the household.
 - b. Federal Income Tax Return- 1040, 1040A, or 1040E and Michigan Income Tax Return-MI 1040, MI 1040A, or MI 1040EZ.
 - c. c. Senior Citizens Homestead Property Tax Form MI-1040CR-1 or General Homestead Property Tax Claim MI-1040CR-4. *(The City Council will remove the requirement for seniors (aged 65 or older, as defined on the Senior Citizens Homestead Property Tax Form) to file federal or state income taxes to qualify for the poverty exemption).*
 - d. Seniors who are no longer required to file federal or state income taxes must complete and have notarized Form 4988 -Poverty Exemption Affidavit.
 - e. Benefit Statement from ADC, Pension, Retirement, Social Security Administration, and/or Michigan Social Services as to money paid to you during the previous year (along with a signed Form 4988).

5. Produce a copy of the deed, land contract, or other evidence of parcel ownership of all real property owned by the applicant if requested by the Board of Review; and

WHEREAS, the applicant(s) must complete the application form in its entirety and return it to the Treasurer's or Equalization Office. Any application submitted to the Board of Review that has not been filled out in its entirety shall be denied by the Board of Review. Appeals of such denial shall be made to the Michigan Tax Tribunal; and

WHEREAS, the applicant(s) may apply for Poverty Exemption to only one session of the Board of Review (March, July, or December), and any appeal of the Board's decision shall be made to the Michigan Tax Tribunal; and

WHEREAS, the Board of Review may request any additional information, including but not limited to additional tax returns, financial statements, land contracts, personal or family trust documents, vehicle titles, and any other records or affidavits the Board deems necessary to make a poverty exemption determination, asset limit determination, or income level determination; and

WHEREAS, completed applications may be brought to the Board of Review on the day of an appointment, but to ensure timely consideration by the Board, the application, along with supporting documents, should be made available to the Board at least one (1) week prior to the meeting date; and

WHEREAS, applications may be reviewed and acted upon by the Board of Review without the applicant(s) being present. However, the Board may request that any or all applicants be physically present to respond to any questions the Board of Review may have. This means that an applicant may be called to appear on short notice; and

WHEREAS, the Board of Review shall follow the policy and guidelines set forth above when granting and denying poverty exemptions. The same standards shall apply to each taxpayer within the city claiming the poverty exemption for the assessment year; and

WHEREAS, the allowed reduction for hardship exemption shall be 25%, 50%, 75%, or 100% of the Taxable Value of the homestead for the tax year. At their discretion, the Board may approve a full or partial exemption if deemed appropriate, using the following guidelines:

- 100% reduction in taxable value if the income is equal to or less than 125% of the federal poverty level.
- 75% reduction in taxable value if the income is equal to or less than 150% of the federal poverty level.
- 50% reduction in taxable value if the income is equal to or less than 175% of the federal poverty level.
- 25% reduction in taxable value if the income is equal to or less than 200% of the federal poverty level; and

WHEREAS, for a 100% reduction in taxable value, the applicant's total household income cannot exceed 125% of the most current Federal Poverty Guidelines set forth by the U.S. Department of Health and Human Services, as established by the State Tax Commission and updated annually; and

WHEREAS, a poverty exemption shall not be granted to any applicant whose assets exceed \$100,000. An applicant's homestead and principal vehicle shall be excluded from consideration as an asset. All other property, including property owned by other persons residing in the household, shall be included as an asset. Property shall include, but is not limited to cash, savings, stocks, mutual funds, insurance commodities, coin collections, art, motor vehicles, recreational vehicles, etc.; and

WHEREAS, any reduction in the State Equalized Value of a property is granted for one year only and must be applied for and reviewed annually based on the applicant's current situation; and

WHEREAS, PA 191 of 2023 amends both MCL 211.7u and MCL 211.536 to allow the July and December Board of Review to grant a poverty exemption, as a qualified error, for the immediately preceding year on the principal residence of a person who establishes eligibility as required by Section 7u, if an exemption was not on the assessment roll and was not previously denied; and

BE IT FURTHER RESOLVED, that a person filing a poverty exemption claim is not prohibited from also appealing the assessment on the property for which that claim is made before the March Board of Review in the same year and the July and December Board of Review as a qualified error, for the immediately preceding year.

NOW THEREFORE BE IT RESOLVED, in accordance with Public Act 253 of 2020, the Pontiac City Council approves the 2025 Policy and Guidelines for granting an exemption from payment of property taxes.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (N) **Resolution Adopting City Council President Job Description.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the adopted 2024 Pontiac City Charter established that the Pontiac City Council position would be a full-time employment role; and,

WHEREAS, the City Council continues to work to implement the required changes established by the citizen-approved new City Council; and,

WHEREAS, Council has drafted a job description for the position, in light of that full-time designation;

NOW, THEREFORE, BE IT RESOLVED, the Pontiac City Council hereby adopts the attached Exhibit A: City Council President Job Description; and further

RESOLVED, this and future City Councils reserve the right to modify the description contents as needs arise and the position grows through the years.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

****Resolution 25-7 (N) Exhibit A is attached as Exhibit B after the minutes****

25-7 (O) **Resolution Expressing Frustration that Proposed Rehmann Group Expanded City Financial Operations Services Contract Not Provided to Council in Timely Manner.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City of Pontiac's municipal operations require a stable, fiscally sound, and well-staffed Finance Department for the City's operations to adequately function and to ultimately excel; and,

WHEREAS, the leadership vacuum and understaffed operations of the Finance Department, with no Finance Director for the City for almost the entirety of the past 12 months; and,

WHEREAS, the Administration indicated to City Council that an expanded scope of services from the Rehmann Group was their latest course of action, and requested consideration of that expanded contract be considered at this January 21, 2025, City Council meeting; and,
WHEREAS, City Council has yet to receive a copy of this important contract proposal and the meeting is nearly set to convene; now,
THEREFORE, BE IT RESOLVED, the Pontiac City Council hereby expresses our frustration and disappointment that the Administration has not provided Council the proposed Rehmann Group contract for expanded financial services with the City of Pontiac in a timely manner; and further
RESOLVED, the City Council reinforces that it is a hindrance to good governance and undermines the City Council's legislative process and deliberations when the Administration does not provide these substantial materials with adequate time ahead of the Council meetings; and further
RESOLVED, the City Council again calls for the Executive Administration to make the stabilization of the City's Finance Department a higher priority.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

25-7 (P) Resolution recognizing Notre Dame Preparatory School Boys' Soccer Team State Championship. Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the 2024 Soccer Team representing Notre Dame Prep demonstrated extraordinary dedication, teamwork, and skill throughout the 2024 soccer season; and,
WHEREAS, The Pontiac Notre 2024 Soccer Team under the outstanding leadership of Rod Suffrendini and the support of their assistant coaches, the team consistently displayed exemplary sportsmanship perseverance and commitment to excellence; and,
WHEREAS, the Notre Dame Prep soccer team triumphed in the 2024 Division 3 State Championship game, defeating Elk Rapids 3-2 to secure the MHSAA Division 3 championship, and,
WHEREAS, this accomplishment reflects not only the talent and hard work of the players but also the support of their families, school, and community, and,
WHEREAS, the 2024 Notre Dame Soccer team has brought pride and inspiration to the community for its historic victory.
NOW, THEREFORE BE IT RESOLVED, that the Members of the Pontiac City Council, the mayor, and members of this great community congratulates the 2024 Notre Dame Prep Soccer Team for their outstanding achievements in winning the 2024 MHSAA Division 3 Soccer State Championship and commends their dedication and effort in representing our community with honor and distinction.

