

NOTICE OF PONTIAC CITY COUNCIL MEETING
June 8, 2021
at 6:00 p.m.

THE MEETING WILL BE HELD ELECTRONICALLY

The City Council of the City of Pontiac will hold a Formal Meeting on June 8, 2021 at 6:00 p.m. This meeting will be held electronically as allowed by the amended Open Meetings Act and in compliance with the City of Pontiac Electronic Meeting Policy. The agenda for the Formal Meeting is attached. The Pontiac City Council gives notice of the following:

1. **Procedures.** The meeting will be conducted on zoom.us.
When: June 8, 2021 06:00 PM Eastern Time (U.S.A.)
Topic: 236th Session of the 10th Council
Please click the link below to join the webinar:
<https://zoom.us/j/98405471974?pwd=aGxVa0Jib1dFTTI5NGV5eVlwZ3pKdz09>
Passcode: 016635
Or Telephone:
Dial 1 312 626 6799
Webinar ID: 984 0547 1974
Passcode: 016635

The public may view the meeting electronically through
<http://pontiac.mi.us/council/pontiactv/index.php>

2. **Public Comment.** For individuals who desire to make a public comment, please log onto the meeting using the zoom meeting link above. When the City Council reaches the public comment portion of the meeting, please raise your hand if you wish to speak during public comment. When your name is called, please unmute yourself and you will be given three minutes to speak. If you are accessing the meeting by phone, the Council President will ask are there any members of the public who are joining the meeting by phone who would like to make a public comment. Public comments are limited to three (3) minutes.

3. **Persons with Disabilities.** Persons with disabilities may participate in the meeting through the methods set forth in paragraph 2. Individuals with disabilities requiring auxiliary aids or services in order to attend electronically should notify the Interim City Clerk, Garland Doyle at (248) 758-3200 or clerk@pontiac.mi.us at least 24 hours in advance of the meeting.

Dated 6-4-2021, 5:00 p.m.

Garland S. Doyle, Interim City Clerk

City of Pontiac

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

PONTIAC CITY COUNCIL

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



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

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

Website: <http://pontiaccityclerk.com/city-council-meetings>

Sheila Grandison, MiPMC
Deputy City Clerk

FORMAL MEETING

June 8, 2021

6:00 P.M.

236th Session of the 10th Council

Call to order

Invocation

Pledge of Allegiance

Roll Call

Authorization to Excuse Councilmembers

Approval of the Agenda

Approval of the Minutes

1. May 24, 2021 Special Meeting on the Budget
2. May 25, 2021 Special Meeting on the Budget
3. May 26, 2021 Special Meeting on the Budget
4. May 27, 2021 Special Meeting on the Budget
5. June 1, 2021 Special Meeting on the Budget
6. June 1, 2021 Study Session
7. June 2, 2021 Special Meeting on the Budget
8. June 3, 2021 Special Meeting on the Budget

Subcommittee Report

9. Department of Public Works (DPW)- May 28, 2021

Special Presentations (Presentations are limited to 10 minutes.)

10. Anti-Dumping Campaign
Presentation Presenters: Mayor Waterman and Patrick Brzozowski, Code Enforcement Manager
11. City of Pontiac Emergency Disaster Plan
Presentation Presenters: Mayor Waterman, Allen Cooley, Deputy Director, Department of Public Works (DPW) and Abdul Siddiqui, City Engineer, DPW

Communication

12. 10th Pontiac City Council Rules (**Council President Williams asked that a copy of the rules be included in the agenda packet. The rules prohibit the public from making an endorsement or supporting a political candidate during public comment.**)

Recognition Elected Officials

Agenda Address

Agenda Items

Ordinance

13. Adoption of an Ordinance regarding Parking of Commercial Vehicles and Other Specified Vehicles and Equipment on Residential Streets Prohibited; Taxicab Exception; Parking of Commercial Streets for One Hour Permitted; Exceptions; Temporary Parking Motor Homes, Pickup Campers, and Coupled Trailer Coaches on Residential Street Permitted

Resolutions

Cable

14. Resolution to approve broadcast upgrades with Comcast Cable in the Amount of \$16,572.87, and Filmtools in the Amount of \$149,283.00 to complete the transition from analog to fiber-based broadcasting services

Community and Economic Development

15. Resolution to approve a contract between the City of Pontiac and Phillip Clay/Ghebre Selassie to serve as to serve as advisors to assess the need and requirements for the City to resume federal aid and foundation grant administration not to exceed \$65,000.00. **(The City received a \$100,000 grant from the Community Foundation for Southeast Michigan to support the project.)**
16. Resolution to approve a contract between the City of Pontiac and BakerTilly to serve as advisors and provide training in the management of federal aid and foundation grant administration not to exceed \$65,000.00. **(The City received a \$100,000 grant from the Community Foundation for Southeast Michigan to support the project.)**

Department of Public Works (DPW)

17. Resolution to approve the updated MDOT resolution-form 2207B
18. Resolution to approve Gallogly Maintenance Agreement between the Road Commission for Oakland County (RCOC) and City of Pontiac for Gallogly Road

Finance

19. Resolution to approve the proposed Tax Millage Rate for Fiscal Year 2021-2022

Public Comment

Mayor, Clerk and Council Closing Comments

Adjournment

Upcoming City Council Meeting

June 15, 2021 (The entire agenda for this meeting is reserved for discussion on the proposed 2021-22 Budget.)

Upcoming Special Presentation

June 22, 2021

Office of City Clerk Medical Marihuana Update

#1

MINUTES

**Official Proceedings
Pontiac City Council
227th Session of the Tenth Council**

Call to order

A Special Meeting on the Budget of the City Council of Pontiac, Michigan was called to order electronically, on Monday, May 24, 2021 at 9:04 a.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Carter	Remotely	Pontiac, Oakland County, MI
Miller	Remotely	Pontiac, Oakland County, MI
Pietila	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Taylor-Burks	Remotely	Pontiac, Oakland County, MI
Waterman	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.
Clerk announced a quorum.

Department Hearings

1. Fire (Waterford Regional)
2. Public Safety (Oakland County Sheriff)

21-147 **Motion to change the time from 5:00 p.m. to 4:00 p.m. for Special Meeting on the Budget Hearing scheduled May 25, 2021.** Moved by Councilperson Pietila and second by Councilperson Waterman.

Ayes: Miller, Pietila, Shramski, Taylor-Burks, Waterman, Williams and Carter
No: None
Motion Carried

21-148 **Motion to adjourn the meeting due to not being streamed for citizens and other viewers.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

Ayes: Shramski, Taylor-Burks, Waterman, Williams, Carter and Miller
No: Pietila
Motion Carried

Public Comment

No public comment

Adjournment

Council President Kermit Williams adjourned the meeting at 10:38 a.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

DRAFT

#2

MINUTES

**Official Proceedings
Pontiac City Council
228th Session of the Tenth Council**

Call to order

A Special Meeting on the Budget of the City Council of Pontiac, Michigan was called to order electronically, on Tuesday, May 25, 2021 at 4:02 p.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Miller	Remotely	Pontiac, Oakland County, MI
Pietila	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Taylor-Burks	Remotely	Pontiac, Oakland County, MI
Waterman	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.
Clerk announced a quorum.

Excuse Councilmembers

21-149 **Excuse Councilmember Randy Carter for personal reasons.** Moved by Councilperson Pietila and second by Councilperson Waterman.

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

No: None

Motion Carried

Department Hearings

1. Department of Public Works (DPW)
2. Building (Wade Trim) budget hearing rescheduled on June 1, 2021 at 3:00 p.m.
3. City Clerk budget hearing rescheduled on June 1, 2021 at 4:00 p.m.

Public Comment

No public comment

Adjournment

Council President Kermit Williams adjourned the meeting at 5:44 p.m.

SHEILA R. GRANDISON
DEPUTY CITY CLERK

#3

MINUTES

**Official Proceedings
Pontiac City Council
230th Session of the Tenth Council**

Call to order

A Special Meeting on the Budget of the City Council of Pontiac, Michigan was called to order electronically, on Wednesday, May 26, 2021 at 9:00 a.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Carter	Remotely	Pontiac, Oakland County, MI
Pietila	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.
Clerk announced a quorum.

Department Hearings

1. Clerk, Elections and Marihuana Regulations
(The Clerk has asked for his hearings to be rescheduled)
2. Youth Recreation
3. Senior Citizens

Councilwoman Gloria Miller arrived remotely from Pontiac, Oakland County, MI at 10:27 a.m.

Amendments to the Agenda

21-150 **Motion for adjustments to Budget Hearings on June 1, 2021, 50th District Court at 9:00 a.m., Mayor at 10:00 a.m., City Council at 10:30 a.m., Planning/Code Enforcement at 11:00 a.m. and Law (Giarmarco, Mullins and Horton) at 11:30 a.m.** Moved by Councilperson Pietila and second by Councilperson Miller.

Ayes: Miller, Pietila, Shramski, Williams and Carter

No: None

Motion Carried

Public Comment

No public comment

Adjournment

Council President Kermit Williams adjourned the meeting at 11:06 a.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

#4

MINUTES

**Official Proceedings
Pontiac City Council
231st Session of the Tenth Council**

Call to order

A Special Meeting on the Budget of the City Council of Pontiac, Michigan was called to order electronically, on Thursday, May 27, 2021 at 10:00 a.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Miller	Remotely	Pontiac, Oakland County, MI
Pietila	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Taylor-Burks	Remotely	Pontiac, Oakland County, MI
Waterman	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.
Clerk announced a quorum.

Authorization to Excuse Councilmembers

21-151 **Motion to excuse Councilperson Randy carter for personal reasons.** Moved by Councilperson Waterman and second by Councilperson Pietila.

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

No: None

Motion Carried

Department Hearings

1. Finance
 - Human Resources
 - Information Technology (I.T.)
 - Income Tax
 - Treasury

Councilman Randy Carter arrived remotely from Lansing, MI at 10:46 a.m.

2. Community and Economic Development
3. Cable

Public Comment

No public comment

Adjournment

Council President Kermit Williams adjourned the meeting at 11:55 a.m.

**GARLAND S. DOYLE
INTERIM CITY CLERK**

#5

MINUTES

**Official Proceedings
Pontiac City Council
232nd Session of the Tenth Council**

Call to order

A Special Meeting on the Budget of the City Council of Pontiac, Michigan was called to order electronically, on Tuesday, June 1, 2021 at 3:00 p.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Miller	Remotely	Pontiac, Oakland County, MI
Pietila	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Taylor-Burks	Remotely	Pontiac, Oakland County, MI
Waterman	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.
Clerk announced a quorum.

Authorization to Excuse Councilmembers

21-152 **Motion to excuse Councilperson Randy carter for personal reasons.** Moved by Councilperson Miller and second by Councilperson Waterman.

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

No: None

Motion Carried

Department Hearings

1. Building (Wade Trim)
2. City Clerk
 - Elections
 - Marihuana Regulations

Public Hearing

3. Public Hearing on the Proposed 2021-2022 Annual Budget and City Tax Rate opened at 5:02 p.m. closed at 5:04 p.m.

Public Comment

No public comment

Adjournment

Council President Kermit Williams adjourned the meeting at 5:05 p.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

#6

MINUTES

June 1, 2021 Study

**Official Proceedings
Pontiac City Council
233rd Session of the Tenth Council**

Call to order

A Study Session of the City Council of Pontiac, Michigan was called to order electronically, on Tuesday, June 1, 2021 at 6:00 p.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Pietila	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Waterman	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.

Clerk announced a quorum.

Excuse Councilmembers

21-153 **Motion to excuse Councilmember Randy Carter and Doris Taylor-Burks for personal reasons.** Moved by Councilperson Pietila and second by Councilperson Shramski.

Ayes: Miller, Pietila, Shramski, Waterman and Williams

No: None

Motion Carried

Councilwoman Doris Taylor-Burks arrived remotely from Pontiac, Oakland County, MI at 6:05 p.m.

Amendments to the Agenda

21-154 **Motion to defer for one week item #3 (resolution to approve contract between City of Pontiac and Phillip Clay/Ghebre Selassie to serve as advisors not to exceed \$65,000) and item #4 (resolution between City of Pontiac and Baker Tilley to serve as advisors not to exceed \$65,000),** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

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

No: None

Motion Carried

Approval of Amended Agenda

21-155 **Motion to approve Agenda as amended.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried

Approval of Minutes

21-156 **Approve meeting minutes for May 25, 2021.** Moved by Councilperson Taylor-Burks and second by Councilperson Shramski.

June 1, 2021 Study

Ayes: Taylor-Burks, Waterman, Williams, Miller, Pietila and Shramski
No: None
Motion Carried

Public Comments

Two (2) individuals made public comment

Councilwoman Doris Tylor-Burks remotely left the meeting

Suspend the Rules

21-157 **Motion to suspend the rules.** Moved by Councilperson Pietila and second by Councilperson Shramski.

Ayes: Waterman, Pietila and Shramski
No: Williams and Miller
Motion Not Carried

21-158 **Motion to suspend the rules.** Moved by Councilperson Pietila and second by Councilperson Shramski.

Ayes: Williams, Pietila, Shramski, Waterman
No: Miller
Motion Carried

Resolution

21-159 **Resolution to approve contract extension for Right of Way Sign Maintenance Contract with Action Traffic Maintenance Inc. thru January 1, 2022.** Moved by Councilperson Pietila and second by Councilperson Shramski.

Whereas, the City of Pontiac has mutually agreed with Action Traffic Maintenance Inc. to extend the contract for 1 year at current rates;
Whereas, Action Traffic Maintenance Inc. has done exemplary work over the 3 years of their contract;
Whereas, the Department of Public Works is still in need of assistance for "Right of Way Sign Maintenance";
Now, Therefore, Be It Resolved, that the Pontiac City Council authorizes the Mayor to extend the contract with Action Traffic Maintenance Inc. until January 1, 2022.

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

Adjournment

Council President Kermit Williams adjourned the meeting at 7:29 p.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

#7

MINUTES

**Official Proceedings
Pontiac City Council
234th Session of the Tenth Council**

Call to order

A Special Meeting on the Budget of the City Council of Pontiac, Michigan was called to order electronically, on Wednesday, June 2, 2021 at 9:00 a.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Miller	Remotely	Pontiac, Oakland County, MI
Pietila	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Waterman	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.
Clerk announced a quorum.

Authorization to Excuse Councilmembers

21-160 **Motion to excuse Councilperson Randy Carter and Doris Taylor-Burks for personal reasons.** Moved by Councilperson Pietila and second by Councilperson Waterman.

Ayes: Miller, Pietila, Shramski, Waterman and Williams
No: None
Motion Carried

Department Hearings

1. City Council
2. 50th District Court
3. Planning/Code Enforcement
4. Mayor
5. Law (Giarmarco, Mullins and Horton)

Schedule Special Meetings on the Budget

21-161 **Motion to schedule special meeting on the Budget for Tuesday, June 15, 2021 at 3:00 p.m. and Wednesday, June 16, 2021 at 10:00 a.m.** Moved by Councilperson Pietila and second by Councilperson Waterman.

Ayes: Pietila, Shramski, Waterman, Williams and Miller
No: None
Motion Carried

Public Comment

No public comment

June 2, 2021 Special Budget

Adjournment

Council President Kermit Williams adjourned the meeting at 11:23 a.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

DRAFT

#8

MINUTES

**Official Proceedings
Pontiac City Council
235th Session of the Tenth Council**

Call to order

A Special Meeting on the Budget of the City Council of Pontiac, Michigan was called to order electronically, on Thursday, June 3, 2021 at 10:00 a.m. by Council President Kermit Williams.

Roll Call

Members Present	Attendance	Location
Miller	Remotely	Pontiac, Oakland County, MI
Shramski	Remotely	Pontiac, Oakland County, MI
Taylor-Burks	Remotely	Pontiac, Oakland County, MI
Waterman	Remotely	Pontiac, Oakland County, MI
Williams	Remotely	Pontiac, Oakland County, MI

Mayor Waterman was present.
Clerk announced a quorum.

Authorization to Excuse Councilmembers

21-162 **Motion to excuse Councilperson Randy Carter and Mary Pietila for personal reasons.** Moved by Councilperson Taylor-Burks and second by Councilperson Shramski.

Ayes: Miller, Shramski, Taylor-Burks, Waterman and Williams
No: None
Motion Carried

Approval of the Agenda

21-163 **Motion to approve the agenda.** Moved by Councilperson Taylor-Burks and second by Councilperson Waterman.

Ayes: Shramski, Taylor-Burks, Waterman, Williams and Miller
No: None
Motion Carried

Discussions

1. Tax rate and Youth Recreation Millage
2. Landlord Fee

Public Comment

No public comment

Adjournment

Council President Kermit Williams adjourned the meeting at 10:32 a.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

#9

**SUBCOMMITTEE
REPORT**

DEPARTMENT OF PUBLIC WORKS SUBCOMMITTEE NOTES
May 28, 2021

Council members: Chair Doris Taylor-Burks, Megan Shramski and President Kermit Williams
Mayor: Deirdre Waterman
Deputy DPW Director: Al Cooley III
City Engineer: Abdul H Siddiqui, P.E.
Financial Analyst: Felicia Rutledge

Start: 1:00 p.m.

Speed Hump Feasibility

- The cost is roughly \$1,800 for rubber speed humps and with the labor included.
- The installation cost will be about \$2,500 per location, this includes in-house labor.
- The City does not have the staff to accommodate a large number of areas.
- For a large number of areas, it would have to be contracted out and would be more expensive.
- The speed humps are difficult to plow and could not be plowed.
- Consideration: hiring extra Sheriffs for enforcement.
- The City does not have staffing for traffic control vs the speed humps for the maintenance.
- The City cannot utilize local funds (203 gas tax funds) as they are not eligible funds.
- Additional funding would have to come from another source.
- How long does it take for installation? Possibly an hour or two as the rubber is bolted into the pavement. The City Engineer will have to reach back out to Detroit to find out for sure.
- Will look at the streets that need it the most. Again, the speed humps are an additional expense and would have to come from the capital outlay fund or general fund and would have to be budgeted.
- The speed humps can impede plowing or emergency vehicles, so you cannot put them on all streets including the major streets. Only local routes and no emergency routes.
- Consideration: maybe they could be removed before leaf pick-up.
- Do a pilot to see if the rubber cushions are feasible.
- Each Council person can submit 5 streets, then possibly 2 or 3 streets can be selected from each district for a pilot. This will allow DPW to be able to monitor the streets over the year to identify what is feasible.

Sidewalk Maps

Sent

A resolution will be on the upcoming agenda to approve Gallogly Maintenance Agreement between the Road Commission for Oakland County (RCOC) and the City of Pontiac for Gallogly Road. The RCOC has been doing these services for years.

Contract Extensions (Action & Great Lakes)

- Resolution to approve contract extension for Right of Way Sign Maintenance Contract with Action Traffic Maintenance Inc. thru January 1, 2022.
- Contracts to be extended.
- Great Lakes has agreed to continue with the same pricing.
- Action Traffic has also agreed to the same pricing.
- At Menominee and Ottawa, the corner is very dark. The light is in operation. It has been checked twice in the last month. The address is either 179 or 197 Ottawa and it is an old Mercury vapor light.

DOT right away permit for Road Kill will be coming

- That permit is pulled through M-1 and Motor Trend and City has to pull permit.

Beaudette Park

- Code Enforcement, DPW and the Sheriff's Department have been dealing with the issue of the usage of Beaudette Park. Researching it further to come up with a solution as to how the City can assist.
- The Sheriff said a deputy car will be placed there. Code enforcement will be monitoring behavior and documenting.
- A final report given from DPW, Code Enforcement and Sheriff recommendations. A couple of things put in place. A citizens group assembled and a staff person will be assembled there during business hours.
- A meeting will be held on June 7th to discuss what can be done.
- A person running for Council asserted that a council person wants to shut the park down. That is not true. The Council person's life has been threatened. Maybe both the Mayor and Shramski should do a PSA indicating that the intent is not to close the park.

This could be an official way to dissuade people instead of social media. Will take it under consideration. It seems to be alleviated as the Mayor put out a Facebook post. Will do a Town Hall and give input to those who want to be involved. Put out letter at the Pavilion and want to include District 1 residents as well as it shifts between Districts 1 and 2.

- Consideration: put physical barriers on the lawn, so they cannot drive on the park.
- The ordinance needs to be changed and should be clear. Putting in a time and eliminating dusk. The rules need to be posted.
- A number of parks with illegal activity after dark. Feasibility for barriers and locking the gates after a certain time. However, before you lock the park, you have to make sure everyone is out. There is a cost to that. Administration suggests putting money in the budget for the parks.
- Shirley Parks needs rocks there. Neighborhood District funds can be used.
- Large sink holes on Cherokee and Huron. Also, there is a hole the size of a small car on Monroe between Huron and Newberry.
- Cemetery Markers are not on the NE side. Will the City pay for the section markers? The cost, \$1,500. Receipt to be emailed and considered for reimbursement. This is a historic cemetery.

Adjourned 1:50 p.m.

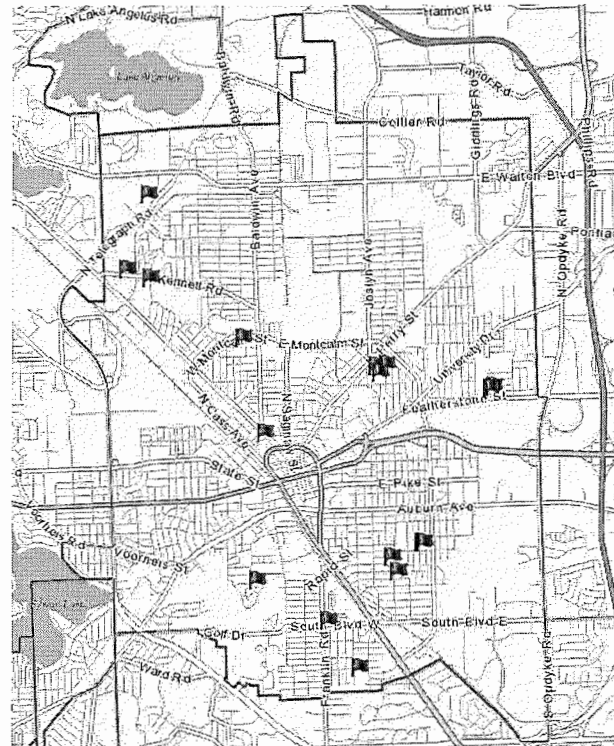
#10

**SPECIAL
PRESENTATION**

City of Pontiac: Illegal Dumping Campaign, Strategy and Action Steps

June 3, 2021

Presented by: Patrick Brzozowski, Code Enforcement Manager



Campaign Strategy

Inventory & Analysis

- 1 Identify Campaign Funding Source and City-Wide Dumping Locations

Collaborate & Develop

- 2 Establish Collaborative City Service Partnership
** DPW, Sheriffs Office, School District, Library, Downtown Business Association, Oakland County Treasury, MI Land Bank, WRC, MDOT, etc.
- 3 Create Rewards/Incentive Program for residents to catch illegal dumping
- 4 Develop Standardized Signage, look into Billboard creation/marketing
- 5 Enhance website and City Services
- 6 Research Ethnicity and Feasibility of adding cameras

Advertise

- 7 Develop PSA/Flyer Info to post on Social Media, City Website, etc.
- 8 Broadcast PSA on Cable Channel
- 9 Present to Council
- 10 Present to Districts at District Meetings

Enforcement

- 11 Setup regular inspections for Code Staff and DPW Partnership

Campaign Involvement

Administrators

Approve campaign plan, provide additional leadership and support. Help distribute campaign message and marketing material to the local and greater community.

