

# PONTIAC CITY COUNCIL

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



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

*It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."*

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

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

11<sup>th</sup> Session of the 11<sup>th</sup> Council

March 15, 2022 at 6:00 P.M.

Meeting Location: City Council Chambers 47450 Woodward Pontiac, MI 48342

Meeting Agenda

**Call to Order**

**Invocation**

**Pledge of Allegiance to the Flag of the United States**

**Roll Call**

**Authorization to Excuse Councilmembers from the Meeting**

**Amendments to and Approval of the Agenda**

**Approval of the Consent Agenda**

- A. March 8, 2022 City Council Meeting Minutes
- B. March 7, 2022 Economic Development, Housing & Planning Subcommittee Meeting Minutes
- C. March 10, 2022 Finance & Personnel Subcommittee Meeting Minutes
- D. March 10, 2022 Public Safety, Health & Wellness Subcommittee Meeting Minutes

**Recognition of Elected Officials**

**Agenda Address (Two Minutes Time Limit)**

**Agenda Items**

**Resolutions**

**Department of Public Works (DPW)**

1. Resolution to Authorize the Department of Public Works to Apply for Michigan Department of Transportation (MDOT) Local Bridge Program Funds for Expansion Joint Replacement and Capital Preventive Maintenance of the Martin Luther King (MLK) Jr Blvd over the Grand Trunk Western Railroad Bridge, MLK Jr Blvd over the Clinton River Bridge, and Paddock St. over the Clinton River Bridge for Fiscal Year 2025 (*Discussion*)
2. Resolution to Approve for Fiscal Year 2021-22 the position of DPW Superintendent with an annual salary of \$72,000 (*Discussion*)

**Finance**

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

716.000 Medical Insurance \$2,000 (*Discussion and Action*)

4. Resolution to Authorize the City Clerk to Publish the Notice of a Proposed Budget Amendment for Fiscal Year 2021-22 Transfer \$15,250 out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance. This budget proposed budget amendment is to fund the Public Relations/Events Specialist position in the Mayor's Office. (*Discussion and Action*)

**Mayor's Office**

5. Resolution to Approve a New Position for Fiscal Year 2021-22 within the Mayor's Office; Public Relations/Event Specialist at an annual salary of \$50,000 (*Discussion*)

**Planning**

6. Resolution to approve Zoning Map Amendment [ZMA 22-01] at 788 E Walton Blvd, PIN 64-14-16-226-015 from R-3 Multiple Family Dwelling to C-3 Corridor Commercial Zoning District (*Discussion*)

**Youth Recreation**

7. Resolution to approve the increase of the Youth Recreation Manager's maximum annual salary for fiscal year 2021-2022 up to \$65,000 (*Discussion*)

**Public Comment (Three Minutes Time Limit)**

**Closing Comments**

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

**Adjournment**

# **CONSENT AGENDA**

**A**

**Official Proceedings  
Pontiac City Council  
10<sup>th</sup> Session of the Eleventh Council**

**Call to order**

A Meeting of the City Council of Pontiac, Michigan was called to order at the City Hall Council Chambers, 47450 Woodward Ave Pontiac, MI 48342 on Tuesday, March 8, 2022 at 6:00 p.m. by Council President Mike McGuinness.

**Invocation** – Pastor Kathy Dessureau, Pontiac, Michigan

**Pledge of Allegiance to the Flag of the United States**

**Moment of Silence**

**Roll Call**

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

Mayor Greimel was present.  
A quorum was announced.

**Amendments to and Approval of the Agenda**

**Motion to approve the agenda and add a resolution #4 Honoring the Life and Work of Neil Munro.** Moved by Councilperson Parker and second by Councilperson Rutherford.

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

**Motion Carried**

**Motion to move Special Presentation C – Pontiac United Black History Creative Contest Award Winners after approval of the Consent Agenda.** Moved by Councilperson Rutherford and second by Councilperson Goodman.

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

**Motion Carried**

**Motion to approve the amended agenda.** Move by Councilperson Rutherford and second by Councilperson Goodman.

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

**Motion Carried**

**Consent Agenda**

22-76 **Resolution to approve the consent agenda for March 8, 2022.** Moved by Councilperson Rutherford and second by Councilperson Nicholson.

Whereas, the City Council has reviewed the consent agenda for March 8, 2022.

Now, Therefore, Be It Resolved that the City Council approves the consent agenda for March 8, 2022 including the March 1, 2022 Meeting Minutes, February 25, 2022 Facilities & Property Subcommittee Meeting Minutes, February 25, 2022 Communication, Engagement & Operations Subcommittee Meeting Minutes and February 28, 2022 Parks, Recreation and Public Works Subcommittee Meeting Minutes.

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

No: None

**Resolution Passed.**

### **Special Presentation**

- C. Pontiac United Black History Creative Contest Award Winners  
Presentation Presenter: Traciee Hirsch, Pontiac United

Council President McGuinness gave point of privilege to Kermit Williams to ask Council to take pictures with the Students Award Winners

Council President McGuinness recess at 6:35 p.m.

Council President McGuinness reconvene meeting at 6: 45 p.m.