Ayes: Goodman, James, Jones, Parker, Rutherford, and Carrington

No: None

Resolution Passed

Council President Mike McGuinness arrived at 6:12 p.m. and assumed the chair

Special Presentations

Celebrating Pontiac Notre Dame Prep Athletic Statewide Championships for Soccer and Football

Moment of Silence

Special Presentations Continued

Oakland County Treasurer Robert Wittenberg Update on Foreclosure Prevention, Homebuyer Down-

January 21, 2025, Approved Minutes

Payment Assistance Program, Other County Treasurer Initiatives

City Financial Audit Presentation, by Haven Group Auditing Firm

Rx Kids Program Proposal

Public Comment

1. Dr. Deirdre Waterman
2. Donovan Gomez
3. Dawn Hannah
4. Bishop Theresa Lee
5. Claudia Filler
6. Rick David
7. Marcus Bowman
8. Pastor Kathy Dessureau
9. Darlene Clark

Agenda Items

Public Hearing

Redevelopment of the Former Casa Del Rey Apartments Site located at 111 Oneida Street Pontiac, Michigan parcel #64-14-31-231-00 I

Council President McGuinness opened the Public Hearing at 8:44 p.m.

1. Darlene Clark expressed that the building is beautiful and remembers when it was in good use. Ms. Clark asked will the street itself be made into a one-way street to cut down on the confusion of the apartment being open.
2. Pastor Kathy Dessureau asked if it would have an impact on the church.
3. Rick David expressed that the Historic District Commission is in support of the project. They look forward to a partnership with the developers.

Council President McGuinness closed the public hearing at 8:47 p.m.

Resolution

Economic Development Division

25-8 **Resolution Approving Request for Casa Del Rey Apartments Redevelopment.**

Moved by Councilperson Rutherford and seconded by Councilperson Carrington.

WHEREAS, the Pontiac City Council of the City of Pontiac, Oakland County, Michigan established a Neighborhood Enterprise Zone on August 27, 2024, as required under PA 147 of 1992, as amended, after a public hearing held at the 159th Session of the 11th Council - Tuesday, July 30, 2024, at 6:00 p.m.; and

WHEREAS, the applicant **Coleman Allen, LLC** is not delinquent on any taxes related to the facility, NOW, THEREFORE, BE IT RESOLVED by the Pontiac City Council of the City of Pontiac:

Be and hereby is granted a Neighborhood Enterprise Zone Rehabilitated Facility Exemption for property located at 111 Oneida Street (Parcel ID: 64-14-31-231-00 I) in the City of Pontiac, Oakland County, Michigan, for a period of 17 years, beginning December 31, 2026, and ending December 30, 2043, pursuant to the provisions of PA 147 of 1992, as amended.

Ayes: James, Jones, McGuinness, Parker, Rutherford, and Carrington

No: None

Resolution Passed

Councilman Goodman was absent for the vote

Public Hearing Continued

Neighborhood Enterprise Zone (NEZ) Exemption Certificate Application Under Public Act 147 for the Property Located at 454 Auburn Avenue, the Lighthouse Auburn Place Apartments Construction

Council President McGuinness opened the Public Hearing at 9:02 p.m.

1. Veronica Taylor expressed her problem with Lighthouse and the people who have promised things and fulfilling it. She was infested with raccoons for three and half years. She wanted to know who is part of management and if management will keep its promises made to people.

Council President McGuinness closed the public hearing at 9:04 p.m.

Resolution

Economic Development Division

25-9 **Resolution Approving Neighborhood Enterprise Zone (NEZ) Exemption Certificate Application Under Public Act 147 for the Property Located at 454 Auburn Avenue, the Lighthouse Auburn Place Apartments Construction.** Moved by Councilperson Rutherford and seconded by Councilperson Parker.

WHEREAS, the Pontiac City Council of the City of Pontiac, Oakland County, Michigan established a Neighborhood Enterprise Zone on August 27, 2024, as required under PA 147 of 1992, as amended, after a public hearing held at the 159th Session of the 11th Council - Tuesday, July 30, 2024, at 6:00 p.m.; and

WHEREAS, the applicant **Auburn Place Limited Dividend Housing Association, LLC** is not delinquent on any taxes related to the facility,

NOW, THEREFORE, BE IT RESOLVED by the Pontiac City Council of the City of Pontiac: Be and hereby is granted a Neighborhood Enterprise Zone NEW Facility Exemption for property located at 454 Auburn Avenue (Parcel JD: 64-14-33-205-34) in the City of Pontiac, Oakland County, Michigan, for a period of 15 years, beginning December 31, 2026, and ending December 30, 2042, pursuant to the provisions of PA 147 of 1992, as amended.

Ayes: McGuinness, Parker, Rutherford, Carrington, James, and Jones

No: None

Resolution Passed

25-10 **Resolution approving the Settlement Agreement in Case City of Pontiac V. Paddock Manor Limited Dividend Housing Association Limited Partnership.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the City of Pontiac brought suit against Paddock Manor Limited Dividend Housing Association Limited Partnership in July of 2023.

WHEREAS, the parties have reached a settlement agreement that is in the best interest of the City.

WHEREAS, the proposed settlement agreement resolves all issues before the Court and contemplates

the entry of a Stipulated Order Dismissing the case without prejudice.

NOW THEREFORE BE IT RESOLVED that the Pontiac City Council hereby approves the Settlement Agreement between the City of Pontiac and Paddock Manor Limited Dividend Housing Association Limited Partnership.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the Mayor to execute the Settlement Agreement and bind the City to the same.

BE IT FURTHER RESOLVED that the City Council hereby authorizes the Kelly Firm, PC to execute the proposed Stipulated Order of Dismissal without Prejudice and authorizes the entry of said Order with the Circuit Court.