Code Enforcement

- Identify City-Wide Dumping Locations, manage blight enforcements, generate reporting, etc.
- Re-design code enf. website
- Create online web portal
- Develop Illegal Dumping Signs

DFW

- Materials procurement and installation, enforcement/management

Oakland County Sheriff

- Enforcement and Community Support

Planning

- zoning review and proposals for modification
- Collection Bin Ordinance

Legal

- Campaign ethics and legality of remote camera operations. Code Review; 86-223

Economic Development

- Campaign/Program funding

Finance

- Funding, Budget

Local/State/Federal Agencies

- Land management services

IT/Cable

- Materials procurement and remote camera management. Online publication services, PSA creation and broadcast.
- Online website support

Illegal Dumping Campaign

Pontiac MI

1. Inventory & Analysis

Identify Campaign Funding Source and City-Wide Dumping Locations

Campaign/Program Funding Sources:

1. Utilize revenue from Blight Court Ticket Fee's and Annual Business Licensing Fee's
2. Community Development Budget
3. General Ledger
4. State/Federal Grants
 1. CDBG
5. Other Grants?
 1. See City of Flint \$220,000.00 example

<https://www.cityofflint.com/2020/08/25/city-of-flint-receives-220000-grant-to-fight-blight/>

Illegal Dumping Campaign

Pontiac MI

1. Inventory & Analysis

Identify Campaign Funding Source and City-Wide Dumping Locations

Possible Campaign/Program Funding Sources Continued:

1. Private Grant Funding

A. Amazon

Example(1): City of Baltimore partnered with Amazon to purchase Ring Doorbell Security Camera's for a designated neighborhood/zone. Amazon provided the camera's free of charge to residents.

Example(2): City of Detroit partnered with Amazon to launch/manage the "Project Green Light Detroit". Amazon purchased the initial equipment and helps manage the data.

Illegal Dumping Campaign

Pontiac MI

1. Inventory & Analysis

Identify Campaign Funding Source and City-Wide Dumping Locations

Possible Campaign/Program Funding Sources:

Example City of Flint

City of Flint receives \$220,000 grant to Fight Blight

Posted by: [City of Flint news](#)



25
AUG

FLINT, Michigan—A \$220,000 grant from the Charles Stewart Mott Foundation to the City of Flint will fund increased neighborhood cleanup efforts as part of Mayor Sheldon Neeley's ongoing efforts to Fight Blight.

Through this grant, the City of Flint will be able to remove large refuse from heavy dump areas, remove trash from vacant lots, work with community groups to coordinate neighborhood cleanups, preserve areas where cleanups occur with ongoing maintenance and purchase equipment for cleanups.

Illegal Dumping Campaign

Pontiac

1. Inventory & Analysis

Identify Campaign Funding Source and City-Wide Dumping Locations

Campaign Funded Services

Example, City of Flint, Office of Blight Elimination and Neighborhood Stabilization

- **Free Dumpsters**
 - Both 20-yard and 40-yard dumpsters from Republic Services are available free of charge!
- **Cleanup Crews**
 - Cleanup support crews can help during your cleanup event with removal of large fallen trees, chipping large or heavy brush, and removal of heavy items such as furniture.
- **Free Supplies**
 - Trash bags, yard waste bags, and gloves are available. We also have limited supplies of litter grabbers, safety vests and other specialty items.

Fight Blight
Report Blight. Volunteer. Call (810) 237-2090
Or contact us online by clicking here.

We are here to help
The Office of Blight Elimination & Neighborhood Stabilization welcomes help from community members and community organizations to keep our neighborhoods beautiful! We work with partner organizations including the Neighborhood Engagement Hub and Keep Genesee County Beautiful to offer assistance — all at no cost to you. Please call us at (810) 237-2090 at least two weeks prior to your cleanup.

Free Dumpster
Both 20-yard and 40-yard dumpsters from Republic Services are available free of charge!

Cleanup Crews
Our cleanup support crews can help during your cleanup event with removal of large fallen trees, chipping large or heavy brush, and removal of heavy items such as furniture.

Free Supplies
Trash bags, yard waste bags, and gloves are available. We also have limited supplies of litter grabbers, safety vests and other specialty items.

Note: Flint has partnered with AmeriCorps to establish “Cleanup Crews”.

Illegal Dumping Campaign

Pontiac MI

1. Inventory & Analysis

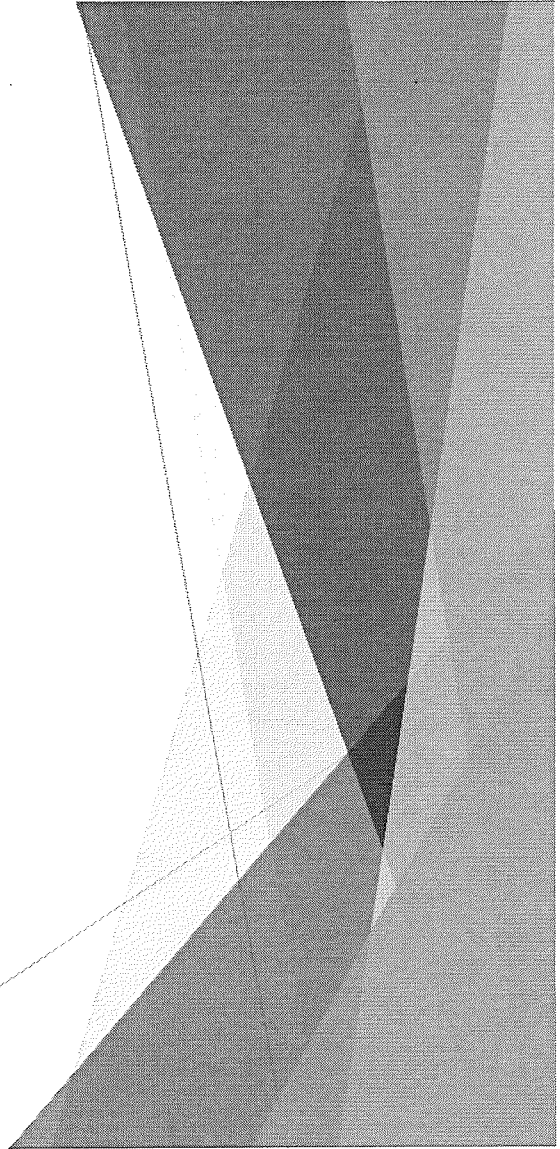
Identify Campaign Funding Source and City-Wide Dumping Locations

Identify Illegal Dumping Properties:

Illegal Dumping Sites in Pontiac MI

#	Location	Owner	Address	Parcel No.	Area (acres)	# of Signs
1	Sarasota Ave	ETERNAL MOTHER TEMPLE	551 W KENNETT	14-18-376-001	16.48	16
2	Elm St	n/a	n/a	n/a	n/a	6
3	Crystal Lake	HANTZ PONTIAC 1, LLC	535 BRANCH	14-32-326-001	26.8	8
4	Osmun St (1)	MILLER, MARCUS	432 OSMUN ST	14-33-278-001	0.11	1
5	Osmun St (2)	MILLER, MARCUS	436 OSMUN ST	14-33-278-003	0.11	1
6	Osmun St (3)	MILLER, MARCUS	440 OSMUN ST	14-33-278-004	0.11	1
7	Osmun St (4)	CITY OF PONTIAC CDBG	S ANDERSON	14-33-278-021	0.11	1
8	Howland Ave	CITY OF PONTIAC	CRESTWOOD	19-04-183-008	10.4	7
9	Sanderson Ave	A/S PROPERTY TAX GROUP - 8TH FLOOR	CASS	14-29-502-027	4.92	10
10	Featherstone Dr (1)	CITY OF PONTIAC	UNIVERSITY	14-22-502-003	4.62	2
11	Featherstone Dr (2)	PARKING PROPERTIES LLC	1059 FEATHERSTONE	14-22-334-010	12.2	2
12	University Dr	CITY OF PONTIAC	FEATHERSTONE	14-22-502-002	4.64	2
13	FRANKLIN RD	DENHA, CHRISTOPHER	388 FRANKLIN RD	19-05-226-031	0.12	2
14	Prospect	HARRIS JR, DAVID	PROSPECT	14-33-405-017	0.13	1
15	Omar and Harper	CITY OF PONTIAC	n/a	n/a	n/a	1
16	Joslyn and Linda Vista	CITY OF PONTIAC	n/a	n/a	n/a	2
17	Oliver and Nelson	CITY OF PONTIAC	n/a	14-21-329-035	n/a	2
18	NE Hawthorne Park	PONTIAC SCHOOL DISTRICT	1351 N TELEGRAPH	14-18-201-001	18.96	4
19	W Kennett Rd	NORTH TELEGRAPH ASSOCIATES LLC	585 W KENNETT RD	14-18-351-012	3.99	3
20	Walt Whitman School	PONTIAC BD OF EDUCATION	125 W MONTACALM	14-20-326-004	16.03	4

1351 N TELEGRAPH



1351 N TELEGRAPH

Date of photos 12 / 9 / 20

Page 1

Property address: Hawthorne Park – former Hawthorne school property area 14-18-100 - 14-18-201

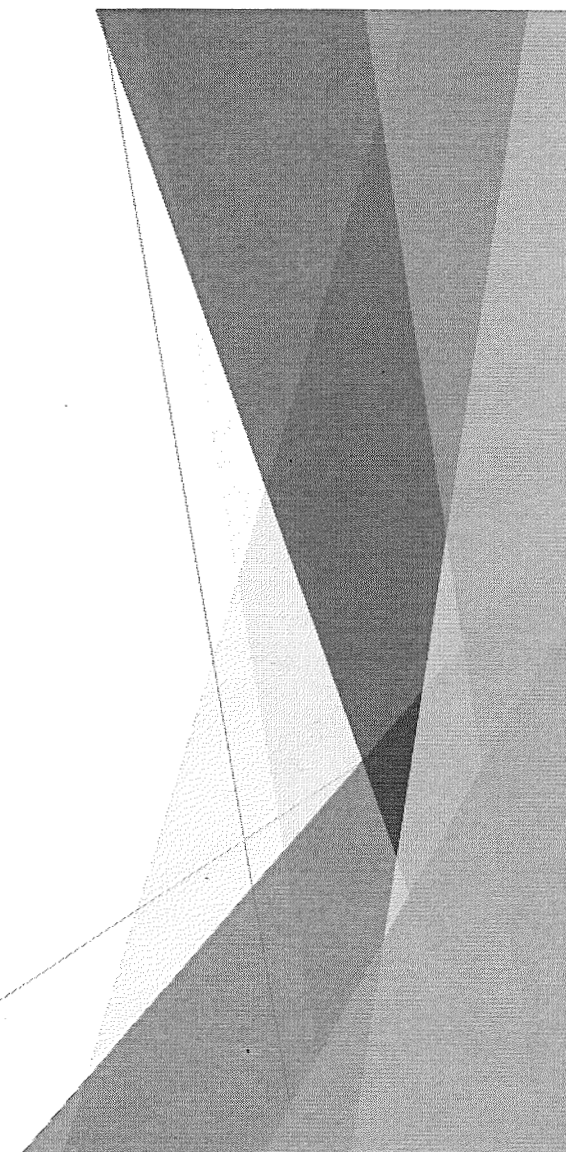
Description of violation: Large trash accumulation in many areas of the property;



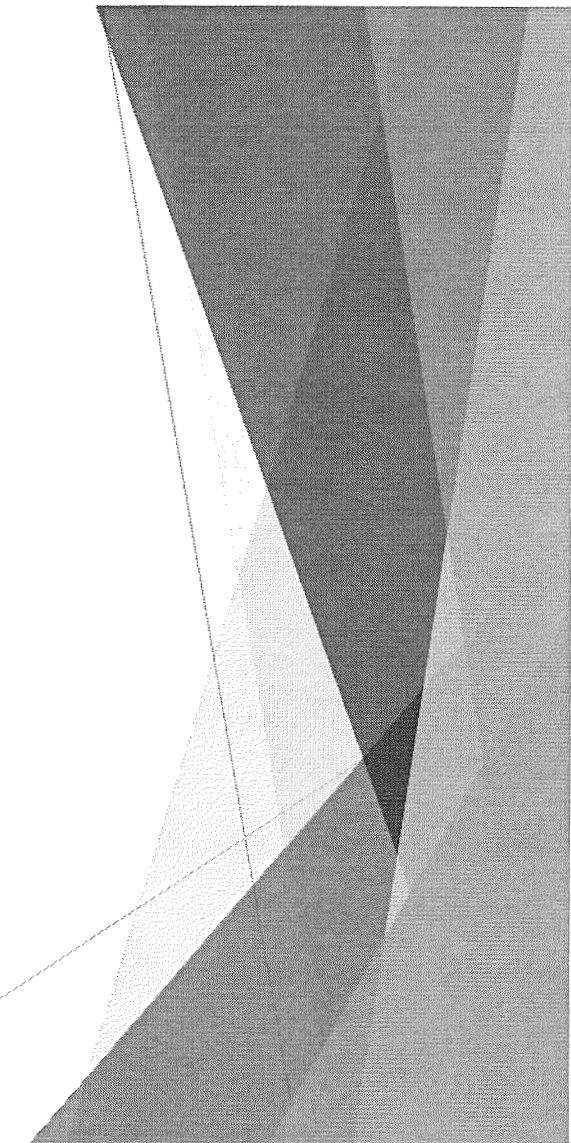
1351 N TELEGRAPH



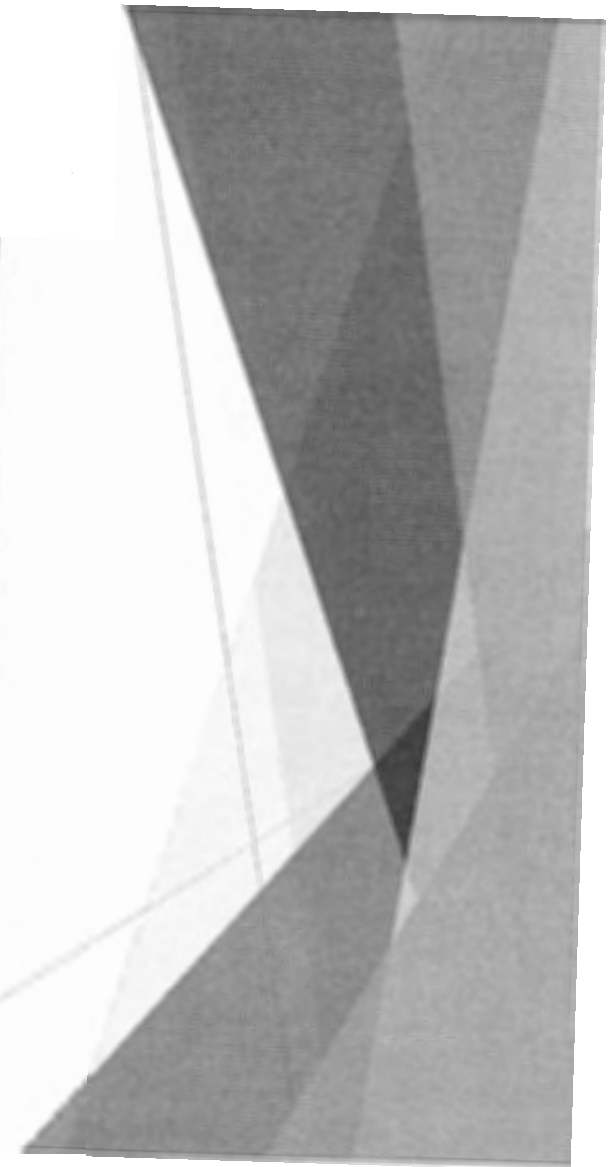
Hawthorne Park – Hawthorne School property photos
page 2 12.08.20 (continued)



388 FRANKLIN RD



Prospect: 14-33-405-017



Omar & Harper



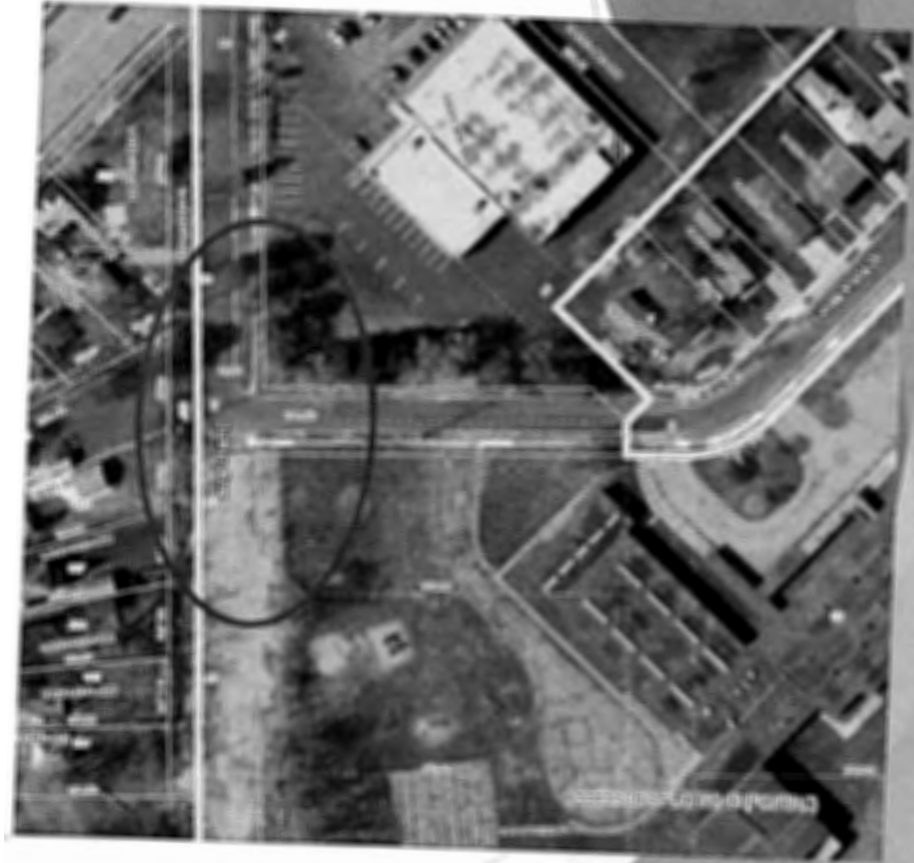
Omar & Harper



Joslyn & Linda Vista



Joslyn & Linda Vista



Nelson & Oliver



585 W KENNETT RD



585 W KENNETT RD



125 W MONTACALM



Sarasota Ave



Elm St



Elm St



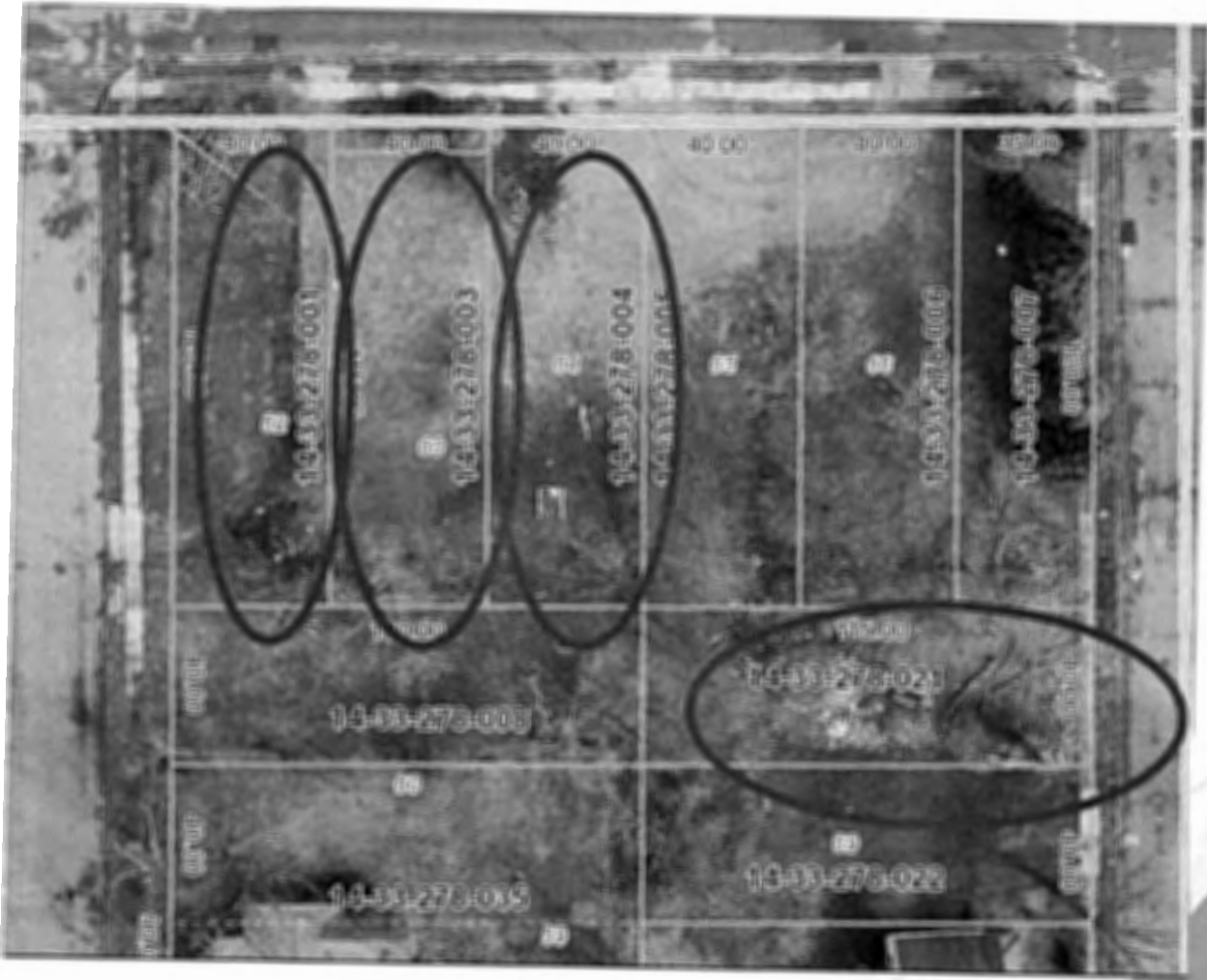
Crystal Lake



Osmun St



Osmun St



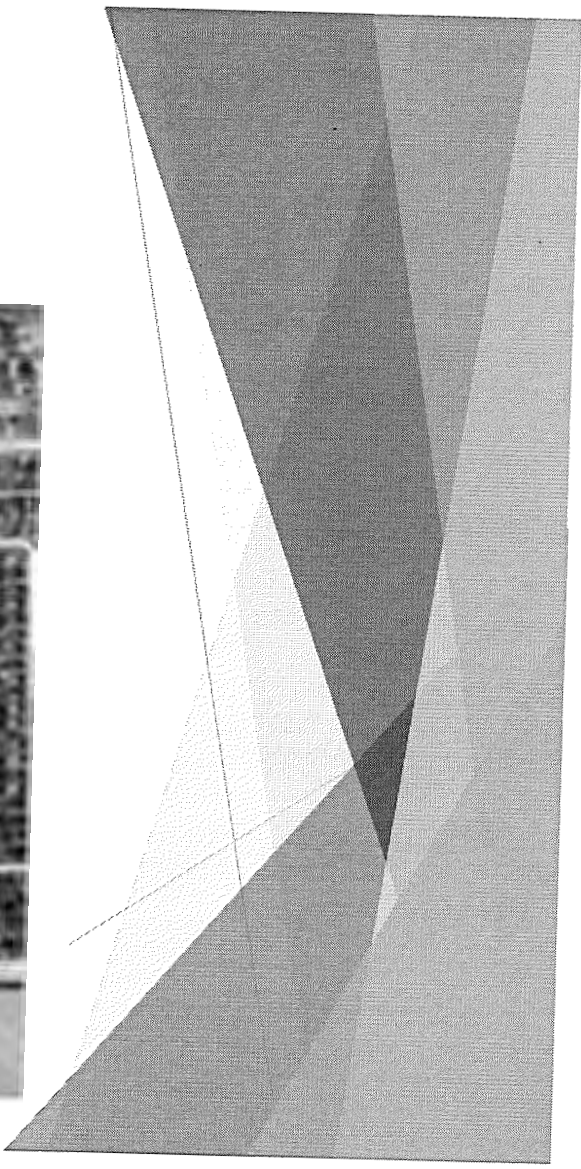
Howland Ave



Sanderson Ave



Featherstone Rd (1)