### **Subcommittee Reports**

- A. Communications, Engagement & Operations – Chair Goodman
- B. Economic Development, Housing & Planning – Chair McGuinness
- C. Facilities & Property – Chair Carrington
- D. Finance & Personnel – Chair Nicholson
- E. Law & The Courts – Chair Parker
- F. Parks, recreation & Public Works – Chair James
- G. Public Safety, Health & Wellness – Chair Carrington

### **Special Presentations Cont.**

- A. Resources for Pontiac Small Businesses  
Presentation Presenter: Olga Martinez
- B. Amazon Hiring Opportunities in Pontiac

**Recognition of Elected Officials** – Gill Garrett, President of the Pontiac School Board

### **Agenda Address**

1. Deirdre Waterman addressed Subcommittee Report C – Facilities & Properties
2. Pastor Kathy Dessureau addressed Discussion Item – Pontiac Skate Park Project

### **Discussion**

Pontiac Skate Park Project Site Selection Process

### **Agenda Items**

#### **Resolutions**

City Council

22-77

**Resolution Reappointing James Walker and John White as Citizens Trustees to the GERS Board of Trustees.** Moved by Councilperson Carrington and second by Councilperson Rutherford. Discussion.

WHEREAS, The Retirement System Ordinance vests with the Pontiac City Council the authority to appoint Citizen Trustees to the Retirement Boards; and,

WHEREAS, the terms of two appointees, James Walker and John White will expire on March 31, 2022; and,

WHEREAS, Mr. Walker and Mr. White are Pontiac citizens who have given of their time to effectively represent their fellow Pontiac citizens on the Retirement Boards; and,

WHEREAS, the Boards of the City of Pontiac General Employees' Retirement System (GERS) and the City of Pontiac Reestablished General Employees' Retirement System have recommended that both Trustees be reappointed; and,

WHEREAS, both Mr. Walker and Mr. White have expressed their willingness to continue serving the citizens of Pontiac on the Boards;

NOW, THEREFORE BE IT RESOLVED, the Pontiac City Council hereby reappoints James Walker and John White to serve as Citizen Trustees to the GERS and Reestablished GERS Boards for a four-year term beginning April 1, 2022 and expiring on March 31, 2026; and

FURTHER RESOLVED, the Pontiac City Council expresses our gratitude to Mr. Walker and Mr. White for their public service to the City of Pontiac and sincerely thanks them both for their willingness to continue serving.

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

No: None

**Resolution Passed**

22-78            **Resolution Honoring Pontiac's First Black Female Attorney Eloise Williams.**

Moved by Councilperson Rutherford and second by Councilperson Carrington. Discussion.

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

Whereas women were previously turned away from law school, but have made substantial strides in the field of law and now represent approximately half of law students in the United States, and there are many women in the Pontiac community who are thriving in the legal profession;

Whereas Ms. Eloise Williams grew up in Pontiac, Michigan and attended Pontiac's public schools, graduated from Pontiac Central High School in 1971, graduated from the University of Michigan in 1975, and graduated from Wayne State University Law School with her Juris Doctorate in 1978;

Whereas Ms. Williams became the first Black, female lawyer from Pontiac, Michigan and practiced law for 21 years with multiple prominent Pontiac law firms through the years;

Whereas Ms. Williams then successfully went through Oakland University's Accelerated Master of Education program, intentionally going back to teach in the same Pontiac schools she attended, including Jefferson Junior High School;

Whereas Ms. Williams consistently demonstrated a spirit of service, compassion, caring, giving, and uplifting others – especially children – and had a long track record of community involvement, political activism, active church engagement, and devoted love to all of her many family members;

Whereas Ms. Williams passed away in 2014 at the far-too-young age of 60, but continues to be remembered fondly for her trailblazing and awe-inspiring life;

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

Therefore, Be It Resolved, the Pontiac City Council hereby celebrates the achievements of trailblazing attorney Eloise Williams; and further

Resolved, the City Council honors the contributions and sacrifices she made to uplift other Pontiac residents, inspire other women, and nurture the children throughout our community; and further

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

Resolved, the City Council encourages Pontiac residents to learn about Ms. Eloise Williams, to reflect on her legacy, and keep the spirit of her memory alive; and further

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

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

No: None

**Resolution Passed**

22-79            **Resolution Acknowledging Mittens for Detroit Distribution to Pontiac Students.** Moved by Councilperson Parker and second by Councilperson Goodman. Discussion.

Whereas the City of Pontiac, Michigan is benefited by many nonprofit organizations from our city and region that positively impact the lives of Pontiac residents and work to help others in need;

Whereas Mittens for Detroit is a 501(c)3 nonprofit organization in the State of Michigan with the purpose of collecting, purchasing, and distributing new mittens and gloves to children, teens, and adults in underserved communities throughout our region;

Whereas Mittens for Detroit generously partnered with the School District of the City of Pontiac to successfully, distribute free pairs of new gloves and mittens to every student in every school;

Whereas multiple businesses with operations in the City of Pontiac financially supported this initiative and enlisted their employees to help with distribution;

Therefore, Be It Resolved, the Pontiac City Council acknowledges the philanthropic efforts of Mittens for Detroit in providing free gloves and mittens to as many children throughout the Pontiac community as possible; and further

Resolved, the City Council sincerely thanks Mittens for Detroit, the School District of the City of Pontiac, and the multiple Pontiac businesses who participated for their continued work to bring resources to the children of Pontiac; and further

Resolved, we commend the School District of the City of Pontiac for consistently engaging with new community partners to benefit Pontiac students; and further

Resolved, we welcome future opportunities for our community to partner with Mittens for Detroit to provide gloves and mittens to even more Pontiac residents; and further

Resolved, the City Council shall deliver a copy of this Resolution to the School District of the City of Pontiac Board of Education and to the Mittens for Detroit leadership.