Ayes: McGuinness, Parker, Rutheford, Carrington, Goodman, James, and Jones

No: None

Resolution Passed

Recognition of Elected Officials - None

Agenda Address -None

Suspend the Rules

Motion to suspend the rules to vote on Item #15. (Resolution to Request Approval to Allocate \$500,000 of the City of Pontiac's Opioid Settlement Funds for the First Year of the RX Kids Program to the Oakland Livingston Human Services Agency.) (OLHSA). Moved by Councilperson Rutherford and seconded by Councilperson Jones.

Ayes: Parker, Rutherford, Carrington, Goodman, James, Jones, and McGuinness

No: None

Motion Carried

Resolution Continued

Grants and Philanthropy Department

25-11

Resolution to Request Approval to Allocate \$500,000 of the City of Pontiac's Opioid Settlement Funds for the First Year of the RX Kids Program to the Oakland Livingston Human Services Agency. (OLHSA) Moved by Councilperson Rutherford and seconded by Councilperson Carrington.

WHEREAS, the City of Pontiac was awarded opioid settlement funds from the State of Michigan; and WHEREAS the agreement will be made and entered into between the Oakland Livingston Human Services Agency - the local lead agency -and the City of Pontiac; and

WHEREAS, the program is a collaboration between the RX Kids, OLHSA, Oakland County Government Executive Branch, Oakland County Board of Commissioners; Give Directly, various philanthropic funders, and the City of Pontiac; and,

WHEREAS, the funds will benefit qualified families in the City of Pontiac who will also receive wrap around services for OLHSA and Oakland County; and,

WHEREAS, the City of Pontiac is required to comply with all applicable laws and regulations related to spending the opioid settlement funds; and

NOW, THEREFORE, BE IT RESOLVED, that the Pontiac City Council hereby authorizes \$500,000 in opioid settlements funds be allocated for the RX Kids Program in the City of Pontiac, Oakland County, at 6:00 PM, in City of Pontiac Council Chambers.

BE IT FURTHER RESOLVED, that the Mayor or the Mayor's Designee on behalf of the City is authorized to execute all documents associated with disbursement of the grant proceeds and

administration of the grant program.

Ayes: Rutherford, Carrington, Goodman, James, Jones, McGuinness, and Parker

No: None

Resolution Passed

Suspend the Rules

Motion to suspend the rules to add a resolution to the agenda. Moved by Councilperson Rutherford and seconded by Councilperson Jones.

Ayes: Carrington, Goodman, James, Jones, McGuinness, Parker, and Rutherford

No: None

Motion Carried

Resolution

City Council

25-12

Resolution to approve the Healing Hearts Safety Services Mobile CPR Van to be considered on February 4, 2025, City Council Meeting. (Agenda Add-on) Moved by Councilperson Rutherford and seconded by Councilperson Jones.

BE IT HEREBY RESOLVED, the Pontiac City Council identifies the February 4th, 2025, Pontiac City Council Meeting to consider the item of business of the Healing Hearts Safety Services Mobile CPR Van, utilizing Opioid Settlement Funds upon verification from Grant and Philanthropy that is ineligible expenditures.

Ayes: Goodman, James, Jones, McGuinness, Parker, Rutherford, and Carrington

No: None

Resolution Passed

Ordinances

Motion to Postpone Indefinitely the Resolution to Approve the First Reading of Zoning Ordinance Map Amendment to Conditionally Rezone Parcel 64-14-17-257-007 at 43 E. Columbia Avenue from R-1 (One Family Dwelling) to M-1 (Light Manufacturing). (First Reading) Moved by Councilperson Jones and seconded by Councilperson Goodman.

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

No: None

Motion Carried

Councilwoman Rutherford was absent for the vote

25-13

Resolution to Approve the First Reading of Zoning Text Amendment, Adult-Use Marijuana Businesses LED Lighting Language Clarification. (First Reading) Moved by Councilperson Parker and seconded by Councilperson Jones.

WHEREAS, before the City of Pontiac City Council for consideration is an Ordinance to amend the City of Pontiac Municipal Ordinance to regulate lighting at Adult Use Marijuana establishments in the City. WHEREAS, the City of Pontiac City Council finds it is in the best interest of the health, safety, and welfare, to accept the proposed draft ordinance and approve the amendments to the Zoning Ordinance Map as presented.

NOW THEREFORE BE IT RESOLVED by the Pontiac City Council that it hereby adopts the first

reading of the amendments as presented to the City Council on January 21, 2025.

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

No: None

Resolution Passed

Councilwoman Rutherford was absent for the vote

25-14 Resolution to Approve the First Reading of Zoning Text Amendment to Amend Section 2.204, Section 2.560, and Section 2.561 regarding Places of Assembly. (First Reading)
Moved by Councilperson Jones and seconded by Councilperson James. Discussion.

Motion to amend the Place of Assembly Zoning Text Amendment that operating hours are from 7 a.m. to 2 a.m. in all districts of the City where Places of Assembly are permitted.
Moved by Councilperson Rutherford and seconded by Councilperson Carrington.

Ayes: Parker, Rutherford, Carrington, Goodman, James, Jones, and McGuinness

No: None

Motion Carried

25-14 Resolution to Approve the First Reading of Zoning Text Amendment to Amend Section 2.204, Section 2.560, and Section 2.561 regarding Places of Assembly as amended. (First Reading) Moved by Councilperson Jones and seconded by Councilperson James.

WHEREAS, before the City of Pontiac City Council for consideration is an Ordinance to amend the following sections of the City of Pontiac Zoning Ordinance: Section 2.204, Section 2.560 and Section 2.561 regarding Places of Assembly

WHEREAS, the City of Pontiac City Council finds it is in the best interest for the health, safety, and welfare, to accept the Planning Commission's Recommendation and approve the amendments to the Zoning Ordinance Text Amendments as presented.

NOW THEREFORE, BE IT RESOLVED by the Pontiac City Council that it hereby adopts the first reading of the amendments to the City of Pontiac's Zoning Ordinance as presented to the City Council on January 21, 2025.

Ayes: McGuinness, Parker, Rutherford, Carrington, Goodman, James, and Jones

No: None

Resolution Passed

25-15 Resolution to Approve the First Reading of Municipal Ordinance Amendment Places of Assembly. (First Reading) Moved by Councilperson Rutherford and seconded by Councilperson Jones. Discussion.

Motion to amend the Place of Assembly Municipal Ordinance Amendment that operating hours are from 7 a.m. to 2 a.m. in all districts of the City where Places of Assembly are permitted. Moved by Councilperson Rutherford and seconded by Councilperson Jones.