Featherstone

Rd (1)



Featherstone Rd (2)



University Dr



University Dr

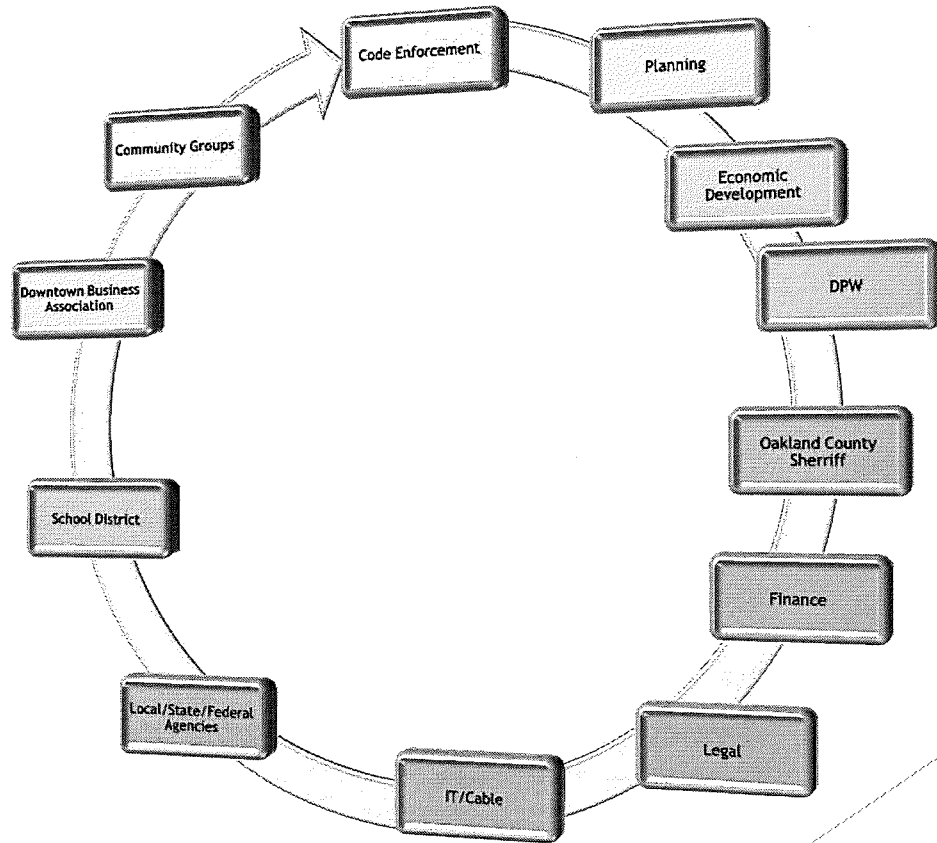


Illegal Dumping Campaign Pontiac MI

Steps 2-6: Collaborate and Develop

- 2. Establish Collaborative City Service Partnerships: DPW, Sheriffs Office, School District, Library, Downtown Business Association, Oakland County Treasury, WRC, MDOT, etc.**
- 3. Create Rewards/Incentive Program for residents to catch illegal dumping**
- 4. Develop Signage (Big enough, clear enough, billboards?)**
- 5. Enhance website and City Services**
- 6. Research Ethnicity and Feasibility of adding cameras**

Campaign Participation and Engagement Groups



Illegal Dumping Campaign

Pontiac, MI

2. Establish Collaborative City Service Partnership

Partnerships with Other Local Organizations

- Local Businesses and Industries
- Local Solid Waste and Recycling Companies
- Recreational and Fitness Clubs
- Garden Clubs, Beautification Committees
- Rotary, other Civic Clubs
- Local Green Organizations
- Youth Organizations
- AmeriCorps
- Oakland University

Illegal Dumping Campaign

Pontiac

2. Establish Collaborative City Service Partnership

Partnerships with Other State/Local Organizations

- MDEQ (Compliance, Field, Grants, ER Staff)
- MDOT (Litter Coordinators)
- MDNR (Grants)
- SEMCOG
- Oakland County/Regional Recycling Coalition

Illegal Dumping Campaign

Pontiac MI

3. Create Rewards/Incentive Program for residents to catch illegal dumping

Rewards Program:

Example, City of Flint

<https://www.cityofflint.com/2020/08/03/mayor-neeley-crime-stoppers-create-new-partnership-to-fight-blight/>

Mayor Neeley, Crime Stoppers create new partnership to Fight Blight

Posted by: [City of Flint news](#)



3
AUG



FLINT, Michigan—The City of Flint and Crime Stoppers have created a unique new partnership to help clean up Flint neighborhoods by utilizing Crime Stoppers' proven record of successfully helping to solve crimes.

Crime Stoppers will offer a reward of up to \$1,000 for information that helps lead to the arrest of anyone illegally dumping in the City of Flint. The partnership was created by Mayor Sheldon Neeley and is funded in part through a larger grant to the City of Flint from the Charles Stewart Mott Foundation to fight blight.

Illegal Dumping Campaign Pontiac

3. Create Rewards/Incentive Program for residents to catch illegal dumping

Prevention and Reporting

Example, City of Flint

<https://www.cityofflint.com/2020/08/03/avor-neeley-crime-stoppers-create-new-partnership-to-fight-blight/>

“Please help us Fight Blight. You can anonymously report illegal dumping by submitting videos or photos to CrimeStoppersofFlint.com or on the free P3 mobile app or you can call 1-800-422-JAIL (5245). Tips that help lead to an arrest are eligible for a cash reward of up to \$1,000.”



Illegal Dumping Campaign Pontiac MI

4. Develop Signage

- Must have appropriate size dimensions
- Standardized Pole/Sign setup
- Sign needs to be clear and easy to understand



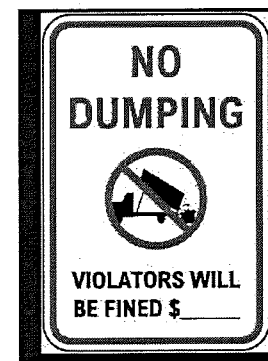
Illegal Dumping Campaign Pontiac

4. Develop Signage

- Examples:



No Dumping \$500
Fine, Engineer
Grade Reflective...
\$21.95



Warning No
Dumping Area...
\$69.95

Illegal Dumping Campaign Pontiac, MI

4. Develop Signage

- Examples:



Illegal Dumping Campaign Pontiac

5. Enhance website and City Services

Example: City of Flint Property Portal

- Create online Enforcement Portal
- Update Code Enforcement & ABH webpages
- Partner with AmeriCorps to establish a Blight Cleanup Crew
- Institute free dumpster and supplies policy



Illegal Dumping Campaign

Pontiac

6. Research Ethnicity and Feasibility of adding cameras

Example: City of Saginaw

<https://www.mlive.com/news/saginaw-bay-city/2020/12/saginaw-installs-surveillance-cameras-to-curb-illegal-dumping-in-city.html>



A security camera shown on the side of an art gallery and Orsco Brewing in Old Town Saginaw. Henry Taylor

Saginaw installs surveillance cameras to curb illegal dumping in city

Updated Dec 10, 2020; Posted Dec 10, 2020

SAGINAW, MI — Officials in Saginaw have installed two new surveillance cameras with an eye toward deterring illegal dumping of refuse.

The cameras were installed as part of an initiative to increase enforcement of dumping violations within the city.

Since September 2020, several surveillance cameras have been installed throughout the city in remote areas prone to illegal dumping. Each camera is equipped with a high-dynamic range to provide enhanced visibility for bright and dark areas.

In cooperation with the Saginaw County Prosecutor's Office, the city is pursuing charges against several suspects in illegal dumping cases.

Illegal Dumping Campaign Pontiac MI

Steps 7-10: Advertise

- Develop PSA/Flyer Info to post on Social Media, City Website, etc.
- Broadcast PSA on Cable Channel
- Present to Council
- Present to Districts at District Meetings

Illegal Dumping Campaign

Pontiac

7. Advertise

Public information and outreach efforts to prevent and advise on illegal dumping:

- Electronic Media - web site, social media, etc.
- Traditional Media - radio, print, television, billboards, etc.
- Hard Copy Pamphlets and Brochures
- School/Youth Outreach Programs
- Festivals, Events, Clean Up Days, etc.

Illegal Dumping Campaign Pontiac

7. Advertise

Public information and outreach efforts to prevent and advise on illegal dumping:

HOW CAN I HELP FIGHT BLIGHT?

- Call to report blight in your neighborhood •
- Volunteer to help our crew at a cleanup site •
- Organize your own team of volunteers for a cleanup •
- Call 911 immediately if you see someone illegally dumping •

Illegal Dumping Campaign

Pontiac

11. Enforcement

Work with DPW, Oakland County Sherriff, and County/State agencies to regulate and enforce the previsions of our City Codes.

Currently, we have four major sections of code in which addresses the illegal dumping of materials within the City:

1.) Chapter 86; OFFENSES AND MISCELLANEOUS PROVISIONS. ARTICLE VI. OFFENSES AGAINST PROPERTY, DIVISION 2. LITTERING:
86-223 **Dumping or removing material onto or from public or private property; penalty.**
86-224 Litter on vacant lots.
86-226 Litter on occupied or unoccupied property; evictions; vacations.
86-227 Owner to maintain premises free of litter.

2.) ARTICLE I. IN GENERAL, DIVISION 1. GENERALLY:
22-2 Adoption by reference
International Property Maintenance Code; Sanitation & Responsibility
22-3 Penalties for violation

3.) ARTICLE I. IN GENERAL, DIVISION 3. BLIGHT VIOLATION HEARINGS
22-28.02 Blight violations
22-28.07 Blight violation penalties

4.) ARTICLE II. NUISANCES, DIVISION 1. GENERALLY:
58-37 Nuisance conditions enumerated
58-38 Public nuisance dust condition; abatement procedure

Illegal Dumping Campaign Pontiac MI

Illegal Dumping Ordinances/Codes:

I. Chapter 86; OFFENSES AND MISCELLANEOUS PROVISIONS. ARTICLE VI. OFFENSES AGAINST PROPERTY, DIVISION 2. LITTERING:

86-223 Dumping or removing material onto or from public or private property; penalty.

86-224 Litter on vacant lots.

86-226 Litter on occupied or unoccupied property; evictions; vacations.

86-227 Owner to maintain premises free of litter.

II. ARTICLE I. IN GENERAL, DIVISION 1. GENERALLY:

22-2 Adoption by reference

International Property Maintenance Code; Sanitation & Responsibility

22-3 Penalties for violation

III. ARTICLE I. IN GENERAL, DIVISION 3. BLIGHT VIOLATION HEARINGS

22-28.02 Blight violations

22-28.07 Blight violation penalties

IV. ARTICLE II. NUISANCES, DIVISION 1. GENERALLY:

58-37 Nuisance conditions enumerated

58-38 Public nuisance dust condition; abatement procedure

Illegal Dumping Campaign Pontiac MI

ARTICLE VI. OFFENSES AGAINST PROPERTY DIVISION 1. GENERALLY

86-223 Dumping or removing material onto or from public or private property; penalty.


(a) Earth or other materials shall not be dumped, placed on or removed from any premises unless the express, written permission of the owner of such land is obtained and exhibited on request of the enforcing officer by the operator of the vehicle used for loading, transporting or dumping such material. Such permission shall be subject to zoning regulations and to the requirement that no nuisance shall be created.

(b) The provision of this section shall apply to any vehicle owner or individual who causes or permits any dumping in violation of this section. In any proceeding arising from violation of the provisions of this section, it shall be a rebuttable presumption that the individual or owner of the vehicle is that corporation, partnership or individual in whose name the vehicle is registered, or to whom the license plates are issued, or whose name appears on the body of the vehicle, and that the owner of the vehicle was the person who caused or permitted the vehicle to dump in violation of this section.

(c) The Police Department, the Building Department, and/or the Department of Public Works shall investigate the complaint of any witness to an allegedly unauthorized dump upon being provided the identity or description of the individual or the name on the vehicle or the license plate number of the vehicle.

(d) Any individual or vehicle owner convicted for violation of this section shall be punished by a fine of not less than \$300.00 and not exceeding \$500.00 or by imprisonment for a period not exceeding 90 days, or by both such fine and imprisonment, in the discretion of the court, and/or community service may be ordered at the discretion of the court.

(Code 1985, § 21-8; Ord. No. 2340, § 1, 1-26-17)



Illegal Dumping
Campaign
Pontiac MI

Questions?

#11

**SPECIAL
PRESENTATION**

SUPPORT EMERGENCY OPERATIONS PLAN GUIDE

**A GUIDE TO ASSIST MUNICIPALITIES INCORPORATED INTO THE COUNTY
EMERGENCY MANAGEMENT PROGRAM TO DEVELOP A SUPPORT EMERGENCY
OPERATIONS PLAN.**

TABLE OF CONTENTS

Introduction to the Guide	1
Purpose	1
Scope	1
Maintenance	1
Developing the Plan	1
Plan requirements	1
Plan format	2
Planning process	2-4
Emergency Management Resolution	4
Sample Local Support Emergency Operations Plan.....	5

INTRODUCTION TO THE GUIDE

I. Purpose

This document is designed to serve as a guide for municipalities with a population of 10,000 residents or above that have elected to incorporate into the County Emergency Management Program and need to develop a Support Emergency Operations Plan (EOP) following the Administrative Rules for Section 19, 1976 PA 390, as amended. In accordance with these rules, the Support EOP shall be consistent with the County Emergency Operations Plan and will become part of the county plan.

The preparation of a Support EOP will increase emergency preparedness through the definition of the responsibilities of local departments and agencies. The plan assigns tasks that need to be accomplished when an incident occurs, and describes how local and county emergency management efforts are related. Maintaining a current Support EOP also establishes eligibility to receive Section 19 funding in accordance with Section 19 of 1976 PA 390, as amended. If federal assistance does not become available after the Governor has declared a State of Disaster or Emergency, affected counties and municipalities can be eligible to receive state assistance up to \$100,000 or 10% of their operating budget, whichever is less, to cover certain disaster related expenses. To be eligible for Section 19 funding, municipalities with a population of 10,000 and above that do not maintain an independent emergency management program must develop and submit a Support EOP to the county, and implement that plan in a timely manner at the beginning of the incident.

II. Scope

This document provides basic guidance and a template for the development of a Support EOP. The template (Attachment B) contains general information that can be adapted to any municipality. The annexes specify how the municipality will carry out common emergency support functions.

Also included with this document is a sample Emergency Management Resolution (Attachment B) that appoints the County Emergency Management Coordinator as the Emergency Management Coordinator of the municipality, and outlines how emergency management efforts on the local level are organized in relation to the County Emergency Management Program.

If either template is used, it should be reviewed and adjusted to the specific needs of each municipality. Municipalities that do not utilize the templates can develop individual plans or resolutions. Other available guiding materials for the development of EOPs include MSP/EMSHD Pub 201 (Local Planning Workbook) and FEMA Comprehensive Preparedness Guide 101.

III. Maintenance

Pub 204 has been developed by MSP/EMHSD and is maintained to ensure compliance with current national planning standards and relevant state laws pertaining to emergency planning. This document was last updated in August 2015 and supersedes the October 2011 version. It will be updated every four years.

DEVELOPING THE PLAN

All stakeholders that are involved in the community response to emergencies and disasters should be involved in the development of the Support EOP. The County Emergency Management Program should work with the municipality to ensure that the plan is compatible with the County Emergency Operations Plan. A standardized planning approach can be used for the development of the Support EOP.

I. Plan requirements

The Administrative Rules for Section 19 of 1976 PA 390, as amended, establish four requirements for the development of Support EOPs. In accordance with these requirements, Support EOPs shall:

1. **Describe the relationship between the County Emergency Management Program and the municipality:**
The plan should state that the municipality has chosen to incorporate into the county program, coordinates emergency management related matters with the county program, and has assigned the County Emergency Management Coordinator as the responsible Emergency Management Coordinator for the municipality.
2. **Identify the municipality's response procedures in relation to the county response procedures:**
The plan should establish annexes that describe common tasks that need to be accomplished when responding to an emergency or disaster, and assign responsibility for these tasks to municipal departments and other local agencies. The annexes should identify the responsible agencies on the local level that coordinate and share information with at the county level, and clarify joint responsibilities. Annexes in the Support EOP should also identify which annex or annexes they relate to in the County EOP.
3. **Be maintained in accordance with the standards and currentness of the county plan, be consistent with the county plan:**
The efforts described in local and county plans should be consistent and complement each other. To maintain the Support EOP in currentness with the County EOP, updates to the local plan are necessary whenever the county plan is updated. When the County EOP is updated, the Support EOP should be revised to ensure that it is still compatible with the county plan.
4. **Contain the signature of the Chief Executive Official (CEO) of the municipality, be forwarded to the county:**
After a new Support EOP has been developed or an existing plan has been updated, the signature of the CEO (Mayor, Township Supervisor) needs to be obtained. If a change of the CEO occurs, the plan needs to be reviewed and the signature of the new official obtained. After the plan is signed, a copy must be forwarded to the County Emergency Management Program, where it should be filed with the County EOP.

II. Plan format

The plan should consist of a Basic Plan section and functional annexes.

The Basic Plan defines the purpose of the plan, provides a community profile, identifies hazards and community vulnerabilities, and describes the relationship between municipality and the County Emergency Management Program.

The annexes identify specific emergency management and response tasks that need to be accomplished before, during and after an incident, and assign responsibility for carrying out these tasks to local agencies. Annexes should be organized by emergency response functions or tasked agencies and can be written in narrative or bulleted style. While municipalities are not required to mirror the format used in the county plan, this can be beneficial. The template included with this document uses a bulleted "Emergency Action Guidelines" format for its annexes.

III. Planning process

The following seven step planning process also utilized in County EOP development should be used to develop a Support EOP. For additional information on the process steps, please refer to MSP/EMSHD Pub 201 (Local Planning Workbook).

1. **Form a collaborative planning team:**
The planning team is the group of individuals responsible for designing, developing, and implementing the Support EOP. It should include representatives from all agencies that are committed to participate in emergency response activities within the municipality. Other stakeholders that should be engaged in

the planning process include representation from the municipality's executive office, the County Emergency Management Program, agencies that can provide insight into necessary accommodations for groups or individuals requiring Functional Needs Support Services (FNSS), schools, etc.

2. Identify hazards and assess risks:

The hazard analysis is the foundation upon which the municipality's emergency planning efforts should be built. It identifies conditions or situations that have the potential to cause harm to people or property in the community. The hazard analysis process involves four steps.

Step 1: A profile of the community is developed (demographic and economic make-up, geography and land-use, key facilities, etc.).

Step 2: The development of a community profile is followed by the hazard identification, which should start with a review of the County Hazard Analysis or Hazard Mitigation Plan. Local resources should then be used to identify further hazards that are unique to the community and might not have been included in county documents.

Step 3: The assessment of risks explores how likely it is that a risk will manifest itself in an incident, how often this might occur, where it might occur, and what the severity of impact would be. Hazards should be ranked based on the expected frequency of occurrence and severity of impact.

Step 4: The vulnerability determination examines how susceptible citizens, property, infrastructure and critical systems are to the identified hazards.

3. Determine Goals and Objectives:

Developing clear goals and objectives will help the municipality to identify problems, issues and opportunities. Establishing goals outlines the vision of what the community wants to achieve. Goals can be pursued in the long-term, but need to be achievable. Objectives are specific and measurable strategies to achieve these goals. Often, multiple objectives will need to be established to support one goal.

4. Plan Development:

This step describes the conceptualization of the plan, which includes the generation and comparison of alternate strategies to achieve the established goals and objectives. This involves two tasks: Developing and analyzing courses of actions to be conducted during an incident, and identifying the resources that determine the capability of the municipality to take these actions. Developing actions allows planners to depict how an operation unfolds by building and working through a portrait of a potential event, including key decision points and participant activities. This helps to identify actions that occur and resources that will be required throughout the progression of an event.

After identifying potential strategies to achieve established goals, an important sub-step in the conceptualization of the plan is the evaluation of actions to ensure that the actions that are selected to be included in the plan are feasible. It is critical to determine if required resources are available or easily obtainable during an incident, and if actions are compliant with laws and regulations, such as local ordinances and resolutions, legal authorities, law enforcement standards, and Governor's orders and directives.

5. Plan Preparation, Review and Approval:

When writing the plan, a simple format should be used. The finished plan must be compatible with the County EOP. This can be achieved by including references to the county plan, utilizing a similar format, or organizing annexes after similar emergency response functions. Feedback should be solicited from all stakeholders that are tasked within the plan, the County Emergency Management Program, and local elected officials. After the review process, necessary adjustments should be implemented. The municipality should adopt the plan by resolution, obtain the signature of the CEO, and forward a signed copy of the plan to the County Emergency Management Program.