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

No: None

**Resolution Passed**

22-80            **Add-on Resolution Honoring the Life and Work of Neil Munro.** Moved by Councilperson Nicholson and second by Councilperson Goodman. Discussion.

Whereas the City of Pontiac, Michigan is benefited by many nonprofit organizations from our city and region that positively impact the lives of Pontiac residents and work to help others in need;

Whereas Mittens for Detroit is a 501(c)3 nonprofit organization in the State of Michigan with the purpose of collecting, purchasing, and distributing new mittens and gloves to children, teens, and adults in underserved communities throughout our region;

Whereas Mittens for Detroit generously partnered with the School District of the City of Pontiac to successfully, distribute free pairs of new gloves and mittens to every student in every school;

Whereas multiple businesses with operations in the City of Pontiac financially supported this initiative and enlisted their employees to help with distribution;

Therefore, Be It Resolved, the Pontiac City Council acknowledges the philanthropic efforts of Mittens for Detroit in providing free gloves and mittens to as many children throughout the Pontiac community as

possible; and further

Resolved, the City Council sincerely thanks Mittens for Detroit, the School District of the City of Pontiac, and the multiple Pontiac businesses who participated for their continued work to bring resources to the children of Pontiac; and further

Resolved, we commend the School District of the City of Pontiac for consistently engaging with new community partners to benefit Pontiac students; and further

Resolved, we welcome future opportunities for our community to partner with Mittens for Detroit to provide gloves and mittens to even more Pontiac residents; and further

Resolved, the City Council shall deliver a copy of this Resolution to the School District of the City of Pontiac Board of Education and to the Mittens for Detroit leadership.

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

No: None

**Resolution Passed**

### **Public Comment**

Six (6) individuals addressed the body during public comment.

1. Deirdre Waterman
2. Chuck Johnson
3. Pastor Kathy Dessureau
4. Billie Swazer
5. H. Bill Maxey
6. James Sabisch

### **Mayor, Clerk and Council Closing Comments**

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

### **Adjournment**

**Motion to adjourn the meeting.** Moved by Councilperson Nicholson and second by Councilperson Carrington.

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

No: None

**Motion Carried**

Council President Mike McGuinness adjourned the meeting at 8:48 p.m.

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Sheila R Grandison  
Deputy City Clerk



# **CONSENT AGENDA**

## **B**

# ECONOMIC DEVELOPMENT, HOUSING & PLANNING SUBCOMMITTEE

## MARCH 7, 2022 MEETING MINUTES

Meeting Held at Pontiac City Hall, 47450 Woodward Avenue, Pontiac, Michigan in the Council Conference Room

Meeting Called to Order at 9:00 a.m.

In Attendance:

- Councilmembers Mike McGuinness (Chair), Mikal Goodman, Brett Nicholson
- Deputy Mayor Khalfani Stephens; Legislative Counsel Monique Sharpe; Vern Gustafsson, Planning; Mike Wilson, Building; Natalie Broda, Pontiac Housing Commission; Ron Gay, Community Member

Returning Business Discussed:

- Administration Reorganization of Related Departments
- Administration's Identified Needs for Strengthening Departments
- Rehabilitation Agreements Ordinance Modernization
- Rental Property Registration Fees and Penalty Fines
- Community Development Block Grants In-House Administration
- Habitat for Humanity Future Collaboration Opportunities
- Pontiac Housing Commission Annual Reports Requested
- Redevelopment Ready Community Status, Needed Next Steps
- Further Requests from Staff to Strengthen, Create Pertinent Ordinances

New Business Discussed:

- Cultural and Heritage District Request, Ron Gay
- Source of Income Discrimination Ordinance Prospect

Standing Updates Given:

- Recent Business Licenses Issued
- Residential Developments Underway

*Developments Discussed: Fieldstone Expansion, Stonegate Expansion, Winston Commons, American House Senior Apartments, 24 Bloomfield, Westwood Apartments, Carriage Place Apartments Renovation by the Housing Commission*

- Commercial Developments Underway

*Developments Discussed: Webster Community Center, 640 W. Huron; Storage One Expansion, 788 E. Walton; Baldwin Avenue Quick Stop, 1272 Baldwin; McLaren Oakland Hospital, Downtown; Kevadiya, 100 N. Saginaw Street Downtown*

- Industrial Developments Underway

*Developments Discussed: Oakland Logistics Park, S. Opdyke Road; Vacant Land at Glenwood North of Montcalm Under Potential Consideration*

Items for Future Consideration by the Subcommittee were Discussed. Next Meeting is Monday, April 4, 2022 at 9:00 a.m. in the Council Conference Room.

Public Comment: Opportunity for Public Comment Offered. There were No Requests for Public Comment.

Meeting Adjourned at 10:00 a.m.

# **CONSENT AGENDA**

**C**

## **FINANCE & PERSONNEL SUBCOMMITTEE MINUTES**

Meeting held at Pontiac City Hall, 47450 Woodward Avenue, Pontiac, Michigan in the  
City Council Conference Room

**March 10, 2022 Meeting**

**Meeting started at 2:00 p.m.**

### **In attendance:**

Council members: Chair Brett Nicholson, Kathalee James, and William Parker, Jr.