Ayes: Carrington, Goodman, James, Jones, McGuinness, Parker, and Rutherford

No: None

Motion Carried

25-15 Resolution to Approve the First Reading of Municipal Ordinance Amendment

Places of Assembly as amended. (First Reading) Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, before the City of Pontiac City Council for consideration is an Ordinance to amend the City of Pontiac Municipal Ordinance to regulate Places of Assembly in the City.

WHEREAS, the City of Pontiac City Council finds it is in the best interest of the health, safety, and welfare, to accept the proposed draft ordinance and approve the amendments to the Zoning Ordinance Map as presented.

NOW THEREFORE BE IT RESOLVED by the Pontiac City Council that it hereby adopts the first reading of the amendments as presented to the City Council on January 21, 2025.

Ayes: Rutherford, Carrington, Goodman, James, Jones, McGuinness, and Parker

No: None

Resolution Passed

Recess

Motion to recess for 5 minutes at 10:18 p.m. Moved by Councilperson Rutherford and seconded by Councilperson Goodman.

Ayes: Goodman, James, Jones, McGuinness, Parker, and Rutherford

No: Carrington

Motion Carried

Council reconvened the meeting at 10:24 p.m.

Resolutions Continued

Grants and Philanthropy Department

Resolution to Approve a Budget Amendment for Fiscal Year 2024-25 to Increase budgeted revenues in the amount of \$1,473,045 to the Federal Grants Other Fund in General Ledger Account Numbers: 260-699-897.000-CDBG24 \$273,045 Program Administration Cost, 260-699-897.000-CDBG24 \$100,000 Down Payment Assistance Home, 260-699-897.000-CDBG24 \$700,000 CDBG Home Repair Program, 260-699-897.000-CDBG24 \$400,000 Building Facade Improvement-CDBG. Moved by Councilperson Parker and seconded by Councilperson Goodman.
Discussion.

Motion to amend the Resolution to Approve a Budget Amendment for Fiscal Year 2024-25 to Increase budgeted revenues in the amount of \$1,473,045 to the Federal Grants Other Fund in General Ledger Account Numbers: 260-699-897.000-CDBG24 \$273,045 Program Administration Cost, 260-699-897.000-CD.BG24 \$100,000 Down Payment Assistance Home, 260-699-897.000-CDBG24 \$700,000 CDBG Home Repair Program, 260-699-897.000-CDBG24 \$400,000 Building Façade Improvement-CDBG. Moved by Councilperson Parker and seconded by Councilperson Rutherford.

WHEREAS, the budget amendment to .this award will increase budgeted revenues for Fiscal Year 2024 - 2025 in the amount of \$1,473,045 to the Federal Grants Other Fund in General Ledger Account Number: *260-000-532.000 CDBG 24 and increase the following expense accounts:*

- 260-699-897.000-CDBG24 \$273,045 Program Administration Cost
- 260-699-897.000-CDBG24 \$100,000 Down Payment Assistance Home
- 260-699-897.000-CDBG24 \$700,000 CDBG Home Repair Program
- 260-699-897.000-CDBG24 \$400,000 Building Facade Improvement-CDBG

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

25-16 **Amended Resolution to Approve a Budget Amendment for Fiscal Year 2024-25 to Increase budgeted revenues in the amount of \$1,473,045 to the Federal Grants Other Fund in General Ledger Account Number: 260-000-532.000 and increase the following expense accounts: 260-699-897.000-CDBG24 \$273,045 Program Administration Cost, 260-699-897.000-CDBG24 \$100,000 Down Payment Assistance Home, 260-699-897.000-CDBG24 \$700,000 CDBG Home Repair Program, 260-699-897.000-CDBG24 \$400,000 Building Facade Improvement-CDBG.** Moved by Councilperson Parker and seconded by Councilperson Goodman.

WHEREAS the City of Pontiac was awarded the U.S. Department of Housing and Urban Development (HUD) grant in the amount of \$1,473,045; and
WHEREAS, the grant is for the purpose of administering the CDBG Grant Award outlined in an Action Plan in Pontiac; and,
WHEREAS, the budget amendment to this award will increase budgeted revenues for Fiscal Year 2024 - 2025 in the amount of \$1,473,045 to the Federal Grants Other Fund in General Ledger Account Number: 260-000-532.000 CDBG24 and increase the following expense accounts:

- 260-699-897.000-CDBG24 \$273,045 Program Administration Cost
- 260-699-897.000-CDBG24 \$100,000 Down Payment Assistance Home
- 260-699-897.000-CDBG24 \$700,000 CDBG Home Repair Program
- 260-699-897.000-CDBG24 \$400,000 Building Facade Improvement-CDBG

WHEREAS, the Finance Director is authorized to make the necessary budgetary adjustment to reflect this amendment; and
NOW, THEREFORE BE IT RESOLVED, that the Pontiac City Council hereby approves \$1,473,045 budget amendment for the Grants Philanthropy Department for Administration, Down Payment Assistance, CDBG HOME Repair Program and Building Facade Improvement-CDBG for All grant.

Ayes: James, Jones, McGuinness, Parker, Rutherford, Carrington, and Goodman
No: None
Resolution Passed

Motion to Postpone Indefinitely the Resolution to authorize the City Clerk to Post Notice of a Budget Amendment to Increase Budgeted Revenues in the amount of \$1,473.045 to the General Ledger Fund in Account Number 260-000-532.000-CDBG24 \$1,473,045 Federal Grant Others. Moved by Councilperson Rutherford and seconded by Councilperson Jones.

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

Councilman Mikal Goodman left the meeting.

Finance Department

25-17 **Resolution Authorizing the Entering into Contract with Rehmann Group for Expanded City Financial Operations Services.** Moved by Councilperson Rutherford and seconded by Councilperson Jones. Discussion.

Motion to amend Resolution Authorizing the Entering into Contract with Rehmann Group for Expanded City Financial Operations Services. Moved by Councilperson Jones and seconded by Councilperson Parker,

NOW, THEREFORE, BE IT RESOLVED by the Pontiac City Council that the Mayor or Mayor's Designee is hereby authorized to ~~engage in~~ execute the attached contract ~~negotiations~~ with Rehmann ~~for a contract~~ in the amount exceeding \$500,000 for a term from February 1, 2025, to December 31, 2026, with automatic 1-year renewals.

Ayes: Rutherford, Carrington, James, Jones, McGuinness, and Parker

No: None

Motion Carried

Motion to amend Resolution Authorizing the Entering into Contract with Rehmann Group for Expanded City Financial Operations Services. Moved by Councilperson Rutherford and seconded by Councilperson Carrington.

~~FUTHER RESOLVED, that upon conclusion of negotiations, the contract will be presented to City Council for final approval.~~

AND FURTHER RESOLVED, that the total amount of expenditures to Rehmann is cap at \$100,000 per month.