6. Plan implementation and update:

The last step is to implement, maintain and update the plan. Plan updates are required after change of the CEO or when the County EOP has been updated. Plan reviews should also be considered after plan activations (during incidents or exercises), changes in operational resources, and changes in the community and/or hazard profile of the municipality. Lessons learned from actual events and exercises are essential to the evaluation of a plan's effectiveness, and help to determine if the plan is:

- Adequate: The concept of operations identifies and addresses critical tasks effectively.
- Feasible: Critical tasks can be accomplished timely and with available resources.
- Acceptable: The needs and demand driven by an event are met, actions meet the expectation of local officials and the public, and are consistent with law.
- Complete: The plan includes all necessary tasks, steps and required capabilities to reach an identified desired end state.
- Compliant: The plan complies with guidance and doctrine to the highest extent possible.

FEMA Comprehensive Preparedness Guide 101 established adequacy, feasibility, acceptability, completeness and compliance as criteria that allow planners and decision makers to determine the efficiency and effectiveness of their plans.

EMERGENCY MANAGEMENT RESOLUTION

In addition to the development of a Support EOP, it is recommended that municipalities adopt a local Emergency Management Resolution (if they have not already done so). The Emergency Management Resolution should appoint the County Emergency Management Coordinator as the Emergency Management Coordinator responsible for the municipality, describe the local emergency management organization and its relationship to the County Emergency Management Program, and provide a means for the local legislative body to exercise the authority vested in them by 1976 PA 390, as amended. Attachment A provides a sample Emergency Management Resolution.

The The City of Pontiac

SUPPORT EMERGENCY OPERATIONS PLAN

An all-hazards plan supporting the Oakland County Emergency Operations Plan, for use in the event of disaster or severe emergency of natural, human, wartime, technological or terrorism origin.

(5/13/2021)

The information contained in this template, developed by the Michigan State Police, Emergency Management and Oakland County Emergency Management Division (MSP/EMHSD), should be used to assist in developing a Support Emergency Operations Plan which must then be reviewed by the Local Planning Team (LPT) and modified based on the community's emergency response capabilities.

TABLE OF CONTENTS

Promulgation Document.....	i
Approval and Implementation.....	ii
Record of Revisions	iii
Record of Distribution	iv
<u>Basic Plan:</u>	
Purpose	1
Scope	1
Authorities and References	1
Plan Development and Maintenance	1
Situation Overview.....	2
Planning Assumptions.....	3
Concept of Operations	3
Organization and Assignment of Responsibilities	5
<u>Annexes:</u>	
Overview.....	7
Annex A, Direction, Control, and Coordination	8
Annex B, Communications and Warning	11
Annex C, Damage Assessment	13
Annex D, Fire Services.....	15
Annex E, Mass Care, Emergency Assistance, Housing, and Human Services.....	17
Annex F, Public Health and Medical Services	19
Annex G, Public Information.....	21
Annex H, Public Safety.....	23
Annex I, Public Works	25
Appendix A, Debris Management Guidelines	27

Promulgation Document

Officials of Pontiac, Michigan, in conjunction with County and State Emergency Eanagement (EM) agencies, have developed this Support Emergency Operations Plan that will enhance the local emergency response capability.

This plan, when used properly and updated, will assist local government officials with accomplishing their primary responsibilities of protecting lives and property in their community. This plan and its provisions will become official when it has been signed and dated below by the Chief Executive Official (CEO) of the municipality.

Chief Executive Official
Mayor of Pontiac

Date

Approval and Implementation

The Support Emergency Operations Plan, referred to in this document as the Support EOP, describes how **The City of Pontiac** will handle emergency situations in cooperation with the Oakland County Emergency Management and Oakland County Emergency Management Program. The Support EOP assigns responsibilities to agencies for coordinating emergency response activities before, during, and after any type of emergency or disaster. The Support EOP does not contain specific instructions as to how each department will respond to an emergency; these can be found in the plan annexes or separate Standard Operating Procedures (SOP).

The goal of the Support EOP is to coordinate emergency response efforts to save lives, reduce injuries, and preserve property. The Support EOP addresses emergency issues before and after an emergency, but its primary goals are to assemble, mobilize and coordinate a team of responders that can respond to any emergency, and describe response procedures in relation to the county response procedures.

The Support EOP will use a graduated response strategy that is in proportion to the scope and severity of an emergency. **The City of Pontiac** will plan, prepare and activate resources for local emergencies that affect the local area (or a specific site) and/or widespread disasters that affect the entire state and/or nation.

The Support EOP was developed by a Local Planning Team (LPT). The LPT consists of key departments covering emergency functions such as law enforcement, fire, public works, and public health. The team works to establish and monitor programs, reduce the potential for hazard events in the community through planning, review, and training, and assisting Oakland County in developing and maintaining the County EOP.

The Support EOP must be signed by the current CEO each time it is updated, with the exception of the following activities:

1. Minor updates e.g. changing system names, grammar, spelling or layout changes
2. Updates to the annexes

These activities may be updated in the plan without the CEO signature by the following individuals:

1. Emergency Management Liaison
2. Department head responsible for an annex

Oakland County Emergency Management Presidential Directive (HSPD) 5 facilitates a standard management approach to major incidents, the National Incident Management System (NIMS). NIMS is administered as part of the National Response Framework (NRF) which integrates the federal government into a single, all discipline, and all-hazards plan. NIMS will provide a nationwide approach that enables federal, state, tribal and local government agencies to “work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity.” This Support EOP has integrated NIMS concepts, including the Incident Command System (ICS), and language to help incident management operate in accordance to the NIMS using the guidance provided by the Department of Oakland County Emergency Management (DHS).

During an emergency, all response personnel will use the ICS to manage the incident and employ emergency resources at the site. The Emergency Operation Center (EOC) will coordinate additional resources when needed. This EOP will be used during community recovery after an emergency.

This plan supersedes all previous plans.
Record of Revisions

The following is a list of revisions made to the Support EOP. This chart tracks the date that changes were made, reason for the changes, updated pages, and who made the revision.

Date	Reason for Revision	Page Numbers	Revised By

Record of Distribution

The following is a list of the individuals and facilities that have been provided a copy of the Support EOP in order to conduct the assigned tasks addressed in this plan.

Title of Recipient	Name of Recipient	Agency	Date	Number of Copies
Chief Executive Official				
<u>(Legislative body, e.g. City Council/Commission, Township Board of Commissioners)</u>				
<u>(County)</u> Emergency Management Coordinator				
The City of Pontiac Emergency Management Liaison				
Communications and Warning Official				
Damage Assessment Official				
Fire Services Official				
Mass Care, Emergency Assistance, Housing, and Human Services Official				
Public Health and Medical Services Official				
Public Information Official				
The City of Pontiac Public Information Center				
The City of Pontiac Emergency Operations Center				

Basic plan

Purpose

The City of Pontiac has elected to incorporate into the Oakland County Emergency Management Program. As partners in the five phases of emergency management, mitigation, preparedness, prevention, response and recovery, **The City of Pontiac** and the County Emergency Management Program share joint responsibilities. The **The City of Pontiac** Support EOP has been developed to identify these responsibilities. It is to be used in concurrence with the County EOP. In accordance with Section 19 of the Michigan Emergency Management Act (1976 PA 390, as amended), activation of this this plan at the beginning of a disaster or emergency also establishes eligibility to receive state assistance for disaster related expenses incurred during a State of Emergency or Disaster declared by the Governor, for which federal assistance is unavailable.

Scope

The **The City of Pontiac** Support EOP is an adaptable document that can be applied to all hazards. Due to the unique nature of emergencies, it may become necessary to deviate from the contents of the plan when responding to an incident. Agencies that have been assigned supporting roles in this plan have developed and will maintain SOPs that provide systematic instructions for accomplishing their assigned functions. The local government conducts additional activities, such as personnel training, participation in exercises, public information, land-use planning, etc., to support emergency preparedness, mitigation, and response efforts. To facilitate efficient emergency management operations, **The City of Pontiac** continues to implement the NIMS.

Authorities and References

A. Authority of local officials during an emergency:

1. 1976 PA 390, as amended
2. **The City of Pontiac**, local Emergency Management resolution
3. **The City of Pontiac**, adoption of the Support EOP
4. Executive Directive No. 2005-09, the state adoption of the NIMS
5. The Robert T. Stafford Disaster Relief and Emergency Assistance Act,
6. Emergency Planning and Community Right to Right to Know Act of 1986 (EPCRA) also known as the Superfund Amendments and Reauthorizations Act (SARA), Title III
7. Good Samaritan Law and Right to Know Act of 1986

B. References used to develop the Support EOP:

1. NIMS
2. NRF
3. Michigan Emergency Management Plan (MEMP), Michigan State Police, Emergency Management and Oakland County Emergency Management Division (MSP/EMSHD)
4. Pub 204, MSP/EMHSD

Plan Development and Maintenance

To ensure that this Support EOP addresses the needs of the community and is consistent with the Oakland County EOP, this document was developed in a cooperative, whole community effort between municipal government, local community, and the County Emergency Management Program. The Support EOP is updated after every change of the municipal CEO or when changes to the County EOP create inconsistencies.

After the plan is adopted by resolution of the **City Council** and approved by the CEO, it is forwarded to the County Emergency Management Program. The plan will be implemented, tested through exercises in concurrence with county officials, and maintained in accordance with the standards and currentness of the Oakland County EOP.

This plan has been provided to all municipal departments, local elected officials, the County Emergency Management Program and all agencies tasked within the document. It includes this Basic Plan, which provides an overview of the municipality's preparedness and response strategies, and functional annexes that describe the actions, roles and responsibilities of participating organizations.

Situation Overview

- B. **The City of Pontiac** has taken various preparedness and incident management steps to enhance capabilities in responding to incidents including:

1. The mitigation of potential hazards.
2. Identification of emergency response agencies and mechanisms that will protect life and property before, during and after an emergency.
3. Tasking agencies, organizations, and individuals with specific functions and responsibilities relative to emergency operations. Assigned tasks are explained in further detail under "Organization and Assignment of Responsibilities."
4. Integration with the Oakland County EOP, Oakland County Hazard Mitigation Plan, MEMP, etc.

- C. Community profile:

The City of Pontiac is located in the northern part of Oakland County. The community has a population of 60,000 residents. Approximately (percentage) of residents have been recognized as individuals with Access and Functional Needs. Many of the residents that require Functional Needs Support Services (FNSS) reside in congregate care centers, while others reside in non-group homes where support is provided as needed or on-call.

- D. Hazard and threat analysis:

According to the Oakland County Hazard Mitigation Plan, communities in the county are most vulnerable to: (**common hazards**). Areas within **The City of Pontiac** that are especially vulnerable to these hazards are: (**locations**). Additional hazards that have been identified as unique to **The City of Pontiac** include: (**unique local hazards**).

(**Number**) sites that contain extremely hazardous materials are located in **The City of Pontiac**. Facility owners have reported the types of hazardous materials that are stored on-site, as required by the Emergency Planning and Community Right-To-Know Act (EPCRA). Pursuant to SARA Title III requirements, off-site emergency response plans have been developed by the Local Emergency Planning Committee (LEPC) to prepare fire departments for responding to the release of the specific hazardous materials on these sites.

- E. Relationship between municipality and County Emergency Management Program:

Emergency management and response are primarily local responsibilities. However, disasters and emergencies might exhaust the resources and capabilities of local governments. Therefore, **The City of Pontiac** has chosen to incorporate into the Oakland County Emergency Management Program. To coordinate emergency management related matters with the County Emergency Management

Program, the **The City of Pontiac** has appointed the **(title)** to serve as the Emergency Management Liaison. The Emergency Management Liaison facilitates communication and coordination between **The City of Pontiac** and county, and is the local point of contact for the County Emergency Management Coordinator (EMC).

Planning Assumptions

- A. The proper implementation of this plan will result in saved lives, incident stabilization, and property protection in **The City of Pontiac**.
- B. Some incidents occur with enough warning that necessary notification can be issued to ensure the appropriate level of preparation. Other incidents occur with no advanced warning.
- C. Depending upon the severity and magnitude of the situation, local resources may not be adequate to deal with an incident. It may be necessary to request assistance through volunteer organizations, the private sector, mutual aid agreements (MAAs)/memorandums of understanding (MOUs), and/or county, state and federal sources. When provided, these will supplement, not substitute for, relief provided by local jurisdictions.
- D. All emergency response agencies within **The City of Pontiac** that have been tasked in the plan are considered to be available to respond to emergency incidents. Agencies will work to save lives, protect property, relieve human suffering, sustain survivors, stabilize the incident, repair essential facilities, restore services and protect the environment.
- E. When a jurisdiction receives a request to assist another jurisdiction, reasonable actions will be taken to provide the assistance as requested.
- F. Emergency planning is a work-in-progress; the Support EOP is consistently reviewed and updated.
- G. During an emergency or disaster, parts of the plan may need to be improvised or modified, if necessary, based on the situation.

Concept of Operations

- A. Activation of the Support EOP and declaration of a local state of emergency:

When a threat is perceived, the Emergency Management Liaison activates this Support EOP and the local Emergency Operations Center (EOC) to facilitate activities that ensure the safety of people, property and environment. Pursuant to 1976 PA 390, as amended, the **(CEO/other official designated by charter)** may declare a local state of emergency for **The City of Pontiac** if circumstances indicate that the occurrence or threat of widespread or severe damage, injury, or loss of life or property exist. In the absence of the **(CEO/other official designated by charter)**, pursuant to local legislation, the **(title)** is authorized to declare a local state of emergency. Upon a local declaration, PA 390 authorizes the the **(Chief Executive Official/other official designated by charter)** to issue directives as to travel restrictions on local roads. To facilitate activities that ensure the safety of people, property and environment, a local declaration also activates this Support EOP and the municipal Emergency Operations Center (EOC). A local state of emergency shall not be continued or renewed for a period in excess of seven days except with the consent of the governing body of the municipality.

- B. The following procedures are conducted and coordinated with the county in response to an incident:
 - 1. The Emergency Management Liaison will perceive the threat, assess the hazard and ensure that municipal emergency response agencies, elected officials and County EMC are notified of the situation.

2. Municipal agencies assess the nature and scope of the emergency or disaster.
3. If the situation can be handled locally, the following guidelines are used:
 - a. The Emergency Management Liaison advises the CEO and coordinates all local emergency response actions.
 - b. The Emergency Management Liaison activates the EOC. The EOC is located at **47450 Woodward, Pontiac, Michigan 48342**. If this location is unavailable, the alternate EOC location is **47450 Woodward, Pontiac, Michigan 48342**.
 - c. The CEO declares a local state of emergency. The Emergency Management Liaison notifies the County EMC and forwards the declaration to the County Emergency Management Program.
 - d. Emergency Response Agencies are notified by the Emergency Management Liaison to report to the EOC through **(identify notification system(s), e.g., telephone, smart messaging, etc.)**.
 - e. The CEO directs departments/agencies to respond to the emergency in accordance with the guidelines outlined in this plan and its annexes, and issues directives as to protective actions and travel restrictions on local roads.
 - f. The Emergency Management Liaison keeps the County EMC informed of the situation and actions taken.
4. If the emergency is beyond local control, municipal resources become exhausted, or special resources are needed, county assistance is requested through the County EMC.
5. If county assistance is requested, the County EMC assesses the situation and makes recommendations on the type and level of assistance. The county may also take the following steps:
 - a. Activate County EOC and EOP
 - b. Respond with county resources
 - c. Activate MAA/MOUs to supplement county resources
 - d. Notify MSP/EMSHD District Coordinator
 - e. Make available incident information to MSP/EMSHD and statewide agencies via the Michigan Critical Incident Management System (MI CIMS) online platform, by submitting and maintaining applicable MI CIMS boards and logs.
6. If county resources and capabilities are exhausted, the county requests the Governor to declare a State of Emergency or State of Disaster in accordance with procedures set forth in 1976 PA 390, as amended. If the emergency occurs solely within the confines of the municipality, the county shall not request state assistance or the Declaration of a State of Disaster or Emergency unless requested to do so by the municipal CEO.

Organization and Assignment of Responsibilities

A. Emergency Management Organization:

1. The **The City of Pontiac** emergency management organization is comprised of **(number)** agencies and departments that are responsible for conducting activities in response to emergencies within the community. To facilitate an effective emergency response, these departments have been assigned to specific emergency functions. All agencies are responsible for implementing pre-disaster activities to prevent, mitigate and prepare for the various hazards that the community is vulnerable to. These activities include awareness training and public education, exercising, preparing Standard Operating Procedures (SOPs) and job aides, hygienic practices to prevent spreading of infectious diseases, stockpiling equipment, regulating land-use, etc.
2. The following table lists the established emergency support functions, assigned agencies, primary points of contact, and phone numbers.

Function	Agency	Primary Contact	Phone
Direction, Control , and Coordination		Mayor Waterman	248-705-5316
Communications and Warning		Kiearha Davidson	248-758-3143
Damage Assessment		Mike Wilson	248-670-5771
Fire Services		Chief Matt Covey	248-431-0103
Mass Care, Emergency Assistance, Housing, and Human Services		Linnette Phillips	248-330-4523
Public Health and Medical Services		Bill Grubb	
Public Information		Ken Martin	Ken Martin
Public Safety		Captain Ewing	248-881-3629
Public Works		Dan Ringo	248-762-7216

3. The following table lists the alternates designated to represent the emergency functions.

Agency	1 st Alternate	2 nd Alternate

4. **The City of Pontiac** maintains 10 fulltime departments. All departments contribute to the safety and welfare of the community. Each department employs qualified emergency personnel and maintains equipment that can be used in emergency response. A list of resources available for utilization during incidents can be requested through the Emergency Management Liaison. If resource needs exceed the capabilities of the community, the CEO may activate MAA/MOUs and pre-disaster contracts, or it may become necessary to request county assistance.

B. Responsibilities:

1. The following responsibilities have been assigned to each organization that has been assigned responsibility in this plan:
 - a. Assist in the development, review and maintenance of Support EOP and County EOP.
 - b. Report to the local EOC when activated for scheduled exercises or emergencies.
 - c. Build capabilities and develop/maintain SOPs for specific functions or actions identified in the plan. Continuously review and update procedures.
 - d. Maintain a list of resources available through the departments.
 - e. Establish MAA/MOUs and contracts with other jurisdictions and organizations to supplement municipal resources.
 - f. Activate MAA/MOUs and contracts with other organizations to supplement response activities when local resources become exhausted.
 - g. Train personnel in emergency management functions and NIMS/ICS concepts.
 - h. Protect vital records and other resources deemed essential for continuing government functions and each agency's emergency operations in accordance to procedures and policies.
 - i. Ensure compliance with this plan and the County EOP, and any pertinent procedures and documents that impact the provision of emergency services in the municipality.
2. The annexes attached to this plan further describe nine emergency support functions and their associated responsibilities in mitigation, preparedness, prevention, response and recovery.

Annexes include the organizations that are responsible for carrying out the emergency functions, and assign tasks associated with each function.

ANNEXES

The annexes attached to the Basic Plan describe all-hazard functions and include the roles and responsibilities that each responsible agency should consider during an emergency for which the Support EOP has been activated. Each annex contains: the agencies responsible for carrying out a function, their assigned tasks, and the concept of operations.

The annexes attached to this plan include the following functions:

Annex A, Direction, Control, and Coordination

Annex B, Damage Assessment

Annex C, Communications and Warning

Annex D, Fire Services

Annex E, Mass Care, Emergency Assistance, Housing, and Human Services

Annex F, Public Health and Medical Services

Annex G, Public Information

Annex H, Public Safety

Annex I, Public Works (Includes Appendix A – Debris Management Guidelines)

ANNEX A

DIRECTION, CONTROL, AND COORDINATION

The Direction, Control, and Coordination function is responsible for the activation, organization and operation of the local EOC, the facilitation of incident management, response, and recovery efforts, and coordination with the County Emergency Management Program.

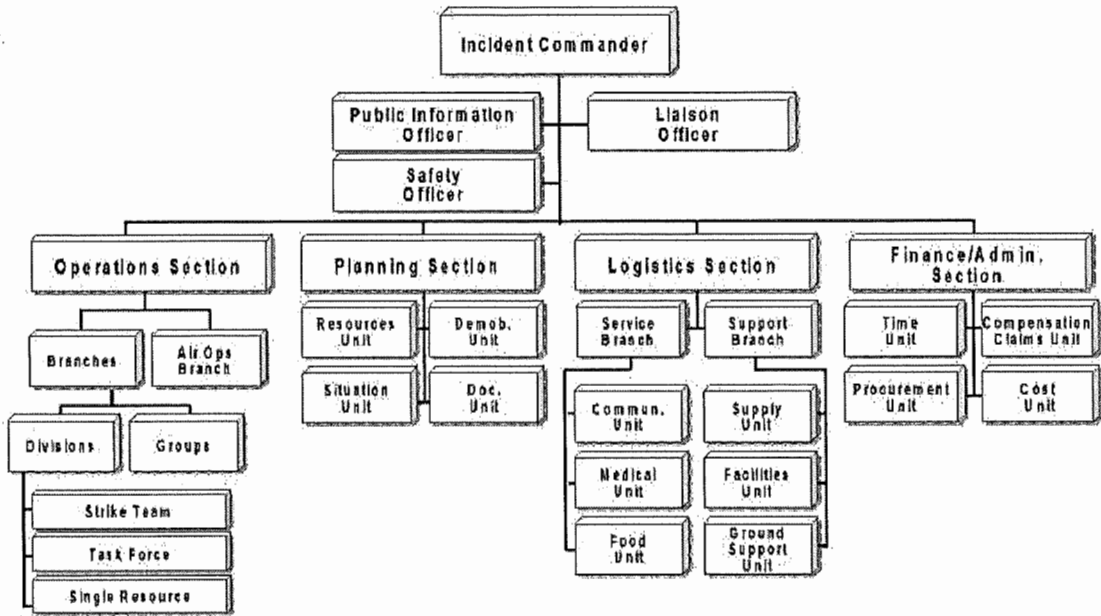
Direction, Control, and Coordination officials will maintain liaison and coordinate emergency management and response activities with the Direction, Control and Coordination function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#5 - Emergency Management/Information & Planning, ESF#7 - Logistics and Resource Support.