Mayor: Tim Greimel

Deputy Mayor: Khalfani Stephens

Finance Director: Darin Carrington

Legislative Counsel: Monique Sharpe

### **Finance**

- 1. Standing Items**
  - a. January Financials
- 2. Current Spending Philosophy**
- 3. Budget Update**
  - a. Revenue Opportunities-Fees
  - b. Millage Orientation/Discussion
- 4. Audit Update**

### **Human Resource Update**

- 1. Positions Open/New Hires**
- 2. RFP Update**

Public Comment: No requests for Public Comment at the meeting.

**Meeting Adjourned at 3:45 p.m.**

# **CONSENT AGENDA D**

## PUBLIC SAFETY, HEALTH & WELLNESS COUNCIL SUBCOMMITTEE

### MARCH 10, 2022 MEETING MINUTES

Meeting Held at Pontiac City Hall, 47450 Woodward Avenue, Pontiac, Michigan in the Council Conference Room

Meeting Called to Order at 4:30 p.m.

#### Attendance:

Councilmembers: Pro Tem William Carrington (Chair), Kathalee James, President Mike McGuinness  
Monique Sharpe, Pontiac City Council Legislative Counsel  
Chief Matt Covey, Waterford Regional Fire Department  
Deputy Chief Carl Wallace, Waterford Regional Fire Department  
Sergeant Stephen Law, Oakland County Sheriff Department  
Deputy Sam James, Oakland County Sheriff Department  
Lt. Stephen Jacobs, Oakland County Sheriff Department  
Lt. Steve Schneider, Oakland County Sheriff Department  
Regina Campbell, Community Member

#### Returning Business Discussed:

- Proactive Local Recruitment, Retention Efforts by Waterford Regional Fire Department
- Proactive Local Recruitment Efforts by Oakland County Sheriff Department
- Investigation Update for 821 St. Clair Street Fire in January 2022
- Progress on File of Life Magnetic Cards from Sheriff Department

#### New Business Discussed:

- Oakland County Sheriff Department Community Policing Team Strategy
  - Sheriff Deputy Assigned to Downtown Pontiac for Coming Months
  - FLOCK Camera Systems Pilot Program Possibility
  - Safety Concerns Expressed by Residents at South Kiwanis Park
  - Review of Crime Data to Focus in on Geographic Concentration Areas of Concern
  - Sheriff's Community Policing Team Easter Egg Hunt April 9 at Hawthorne Park
- Request for Easter Baskets donated by Council Members for prizes, needed by March 25*

#### Standing Updates Given:

- Oakland County Sheriff's Department Crime Statistics for February 2022
- Latest Response Times to Calls by Oakland County Sheriff Department
- Waterford Regional Fire Department Monthly Report for February 2022
- Latest Response Times to Calls by Waterford Regional Fire Department

Items for Potential Future Consideration by the Subcommittee were Discussed.

Public Comment: Opportunity for Public Comment Offered. No Requests for Public Comment.

Meeting Adjourned at 5:50 p.m.

**#1**

**RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

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

**FROM:** Abdul H. Siddiqui, City Engineer

**DATE:** March 15, 2022

**RE: MDOT Local Bridge Program Applications for FY25**

The City of Pontiac has been notified that the Michigan Department of Transportation (MDOT) is accepting applications for FY 2025 Local Bridge Program funding. Through required inspections, the following three bridges have been identified as possible candidates for rehabilitation:

- MLK Jr Blvd over Grand Trunk Western Railroad: Expansion joint replacement and capital preventive maintenance
- MLK Jr Blvd over Clinton River: Expansion joint replacement and capital preventive maintenance
- Paddock St over Clinton River: Capital preventive maintenance

Selected projects that include structure rehabilitation, replacement, and approach construction may be eligible for a maximum of 95 percent participation from federal and/or state funds. If the City is awarded funding for one or all of the referenced bridges, the funding will be made available during the 2025 fiscal year.

Please be advised, with insufficient internal funding sources for bridge rehabilitation and/or replacement, it is in the City's best interest to apply for said funds.

Based on the information above, it is the recommendation of the Department of Public Works that the City Council authorize the Department of Public Works to apply for Local Bridge Program funding for FY 2025.

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

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

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

AHS



**#2**

# **RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Finance Department*

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**TO:** City Council President Mike McGuinness and City Council Members

**FROM:** Mayor Tim Greimel

**CC:** Deputy Mayor Khalfani Stephens and Darin Carrington, Finance Director

**DATE:** March 11, 2022

**RE:** **Resolution to approve allocation of \$30,000 for the remainder of Fiscal Year 2021-22 to fund the position of Superintendent in the Department of Public Works**

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As the Administration continues with its transition efforts we are working to ensure that City departments are staffed at an adequate level and with the necessary positions. The current fiscal year budget does not provide any funding for the already created position of Superintendent within the Department of Public Works (DPW). The Administration recently appointed an interim director for DPW who then vacated the position of deputy director.

It is the Administration's desire to hire a Superintendent in DPW to help with the department's operations. Additionally, the position of Deputy Director would remain vacant for the remainder of this current fiscal year. The funding for the Deputy Director's position has already been appropriated by City Council. We are seeking to re-allocate these funds from the Deputy Director's position to fund the Superintendent's position for the remainder of this fiscal year. To implement this move, we are hereby seeking Council's approval of the following resolution.