Ayes: Carrington, James, Jones, McGuinness, Parker, and Rutherford

No: None

Motion Carried

Motion to amend Resolution Authorizing the Entering into Contract with Rehmann Group for Expanded City Financial Operations Services. Moved by Councilperson Carrington and seconded by Councilperson Jones.

AND FURTHER RESOLVED, that the Administration shall report to the full City Council in writing on the total monthly expenditures totals with the Rehmann Group Contract.

Ayes: James, Jones, McGuinness, Parker, Rutherford, and Carrington

No: None

Motion Carried

25-17 **Amended Resolution Authorizing the Entering into Contract with Rehmann Group for Expanded City Financial Operations Services.** Moved by Councilperson Rutherford and seconded by Councilperson Jones.

WHEREAS, the administration has entered into a contract with Rehmann for accounting services dated November 26, 2024; and

WHEREAS, there is a need for expanded services from Rehmann; and

WHEREAS, this agreement supersedes the November 26, 2024, agreement; and

WHEREAS, the expanded services include accounts payable/ receivable, adjusting journal entries, audit preparation, budget adjustments, bank reconciliations, financial reporting, general ledger accounting, grant accounting, payroll, and strategic management; and

WHEREAS, the contract allows for a renegotiation of terms if the City hires a Finance Director; and

WHEREAS the contract allows for a no penalty termination if after hiring a new Finance Director, the acceptable terms cannot be reached;

WHEREAS, the new contract with Rehmann shall commence on February 1, 2025, and shall terminate on December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Pontiac City Council that the Mayor or Mayor's Designee is hereby authorized to execute the attached contract with Rehmann in the amount exceeding \$500,000 for a term from February 1, 2025, to December 31, 2026, with automatic 1-year renewals.

FURTHER RESOLVED, that the expanded contract will cover professional procurement services on an as-needed basis with a focus on best practices, policy, and procedural changes to improve the procurement department.

AND FURTHER RESOLVED, that the total amount of expenditures to Rehmann is cap at \$100,000 per month

AND FURTHER RESOLVED, that the Administration shall report to the full City Council in writing on the total monthly expenditures totals with the Rehmann Group Contract.

Ayes: Parker, Rutherford, Carrington, James, Jones, and McGuinness

No: None

Resolution Passed

Human Resource

25-18 **Resolution to Approve a Budget Amendment for Fiscal Year 2024-25 in the Amount of \$170,000 to Compensate Employees for their Unused Sick Time. The Funds for this will be Drawn from Accrued Wages Vacation and Sick Leave Reserve Account (629-000-257.009) and Placed into Sick and Vacation Leave Payoff Expense Account (629-898-708.011) for Disbursement.** Moved by Councilperson Jones and seconded by Councilperson Parker. Discussion.

Motion to amended Resolution to Approve a Budget Amendment for Fiscal Year 2024-25 in the Amount of \$170,000 \$500,000 to Compensate Employees for their Unused Sick Time. The Funds for this will be Drawn from Accrued Wages Vacation and Sick Leave Reserve Account (629-000-257.009) and Placed into Sick and Vacation Leave Payoff Expense Account (629-898-708.011) for Disbursement. Moved by Councilperson Rutherford and seconded by Councilperson Jones.

NOW, THEREFORE BE IT RESOLVED, that the Pontiac City Council hereby approves \$170,000 \$500,000 budget amendment for the HR Department for payout of sick time.

Ayes: Jones, McGuinness, Parker, Rutherford, Carrington, and James

No: None

Motion Carried

Motion to amended Resolution to Approve a Budget Amendment for Fiscal Year 2024-25 in the Amount of \$170,000 \$500,000 to Compensate Employees for their Unused Sick Time. The Funds for this will be Drawn from Accrued Wages Vacation and Sick Leave Reserve Account (629-000-257.009) and Placed into Sick and Vacation Leave Payoff Expense Account (629-898-708.011) for Disbursement. Moved by Councilperson Rutherford and seconded by Councilperson Parker.

~~WHEREAS, the city plans to compensate employees for their unused sick time in accordance with the current payout policy; and,~~

~~WHEREAS, it is estimated that the cost to pay out employees based on the current policy is does not~~

exceed \$168,017.06; \$500,000 and,

Ayes: McGuinness, Parker, Rutherford, Carrington, James, and Jones

No: None

Motion Carried

25-18 **Amended Resolution to Approve a Budget Amendment for Fiscal Year 2024-25 in the Amount of \$500,000 to Compensate Employees for their Unused Sick Time. The Funds for this will be Drawn from Accrued Wages Vacation and Sick Leave Reserve Account (629-000-257.009) and Placed into Sick and Vacation Leave Payoff Expense Account (629-898-708.011) for Disbursement.** Moved by Councilperson Jones and seconded by Councilperson Parker.

WHEREAS, the City of Pontiac is changing to Paid Time Off (PTO) system from a sick and vacation system; and

WHEREAS, it is estimated that the cost to payout employees does not exceed \$500,000; and,

WHEREAS, the funds for this will be drawn from accrued wages vacation and sick leave reserve account (629-000-257.009) and placed into sick and vacation leave payoff expense account (629-898-708.011) for disbursement; and

WHEREAS, accrued wages vacation and sick leave reserve account (629-000-257.009) has a current balance of over \$1M; and

NOW, THEREFORE BE IT RESOLVED, that the Pontiac City Council hereby approves \$500,000 budget amendment for the HR Department for payout of sick time.

Ayes: James, Jones, McGuinness, Parker, Rutherford, Carrington, and Goodman

No: None

Resolution Passed

Suspend the Rules

Motion to suspend the rules to add a discussion on streetlights out. Moved by Councilperson Jones and seconded by Councilperson Rutherford.

Ayes: Carrington, James, Jones, McGuinness, Parker, and Rutherford

No: None

Motion Carried

Discussions

Congratulations to the Pontiac Middle School Boys 8th Grade Basketball Team's Strong Season

Resolving City of Pontiac Retiree Benefits Expansion Status Update

Finance Department Reorganization, Leadership Status Update

Council Redistricting Process Status Update

Current Extreme Cold Weather Conditions in om City

Streetlights Out (**Agenda Add-on**)

Public Communications

City Council

Closing Comments

Councilwoman Milanna Jones, Councilman William Parker Jr., Councilwoman Kathalee James, Councilwoman Melanie Rutherford, Council President Pro-Tem William Carrington, and President Mike McGuinness

Adjournment

Motion to adjourn the meeting. Moved by Councilperson Jones and seconded by Councilperson Parker.

Ayes: Goodman, James, Jones, McGuinness, Parker and Rutherford

No: None

Motion Carried

Council President Mike McGuinness adjourned the meeting at 12:14 a.m.