Responsible Agency: **Executive Office**

Direction, Control, and Coordination Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	EOC operations
	Activate the EOC and ensure that appropriate staff is notified.
	Establish a system of coordination, such as ICS (see Figure 1), within the EOC. (Field operations at the ICP are required to utilize ICS.)
	Maintain administrative materials for the EOC, i.e., pencils, paper, maps, and status boards.
	Ensure copies of the Support EOP and EOC SOPs are available to EOC staff.
	Coordinate with law enforcement officials for EOC security.
	Local authority
	Direct and coordinate response activities in accordance with this plan, including prioritizing allocation of scarce resources.
	Relieve jurisdiction employees of normal duties and temporarily reassign them to emergency duties, and employ temporary workers, as necessary.
	Declare a local state of emergency and notify the County
	Issue directives as to travel restrictions on municipal roads.
	Recommend appropriate protective measures to ensure the health and safety of people and property.
	Assistance to other agencies
	Advise the County Emergency Management Coordinator of the situation and maintain liaison with the County Emergency Management Program.
	Establish communications with and provide support to the Incident Command Post (ICP).
	Provide frequent staff briefings and ensure all groups function as planned.
	Inform legislative body of measures taken.
	Review and authorize the release of information to the public through the Public Information Officer (PIO).
	Logistics
	Ensure all resources are made available for response.
	Formulate specific assistance requests to adjacent jurisdictions and the county.
	Activate MAA/MOUs and contracts with other jurisdictions and organizations.
	Provide aid to other communities as provided for in MAA/MOUs.
	Ensure staff maintains logs of actions taken and financial records.

Figure 1. ICS Incident Management Structure



DIRECTION, CONTROL, AND COORDINATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for the CEO for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY

The line of succession for the Emergency Management Liaison for representing the Direction, Control, and Coordination function during a response to an emergency or disaster situation is:

TITLE	AGENCY

The **CEO and Emergency Management Liaison** are responsible for reporting or delegating an individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Direction, Control, and Coordination function.

SIGNATURE OF CHIEF EXECUTIVE OFFICIAL	DATE

SIGNATURE OF EMERGENCY MANAGEMENT LIAISON	DATE

ANNEX B

COMMUNICATIONS AND WARNING

The Communications and Warning function is responsible for alerting and notification of key officials, receiving and disseminating warning and critical emergency information to the public, and the establishment, maintenance, and coordination of communication protocols and links between the EOC and other incident facilities.

The Communications and Warning Official will maintain liaison and coordinate emergency management and response activities with the Communications and Warning functions at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#2 – Communications and Supporting Technologies, ESF#15 – External Affairs and Public Information.

Responsible Agency: (e.g., 911 Dispatch Center, IT Department)

Communications and Warning Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Communication links
	Ensure lines of communication have been established between all agencies represented in the local EOC, their department offices and their staff at the incident site. Available channels for establishing communications includes (communications channels, e.g. telephone, cell phone, radios, pagers, etc.)
	Coordinate communications between municipal and county EOC. Available channels for establishing communications include (communications channels, e.g. telephone, cell phone, radios, pagers, etc.)
	Establish communications links with the adjacent communities and higher levels of government.
	Coordinate warning frequencies and procedures with adjacent communities and other government agencies.
	Disaster warning and information
	Activate public warning systems when instructed to do so by the CEO or Emergency Management Liaison. Warning methods include (warning methods, e.g., social media, door-to-door notification, reverse 911, etc.)
	Ensure that warning messages received through the Law Enforcement Information Network (LEIN), National Warning System (NAWAS), Emergency Alert System (EAS), local weather spotters, or other verifiable means are issued in a timely manner.
	Determine which facilities are endangered by the incident and contact those facilities. Ensure they are contacted when protective actions are rescinded.
	Notify special locations (e.g., schools, hospitals, nursing homes, major industries, institutions, and places of public assembly).
	Ensure that public warning systems provide notification to residents with Access and Functional Needs, such as the elderly, hearing impaired, non-English speakers, individuals with mobility limitations, etc.
	Official notification
	Ensure that all necessary officials have been notified and/or updated about the incident.
	Notify neighboring jurisdictions of impending hazard or hazardous situations when instructed to do so by the Chief Executive Official or Emergency Management Liaison.

COMMUNICATIONS AND WARNING

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Communications and Warning function during a response to an emergency or disaster situation is:

TITLE	AGENCY

IT/Cable and Communications Director is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Communications and Warning function.

SIGNATURE OF COMMUNICATIONS AND WARNING OFFICIAL	DATE

ANNEX C

DAMAGE ASSESSMENT

The Damage Assessment (DA) function is concerned with the process of documenting damage from emergencies in the community. Information gathered may be used to determine the extent of damage and impact on the community resulting from an incident to justify future federal funding, declarations of emergency, and disaster proclamations. An accurate damage assessment is a necessary part of the recovery phase and determines qualification for state and federal disaster aid.

The Damage Assessment Official will maintain liaison and coordinate emergency management and response activities with the DA function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#5 - Emergency Management/Information Planning, ESF#14 – Recovery.

Responsible Agency: (e.g., **Assessing Office, Building Department**)

Damage Assessment Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Damage assessment
	Maintain current list of DA field team members.
	Maintain damage assessment field team supplies for contingency purposes, i.e., MSP/EMSHD Pub 901 Michigan Damage Assessment Handbook, blank forms, flashlights, cameras, pencils, paper, maps, etc.
	Activate DA field teams.
	Collect both public and private damage assessment information.
	Record initial information on damages from first responders.
	Augment DA field teams, as the situation dictates.
	Dissemination of DA information
	Provide an initial DA to EOC staff.
	Provide and verify DA information to the CEO and, if necessary, assist in preparation of a local state of emergency declaration.
	Prominently display DA information in the EOC, including maps, situation updates and assessment data.
	Provide the PIO with current DA information for release to the public.
	Provide DA data to the Emergency Management Liaison. The Emergency Management Liaison will forward information to the County Emergency Management Program for submission in MI CIMS; MICIMS damage assessment data should be entered within 72 hours of incident onset.
	Logistics
	Maintain a status list of requested resources.
	Compile and maintain a record of expenditures for personnel, equipment, supplies, etc.

DAMAGE ASSESSMENT

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the DA function during a response to an emergency or disaster situation is:

TITLE	AGENCY

Buildings and Safety Director and/or their designee is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the DA function.

SIGNATURE OF DAMAGE ASSESSMENT OFFICIAL	DATE

ANNEX D

FIRE SERVICES

The Fire Services function is concerned with detecting and suppressing wild land, rural, and urban fires and any of these that result from, or occur coincidentally with, an incident response.

The Fire Services Official will maintain liaison and coordinate emergency management and response activities with the Fire Services function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#4 – Firefighting, ESF#9 – Search & Rescue, ESF#10 – Hazardous Materials.

Responsible Agency: (e.g., Fire Department)

Fire Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Response activities
	Coordinate fire response and search and rescue activities with appropriate personnel at the County Emergency Management Program, including assistance to regional special teams such as Regional Response Teams, Michigan Task Force One (MI-TF1) Urban Search and Rescue, MABAS 3201, MABAS 3202, bomb squads, etc.
	Respond to hazardous materials spills.
	Coordinate with the County EMC and the State of Michigan in the decontamination of affected citizens and emergency workers after exposure to CBRNE hazards.
	Assist in searching for bombs and explosive devices in connection with terrorism or weapons of mass destruction (WMD) events.
	Assistance to other agencies
	Advise EOC staff about fire and rescue activities.
	Provide communications and other logistical supplies, as needed.
	Assist with evacuations.
	Assist in damage assessment operations.
	Assist in warning the population. Loud speakers on fire vehicles or door-to-door warning may be utilized.
	Assist in salvage operations and debris clearance.

FIRE SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Fire Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY

Fire Chief and/or their designee is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Fire Services Functions.

SIGNATURE OF FIRE SERVICES OFFICIAL	DATE

ANNEX E

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

This function is concerned with issues related to the provision of mass care, emergency assistance, housing, and human services to disaster survivors, including those that require Functional Needs Support Services, throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Mass Care, Emergency Assistance, Housing, and Human Services Official will maintain liaison and coordinate emergency management and response activities with the Mass Care functions at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#2 – Communications and Supporting Technologies, ESF#6 – Mass Care, Shelter and Human Services, ESF#17 – Animal Care.

Responsible Agency: (e.g., Recreation Department, Housing Office)

Mass Care, Emergency Assistance, Housing, and Human Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Disaster-related needs
	Coordinate activities of municipal departments that provide mass care and human services.
	Coordinate with the County Emergency Management Program, the American Red Cross (ARC) and other agencies to distribute food, water, and clothing, and meet other basic needs of disaster survivors and emergency responders.
	Coordinate to provide transportation for disaster survivors and emergency responders.
	Arrange for the provision of crisis counseling to disaster survivors and emergency responders.
	Coordinate procedures for the tracking of family members and reunification of families.
	Identify and account for personal property that may be lost during a disaster.
	Coordinate with the County EOC to establish procedures for the registration and management of volunteers and donations.
	Coordinate with agencies in the community that work with individuals with access and functional needs to ensure disaster related needs are met.
	Protective action
	Coordinate the provision of transportation for evacuation.
	Provide staff and resources to manage open shelters.
	Coordinate care for individuals at shelters and for those who have been sheltered-in-place.
	Determine whether shelters must be opened long or short-term.
	Provide guidance/policies for the care of household pets that are brought to shelters by evacuees (only service animals are allowed into ARC shelters).
	Pre-identified shelter locations include: <u>shelter locations; information on pre-identified shelter locations should be available from the County Emergency Management Program or ARC</u>

MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Mass Care, Emergency Assistance, Housing, and Human Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY

Office of the Mayor of Pontiac is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Mass Care, Emergency Assistance, Housing, and Human Services function.

SIGNATURE OF MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES OFFICIAL	DATE

ANNEX F

PUBLIC HEALTH AND MEDICAL SERVICES

The Public Health and Medical Services function is responsible for assessing public health and medical needs, health surveillance, and provision of medical care personnel, supplies and equipment.

The Public Health and Medical Services Official will maintain liaison and coordinate emergency management and response activities with the Public Health and Medical Services function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#8 – Public Health and Medical, ESF#17 – Animal Care.

Responsible Agency: (e.g., Fire Department, EMS agency)

Public Health and Medical Services Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another representative from the agency to staff the EOC and implement the plan.
	Patient care
	Coordinate with medical providers and shelter managers to staff medical personnel at shelters.
	Identify the transportation resources and personnel needs to transport disaster survivors to temporary care centers.
	Provide transportation of patients and assist hospitals with transfer of patients.
	Ensure identification and notification of disaster survivors and emergency responders in need of crisis counseling and/or debriefing.
	Coordinate the monitoring of disaster survivors and emergency responders for exposure to chemical, radiological, or biological contaminants, and assist in their decontamination.
	Public health
	If necessary, identify a site for a temporary morgue. NOTE: The medical examiner is responsible for identifying the deceased. Law enforcement and EMS may provide additional support in collecting and transporting.
	Assist with animal and pet control and support the county Animal Control Unit in the quarantine and disposal of diseased animals.

PUBLIC HEALTH AND MEDICAL SERVICES

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Public Health and Medical Services function during a response to an emergency or disaster situation is:

TITLE	AGENCY

Office of the Mayor of Pontiac and/or their designee is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Health and Medical Services function.

SIGNATURE OF HEALTH AND MEDICAL OFFICIAL	DATE

ANNEX G

PUBLIC INFORMATION

The Public Information function ensures accurate, coordinated, timely, and accessible information is disseminated to governments, media, the general public, and the private sector throughout the prevention, preparedness, mitigation, response, and recovery phases of disasters and emergencies.

The Public Information Official will maintain liaison and coordinate emergency management and response activities with the Public Information function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#15 – External Affairs and Public Information.

Responsible Agency: Mayor’s Office

Public Information Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Pre-disaster public education
	Assist the Emergency Management Liaison in developing educational materials on the hazards facing the community and explaining what people can do to protect themselves to recover from incidents.
	Ensure that written materials/social media are developed for non-English speaking individuals or others who require FNS.
	Disaster warning and information
	Coordinate with the County to develop and release updated EAS messages based on incoming information.
	Coordinate with the County to document which EAS messages have been delivered over radio and television.
	Ensure that accurate information is disseminated describing such items as the locations of shelters, missing persons information hotline, volunteer hotline, rumor control hotline, etc.
	Distribute prepared public educational materials.
	Media coordination
	Establish and maintain contact with the EOC and/or the ICP.
	Prepare press releases and ensure that all press releases and official information is reviewed by (positions that will review press releases, e.g. Mayor/Deputy Mayor) .
	Verify that information is accurate before releasing it to the media.
	Schedule media briefings.
	Establish a Public Information Center as the central point from which municipal news releases are issued at Mayor’s Officer
	Assist the county in establishing a Joint Information Center (JIC; the JIC can be used by agency representatives for releasing information to the news media).
	Coordinate public information activities with the County PIO and the JIC.
	Schedule interviews between the CEO and media agencies.
	Monitor all forms of media, both traditional and social, for rumors, and address rumors as soon as possible

PUBLIC INFORMATION

The following agency is responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Public Information function during a response to an emergency or disaster situation is:

TITLE	AGENCY

Director of Public Information is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Information function.

SIGNATURE OF PUBLIC INFORMATION OFFICIAL	DATE

ANNEX H

PUBLIC SAFETY

The Public Safety function is concerned with ensuring the safety of all citizens, maintaining law and order, protecting public and private property and providing protection for essential industries, supplies and facilities.

The Public Safety Official will maintain liaison and coordinate emergency management and response activities with the Public Safety function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#13 – Public Safety and Security/Law Enforcement, ESF#17 – Animal Care, ESF#18 – Military/Defense Support to Civil Authorities.

Responsible Agency: Oakland County Sheriff's Department

Public Safety Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan.
	Response activities
	Provide security and access control at critical facilities and incident sites.
	Implement any curfews ordered by the governor or CEO.
	Enforce evacuation orders and assist in evacuations.
	Ensure prisons and jails are notified of potential threat and determine whether proper safety and security precautions are being taken.
	Implement urban search and rescue capabilities, including animals.
	Investigate incident and provide intelligence information to county, state and federal officials.
	Transportation
	Secure unusable roads. (Use Fire Services and Public Works for support, if necessary).
	Identify routes that need barricades and signs. Request necessary assistance from Public Works.
	Ensure vehicles on evacuation routes are removed. If necessary, request that Public Works agencies move vehicles off the road. Maintain record of where vehicles are being taken.
	Coordinate with the Road Commission or Public Works in rerouting traffic and putting the appropriate signs in place.
	Assistance to other agencies
	Assist Warning function in warning the public, when necessary.
	Assist the medical examiner with mortuary services.
	Assist families isolated by the effects of the disaster.

PUBLIC SAFETY

The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT

The line of succession for representing the Public Safety function during a response to an emergency or disaster situation is:

TITLE	AGENCY

Director of Public Safety and/or their designee is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Safety function.

SIGNATURE OF PUBLIC SAFETY OFFICIAL	DATE

ANNEX I

PUBLIC WORKS

The Public Works function is responsible for conducting pre- and post-incident assessments, ensuring critical services are met through existing contracts, providing technical assistance and engineering expertise and construction management, providing emergency repair of damaged public infrastructure and critical facilities, and the clearing of debris from public roads.

The Public Works Official will maintain liaison and coordinate emergency management and response activities with the Public Works function at the county level. This annex relates to the following annex(es) in the Oakland County EOP: ESF#1 – Transportation/Transportation Infrastructure, ESF#3 – Public Works and Engineering and ESF#12 – Energy and Energy Infrastructure.

Responsible Agency: Department of Public Works

Public Works Checklist

	Report to the EOC, when activated, for scheduled exercises and disasters, or delegate another from the agency to staff the EOC and implement the plan
	Response activities
	Coordinate debris removal activities (see Appendix A for Debris Management Guidelines)
	Coordinate activities designed to control the flow of floodwater.
	Damage assessment
	Provide engineering expertise to inspect public structures and determine if they are safe to use.
	Provide DA information for roads, bridges, buildings, infrastructure, etc. to DA function.
	Transportation
	Provide barricades and signs for road closures and boundary identification (to include activating MAA/MOUs if additional barricades are needed).
	Provide technical expertise in road weight limits, road capacity, etc., to determine whether evacuation routes are adequate for traffic flow.
	Notify law enforcement of the location(s) of disabled vehicles.
	Contact appropriate Michigan Department of Transportation (MDOT) and county transportation officials to request travel restrictions on state and county roads, if necessary.
	Assistance to other agencies
	Assist in identifying access control areas.
	Assist with urban search and rescue activities, if necessary.
	Maintain contact with local utilities to determine the extent and cause of damage and outages. Report this information and restoration schedules to EOC staff.
	Coordinate with utility companies in the restoration of essential services.
	Logistics
	Provide vehicles and personnel to transport essential goods, such as food and medical supplies, when directed by the EOC staff.
	In conjunction with public health, help identify sources of potable water.
	Assist in identifying and obtaining the appropriate construction equipment to support disaster response and recovery operations.
	Provide emergency generators and lighting.

PUBLIC WORKS


The following agencies are responsible for this annex:

AGENCY	TITLE OF CONTACT
DPW	Director

The line of succession for representing the Public Works function during a response to an emergency or disaster situation is:

TITLE	AGENCY
Director	DPW
Deputy Director	DPW
Engineer	DPW

The Department of Public Works is responsible for reporting or delegating another individual from their agency to report to the EOC during scheduled exercises or emergencies to coordinate and represent the Public Works function.

SIGNATURE OF PUBLIC WORKS OFFICIAL	DATE
	1/21/2021

APPENDIX A

Debris Management Guidelines

The Department of Public Works is responsible for debris management activities. The following guidelines represent a checklist of actions that agency officials must consider for providing effective debris management.

Guidelines:

Debris Clearance – Occurs in the first 24-72 hours and generally focuses on clearing roadways for emergency vehicles & rescue operations to have unobstructed routes to critical facilities

- a. Maintain detailed record keeping (critical for possible reimbursement)
 - i. Document all expenses and time involved in the debris removal process
- b. Coordinate with public utilities and waste haulers
- c. Consider how to handle access to private property
 - i. Right-of-entry, hold-harmless agreements
- d. Consider health & safety concerns (obtain detailed safety plans from contractors)
- e. Obtain any necessary permits and/or waivers

Debris Removal – The management and disposal of accumulated debris after life-safety has been addressed

- f. Consider the following steps in the debris management process:
 - i. Removal
 - ii. Transportation/hauling routes
 - iii. Temporary storage/staging site selection & management
 1. Consider water tables, affected populations, terrain
 - iv. Monitoring/load tickets/weights & measures
 - v. Sorting/Processing
 - vi. Recycling of applicable materials
 - vii. Reduction (Chipping, grinding, burning)
 - viii. Final disposition/landfill or other

When Trash Removal Providers are Individually Contracted by Residents:

- a. If the jurisdiction does not provide trash removal services to residents under normal circumstances, after a large emergency, if the private company is unable or unwilling to remove the debris, it will become the responsibility of the local jurisdiction to ensure health and safety to their residents.
- b. Contact local private companies to see what, if any, services they will provide their contracted residents with debris removal caused by an emergency.
- c. Track all costs associated with the debris removal.
- d. Contact DPW (if applicable) to determine what equipment is owned by the jurisdiction and if any can be used for this purpose.
- e. Contact neighboring communities who provide trash removal on a daily basis. If they were unaffected by the disaster, see if they can provide some assistance for equipment, temporary storage locations and/or transport to landfill.
- f. Identify a location (possibly parking lot) that can be used for temporary storage site of garbage.
- g. Request guidance from DEQ on permits and licenses.
- h. Contact landfill to set-up contract, rates and drop off schedule.

- i. Set hours and map out pick-up locations of affected areas. Send out public messages regarding the services available and process.
- j. Consider requiring residents to drop off debris to one identified site. The jurisdiction won't need the trucks, staff or logistics for curb side removal but will have to load semi-trucks and take to landfill.

#12

COMMUNICATION



The 10th Pontiac City Council Rules and Procedures

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 held every **Tuesday** of each month beginning at 6:00 p.m. at City Hall in the Council Chambers for formal meetings **and for** Study Session meetings unless otherwise rescheduled by resolution of the council. The **Tenth** Council has decided to implement Study Sessions and Formal Meetings. These meeting will alternate week to week.

Formal Meeting

During the formal meetings the City Council proceed through the formal agenda and take action on agenda items.

Special meetings

A special meeting shall 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 council members 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 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 web page.
- 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 web site. 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 delay would be detrimental to the city's efforts in responding to the threat.

Minutes of regular and special meetings

The clerk shall attend the council meetings and record all proceedings and resolutions of the council in accordance with the Open Meetings Act. In the 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 official not present at roll call; the name and time of departure of any elected official before adjournment; the maker and supporter of all motions and resolutions which are voted upon by the council; an indication of how each council member present voted on a motion or resolution; the call of the chair as to the passage or failure of the motion or resolution; and the time of adjournment. For public comment, only the number 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*.

A copy of the minutes of each regular or special council meeting shall be available for public inspection at the City Clerk's Office during regular business hours.

Conduct of meetings

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.

Agenda preparation

An agenda for each regular council meeting shall be prepared by the city clerk with the following order of business: The agenda will be as follows for the Formal Meetings.

Formal Meetings

1. Call to order
2. Invocation
3. Pledge of Allegiance *to the Flag of the United States*
4. Roll Call
5. Authorization to Excuse Members from the Meeting
6. Amendments to and *approval* of the agenda
Motions to amend the agenda are not debatable.
7. Approval of the Minutes
8. Subcommittee Report (As needed)
9. Special Presentation (If any)

Any presentations with prepared materials must be presented in print to the Council members. Specifically any power point presentations must be in printed form and distributed to the Council members prior to the beginning of the presentation.

10. Public Hearings (If any)
11. Recognition of Elected Officials (If any)
12. Agenda Address (2 Minute Limit)
13. Agenda Items
14. Public Comment (3 Minute Limit)
15. Mayor, Clerk and Council Closing Comments (3 Minute Limit)
16. Adjournment

The Agenda will be as follows for **Study Session Meetings**

Study Session

1. Call to order
2. Roll Call
3. Authorization to Excuse Members from the Meeting
4. Approval of the Agenda
5. Approval of the Minutes
6. Public Comment
7. Review of all agenda items
8. 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 to place on the agenda shall be noon on the **Thursday** before a Study Session Meeting. The clerk shall distribute the agenda by email no later than 5:00 p.m. on Friday. Complete agenda packets, excluding confidential information, shall be posted on the City's web site concurrent with distribution of the agenda packet to the council members.

Any councilmember shall have the right to add items to the regular agenda before it is approved.

Agenda distribution

The clerk is responsible for the agenda distribution, which is emailed to each councilmember forty-eight (48) hours or more prior to each council meeting. In addition, the clerk posts each agenda to the city website 48 hours prior to each meeting for 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. The council may adopt an ordinance to prescribe penalties.

Attendance at council meetings

Council is empowered by Article III – Legislative Branch, Section 3.107 of the charter to adjourn a meeting if a quorum is not present and compel attendance in a manner prescribed by its ordinance. In the event that the member's absences continue for more than five consecutive regular meetings of the council, the council may declare the seat vacant in accordance with Section 3.119 of the charter.

Role of the Mayor (Charter 4.101 "The Mayor or the Deputy Mayor shall attend all meetings of the Council and respond to questions from Council members and Citizens, make reports and present

proposals.”) The Mayor shall not speak on Council agenda items unless the Mayor is asked a question on that item.