**Resolution to approve allocation of \$30,000 for the remainder of Fiscal Year 2021-22 to fund the position of Superintendent in the Department of Public Works**

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

*Whereas, the City has previously created the position of Superintendent in the Department of Public Works but this position was not funded for the Fiscal Year 2021-22; and*

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

*Whereas, Administration desires to now hire someone for the position of Superintendent - DPW; and*

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

*NOW THEREFORE be resolved that the City Council hereby approves the position of Superintendent-DPW with an annual salary of \$72,000*

**#3**

**RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Finance Department*

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**TO:** City Council President Mike McGuinness and City Council Members

**FROM:** Tim Greimel, Mayor

**CC:** Darin Carrington, Finance Director and Deputy Mayor Khalfani Stephens

**DATE:** March 1, 2022

**RE:** **Resolution to approve a budget amendment for Fiscal Year 2021-22 to allocate a total of \$35,000 to the General Fund – Mayor’s Department to fund new staff positions**

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As the Administration is continuing transition efforts, I would like to request to make changes to the positions in the Executive Office. Currently, two positions from the Economic Development Department are serving as administrative support for the Executive Office. This is both unsustainable and inefficient. In order to better serve the citizens of Pontiac, I would like to add the following positions to the Executive Office org chart – *Executive Office Coordinator* at an annual salary of \$55,000 and *Constituent Services Manager* at an annual salary of \$45,000.

Once both positions are created, they also need to be funded. I therefore submit the following resolution for your consideration:

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

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

*Whereas, the positions of Executive Office Coordinator and Constituent Services Manager were not included in the original budget; and*

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

*Whereas, the Administration is proposing to the City Council to add the positions of Executive Office Coordinator at an annual salary of \$55,000 and Constituent Services Manager at an annual salary of \$45,000 and, in order to fund these positions, to increase the appropriations for the current year FY 2021-2022 in the amount of \$33,000 to the General Fund–Mayor’s Department Salaries & Wages GL Account 101-171-702.000 and \$2,000 to GL Account 101-171-715.000-FICA City Contributions and \$2,000 to GL Account 101-171-716.000-Medical Insurance; and*

*Whereas, to fund this additional appropriation, \$37,000 is transferred out of the General Fund–Fund Balance GL account 101-000-390.000 and \$33,000 is transferred to the General Fund–Mayor’s Department GL Account 101-171-702.000 Salaries & Wages and \$2,000 is transferred to GL Account 101-171-715.000 and \$2,000 to GL Account 101-171-716.000-Medical Insurance;*

*NOW THEREFORE be resolved that the City Council hereby approves the amendment for the Fiscal Year 2021-22 Budget as requested by the Administration*

*transferring \$37,000 out of the General Fund-Fund Balance GL Account 101-000-390.000 and \$33,000 is transferred into General Fund–Mayor’s Department Salaries & Wages GL Account 101-171-702.000 and \$2,000 is transferred to GL Account 101-171-715.000 and \$2,000 to GL Account 101-171-716.000-Medical Insurance.*

***This item cannot be approved until after the resolution to authorize the City Clerk to publish the notice of the budget amendment has been approved and one week after the publication of the notice. It takes 5 votes to approve a budget amendment.***

**#4**

**RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Finance Department*

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**TO:** City Council President Mike McGuinness and City Council Members

**FROM:** Mayor Tim Greimel

**CC:** Deputy Mayor Khalfani Stephens and Darin Carrington, Finance Director

**DATE:** March 11, 2022

**RE:** **Resolution to approve a budget amendment for Fiscal Year 2021-22 to allocate a total \$15,250 to the General Fund – to fund new staff position**

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As the Administration continues with its transition efforts and works to ensure that the City's Administration is sufficiently staffed, I am requesting to add a new position to the City's overall organizational chart. The position is PR & Events Specialist in the Mayor's Department at an annual salary of \$50,000.

Once the position is created, it also needs to be funded for the remainder of this current fiscal year. I therefore submit the attached resolution for your consideration.

Attachment





***Resolution to approve a budget amendment for Fiscal Year 2021-22 to allocate a total \$15,250 to the General Fund – to fund new staff position***

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

*Whereas, the Administration has requested the creation of the position of PR & Events Specialist and the City Council hereby approves the creation of this new position; and*

*Whereas, the position of PR & Events Specialist was not included in the original budget; and*

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

*Whereas, the Administration is proposing to the City Council to add the position of PR & Events Specialist in the Mayor's Department at an annual salary of \$50,000; and*

*Whereas, to fund the additional appropriations for the PR & Events Specialist position, \$15,250 is transferred out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance*

*NOW THEREFORE be it resolved that the City Council hereby approves the amendment for the Fiscal Year 2021-22 Budget as requested by the Administration transferring \$15,250 out of the General Fund-Fund Balance GL account 101-000-390.000 and \$12,500 is transferred to the General Fund GL Account 101-171-702.000 Salaries & Wages and \$1,250 is transferred to GL Account 101-171-715.000-FICA and \$1,500 to GL Account 101-171-716.000-Medical Insurance*

***This item cannot be approved until after the resolution to authorize the City Clerk to publish the notice of the budget amendment has been approved and one week after the publication of the notice. It takes 5 votes to approve a budget amendment.***