Garland S. Doyle
City Clerk

EXHIBIT A:

Pontiac City Council Rules and Procedures

January 21, 2025

All meetings of the City Council will be held in compliance with state statutes, including the Open Meetings Act, 1976 PA 267 as amended, and with these rules.

Meeting Times

The City Council meetings will be on Tuesdays beginning at 6:00 p.m. at Pontiac City Hall in the Council Chambers for regular meetings, unless otherwise scheduled by resolution of the Council. The Annual Meeting Schedule will be adopted by City Council

Regular Meeting

During the Regular Meetings the City Council shall proceed through the regular agenda and take action on agenda items.

Special Meetings

A Special Meeting may be called by the Mayor, or any two Members of Council. A 24 hours written notice to each Member of the Council served personally or left at the Councilmember's usual place of residence is required. However, any Special Meeting at which all Councilmembers are present or have given written consent shall be a legal meeting for such purposes, without such written notice. Special Meeting notices shall state the purpose of the meeting. No official action shall be transacted at any Special Meeting of the Council unless the item has been stated in the notice of such meeting.

Posting Requirements for Regular and Special Meetings

A. Within ten (10) days after the first meeting of the Council following the election, a public notice stating the dates, times, and places of the regular monthly Council meetings will be posted at the City Clerk's Office and on the City's website.

B. For a rescheduled Regular or Special Meeting of the Council, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting at the City Clerk's Office and on the City's website. Special Meeting notices shall also state the purpose of the meeting.

C. The notice described above is not required for a meeting of the Council in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds of the members of the Council

determine that a delay would be detrimental to the City's efforts in responding to a threat.

Minutes of Regular and Special Meetings

The City Clerk shall attend the Council meetings and record all proceedings and resolutions of the Council in accordance with the Open Meetings Act. In absence of the Clerk, the Deputy Clerk shall perform the Clerk's duties. At a minimum, the Minutes shall indicate the date, place, type (Regular or Special), and time of meeting; the names of all elected City officials present at Roll Call; the name and time of arrival of any elected City official not present at Roll Call; the name and time of departure of any elected City official before adjournment; the maker and supporter of all motions and resolutions which are voted upon by the Council; and indication of how each Council member present voted on a motion or resolution; the call of the presiding official as to the passage or failure of the motion or resolution; and the time of adjournment.

For public comment, only the name of individuals speaking need be included in the Minutes. For a public hearing, the name of the person addressing the Council and the topic of the comments need be included in the Minutes.

Meetings to be Public

All Regular and Special meetings of the Council shall be open to the public. Citizens shall have a reasonable opportunity to be heard in accordance with such rules and regulations as the Council may determine, except that the meetings may be closed to the public and the media in accordance with the Open Meetings Act.

All official meetings of the Council and its committees shall be open to the public, freely subject to recording by radio, television, and photographic services at any time provided that such arrangements do not interfere with the orderly conduct of the meetings.

Meeting Agendas

An agenda for each Regular Council meeting shall be prepared by the City Clerk with the following order of business:

1. Call to Order
2. Invocation
3. Pledge of Allegiance to the Flag of the United States
4. Moment of Silence
5. Roll Call
6. Authorization to Excuse Members from the Meeting

7. Amendments to and Approval of the Agenda
8. Approval of Consent Agenda
9. Special Presentations (If Any)
10. Public Comment (3 Minute Time Limit)
11. Public Hearings (If Any)
11. Recognition of Elected Officials (If Any)
12. Agenda Address (2 Minute Limit)
13. Agenda Items
14. Subcommittee Reports (As Needed)
15. Discussions (As Needed)
16. Mayor, Clerk, and Council Closing Comments (7 Minute Limit for Mayor; 3 Minute Limit Clerk, Council)
16. Adjournment

All items presented to the City Council for action shall be placed on the first possible Agenda by the City Clerk. The deadline to submit an item to the Clerk for placement on the Agenda shall be 12:00 Noon on the Thursday before a Regular Meeting. The Clerk shall distribute the Agenda by email no later than 5:00 p.m. on the Friday before a Regular Meeting. Complete Agenda packets, excluding confidential information, shall be posted on the City's website concurrent with distribution of the Agenda packet to Councilmembers and to the Mayor.

Any Councilmember shall have the right to propose an amendment to the Agenda prior to the Approval of the Agenda being voted upon; if a majority of the Council approves an amendment (or multiple amendments), the amended Agenda with the incorporated change(s) is the Agenda under consideration for Approval near the beginning of the Regular Meeting. Motions to amend the Agenda are not debatable prior to being voted upon by the Council.

Any Special Presentations with prepared materials must have copies provided to the Councilmembers and Mayor prior to the beginning of the presentation, either in digital or printed format.

Agenda Distribution

The City Clerk is responsible for the Agenda distribution, which is emailed to each Councilmember and to the Mayor forty. eight (48) hours or more prior to each Regular

Council Meeting. In addition, the Clerk shall post each Agenda to the City's website forty-eight (48) hours prior to each meeting for the purpose of public access. Agendas for Special Meetings shall be distributed with the notice of Special Meeting and posted on the City's website.

Quorum

A majority of the entire elected or appointed and sworn Members of the Council shall constitute a Quorum for the transaction of business at all Council Meetings. In the absence of a Quorum, a lesser number may adjourn any meeting to a later time or date with appropriate public notice.

Council Attendance at Meetings

City Councilmembers are expected to attend Council Meetings to the best of their ability. Council is empowered by Article III - Legislative Branch of the City Charter to adjourn a meeting if a Quorum is not present and compel attendance in a manner prescribed by its ordinance.

City Council may vote to excuse a Councilmember's absence with a stated reason for the absence. In the event that a Member's absences are excessive, then that Council seat will be declared vacant in accordance with the Charter.

Mayor Attendance at Meetings

Per the City Charter, the Mayor or Deputy Mayor can attend all Meetings of the Council and respond to questions from Councilmembers and Citizens, and make reports and present proposals. The Mayor or Deputy Mayor may be recognized to speak on Council Agenda items.

Council Leadership

There shall be a City Council President and a City Council President Pro Tem. The Council President and Council President Pro Tem roles will be determined by a majority roll call vote of City Councilmembers present and serving at the first meeting of the new City Council at the beginning of the new Council's term. In order to be eligible to serve as President or President Pro Tem, one must be a sitting City Councilperson.

Per the Pontiac City Council, the Council President is a full-time employment position.

The President or the President Pro Tern may be removed by an affirmative Roll Call vote of a two-thirds majority of Councilmembers serving; such a removal may occur at a Regular Meeting throughout the year during this Council Session. In the event that either or both positions are vacant following a removal, then an election for that vacant

leadership position shall be the next item of business to take place on the Meeting Agenda following the removal.