Presiding officer

The presiding officer shall be responsible for enforcing these rules of procedure and for enforcing orderly conduct at meetings. The council president is ordinarily the presiding officer. If the Council President is absent, The Council President Pro Tem will preside over the meeting. In the absence of both the Council President and the Council President Pro Tem at the same meeting, the council member presiding over the meeting shall rotate by District, starting with District one. In the event of a resignation or other permanent absence, that the position shall be filled by nomination and affirmative vote of the majority of Council members serving.

Disorderly conduct

The president 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 chair determines whether the person is in order.

Closed meetings

Purpose

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 to hear complaints or charges brought against a public officer, employee, staff member or individual agent when the named 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 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.

Discussion and voting

Rules of parliamentary procedure

The rules of parliamentary practice, as contained in the *most recent edition of Robert's Rules of Order Newly Revised*, shall govern the council in all cases to which they are applicable, provided they are not in conflict with these rules, city ordinances or applicable state statutes. *The Parliamentarian shall be a Professional Registered Parliamentarian with the National Association of Parliamentarians.* The chair 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 the council discussion and debate, no *councilmember* shall speak until recognized for that purpose by the chair. 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 chair, maintain a courteous tone and avoid interjecting a personal note into debate.

The Council members may decide by majority vote to limit or determine the time to be devoted to the discussion of a pending motion or item for discussion.

Interruptions of Votes

Interruptions during the taking of a vote are permitted only before any councilmember has actually voted.

Rule against Explanation by Councilmembers During Voting

A councilmember has no right to "explain their vote" during voting, which would be the same as debate at such a time.

Changing One's Vote

A member has a right to change their vote up to the time the result is announced. After that the member can make the change only by the unanimous consent of the remaining councilmembers present.

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.

Abstentions

Except as otherwise specified in the City Charter or in matters relating to a direct financial conflict of interest no Councilmember shall abstain from voting on any question.

Roll Call

In all roll call votes, the names of the members of the council shall be called in rotating alphabetical order.

Disposition of Agenda Items

When an agenda item has been rejected by a vote of Council vote it may not be returned to the agenda unless the Councilmembers request, by majority vote, to give it further consideration.

Disposition of Agenda Item: An item may be not be returned for at least 30 days and by a Councilmembers request, by majority vote to give it further consideration.

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, ***clapping***, or any other acts that disturb, disrupt, or impede, or otherwise interfere with the orderly conduct of the City Council Meeting.

Agenda Address

The Council has included in its agenda a time for Agenda Address. Agenda Address will allow the audience to comment on agenda items on the agenda of the City Council Meeting. The individuals addressing the body will have 2 minutes to complete the Agenda Address. All individuals wishing to participate in the Agenda Address will have to fill out an Agenda Address Card, which will be located in the City Clerk's Office. The Agenda Address Card shall require the person to identify himself or herself, a method of contact, and the subject matter of their comments and such other information the Council President may require. The Agenda Address Card has to completed and turned in to the Clerk's Office by ***Tuesday*** at 4:30 p.m. to be considered for the following council meeting. Individuals who have submitted an Agenda Address Card to speak must be present in the City Council Chambers when their name is called or they will lose their turn to speak.

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 non-agenda items. The individuals addressing the body will have 3 minutes to complete public comment. All individuals wishing to participate during public comment will have to complete the Public Comment Sign-In Sheet, which will be located in the City Council Chambers on a clipboard.

The Public Comment Sign In-Sheet shall require the person to identify himself or herself, 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 your name is not on the Public Comment Sign-In Sheet once picked up, you 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 City Council Chambers when their name is called or they will lose their turn to speak. *A person having been called on to speak may not yield their time to another person.*

At the time of Public Comment on the agenda, the chair has the flexibility to determine that the time should be limited to less than three minutes for each speaker.

During Public Comment speakers shall not expressly advocate a vote for or against a candidate or ballot issue. (Sec. 57 Michigan Campaign Finance Act)

During Public Comment, council members shall not respond to any speaker. Responses to public comments are appropriate during closing comments prior to the adjournment of the meeting.

City of Pontiac employees cannot give public comments while on the clock and while receiving compensation from the City of Pontiac.

Only individuals signed up for public comment can be provided 3 minutes to speak, no add ons.

Miscellaneous

Suspension of 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 members present except that council actions shall conform to state statutes and to the Michigan and United States Constitutions.

Annual Review of the Rules

Each January the Councilmembers shall review these Rules and they may be revised by a majority vote of the councilmembers.

Committees

Standing and special committees of council

The city shall have the following standing committees:

Finance/Human Resource Committee: Responsible for meeting with the Finance Director to review periodic financial reports; responsible for reviewing the proposed budget. This committee will meet once a month or as needed.

Public Safety Committee: Responsible for meeting with the Mayor and representatives of the City's police, fire, and emergency medical transport service providers. This committee will meet once a month or as needed.

Community Development Committee: Responsible for meeting with the Mayor and Community Development Director concerning the operations and functions of the Community Development Department. This committee will be meeting once a month or as needed.

Public Works/Parks and Recreation Committee: Responsible for meeting with the Mayor and Public Works Director concerning the operations and functions of the Public Works Department. This committee will meet once a month or as needed

Information Technology Subcommittee: Responsible for meeting with the Mayor and the IT Department concerning the operations and function of the IT Department. This committee will be meeting as needed.

Law and 50th District Court Subcommittee- Responsible for meeting with Judges or Court Reps concerning the operations and functions of the 50th Court. This committee will be meeting as needed.

Forensic Audit Subcommittee- This committee will meet as needed.

Real Estate Subcommittee-This committee will meet as needed.

Cable Subcommittee-This committee will meet as needed.

Committee members will be appointed by the president. They shall be members of the council. The president shall fill any committee vacancies. The committee member shall serve for a term of one year and may be re-appointed. Committees shall be comprised of at least three council members and one alternate who may attend if a regular member is unable to attend. Committees can discuss policy with department heads. Committees cannot make final decisions, but may recommend actions to the Council. Committees may determine their own meeting schedule. Committee meetings at which department heads will be present shall be scheduled at a time mutually acceptable to both the committee and the department head.

Committees shall present both oral and written reports. The committee shall designate a member to prepare the written report for the committee. 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 Council as a body, then at least two of the three members of the committee must be noted as being in support of the recommendation.

Special committees may be established for a specific period of time by the president or by a resolution of the council, which specifies the task of the special committee and the date of its dissolution. Special committees shall present reports in the same manner as standing committees.

Only the Pontiac City Council can give Public Service Announcements (PSA's) in the Council Chambers.

Effective April 24, 2018

Amended November 27, 2018

Amended December 4, 2018

Amended December 10, 2019

#13

ORDINANCE

ORDINANCE NO. _____

THE CITY OF PONTIAC ORDAINS:

AN ORDINANCE REGARDING PARKING OF COMMERCIAL VEHICLES AND OTHER SPECIFIED VEHICLES AND EQUIPMENT ON RESIDENTIAL STREETS PROHIBITED; TAXICAB EXCEPTION; PARKING OF COMMERCIAL STREETS FOR ONE HOUR PERMITTED; EXCEPTIONS; TEMPORARY PARKING MOTOR HOMES, PICKUP CAMPERS, AND COUPLED TRAILER COACHES ON RESIDENTIAL STREET PERMITTED.

WHEREAS, it shall be unlawful to park any commercial vehicle, bus, taxicab, trailer (coupled or not), pole trailer (coupled or not), semi-trailer (coupled or not), motor home, pickup camper, trailer coach (coupled or not), recreational equipment, or limousine on any residential street or service drive in the City at any time, including Sundays and holidays, provided, that the owner or lessee of a taxicab may park not more than one operable taxicab on the residential street or service drive within the block of his or her one-family or two-family residence where the residence of such owner or lessee does not have a front yard driveway;

WHEREAS, it shall be unlawful to park any commercial vehicle, bus, taxicab, trailer (coupled or not), pole trailer (coupled or not), semi-trailer (coupled or not), motor home, pickup camper, trailer coach (coupled or not), recreational equipment, or limousine on any commercial street in the City where parking is allowed, for a period longer than one hour, including Sundays and holidays.

WHEREAS, the prohibitions in this section shall not apply to the following:

1. The expeditious loading or unloading, delivery, or pick-up of goods, wares, merchandise, or passengers at an address within the block where the vehicle is parked;
2. The performance of business or commercial service by a licensed contractor or service establishment at an address within the block where the vehicle is parked for the time needed to complete the service, provided, that, while parked, the vehicle shall prominently display a written notice of the location where the service is being performed;
3. The rendering of authorized emergency service, or service by a government agency or public utility;
4. The use of a vehicle at a public works or construction site, while the work is in progress;
5. A vehicle that is disabled pursuant to applicable City Code; or

6. A vehicle that is parked to avoid conflict with law enforcement activity, or in compliance with a traffic control device or direction from a police officer.

This section shall not apply to private passenger vehicles that have commercial license plates, trailers no longer than eight feet in length that are coupled to a permitted vehicle, or pickup trucks or vans that have commercial license plates unless the pickup truck or van has been modified substantially to perform primarily a specific commercial or industrial task. Substantial modification to pickup trucks and vans includes, but is not limited to, the addition of a cherry-picker, hoist, crane, or commercial rack designed for holding glass, but does not include the attachment of a snowplow or standard commercial rack, or enclosures, caps, covers, or boxes attached over the exterior bed of the truck, that are used to hold or carry items including, but not limited to, ladders, work supplies, or tools.

WHEREAS, motor homes, pickup campers, and coupled trailer coaches may be parked on any residential street, for up to 24 hours, only during the loading or unloading of such vehicle for the purpose of trip preparation or trip completion.

I hereby certify this ordinance was brought for a first reading at a meeting of the City Council of the City of Pontiac on the _____ day of _____, 2021.

Garland Doyle, Interim City Clerk

I further hereby certify this ordinance was adopted at a second reading of the ordinance by the City Council of the City of Pontiac on the _____ day of _____, 2021.

Garland Doyle, Interim City Clerk

I further hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council and was published verbatim in a publication of general circulation on the _____ day of _____, 2021.

Garland Doyle, Interim City Clerk

#14

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable Council President, and City Council Members

FROM: Honorable Mayor Deirdre Waterman
Phil Brown, Cable Director

DATE: May 25, 2021

RE: **Condition and Rehabilitation of the Cable System (Infrastructure and Broadcast Components)**
Cable Division produces two channels: Government & Public Access

The City of Pontiac's current cable system is over 20 years old. As such, the existing hardware and software are outdated and unable to be updated. We are recommending the current analog system be replaced to a tightrope system which is new and advanced. The use of the tightrope system can aid in the expansion of the city's media platforms that would allow improved audio and expand media formats that can aid in the expansion of the city's cable service which would provide the opportunity for more viewership.

- **Current analog system produces low quality broadcasts**
 - System has not been updated in over 20 years
 - Existing hardware and software cannot be updated
- **Current wire-based system creates slower broadcasts and uploads**
 - Causes poor quality video and audio
 - Causes delays in broadcasting
 - Difficult to troubleshoot problems as they occur
- **Current system does not communicate with newer technologies**
 - Infrastructure mismatch causes poor quality broadcasts
 - Upgraded technologies allow for use in new applications

Cable Office recommends as follows to bring our system to the present.

1. Install new fiber to increase connectivity (cable tv infrastructure)
2. Replace Server with new Tightrope 2 channel digital server system
3. Replace encoder with new encoder
4. Replace aging broadcast components with new bulletin board software
5. Monitoring hardware and software for quick troubleshooting and resolution

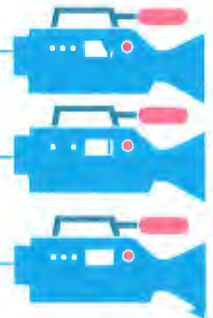
The cost of this project be estimated: \$169,283.00

*WHEREAS, the current analog cable system the City uses for broadcasts is outdated; and
WHEREAS, a new fiber-based system will increase quality of broadcasts
WHEREAS, this will benefit the residents of the City of Pontiac
NOW, THEREFORE, BE IT RESOLVED, that the City Council approves contracts with
Comcast Cable in the amount of \$16,572.87, and Filmtools in the amount of \$149,283.00 to
complete the transition from analog to fiber-based broadcasting services, and authorizes the
Mayor to execute contracts for these transactions.*

pb

Attachments: Comcast Fiber Optic Install
Filmtools Cable System Upgrade Estimate

**Council Chambers
Camera and Audio**



**Control Room
Broadcast Pix Video Server**

**Tightrope Media
VIO4
Playback Server**

**Tightrope Media
VOD (Video on
Demand)**

**Tightrope Media
Streaming Server**

**Cable Encoders
(Comcast, Uverse)**



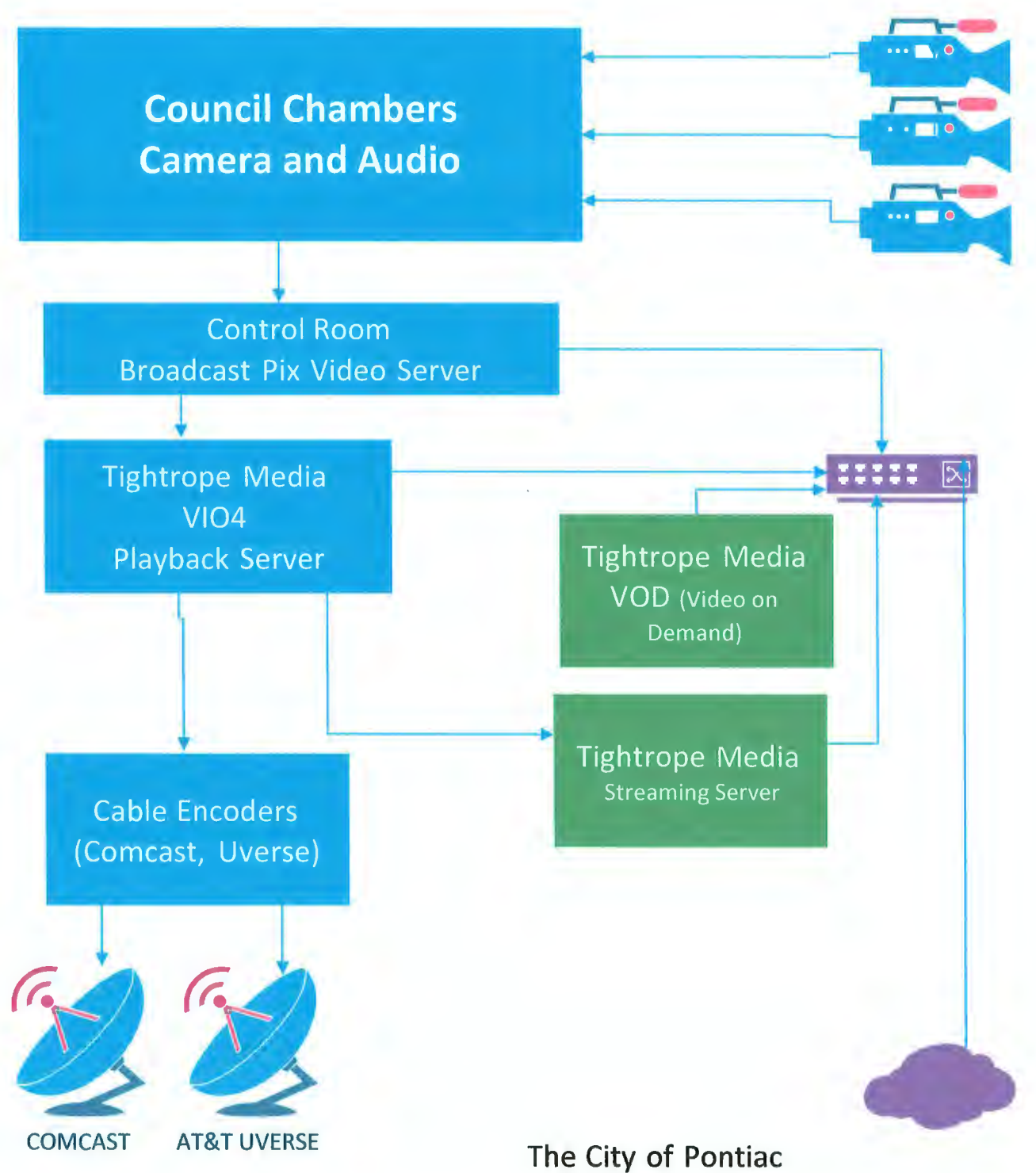
COMCAST



AT&T UVERSE



The City of Pontiac





Comcast Cable
25626 Telegraph Rd.
Southfield, MI 48033

QUOTE

Customer

Name City of Pontiac - PontiacTV
Address 47450 Woodward Avenue
City Pontiac State MI ZIP 48342
Phone 248.758.3000

Date 4/9/2019
Order No.
Rep David Flint
FOB MI

Qty	Description	Unit Price	TOTAL
1	Project Design & Labor	\$13,052.04	\$13,052.04
1	Project Material	\$3,520.83	\$3,520.83

Subtotal	\$16,572.87
Shipping & Handling	
Sales Tax	
TOTAL	\$16,572.87

Office Use Only

Payment required before work can begin.



Quotation

1015 North Hollywood Way
 Burbank, CA 91505
 Phone (818) 566-9898

DATE 4/5/21
 Quotation # SQ-8027188.4

Jon Stilson

Quotation valid until: 5/5/21
 Prepared by: **Jon Stilson**

ions@vtpcorp.com

Sold To:		Ship To:		End User:	
Company Name:	City of Pontiac	Company Name:	City of Pontiac	Company Name:	City of Pontiac
Address:	47450 Woodward Avenue	Address:	47450 Woodward Avenue	Address:	47450 Woodward Avenue
Suite #:		Suite #:		Suite #:	
City, State:	Pontiac, MI	City, State:	Pontiac, MI	City, State:	Pontiac, MI
Zip Code:	48342	Zip Code:	48342	Zip Code:	48342
Country:	USA	Country:	USA	Country:	USA
Contact:	Phillip Brown	Contact:	Phillip Brown	Contact:	Phillip Brown
Telephone:	248-758-3000	Telephone:	248-758-3000	Telephone:	248-758-3000
Fax:		Fax:		Fax:	
E-mail:	pbrown@pontiac.mi.us	E-mail:	pbrown@pontiac.mi.us	E-mail:	pbrown@pontiac.mi.us

#	QTY	Manufacturer	Product	Description	Unit Price	Extended Price
				Broadcast Switcher		
1	1	Broadcast Pix	BPS-MX	MX 8 systems with 8 SDI inputs + 1 external key and 6 outputs, NewBlue NTX graphics	18,500.00	18,500.00
2	1	Broadcast Pix	806	PTZ Robotic Camera, control and output over IP	1,395.00	1,395.00
3	1	Broadcast Pix	800	Camera Control - up to 12 cameras over IP or serial (Sony, JVC, Hitachi, Pansasonic, Telemetrics, Lumens, Vaddio - requires 814 for serial)	included	
4	1	Broadcast Pix	786	Additional Years support; provides full hardware & software support for 12 months, advanced spares replacement, telephone support, system upgrades and 1 year BPNet license	1,375.00	1,375.00
5	1	Broadcast Pix	968	Mica upgrade Credit Upgrade Credit - The old product must be returned to fully realize the credit	-8,000.00	(8,000.00)
				PTZ Camera		
6	2	Panasonic	AW-UE150KPJ	Panasonic AW-UE150K UHD 4K 20x PTZ Camera (Black)	9,995.00	19,990.00
				Playback Automation System		
7	1	Tightrope Media Systems	CBL-VIO4-600	4 channel configurable SD/HD SDI encode/decode, multi-format server with 10TB of usable RAID5 storage in a 3 RU chassis. Redundant power. Selectable SD or HD SDI with embedded audio. Pulls in RTP, RTMP and HLS streams. Includes Cablecast Automation, Video and CG server Software. Cablecast CG Player Software is optional. Includes graphics, crawl, bug, bug text on output. 3 year hardware warranty and 2 hours of installation support and training within first year.	18,950.00	18,950.00
				Optional Extended Hardware Support (years 4 and 5)		
8	2	Tightrope Media Systems	CBL-VIO4-HA	Annual hardware assurance contract for the CBL-VIO4-600. First 3 years are included with the purchase. Up to 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires.	1,875.00	3,750.00

				25% discount on years 4 and 5 if purchased with initial system purchase.		
				VOD Server		
9	1	Tightrope Media Systems	CBL-SVR450-VOD-10	Web centric head end automation system, Carousel server software and Cablecast VOD in a 3 RU chassis. Streams H.264 HLS Adaptive bitrate VOD to mobile devices, OTT and desktops. Redundant power, 10TB RAID5 Content and 256GB RAID1 OS drives. Includes 3 year hardware warranty and 2 hours of remote end user training and installation support within first year.	7,250.00	7,250.00
				Optional Extended Hardware Support (years 4 and 5)		
10	2	Tightrope Media Systems	CBL-PROVOD-10-HA	Annual hardware assurance contract for the Cablecast Pro VOD-10. First 3 years are included with the purchase. Up to 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires.	660.00	1,320.00
				25% discount on years 4 and 5 if purchased with initial system purchase.		
				Bulletin Board		
11	2	Tightrope Media Systems	CBL-VIOLITE-CG-SVR	Cablecast VIO server hardware with 8TB storage in a 1RU chassis configured for CG playout on up to two (2) channels. Suitable for that are not utilizing Cablecast Automation or Video Servers. SDI outputs, genlock input, hardware accelerated graphics. Includes 3 year hardware warranty and 2 hours of remote installation support and end user training within first year.	2,550.00	5,100.00
				Optional Extended Hardware Support (years 4 and 5)		
12	4	Tightrope Media Systems	CBL-VIOLITE-CG-HA	Annual hardware assurance contract for the CBL-VIOLITE-600. First 3 years are included with the purchase. Up to 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires.	450.00	1,800.00
				25% discount on years 4 and 5 if purchased with initial system purchase.		
13	2	TRMS	CBL-CGPLAYER-LIC	Cablecast CG bulletin board software for installation in Cablecast VIO video servers. All bulletin board features and native integration with the Cablecast schedule for display of "Airs Again On", "Coming up Next"	1,215.00	2,430.00
				Live Streaming Server		
14	2	Tightrope Media Systems	CBL-LIVE-350	Single channel H.264 HLS adaptive bit-rate live streaming server in a 1 RU chassis, integrated into Cablecast's user interface and public web interface. Resolution scales to 1080P. Stream is controllable through Cablecast and may be disabled on a per show basis. Includes 3 year hardware warranty and 1 hour of remote installation support and end user training within first year.	2,500.00	5,000.00
				Optional Extended Hardware Support (years 4 and 5)		
15	4	Tightrope Media Systems	CBL-LIVE-350-HA	Annual hardware assurance contract for the CBL-LIVE. First 3 years are included with the purchase. Up to 5 years of hardware assurance is available. Must purchase years 4 & 5 before existing assurance expires.	210.00	840.00
				25% discount on years 4 and 5 if purchased with initial system purchase.		
				VOD and Streaming Service PER YEAR		