**#5**

# **RESOLUTION**



# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

---

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

**FROM:** Mayor Tim Greimel

**DATE:** March 15, 2022

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

---

Honorable Council President and Members of the City Council:

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

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

Attachments



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

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

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

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

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

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**City of Pontiac  
PR and Events Specialist**

*FLSA:* Administrative exemption

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

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

**Supervision**

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

*Supervision Given:* none

**Job Environment**

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

**Essential Functions**

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

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

**Typical Assignments**

*Administration*

- 

*Communication*

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

**Recommended Minimal Qualifications**

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

## DRAFT

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

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

#### *Knowledge:*

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

#### *Ability:*

- Ability to understand, speak, and write in the English language.
- Ability to understand, speak, and write in the Spanish language. (preferred)
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
  
- Ability to follow complex instructions.
- Ability to type to meet standards in giving out information and referring callers.
- Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

#### *Skills:*

- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

### **Physical Requirements**

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

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds, frequently lift items up to 25 pounds, and occasionally lift or move items up to 50 pounds; be able to clearly hear constituents when

DRAFT

speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

The City of Pontiac is an Equal Opportunity Employer

**#6**

# **RESOLUTION**





**CITY OF PONTIAC**  
**Department of Building Safety & Planning**  
**PLANNING DIVISION**  
47450 Woodward Ave | Pontiac, Michigan 48342  
TELEPHONE: 248.758.2811

*Mayor Tim Greimel*

**TO:** HONORABLE MAYOR GREIMEL, COUNCIL PRESIDENT MCGUINNESS & PONTIAC CITY COUNCIL

**FROM:** VERN GUSTAFSSON | PLANNING & DEVELOPMENT MANAGER

**SUBJECT:** ZMA 22-01 ZONING MAP AMENDMENT  
ABC ENTERPRISE, INC. – RAVDEEPS CHERA  
788 E WALTON BLVD | 64-14-16-226-015  
R-3 MULTIPLE FAMILY DWELLING TO C-3 CORRIDOR COMMERCIAL

**DATE:** MARCH 7, 2022

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

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

**Master Plan**

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

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

### **Surrounding Existing Zoning Districts**

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

### **Rezoning Criteria**

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

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

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

Proposed Resolution

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

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

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

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

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

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



# Application for Zoning Map Amendment

City of Pontiac

Office of Land Use and Strategic Planning

47450 Woodward Ave, Pontiac, MI 48342

T: 248.758.2800

F: 248.758.2827

Property/Project Address: 788 E. Walton Blvd.

Sidwell Number: 14-16-226-015

Date: 2-14-2022

Office Use Only

PF Number: \_\_\_\_\_

**Instructions:** Completed applications with appropriate fee shall be submitted to the Office of Land Use and Strategic Planning at least **30 days** prior to the regularly scheduled Planning Commission meeting. Applications must be complete in all respects with supporting documents such as site plan, property survey etc. Planning staff will schedule the application for consideration by the Planning Commission in accordance with the attached schedule. Incomplete applications will delay the review process.

**Applicant (please print or type)**

Name	ABC Enterprise, Inc. - Ravdeep S. Chera		
Address	2680 WHITNEY PLACE		
City	FORT GRATIOT		
State	MI		
ZIP Code	48059		
Telephone	Main: 905 848 4878	Cell:	Fax: 905 418 0428
E-Mail	rchera@cheralawoffice.com		

**Project and Property Information**

Name of Proposed Development: Storage One

The subject property is location at 788 E. Walton Blvd. on the N / S / E / W side of Walton Blvd. between Joslyn Avenue and Giddings Road.

The property is zoned: R-3 Residential

Proposed Zoning District: C-3 Corridor Commerical

It is proposed that the property will be used as: Self-storage (existing use)

The subject property is legally described as follows (include sidwell numbers):

14-16-226-015: T3N, R10E, SEC 16 PART OF E 1/2 OF NE 1/4 OF NE 1/4 BEG AT PT DIST S 02-01-52 E 60 FT FROM NE SEC COR, TH S 02-01-52 E T048.73 FT, TH S 87-29-00 W 668.07 FT, TH N 01-49-20 W 899.65 FT, TH N 87-59-24 E 448.98 FT, TH N 01-49-20 W 155 FT, TH N 87-59-24 E 215.22 FT TO BEG 14.48 A 12-23-04 FR 012 & 013

**Property Owner Information**

Name	ABC Enterprise, Inc.- Ranjit (Robin) Chera		
Address	2680 WHITNEY PLACE		
City	FORT GRATIOT		
State	MI		
ZIP Code	48059		
Telephone	Main: 905 848 4878	Cell: 810-986-3147	Fax: 905 418 0428
E-Mail	storage1robin@gmail.com		

Are you the  Owner \_\_\_\_\_ Agent/rep. of the owner \_\_\_\_\_ Other \_\_\_\_\_

**The proposed will be used for the following purpose (provide as much detail as possible with photographs, sketches, site plans, written documents, etc.).**

Proposed re-zoning to accompany site improvement plans.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**State the reason for the Zoning Map Amendment, particularly the manner in which the City will benefit if the amendment is approved and why such change will not be detrimental to the public welfare and/or the property rights of other persons located in the vicinity of the site.**