Presiding Officer

The Presiding Officer shall be responsible for enforcing these Rules and Procedures, and for enforcing orderly conduct at Council Meetings. The Council President is ordinarily the Presiding Officer. If the Council President is absent, the Council President Pro Tern will serve as Presiding Officer. In the absence of both the Council President and the

Disorderly Conduct

The Presiding Officer may call to order any person who is being disorderly by speaking out of order or otherwise disrupting the proceedings, failing to be germane, speaking longer than the allotted time, or speaking vulgarities. Such person shall be seated until the Presiding Officer determines whether the person is in order.

Closed Meetings

Closed Meetings may be held only for the reasons authorized in the Open Meetings Act, which are the following:

- A. To consider the dismissal, suspension, or disciplining of, or the hear complaints or charges brought against a public officer, employee, staff member, or individual agent when the name person requests a Closed Meeting.
- B. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement when either negotiating party requests a closed hearing.
- C. To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
- D. To consult with the municipal attorney or another attorney regarding trial or settlement strategy in connection with specific pending litigation, but only when an open meeting would have a detrimental financial effect on the litigating or settlement position of the Council.
- E. To review the specific contents of an application for employment or appointment to a public office when a candidate requests that the application remain confidential. However, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.
- F. To consider material exempt from discussion or disclosure by state or federal statute.

Calling Closed Meetings

At a Regular or Special Meeting, the Councilmembers elected or appointed and serving, by a two-thirds Roll Call vote may call a Closed Session under the conditions outlined in the Open Meetings Act. The Roll Call vote and purpose(s) for calling the Closed Meeting shall be entered into the Minutes of the public part of the Meeting at which the vote is taken.

Minutes of Closed Meetings

A separate set of Minutes shall be taken by the City Clerk or the designated secretary of the Council at the Closed Session. These Minutes will be retained by the Clerk, shall not be available to the public, and shall only be disclosed if required by civil action, as authorized by the Michigan Open Meetings Act. These Minutes may be destroyed one year and one day after approval of the Minutes of the Regular Meeting at which the Closed Session was approved.

Parliamentary Procedure

The rules of Parliamentary Procedure, as contained in the most recent edition of Robert's Rules of Order Newly Revised, shall govern the Council in all cases in which they are applicable, provided they are not in conflict with these rules, City ordinances, or applicable state statutes. The Council may also enlist the services of a Parliamentarian to assist the Council with use of Parliamentary Procedure. If enlisted, the Parliamentarian shall be a Professional Registered Parliamentarian with the National Association of Parliamentarians. The Presiding Officer shall preserve order and decorum and may speak to Points of Order in preference to other Councilmembers. If a Point of Order is given, it should not exceed two (2) minutes.

Conduct of Discussion

During Council discussion and debate, no Councilmember shall speak until recognized for that purpose by the Presiding Officer. After such recognition, the Councilmember shall confine discussion to the question at hand and to its merits and shall not be interrupted except by a Point of Order or Privilege raised by another Councilmember. Councilmembers should address their remarks to the Presiding Officer, maintain a courteous tone, and avoid interjecting a personal note into debate. Councilmembers may decide by a majority vote to limit or determine the time to be devoted to the discussion of a pending motion or item for discussion.

Ordinances and Resolutions

A vote on all Ordinances and Resolutions shall be taken by a Roll Call vote and entered in the Minutes unless it is a unanimous vote. If the vote is unanimous, it shall be necessary

only to so state in the Minutes, unless a Roll Call vote is required by law or by Council rules.

Voting Procedure

In all Roll Call votes, the names of the members of the Council shall be called in rotating alphabetical order. Interruptions during an active voting procedure are permitted only before any Councilmember has cast their vote. A Councilmember has a right to change their vote during the voting process up until the result of the vote is announced. Once the result of a vote is announced, a Councilmember may only change their vote if unanimous consent by the remaining Councilmembers present is granted. A Councilmember does not have the right to explain why they are voting a certain way, or to offer the rationale for their vote during the voting procedure. Except as otherwise specified in the City Charter or in matters pertaining to a direct financial conflict of interest, no Councilmember shall abstain from voting on any question.

Citizen Participation

Each Regular and Special Council Meeting Agenda shall provide reserved time for citizen participation. During citizen participation, each individual shall address the City Council in an orderly and dignified manner and shall not engage in conduct or language that disrupts, makes fun of, or otherwise impedes the orderly conduct of the Council Meeting. In addition, members of the audience shall not engage in disorderly or boisterous activity including but not limited to: the utterance of loud, obnoxious, threatening, or abusive language, cheering, whistling, or any other acts that disturb, disrupt, or impede, or otherwise interfere with the orderly conduct of the Council Meeting

Agenda Address

The Council has included in its Agenda a time for Agenda Address. Agenda Address will allow a citizen to comment on Agenda Items on the Agenda for that applicable Council Meeting. A person addressing the Council will have two (2) minutes to complete the Agenda Address. All individuals wishing to participate in the Agenda Address are requested to fill out an Agenda Address Card, which will be made available in the City Clerk's Office. The Agenda Address Card shall require the person to identify themselves, a method of contact, and the subject matter of their comments and such other information the Council President may require. Those who have submitted an Agenda Address Card to speak must be present in the Council Chambers when their name is called or they will forfeit their opportunity for Agenda Address.

Public Comment

The Council has included in its Agenda a time for Public Comments. The Public Comment portion of the Agenda will allow individuals to comment on items not specific

to Agenda Items. Individuals addressing the Council will have three (3) minutes to complete Public Comment. At the Public Comment portion of the Agenda, the Presiding Officer has the flexibility to determine whether the allotted time for each speaker should be limited to less than three minutes.

All individuals wishing to speak during Public Comment are requested to sign up at the Public Comment Sign-In Sheet, which will be located in the Council Chambers on a clipboard. The Public Comment Sign-In Sheet shall require an individual to identify themselves, a method of contact, and the subject matter of their comments, and such other information the Council President may require. The Public Comment Sign-In Sheet will be picked up before the Call of Order of the Meeting. If an individual's name is not on the Public Comment Sign-In Sheet once picked up, they will not be allowed to speak during Public Comment.

Individuals who have submitted their information on the Sign-In Sheet to speak must be present in the Council Chambers when their name is called, or they will lose their turn to speak. An individual recognized to speak during Public Comment may not yield their time to another individual.

During Public Comment, Councilmembers shall not respond to any speaker. Responses to Public Comments are appropriate during Closing Comments prior to the adjournment of the Meeting. During Public Comment, speakers shall not expressly advocate a vote for or against a candidate or ballot issue, per Section 57 of the Michigan Campaign Finance Act.