16	1	Tightrope Media Systems	CBL-REFLECT-BND	Annual Cloud-based reflection service operating in conjunction with both Cablecast Live and Cablecast VOD servers that provide a virtually unlimited number of live and VOD internet video streams while conserving your internal bandwidth. Includes up to 3 streaming channels. Requires both Cablecast Live and Cablecast Pro with VOD video servers. Optional Extended Software Support (years 2 - 5)	1,895.00	1,895.00
17	16	Tightrope Media Systems	CBL-SAS-CH-1YR	Annual software maintenance contract per I/O (Input/Output). Covers all the software upgrades including major releases at one facility. VIO4 = 4 I/O Software assurance will need to be made current before additional years can be purchased. 10% discount for multiple year purchases. Infrastructure Signal Distribution	360.00	5,760.00
18	1	AJA	KUMO-3232-R2	KUMO 32x32 Compact SDI Router, with 1 power supply	2,895.00	2,895.00
19	1	AJA	KUMO-PWR-R0	KUMO +12VDC Power Supply, for redundant operation or spare	95.00	95.00
20	1	AJA	KKUMO CP2	2RU Control Panel for all KUMO routers	725.00	725.00
21						
22	2	Bitree	S64T-1MWNBK	12G+ MINI-WECO (MIDSIZE) VIDEO PATCHBAY, 2X32, 2 RU	1,300.00	2,600.00
23	20	Bitree		24" Patch cords	35.00	700.00
24	1	Cobalt	HPF-9000-N	20-slot openGear® High Power Frame - 2 Rack Unit with Fans and Metal Plates on Rear I/O - Includes one PS-9000 Power Supply and HPF-FC Network Controller Card Orders for 20-slot frames only, without Cobalt Digital cards, will not be accepted. [Options (sold separately) available for this item include: PSU-9000, 9000-FSB, SNMP-HPF-FC]	1,499.00	1,499.00
25	1	Cobalt	PS-9000	Extra (redundant) HPF-9000 frame power supply	459.00	459.00
26	1	Cobalt	HPF9000-FSB	Frame support bracket kit.	50.00	50.00
27	2	Cobalt	9121	Failover Switch 3G/HD/SD-SDI / ASI redundancy switch allows manual or failover changeover control between two SDI or ASI sources to a common SDI or ASI output.	1,525.00	3,050.00
28	2	Cobalt	RM20-9121-B	20-Slot Frame Rear I/O Module (Standard Width) Dual SDI/ASI Input BNCs, Relay SDI/ASI Output BNC, 4 SDI/ASI Reclockable Output BNCs, 2 GPI, 2 GPO Multiview Encoder	245.00	490.00
29	1	Cobalt	9970-QS	3G/HD/SD-SDI/CVBS Quint Split (5) Input Expandable Multi-Image Display Processor with Integrated HTML5 WebGUI Control and Monitoring, 3G-SDI and HDMI outputs, Embedded Audio Routing, User Configurable UMDs, Tallies, Labels, Audio Meters, Graticules, Timecode, and Metadata displays	2,324.00	2,324.00
30	1	Cobalt	RM20-9970-C-DIN	20-Slot Frame Rear I/O Module (Standard-Width) (5) 3G/HD-SD-SDI/CVBS Inputs, (2) 3G/HD/SD-SDI DA Outputs, COMM/GPIO Port (Combined HD-15 connector), HDMI Output, Ethernet Port (all coaxial connectors DIN 1.0/2.3) Signal Timing and Distribution	208.00	208.00
31	1	Cobalt	9363	Multi-Format Reference Generator with Bi-Level, Tri-Level, and AES/Word Clock Outputs	2,335.00	2,335.00
32	1	Cobalt	RM20-9363-A	20-Slot Frame Rear I/O Module (Standard Width) BNC Analog Reference Input or AES/Word Clock Output (configurable), 4x2 BNC Analog Reference Outputs, dedicated AES/Word Clock BNC Output	89.00	89.00
33	1	Cobalt	9910DA-AV-EQ	Analog Video Looping 1x8 Distribution Amplifier with EQ	295.00	295.00

34	1	Cobalt	RM20-9910AV-B	20-Slot Frame Rear I/O Module (Standard Width) (1) Analog Video Input BNC, (8) Analog DA Output BNCs, (1) Input Loop Output BNC	89.00	89.00
35	2	Cobalt	9501-DCDA-3G	Down-Converter/DA with 3G/HD/SD-SDI Input, Reclocking, SD-SDI and Analog Video/Audio Outputs	2,175.00	4,350.00
36	2	Cobalt	RM20-9501-B	20-Slot Frame Rear I/O Module (Standard Width) (2) 3G/HD/SD-SDI Input BNCs, (2) 3G/HD/SD-SDI Reclocked Output BNCs, (2) Output BNCs (GUI- selectable as SD-SDI and/or Analog CVBS), (4) Analog Audio Outputs	85.00	170.00
				Zoom Hibrid Adapter		
37	1	AJA	U-TAP-SDI-R0	HD/SD USB 3.0 Capture Device for Mac/Windows/Linux with 3G-SDI Input, Bus Powered, No Driver Software Necessary	325.00	325.00
				Multiview Monitor and edit Monitor		
38	2	Samsung	HG40NJ477MFXZA	477 Series 40" Standard Direct-Lit LED Hospitality TV for Guest Engagement	420.00	840.00
				UVerse Encoder		
39	1	Niagara	96-03012	8000N-S2; 8000 SXC Windows HD encoder with 2 SDI inputs	5,075.00	5,075.00
40	3	Niagara	96-INSTALL	Niagara hourly service - remote set up and configuration	135.00	405.00
				Comcast Encoder		
41	2			TBD The City of Pontiac will have to contact their Representative to see what their local Distribution Center requires for a SD/HD SDI Encoder.	TBD	
				Uninterruptable Power Supply		
42	2	cyberpower	13419759	1500VA 1500W SINE WAVE 2U RACK TWR UPS Uninterruptible Power Supply	675.00	1,350.00
43	2	Cyberpower	13419768	EXTENDED TIME BATTERY PACK	485.00	970.00
				Equipment Rack		
44	1	Middle Atlantic	MRK-4436LRD	MRK SERIES RACK, 44 RU, 36"D, W/O REAR DOOR (FOB)	1,495.00	1,495.00
45	1	Middle Atlantic	SPN-44-36	Pair of Side Panels Fits MRK-4436- Black Finish (FOB)	800.00	800.00
46	1	Middle Atlantic	CBS-MRK-36	Low-rise inner platform style caster base; 1300 lb capacity	245.00	245.00
47				Additional Broadcast Pix training can be purchased upon request. BOM AND DESIGN TBD		
48	1		IC	Service- Install Rack, move any equipment to new rack Install all new equipment into rack. Make Cables, connect and Configure everything. Clean dust from any existing equipment. Create a complete system drawing and cable list, training. Install new Broadcast Pix configure and test. Run Ethernet cable to and install new cameras in Council Chambers. Configure all infrastructure equipment for proper signal conversion. Work with Cable Companies to ensure proper transmission of signal. Includes Cable, Cable Management, Connectors, Labels, hardware, feeight, travel and expenses.	12,000.00	12,000.00

TAX RATE	
SALES TAX	-
SHIPPING	-
RECYCLE FEES	
TOTAL	\$ 133,283.00

Quotation Comments



1015 North Hollywood Way
Burbank, CA 91505
Phone (818) 566-9898

Quotation

DATE 4/5/21
Quotation # SQ-8027188.4

*Quotation valid until: 5/5/21
Prepared by: Jon Stilson*

Purchase orders should include:

Company Name, address, phone, fax, contact email, Bill To / Ship To address, phone, fax, contact email
Payment Terms (same as Filmtools quotation)

Purchase orders and payments are to be addressed to:

Filmtools
1015 North Hollywood Way
Burbank, CA 91505

Payment Information:

US Wire Transfer
Wire and ACH payments
accepted.

Regular Mail
Filmtools
1015 North Hollywood Way
Burbank, CA 91505

The price quotation above is a binding offer good up and until the expiration date set forth herein, unless earlier withdrawn by Filmtools in writing, after which it is subject to change by Filmtools in its sole discretion. "Filmtools" means the applicable Filmtools contracting party under the Agreement.

By signing below, the customer represents and warrants that the undersigned is a duly authorized representative of customer acknowledges that is has read, understands and confirms acceptance of the terms and conditions of this quote.

Customer

CUSTOMER NAME: _____
SIGNATURE: _____
NAME: _____
TITLE: _____
DATE: _____

TAX EXEMPT?

- NO
- If YES, please attach the appropriate forms

Filmtools TERMS & CONDITIONS

All Filmtools Orders

Prices quoted by Filmtools are cash discount prices in U.S. Currency for either one, or specific quantities of equipment or package bids, and price and availability are subject to change without notice. Prices do not include taxes, delivery, handling charges, export uplifts, export fees, or California SBOE Electronic Waste Recycling Fees. Exact cash payment is generally accepted by Filmtools except in large dollar amounts for which Filmtools may request payment by cashier's check drawn on a major U.S. Bank or Financial Institution. UPS COD delivery service no longer accepts cash payment, and is for cashier's check payment only (see COD section below). Filmtools requires a valid sold to name, billing address, and telephone number as a minimum amount of information to record a transaction, cash or otherwise and may impose limitation on any order.

California Electronic Waste Device Recycling Fees

Filmtools will charge RECYCLING FEES at the time of sale to comply with the mandatory new California State Electronic Recycling Fee Regulations that became effective January 1, 2005 (revised January 1, 2013) for various designated classifications of electronic devices that are considered hazardous waste when disposed. The fees are mandatory for sales of these products that are delivered within the State of California and help to offset the cost of the state's waste disposal management. Information regarding this program and fees can be found on the State of California Board of Equalization web site at www.boe.ca.gov. Currently, the RECYCLING FEES apply to each CRT (video monitor, TV, computer monitor), LCD viewable monitor, TV, or computer display, plasma, or laptop with LCD display sold by Filmtools. The amounts are calculated as follows: if the display (or aggregate total of the screens of a multi-screen LCD display) is more than 4 diagonal inches but less than 15 diagonal inches, \$3 for each unit (RECYCLE FEE 1); if the display (or aggregate total of the screens of a multi-screen LCD display) is more than 15 diagonal inches but less than 35 diagonal inches, \$4 for each unit (RECYCLE FEE 2); if the display (or aggregate total of the screens of a multi-screen LCD display unit) is more than 35 diagonal inches, \$5 for each unit (RECYCLE FEE 3). These fees will appear on your Filmtools invoice and are not subject to tax. Among the devices currently considered exempt are oscilloscopes. The classifications of devices and the corresponding fees is subject to change and amendment by the State of California without notice.

COD, Payment by Cashier's Check

Cashier's Checks drawn against major banks in the United States made payable to Filmtools are generally the accepted form of payment on COD cash orders to accounts who have applied to Filmtools and who have been approved for COD cash terms, provided that photo driver's license identification is presented upon delivery. Money orders and other Company, Bank, or Personal Checks are not accepted on COD Cash orders except for established Filmtools accounts with Credit (Net) Terms and Filmtools Credit approval for each order. All COD delivery orders, if accepted, will include any applicable local carrier charge such as from UPS, or a local delivery charge from Filmtools based upon local delivery by Filmtools truck (available for Los Angeles, Santa Monica, Hollywood, Burbank, and Metro LA Area). A non-refundable deposit may apply to out of state or out of area delivery, large quantities, large dollar amounts, or on special order items not normally stocked at Filmtools. Filmtools may specifically limit the acceptance of COD orders with other terms and conditions that may pertain to the sale.

Deposits

A non-refundable cash or pre-pay check or money order deposit generally applies to large quantities, large dollar amounts, or on special order items not normally stocked at Filmtools. Visa, MasterCard, and American Express Credit Cards may not be used to pay for deposits. Your deposit should be paid well enough in advance of attempting to place an order so that your funds will have time to clear your bank. Depending on your bank, this may take from 3 to 5 working days or more.

Handling Charges and Payment by Visa, MasterCard, & American Express

A 2.75% handling charge (loss of cash discount) of the total order amount including shipping and tax will apply for payment by Visa, MasterCard, or American Express credit card for normally stocked items. No other credit cards are accepted by Filmtools. This handling charge may not be waived except for Government Credit Cards. You will need to sign a Filmtools Credit Card Authorization form specifically for your order, prior to your order's acceptance, unless your order is for a normally stocked item and you have presented your card to will-call and signed a credit card sales draft or Filmtools order form. You must be the cardholder and you may be asked to provide appropriate proof. This written authorization may apply to the use of your credit card to charge for merchandise, delivery, applicable taxes, handling fees, and other charges. Handling and/or other charges for delivery may apply as may be quoted by Filmtools for such reasons as inbound freight, oversize, rush orders, heavy, and large quantities. You will not receive credit for the 4% handling charge or delivery charge of your order applied by you on your credit card for any of the following: approved deposits, canceled orders, refused order delivery, or inbound freight charges (if applicable), or even if you later pay your order by cash or cashier's check.

Payment or Company Check

If you do not have an established terms account with Filmtools, prepayment on a company or personal check is acceptable, if you allow for sufficient time for Filmtools to deposit and clear funds from your check. If you are paying by personal or company check, you will be asked to show a valid driver's license and allow us to verify the pending transaction prior to release of merchandise. For personal checks, the driver's license and the person that is accepting delivery must match the name on the check. Handling and/or other charges for delivery may always apply as may be quoted for such reasons as inbound freight, oversize, rush orders, heavy, and large quantities.

Standard Manufacturer's Warranty & 20% Restocking Fee

Standard Manufacturer's Limited Warranty applies to all items. This Limited Warranty is significantly different on most items, even on similar items from the same Manufacturer. On some items, you may be able to purchase extended limited warranties and service agreements through Filmtools. Standard Manufacturer's Limited Warranty is generally Depot Manufacturer USA. No other warranty is expressed or implied by Filmtools. If you have paid by credit card, your Warranty may be augmented under certain conditions by the Credit Card Company who issued you your card. Filmtools is not part of or bound by any such agreement, and Filmtools offers no suitability of performance guarantee nor Filmtools warranty of merchandise, including but not limited to tape and tape format compatibility between products and manufacturers. In the event new, opened box, or unopened box, or damaged merchandise purchased from Filmtools is authorized to be accepted for return credit by Filmtools, you will be given a Filmtools return authorization number which should be attached to your merchandise for processing. This number is a Filmtools number, and is not a Manufacturer number. Manufacturers are NOT authorized to grant return authorizations for Filmtools even if for whatever reason you have gotten a Manufacturer return authorization number yourself (i.e., obtaining a Manufacturer number does not constitute the issuance of a return authorization number from Filmtools). Please be aware that a minimum restocking fee of 20% generally applies to all accepted returns, regardless of the reason for the return, as may be granted directly by Filmtools by the Manufacturer to take product back by the additional written authorization as may be granted by Filmtools. Proof of purchase to obtain a factory depot limited warranty authorized service from the manufacturer or any other factory authorized repair center is required.

Applying for Net Terms or Changing Terms with Filmtools

Generally, you may not change payment terms with Filmtools on any individual order once it has been placed. Prior to order, you may apply to establish (or to increase your available credit line) a Terms Account with Filmtools, provided that you fill out current applicable information on our Credit Application and return it to us by FAX, and the original by delivery or mail. Please allow us at least 2-3 weeks to review your application and to notify you of our decision. If approved by Filmtools, Net Accounts are generally established for Net 30 day payment, however, based upon your application, COD Terms may also be approved for payment by personal or company check upon delivery or will-call pickup. Hard copy Purchase orders with applicable billing contact and ship to information are generally required for first time Net Terms Accounts. Fax purchase orders are generally accepted for established current accounts.

Filmtools Product Lines

Filmtools may choose to restrict its own representation, demonstration, sales and/or delivery of certain Manufacturer products within certain geographic territories and business locations. Certain Products such as from Panasonic Broadcast and Sony CineAlta Broadcast have special ordering processes with special Manufacturer Terms & Conditions that apply to both you and any funding source you may have. Please refer to our About Us and Line Card sections of our web site or contact us for additional information. All products considered "in stock" at Filmtools or otherwise "orderable items" are subject to availability at any time from the Manufacturer.

Will Call Pickup

Please check with the Sales Department about the status of your order and the locations and hours of will-call pickup prior to arriving (will-call is only available when pre-arranged with Filmtools). Generally, the minimum time between a confirmed telephone order for will-call for a stocked item and your order being available for pickup varies, with a minimum time of approximately 1 hour for internal processing. If you are given an order number, please reference that number when you arrive in will-call. If you may wish to purchase something in addition to your order upon a will-call visit, please contact the Sales Department prior to your pick up to place a new order and/or discuss what additional items may be stocked or not stocked, what pricing may apply, and what payment terms may apply. Please see each section of these Terms as they may apply to your method of payment.

Delivery & Order Turnaround

Standard delivery is UPS ground. Within certain UPS zones, delivery may be next day, two day, or up to 5 days between zones. Filmtools also uses the services of Federal Express for out of area customer shipments. Normal order turnaround is a 24 hours for stock items not including delivery, and from 1-2 weeks or more for Manufacturer stock items not including delivery. Special order items can take up to 6 weeks or more plus delivery. Rush orders are generally not accepted except for established accounts with Filmtools and require special handling charges. Los Angeles area customers may receive product delivery in Filmtools trucks or other common freight carriers, however, shipment and delivery method generally remains at the discretion of Filmtools. Filmtools truck delivery is considered taxable, and the amounts charged vary, depending on the product to be shipped, the ship to location, time of delivery, inside delivery (if applicable), or any delivery special handling that may have to occur. Filmtools may authorize the use of recipient Federal Express numbers if such requests are made at the time of order. Stock items at Filmtools are considered FOB Filmtools Burbank, California. Non-stock items may be considered FOB Manufacturer warehouse location. Filmtools does not drop ship orders out of Manufacturer inventory except under special, pre-arranged circumstances with the added pre-approval of both Filmtools and the Manufacturer.

Partial Shipments

Filmtools generally ships all orders complete (i.e., all items on an order) with one delivery, unless it is not practical for Filmtools to do so due to backordered items or the size of an order. Partial shipments may be requested, provided that payment for and arrangements for separate delivery are made and confirmed with Filmtools in advance of all shipments.

Demo & Used Equipment

No product rentals or loaner equipment is available for backordered items. Used equipment (including equipment Filmtools may use for product demonstration purposes) may be available for purchase from time to time on specific models and from specific manufacturers at special pricing with limited or no warranty (as is). Filmtools does not accept equipment for trade in or consignment.

Agenda – City of Pontiac Cable Technology Strategy

- Review Current Cable System
- Review New Cable Strategy
- Review New Estimated Costs & Timeline
- Closing

Current Cable System

Cable Division produces two channels: Government & Public Access

Current analog system produces low quality broadcasts

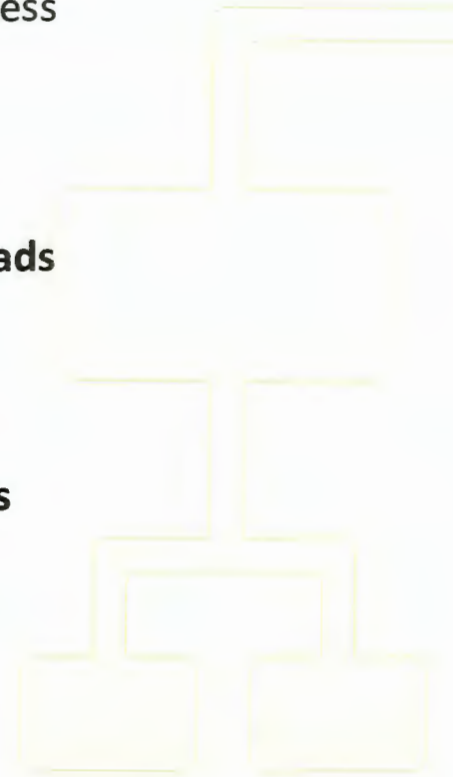
- System has not been update in over 20 years
- Existing hardware and software can not be updated

Current wire-based system creates slower broadcasts and uploads

- Causes poor quality video and audio
- Causes delays in broadcasting
- Difficult to troubleshoot problems as they occur

Current system does not communicate with newer technologies

- Infrastructure mismatch causes poor quality broadcasts
- Upgraded technologies allow for use in new applications





Current Cable System Components

- Encoders – Translates video from one format to another
- Servers – Stores video/audio images and applications for use in broadcasting and scheduling broadcasts
- Broadcast Components
 - 2 Computers for broadcasting
 - 2 Computers for editing
 - Storage array for backup
- Other Components
 - Wiring
 - Cabinets



New Cable Components

- Install new fiber to increase connectivity (cable tv infrastructure)
- Replace Server with new Tightrope 2 channel digital server system
- Replace encoder with new encoder
- Replace aging broadcast components with new bulletin board software
- Monitoring hardware and software for quick troubleshooting and resolution
- Replace computers and monitors
- New UPS (uninterruptible power supply)
- Upgrade Video Cameras
- New furnishings (desks, towers, enclosures, microphones)
- Installation
- Support