Re-zoning request required by City of Pontiac Planning Department. No changes to existing 'use' are proposed.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ranjit Chera  
**Signature of Owner**

Ravdeep Chera  
**Signature of Applicant**

State of Michigan  
 County of Oakland

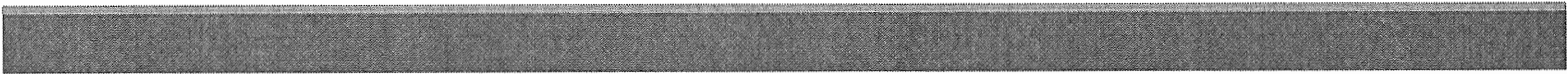
On this \_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_, before me personally appeared the above named person, who being duly sworn, stated he/she has read the foregoing application, by him/her signed, and know the contents thereof, and that the same is true of his/her own knowledge, except as to the matters therein stated to be upon information and belief and so as to those matters he/she believes it to be true.

\_\_\_\_\_  
 Notary Public, Oakland County, Michigan  
 My Commission Expires: \_\_\_\_\_

# City Council Meeting

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MARCH 15, 2022



# ZMA 22-01 Zoning Map Amendment

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Storage One | Self-Storage/Mini-Warehouse


788 E. Walton Blvd

PIN 64-14-16-226-015

Current Zoning: R-3 Multiple Family Dwelling

Proposed Zoning: C-3 Corridor Commercial

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



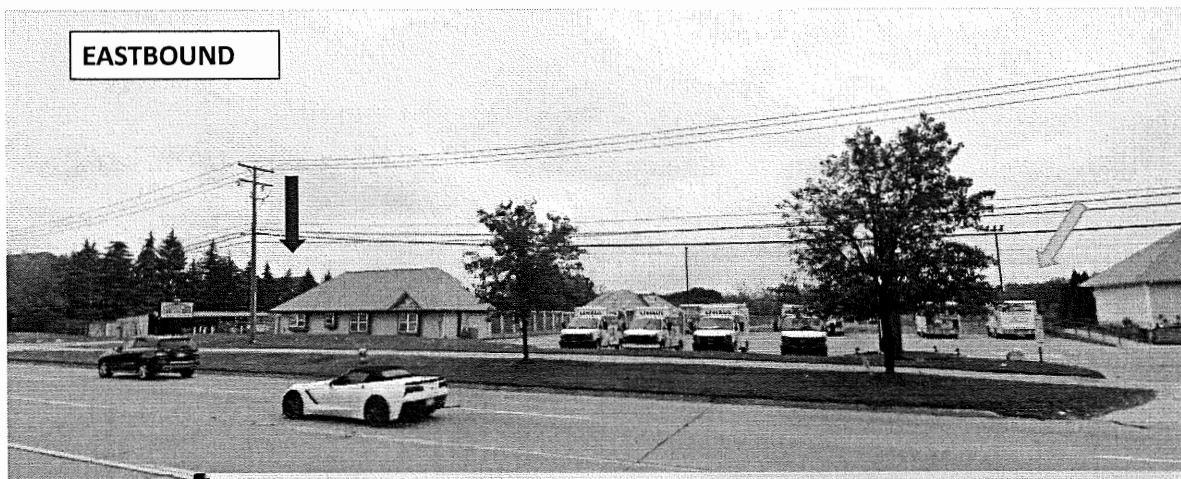
# Site Location

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EASTBOUND



WESTBOUND



# ZMA 22-01 Existing Zoning

## **R-3 Multiple Family Dwelling District**

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



# ZMA 22-01 Proposed Zoning

## **C-3 Corridor Commercial District**

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

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

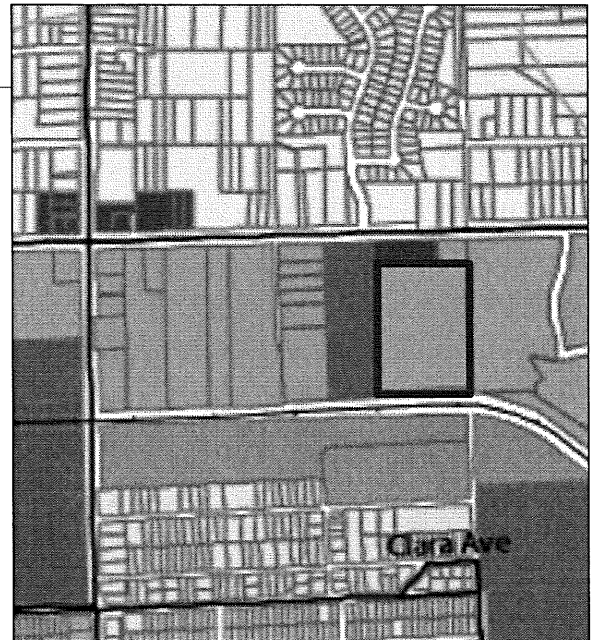


## ZMA 22-01 – Future Land Use

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

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




## Criteria for Zoning Map Amendment - COMPLIES

---

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

## Criteria for Zoning Map Amendment - COMPLIES

---

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

# ZMA 22-01 Zoning Map Amendment

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Storage One | Self-Storage/Mini-Warehouse

788 E. Walton Blvd

PIN 64-14-16-226-015

Current Zoning: R-1 One Family Dwelling District

Proposed Zoning: C-3 Corridor Commercial

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

**#7**

# **RESOLUTION**





# CITY OF PONTIAC

## OFFICIAL MEMORANDUM

*Executive Branch*

---

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

**FROM:** Mayor Tim Greimel

**DATE:** March 15, 2022

**RE: Resolution to Increase the Maximum Annual Salary of Youth Recreation Manager for FY 2021-22**

---

Honorable Council President and Members of the City Council:

As the Administration is continuing transition efforts, I would like to request Council's approval of the increase in the maximum annual salary for the Youth Recreation Manager position for the current fiscal year.