Council Committees

The Council establishes Committees to increase the efficiency of their research, review, oversight, and planning. A Committee shall be comprised of three (3) Councilmembers, and one (1) alternate Councilmember who may attend if a regular member is unable to attend. Councilmembers shall be appointed to Committees by the Council President. The Council President shall designate which Councilmember shall serve as Chair for that Committee. Committee assignments shall be for the length of one (1) year, and all assignments shall be revisited the month of January of each year; Councilmembers may be reappointed to the same Committee assignment for multiple years in a row, however. The Council President shall fill any Committee vacancies.

Committees may determine the date and time of their meetings; however, Committee meetings at which City of Pontiac Department Heads will be present shall be scheduled at a time mutually acceptable to both the Committee and the Department Head. Committees can discuss current or prospective policy with Department Heads or other participating City employees. Committees cannot make final decisions, but may recommend actions to the full Council.

Standing Committees

Standing Committees will meet once a month, or as needed. The Council's Standing Committees shall be the following:

A. Communications, Engagement & Operations - Information Technology, Public Access Cable, Municipal Communications, Branding, Marketing, Citizen Engagement, Youth In Government, Internal Council Operations

B. Economic Development, Housing & Planning - Economic Growth, Building and Planning, Zoning and Land Use, Housing Policies, Review of Proposed Residential and Commercial Developments

C. Facilities & Property - City-Owned Land and Sites, Consideration of Future Real Estate Transactions, Municipal Facilities Management and Maintenance (e.g. City Hall, Senior Centers)

D. Finance & Personnel- Reviewing Financial Reports, Reviewing Proposed Budgets, Auditing and Accounting Needs, Human Resources Needs and Systems, Hiring Processes and Considerations

E. Law & The Courts - Municipal Legal Contracts, Operations and Functions of 50th District Courthouse, Communication and Coordination with District Court Judges and Court Staff

F. Parks, Recreation & Public Works - Municipal Parks, Public Trails, Greenspaces, Forestry, Youth and Community Recreation Services, Road Infrastructure, Water Infrastructure, Department of Public Works Services

G. Public Safety, Health & Wellness - Reviewing Law Enforcement Services, Fire Safety, Emergency Medical Transport Service Providers, Public Health & Safety Strategies, Community Mental Health Services

The Committee's above descriptive text found in these Rules shall not be construed as the full breadth or limitations of a Committee's possible areas of research or review.

Special Committees

Special Committees may be established for a specific period of time by the Council President or by a Resolution of the Council, which specifies the tasks(s) of the Special Committee and the date of its dissolution. Special Committees shall present reports in the same manner as Standing Committees.

Committee Reports

Council Committees shall present both oral and written reports. The Committee shall designate a Member to prepare the written report for the Committee, if City Council staff is not in a position to draft and submit minutes for Council consideration. The written report shall indicate the date and time of the Committee meeting, all persons present, and the subject matter of discussion with some detail. If a Committee is making a recommendation to the full Council, then at least two of the three Councilmembers on that Committee must be noted as being in support of the recommendation.

Suspension or Modification of These Rules

The Rules of the Council may be suspended for a specified portion of a Meeting by an affirmative vote of two-thirds of the Councilmembers present except that Council actions shall conform to state statutes and to the Michigan and United States Constitutions. During the month of January of each year, the Council shall conduct an Annual Review of these Rules and may revise them by a majority vote of Councilmembers.

City of Pontiac, Michigan Job Description

Job Title: Council President
Department: City Council
Reports To: City Council

POSITION SUMMARY

Leading the Pontiac City Council and supervising the staff, operations, and initiatives of the Council.

SUPERVISORY RESPONSIBILITIES

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

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

- Preside at All City Council Meetings
- Set the City Council Meeting Agendas
- Enforce All Council Rules and Procedures
- Enforce City Council Code of Ethics
- Serve as City Council Department Head with City
- Supervise City Council Departmental Budget
- Approve Council District Project Proposals
- Authorize Council Budget Requisitions
- Approve Emergency Spending Authorization Requests
- Supervise City Council Departmental Staff
- Supervise Pontiac City Clerk and Clerk's Office
- Appoint Council Subcommittee Chairs
- Assign Council Subcommittee Assignments
- Ensure Progress and Growth of Council Subcommittees
- Regularly Interface with Administration on Behalf of Council
- Meet Weekly w. Mayor, Deputy to Review Agenda Requests
- Inform City Council of Anticipated Council Agenda Items
- Ensure Annual Council Priorities are Determined, Pushed

- Track Open Items of Business, Broader City Needs
- Speak to News Media on Behalf of City, Behalf of City Council
- Ensure Regular Professional Development, Training Occurs
- Oversee Hiring of City Council Chief of Staff
- Frequent Coordination with City Council Chief of Staff
- Coordinate Drafting of Council-Originated Legislation
- Draft Council Resolutions and Amendments (as needed)
- Coordinate Council-wide Strategic Community Engagement
- Lead Council-wide Community Engagement Sessions
- Authorization of City Council Budgetary Spending
- Advising and Approving of City Council Materials, Publications
- Tracking Council Decisions on Annual Basis
- Assisting Councilmembers with Reporting to Residents
- Fielding Community Inquiries About Council Operations
- Directing Community Inquiries About Council Recognitions
- Submit Council Requests to City Attorney for Legal Review
- Other Duties, As Assigned by City Council

***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 Council reserves the right at its discretion to alter, amend, or modify this description.*

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

Recommended Knowledge, Skills, Abilities

- Knowledge of municipal operations, processes and procedures and municipal organizations, methods, and practices, as well as knowledge of relevant state and federal regulations
- Skill in use of Microsoft Office Programs Word, Excel, PowerPoint and other programs that are determined to be essential to the efficient and effective performance of the job
- Ability to solve problems in a timely manner, managing own time and the time of staff
- Ability to work effectively with City officials, employees and general public

- Ability to effectively present information in one-on-one and small group situations
- Ability to respond to inquiries or complaints from citizens or regulatory agencies
- Ability to produce written documents using proper sentence construction, punctuation and grammar and to understand oral and written instructions
- Ability to analyze a variety of administrative problems and to make problem-solving recommendations
- Ability to read, analyze and interpret basic laws, rules and regulations affecting municipal government
- Ability to effectively prepare, communicate, present and respond to executive management, public groups, boards, commissions and other branches of government
- Ability to solve practical problems and handle changing situations

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; 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 thoroughness.

Cost Consciousness - Works within approved budget; 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; 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

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 see, talk and hear. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 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.

This employee is primarily in an office environment with extensive use of written documents, computer and telephone. Employee will also have frequent contact with City officials, employees and the general public. The noise level in the work environment is moderate. Remote work opportunities during the work