The Youth Recreation Manager's salary was approved during last year's budget discussion for fiscal year 2021-22 at a rate up to \$57,200. In order for the city of Pontiac to offer competitive wages and attract qualified talent it is recommended to increase the annual salary up to a maximum of \$65,000 for the Youth Recreation Manager position for fiscal year 2021-22.

A copy of the job description has been included for your review.

Attachments



## **Resolution to Increase Annual Salary of Youth Recreation Manager**

*Whereas, The City of Pontiac Youth Recreation Manager position is currently vacant, and*

*Whereas, The City will be recruiting to fill the Youth Recreation Manager position, and*

*Whereas, In an effort to offer competitive wages to attract qualified talent, it is recommended to increase the Youth Recreation Manager's maximum annual salary for the current fiscal year,*

*NOW THEREFORE BE IT RESOLVED, that Pontiac City Council hereby approves the increase of the Youth Recreation Manager's maximum annual salary for fiscal year 2021-2022 up to \$65,000.*

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**City of Pontiac  
Youth Recreation Manager**

*FLSA:* Administrative exemption

*Summary:* An incumbent in this position is responsible for organizing, planning, coordinating, and conducting recreational and leisure activities for youth recreation centers.

**Supervision**

*Supervision Received:* Works independently under the broad general supervision of the DPW Director *Supervision Given:* Will supervise recreation center staff.

**Job Environment**

- • The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- • Operates PC-based computer system and other office equipment.
- • Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- • Has access to public information files in the computer systems.
- • Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- • When representing the City at events outside of the office, the environment may include indoor or outdoor

venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

**Essential Functions**

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

- • Develop, organize, promote and implement youth recreation programs.
- • Develop and enforce recreation rules and regulations.
- • Prepare reports and schedules for events.
- • Prepare schedule for part-time staff and volunteers.
- • Plan a variety of activities catering to different groups and varying degrees of participant skills.
- • Monitor programs and rearrange as necessary.
- • Responsible for opening and closing the facility.
- • Assist in general upkeep of the facility.

**Typical Assignments**

*Administration*

- • Supervise center staff and volunteers.
- • Compile presentations and status reports

Youth Recreation Manager, Page 1 of 3

*Communication*

- • Promote activities offered at the recreation center.
- • Establish and maintain relationships with various groups, participants and the public.
- • Establish and Maintain relationships with other youth organizations.
- • Facilitate and coordinates communication between the DPW Director, Mayor and City Council.
- • Serves as a liaison between the City Hall and constituents.

*Research*

- • Develop and maintain safety policies and procedures for all programs.
- • Develop a system to determine programs desired by residents and youth and the most efficient way to implement them.

**Recommended Minimal Qualifications**

*Education, Training, and Experience:* Bachelor's Degree in Recreation Management, or related field; three years of experience in youth development; or any combination of education and experience to demonstrate knowledge, skill and abilities required for the position; strong preference for candidates with demonstrated success in designing and implementing new youth programs. Demonstrated experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work; valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

**Knowledge, Ability, and Skill:**

*Knowledge:*

- • Familiarity with the organizational structure and operations of the City.
- • Strong knowledge of recreation activities, equipment and materials.
- • Strong knowledge of implementing recreational programs.
- • Some knowledge of training and supervisory techniques.
- • Some knowledge of employee policies and procedures.
- • Working knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.
- • Working knowledge of various elements of programs such as, arts & crafts, sports, ad games, dramatics, music, hobbies, clubs, dance and special features.

*Ability:*

- • Ability to understand, speak, and write in the English language.
- • Ability to read and interpret documents and write routine reports and correspondence.
- • Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- • Ability to perform multiple tasks accurately and efficiently under time constraints.
- • Ability to work both independently and cooperatively.
- • Ability to exercise professional judgment and maintain confidentiality when necessary.
- • Ability to apply the overall mission of a department to make executive support decisions.

## DRAFT

- • Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- • Ability to apply instructions and guidelines in the disposition of problems.
- • Ability to follow complex instructions.
- • Ability to type to meet standards in giving out information and referring callers.
- • Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.
- • Ability to direct, review, and evaluate the work of other employees or volunteers, as required.
- • Ability to make decisions and take necessary actions.
- • Ability to maintain composure during stressful situations.
- • Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

### *Skills:*

- Computer skills that encompass effective use of word processing, spreadsheet, email, and Internet browser software.

### **Physical Requirements**

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

Minimal physical effort required to perform work under typical office conditions. While performing the duties of this job, the employee is regularly required to sit and stand; must regularly lift and or move items up to ten pounds, frequently lift items up to 25 pounds, and occasionally lift or move items up to 50 pounds; be able to clearly hear constituents when speaking in person or on the telephone. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

The City of Pontiac is an Equal Opportunity Employer