Evaluation Process

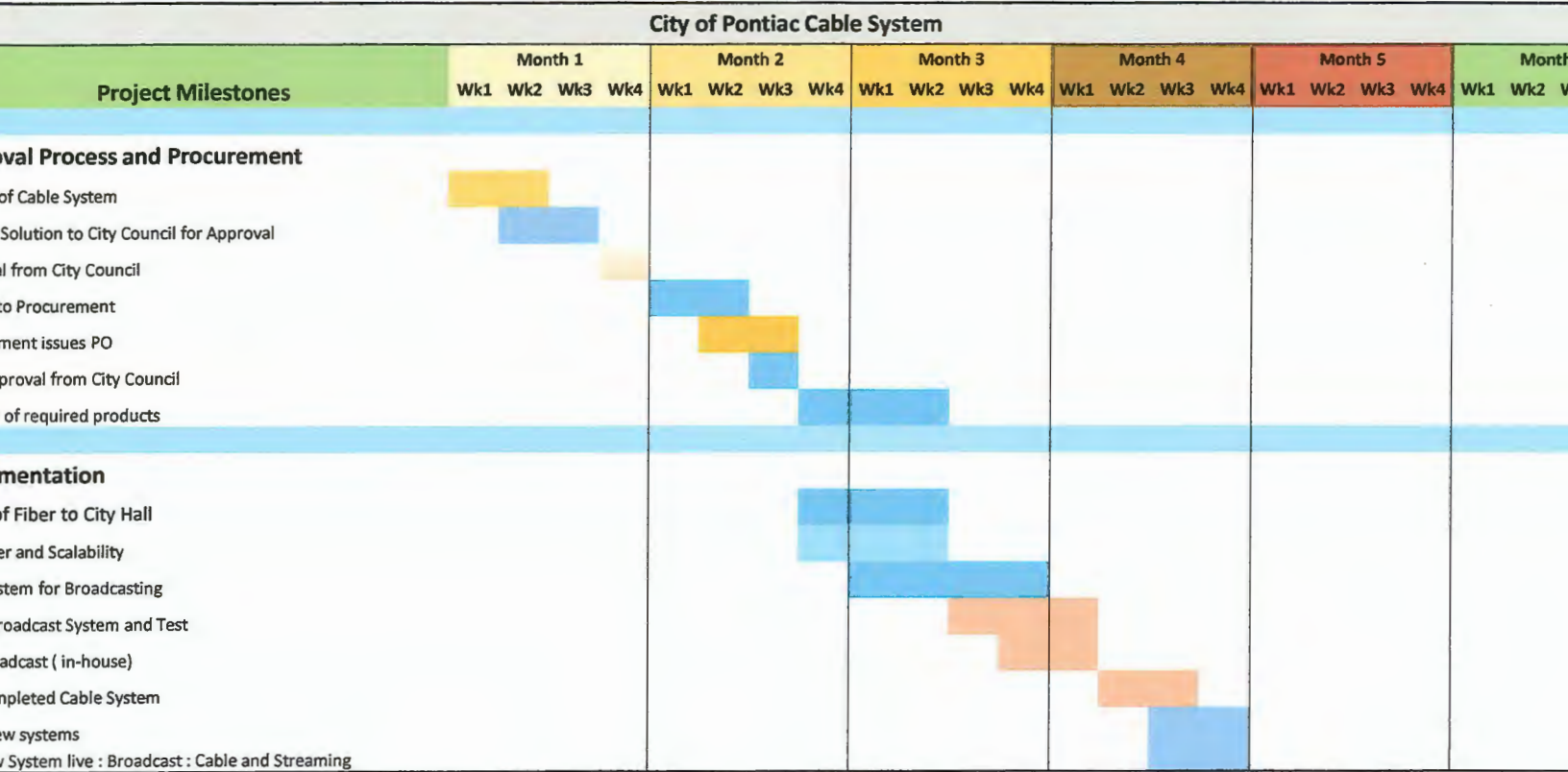
Key Criteria

- Tightrope System is an industry leader in cutting edge technology
- Tightrope system has greater expandability
 - Multiple media formats
 - Improved Audio
- Tightrope system is used by more municipalities
- Tightrope system can be customized to our needs
- Modern design makes it easier to use

New Solution – Estimated Costs

Current	Items	Description	One-Time Cost
Analog	Comcast Fiber Install	Current analog system is 20 years outdated will be replaced by fiber optic infrastructure	\$20,000.00
Complete system	Broadcast Switcher	Broadcast switch system will replace the live editing system to camera controller with new computer system for it, in addition to 2 cameras. It replaces the old hardware and software controllers.	\$49,260.00
10 years old Hightronix Complete system	Playback Automation system	Media player that is a server that encodes and decodes media. To be broadcasted on cable TV with the storage which includes software, operation software 10 TB of storage. Which include support and warranty for hardware and software	\$22,700.00
NA	Video on Demand (VOD) server	VOD is a server software and hardware. Web centric head end automation system.	\$8,570.00
Digitized media	Bulletin Board	It is VIO server hardware with 8TB storage with support and training. 4-5 years hardware support.	\$9,330.00
NA	Live Streaming Server	Single channel H.264 integrated into a streaming server in a 1 RU chassis. With hardware warranty and training and support.	\$5840.00
NA	VOD and Streaming Service Per Year	Cloud-based service VOD servers help to serve as a viewing and back up for internet. Includes up to 3 streaming channels.	\$7,655.00
Analog components	Infrastructure Signal Distribution	Is the component that connect hardware and software to the complete cable system. Some of the components are failover switch, multiviewer, Uverse encoder etc. <i>For detailed description please review included itemized estimates.</i>	\$45,928.00
	Total Cost *	<i>*Estimate cost with subject to change.</i>	\$169,283.00

New Solution – Estimated Timeline



Broadcast Switcher



Broadcast switch system will replace the live editing system to camera controller with new computer system for it, in addition to 2 camera

It replaces the old hardware and software controllers.

Estimated cost \$49,260.00

Playback Automation System



Media player that is a server that encodes and decodes media. To be broadcasted on cable TV with the storage which includes software, operation software 10 TB of storage.

Which include support and warranty for hardware and software.

Estimated Cost \$22,700.00

Video On Demand (VOD) server



VOD is a server software and hardware.

Web centric head end automation system.

Estimated cost \$8,570.00

Bulletin Board



It is VIO server hardware with 8TB storage with support and training

-5 years hardware support.

Estimated cost \$9,330.00

ve Streaming Server



Single channel H.264 integrated into a streaming server in a 1 RU chassis.

With hardware warranty and training and support.

Estimated cost \$ \$5840.00

VOD and streaming service per year



Cloud-based service VOD servers help to serve as a viewing and back up for internet.

Includes up to 3 streaming channels.

Estimated cost \$7,655.00

Infrastructure Signal Distribution



is the component that connect hardware and software to the complete cable system.

Some of the components are failover switch, multiviewer, Uverse encoder etc.

Estimated cost \$45, 928.00



Thank you for your time this evening!

Cable Strategy



#15 & #16

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Mayor Deirdre Waterman, City Council President Williams and
City Council Members

FROM: Mathew A Gibb, Special Counsel for Economic Development

DATE: May 13, 2021
For the Council session of May 18, 2021

**RE: RESOLUTION TO ACCEPT AND AUTHORIZE CONTRACTS FOR
SERVICES TO ASSESS NEED AND REQUIREMENTS FOR THE CITY TO
RESUME FEDERAL AND FOUNDATION GRANT ADMINISTRATION**

BACKGROUND

The City of Pontiac, by resolution of Council, accepted a grant award from the Community foundation of Southeast Michigan that was in response to the application and work of Economic Development director Lynnette Phillips seeking funding for the assessment and planning of bringing the City's federal grant administration back within the City administration.

In November 2020 a Request for Qualifications was approved by procurement and posted in the regular and proper manner, such RFQ seeking responsive proposals and qualifications for the purpose stated in the RFQ. As a result of this posting, five responsive proposals were received by the City.

Consultant	Fee	Time	Project Manager	Interview	Documents Provided
Baker Tilly	\$95,077.50	401 hours	Monique Caston	Wed. Feb 17 th 4:00 pm	(1) Detailed Budget (2) Sample Contract (3) PPT (4) Proposal (5) Response to Ques
MGT Cons	\$28,450 + billable hourly rates	12 weeks	Amy Whitsett	Fri. Feb. 19 th 1:00 pm	(1) PPT (2) Response to Ques (3) Proposal (4) Cost Proposal
Public Cons	\$99,698	456 hours	Travis Robinson	Wed. Feb. 17 th 2:00 pm	(1) Proposal (2) Response to Ques
Huron Cons	\$150,000	8 weeks	Marisa Zuskar	Thurs. Feb. 18 th 3:00 pm	(1) Proposal (2) Response to Ques
Clay/Mehreteab	\$ 57,000 \$ 43,000 \$100,000	Phase 1: 2 mths Phase 2 – 3 mths		Wed. Feb. 10 th 4:00 pm	(1) Comments on Grant Writer position (2) 90 Project Plan (3) Proposal

The proposals were independently scored by staff, and interviews were conducted of each responding group. The interviewing team was comprised of: Mayor Waterman, Matt Gibb, Miriam Cox, Linnette Phillips and Vern Gustafsson. Interviews were completed Friday, February 19, 2021.

Following interviews, the two top scoring and identified firms were contacted to inquire as to whether each firm would be able and willing to provide a scaled scope of services that brought forth the strength of each firm to the City. Both firms have agreed to offering a focused scope of work, and the City is prepared to contract with each firm and begin this important process.

IT IS RECOMMENDED

The City enter contracts for services with the following entities

Phillip Clay and Ghebre Selassie Mehreteab

Highly recommended and regarded experts in the field of foundational grants

Proposed Contract \$65,0000

BAKER TILLY

The highest scoring proposal, providing the broadest resources, and training guidance

Proposed Contract \$65,0000

The contract would start immediately upon authorization and execution, with the schedule of work to be completed prior to the end of 2021. The proposed resolution for Council's consideration includes direction to define the final scope of work, obtain contract approval from the City Attorney, and authorize the Mayor to execute and perform all functions necessary to commence and complete the terms thereof.

RESOLUTION FOLLOWS ON NEXT PAGE

CITY OF PONTIAC CITY COUNCIL

RESOLUTION TO ACCEPT AND AUTHORIZE CONTRACTS FOR SERVICES TO ASSESS NEED AND REQUIREMENTS FOR THE CITY TO RESUME FEDERAL AND FOUNDATION GRANT ADMINISTRATION

AT A REGULAR meeting of the Pontiac City Council of the City of Pontiac, Michigan, held at Pontiac City Hall on _____, 2021, the following resolution was offered by _____ and supported by _____.

Whereas, on September 29, 2020, the Pontiac City Council unanimously approved a “Resolution to authorize the Interim City Clerk to publish a notice in a newspaper of general circulation at least one week before consideration of the proposed budget amendment to increase account 101-000-532.000 in the amount of \$100,000.00. The City has received a \$100,000.00 grant the Community Foundation of Southeast Michigan to support the development of an internal grants management process and system”; and

Whereas, in November, 2020, a duly authorized Request for Qualification was posted in the regular process by the City of Pontiac, soliciting responsive proposals and qualifications for the performance of services contemplated under the grant and pursuant to the intention of the City Council and Administration; and

Whereas, following the independent scoring and interviewing of each responsive proposal, the administration has recommended that two firms are contracted on behalf of the City of Pontiac to perform services that would assess the needs and requirements for the City to resume an administrative role in the application and processing of federal and foundational grants

NOW THEREFORE, BE IT RESOLVED that the City Council does hereby Authorize the Mayor to complete a final scope of work and execute all appropriate contracts or agreements, as approved by the City Attorney, for the services described herein with BAKER TILLY US, LLP in an amount not to exceed \$65,000 and with the professional advisors between Phillip Clay and Ghebre Selassie Mehreteab in an amount not to exceed \$65,000, jointly.

PASSED AND APPROVED BY THE CITY COUNCIL, Pontiac, Michigan, this _____ day of _____, 2021.

AYES: _____

NAYS: _____

I, Garland Doyle, Interim Clerk of the City of Pontiac, hereby certify that the above Resolution is a true copy and accurate copy of the Resolution passed by the City Council of the City of Pontiac on _____, 2020.

GARLAND DOYLE, City Clerk

Dated: _____, 2021



May 17, 2021

City of Pontiac
 47450 Woodward Avenue
 Pontiac, MI 48342

Thank you for selecting Baker Tilly US, LLP ("Baker Tilly") as your chosen vendor in response to your Request for Qualifications (RFQ) titled: Assessment for the City of Pontiac to Administer Federal, Non-Profit and Related Funding Source Grants. Baker Tilly understands the need for the City of Pontiac to ensure all fiscal resources are utilized in the most efficient manner, and as such, has offered to execute a contract with Baker Tilly in the amount of \$65,000.00. To accommodate this request, Baker Tilly has amended the project scope and budget as reflected in the outline below:

Phase	Fee
I. Project Planning & Management <i>("kick-off" meetings, project scoping, executive visioning session, status update reports and meetings, data requests and review)</i>	\$12,217.50
II. Current State Assessment <i>(stakeholder interviews, documentation of processes, evaluation of design weaknesses and best practices)</i>	\$7,765.00
III. Policy and/or Procedural Manual <i>(pre- and post-award, cost principles, procurement, subrecipient/subcontractors, compliance, close out)</i>	\$14,478.75
IV. Training Curriculum <i>(Types of funding, department & org chart, pre- and post- award, cost principles, cost share/match/program income, procurement, subrecipient/subcontractors, compliance, close out)</i>	\$9,510.00
V. Cost Benefit Analysis <i>(comparison benchmarks, detailing grant activities, assigning/calculating costs)</i>	\$7,380.00
VI. Funding Pursuit Plan <i>(research of federal/state/private funding sources, funding matrix, needs assessment/goals alignment, next steps)</i>	\$5,402.50
VII. Reporting <i>(recommendations, implementation schedule, report meetings and presentation)</i>	\$8,270.00
TOTAL	\$65,023.75*
	*Baker Tilly will propose a "not-to-exceed" contract amount of \$65,000.00.

In the event the City of Pontiac and/or Baker Tilly requests and/or requires changes to the project scope, Baker Tilly recommends that proposed changes are documented and mutually discussed with the City of Pontiac prior to formal execution.

Respectfully Submitted,

Vicki Hellenbrand

Vicki V. Hellenbrand
 Managing Partner Public Sector

ADVISORY SERVICE AGREEMENT

Agreement (this "Agreement") made as of the _____ day of _____ 2021, by and between Phillip Clay/Ghebre Selassie Mehreteab, ("The Advisors"), and the City of Pontiac and its designated departments ("COP"). COP and The Advisors, when referred to collectively, shall be the "Parties."

RECITALS

WHEREAS the City of Pontiac is conducting an assessment of criteria and resources required and necessary to be the primary administrator for federal grants and also respond to philanthropic grants from foundations and other sources.

WHEREAS the City of Pontiac in determining resources and processes needed to manage grants from various philanthropic sources and aims to frame a development strategy and create its own staffing and infrastructure for grant procurement, management and reporting.

WHEREAS Phillip Clay, a professor at MIT and a former foundation trustee with experience working on project outlined in COP's RFQ in Detroit and other cities. Gabe Mehreteab has been working in Detroit since February 2010 as a senior advisor to the Ford Foundation, CFSEM, as well as with the Detroit Chief Financial Officer and the Emergency Financial Manager. Attachment A.

WHEREAS COP wishes to retain the consulting services of Phillip L. Clay and Ghebre Selassie Mehreteab ("The Advisors")

NOW THEREFORE, COP hereby retains the services of The Advisors under the following terms and conditions.

TERMS AND CONDITIONS

- 1.0 TERM OF AGREEMENT** - This Agreement shall begin on _____, 2021 and terminate on October 15, 2021 if not earlier as set forth below but may be extended upon written agreement by the Parties.
- 2.0 PAYMENT SCHEDULE** - COP will retain The Advisors at rate of \$65,000 for the duration of the Agreement. The Advisors will **NOT** be reimbursed for expenses for their travel and accommodation
 - a. Upon the signing of the Agreement, the Advisors will each be paid \$16,250 totaling \$32,500.
 - b. Upon the submission of the final report, the Advisors will each be paid \$16,250 totaling \$32,500.

3.0 SCOPE OF WORK –

First Phase, May 15, 2021 to July 31, 2021

1. Request e-introductions and have interviews with City of Pontiac (CoP) department heads, Oakland County and the state of Michigan
2. Requests documents from the City of Pontiac (CoP), e-introductions, conduct interviews and host virtual sessions with departments heads, key government funders, etc.
3. Interview key foundation and corporate funders.
4. Assess with the CoP how best to take advantage of current funding opportunities and incorporate new CoP in the project work
5. Re-interview select funders and partners regarding potential funding recommendations to the CoP regarding building or strengthening internal capacity.
6. Provide hand-on guidance to CoP staff on preparing a grant proposal.
7. Second session with Department heads with a focus the proposal process: from pitching an idea to grant management and reports.

Second Phase, August 1, 2021 to October 15, 2021

8. Review and assess capacity CoP resources, staffing and program needs, to develop and manage programs and make necessary adjustments needed to achieve its goals.
9. Review with CoP our recommendations to the extent we have them at this time or that are timely.
10. Assess stakeholders' views regarding what are the necessary elements of a management and reporting plan and funder interests, restrictions, and expectations and the match with what CoP needs.
11. Make recommendations and advise on staffing and operational changes in the CoP's executive branch.
12. Identify potential funding sources that might be "low hanging fruit" for specific proposals
13. Provide support the CoP in securing supplemental funding if needed to execute the aforementioned tasks.
14. Provide final report on the Team's assignment.

*Meeting this timeline will depend on timely response and cooperation from all concerned.

- 4.0 **REPORTS:** - The Advisors will continuously communicate with the Mayor and heads of Departments and provide a written report when needed.
- 5.0 **REPRESENTATIONS** - The Advisors acknowledge that he is not an agent or representative of COP. Consequently, The Advisors shall not make representations or otherwise imply that he has the authority to act on behalf of or bind COP in any way.
- 6.0 **TERMINATION OF AGREEMENT** - The Parties shall have the right to terminate this Agreement by providing thirty (30) days prior written notice at any time, unless such notice is impractical, prohibited by law or regulation or otherwise impairs or has the potential to impair the reputation of either Party.

- 7.0** **NONDISCLOSURE** - The Advisors may not at any time divulge to any person or entity any confidential information received during the term of this Agreement at any time, even after the termination or expiration of this Agreement.
- 8.0** **ENTIRE AGREEMENT** - This Agreement constitutes the entire Agreement of the Parties and memorializes all past and present written and oral agreements and supersedes all prior agreements; and, no statements, promises, or inducements made by either Party or The Advisors that are not contained in this Agreement shall be valid or binding.
- 9.0** **AMENDMENTS** - This Agreement may not be enlarged, modified, altered, or otherwise amended except in writing, signed by the Parties hereto and endorsed on this Agreement.
- 10.0** **LEGAL JURISDICTION AND GOVERNING LAW(S)** - This Agreement shall be governed, construed, interpreted, and enforced in accordance with the Laws of the State of Michigan.
- 11.0** **LIABILITY** - Neither Party shall be liable to the other in any action or claim for consequential or special damages, loss of profits, loss of opportunity, loss of product, or loss of use and any protection against liability for losses of damages afforded any individual or entity by these terms shall apply whether the action in which recovery of damages is sought is based on contract, except as specifically stated in paragraph 8 above, tort (including sole, concurrent or other negligence and strict liability of a protected individual or entity), statute or otherwise. To the extent permitted by law, any statutory remedies that are inconsistent with these terms are waived.
- 12.0** **NOTICES** – All notices, requests and other communications pursuant to this Agreement shall be addressed as follows:

If to The City of Pontiac:

Mayor Deirdre Waterman
47450 Woodward Ave
Pontiac, MI 48342
(248)758-3000
dwaterman@pontiac.mi.us

If to the Advisors:

Phillip L. Clay
44 Pond Street
Boston, Massachusetts 02130
617-253-6164 (office) 617 699-6673 (cell)
plclay@mit.edu

Ghebre Selassie Mehreteab
600 Franklin Way
West Chester, Pennsylvania 19380
917-232-9618 (cell) 610-430-7191 (fax)
Gmehreteab@gmail.com

- 13.0 COMMENCEMENT OF AGREEMENT** - This Agreement shall be in effect from the date first above written.
- 14.0 CAPTIONS** - The captions of any articles, paragraphs or sections hereof are made for convenience only and shall not control or affect the meaning or construction of any other provision hereof and pursuant to the rules of construction, each section shall be known by its plain meaning.
- 15.0 SEVERABILITY** - The invalidity or unenforceability of any particular provision of this Agreement, or portion thereof shall not affect the other provisions or portions thereof; and, this Agreement shall be construed in all respects as if any such invalid or unenforceable provisions or portions thereof were omitted and this Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have set their hands herein below on the date above first written.

City of Pontiac

By: _____

Advisors

Phillip L. Clay

Ghebre Selassie Mehreteab

Attachment A

Professor Phillip L. Clay

44 Pond Street

Boston, MA 02130

617-253-6164 (cell): 617 699-6673

plclay@mit.edu

Professor Phillip L. Clay, PhD served as the Chancellor of the Massachusetts Institute of Technology from 2001 until 2011. He is a graduate of the University of North Carolina at Chapel Hill and holds a doctorate from MIT. Professor Clay also held other leadership positions at MIT and was Department Head at Department of Urban Studies and Planning where he has been a faculty member since 1976.

Professor Clay is widely known for his work in U.S. housing policy and urban development. His current interests include organizational capacity in community-based nonprofits as well as the role of anchor institutions. Growing out of his work on MIT international strategies, he is also interested in the increasing role higher education can play in national development strategies in less developed and emerging nations.

Professor Clay is Chair of the Board of The Community Builders, Inc., one of the nation's largest nonprofit developers of affordable housing. He is a member on several foundation and nonprofit boards, including The Kresge Foundation and The MasterCard Foundation. Professor Clay also has experience in public higher education as a member of the board of the University of North Carolina. He is a member of the board of the Aga Khan University.

Presently in DUSP Professor Clay teaches courses in housing policy and poverty. He also teaches Thesis Prep and head the Housing, Community and Economic Development Group.

Professor Clay lives in Boston.

GHEBRE SELASSIE MEHRETEAB
600 Franklin Way
West Chester, PA 19380
Office (610)-430-7191, Cell (917)-232-9618
gmehreteab@gmail.com

Ghebre Selassie (Gabe) Mehreteab is a senior adviser to foundations, financial institutions and developers working on housing and community revitalization issues. Over the last eleven years, Mr. Mehreteab has been instrumental in generating grants and from philanthropic sources and the public sector in support of a number of multifamily housing and community development in many cities.

Mr. Mehreteab served as Chief Executive Officer of The NHP Foundation (NHPF) until September 2009. In 1989, he co-founded NHPF and developed it into a leading national nonprofit owner of 12,000 housing multi-family housing for low- and moderate-income families in the United States.

Mr. Mehreteab started his career at the Ford Foundation in 1981 and was responsible for community and economic revitalization programs. Previously, he served as an associate director of The New World Foundation in New York.

Mr. Mehreteab currently serves on the Board of Directors of the Lockhart Companies (USVI), a private real estate, insurance and financing company. He served on the Board of Directors for Douglas Emmett Inc., (NYSE: DEI) a real estate investment trust (2006 to 2013).

He is a member of the Council on Foreign Relations, the Cosmos Club, and Sigma Pi Phi Epsilon Boulé.

Mr. Mehreteab earned his B.A. in 1972 and a Doctor of Humane Letters (honoris causa) in 2007 from Haverford College in Haverford, PA.



Community Foundation of Southeast Michigan Grant Funder Communication – May 10, 2021

The following is the recent communication of support from our funder from the Community Foundation of Southeast Michigan. They provided the City of Pontiac a \$100,000 grant to assess the requirements to manage federal and philanthropic grants.

From: Freyja Harris <fharris@cfsem.org>
Sent: Monday, May 10, 2021 2:57 PM
To: Linnette E. Phillips <LPhillips@pontiac.mi.us>
Subject: RE: COP RFQ Follow Up

This works great for my report. Thank you.

From: Linnette E. Phillips <LPhillips@pontiac.mi.us>
Sent: Monday, May 10, 2021 2:47 PM
To: Freyja Harris <fharris@cfsem.org>
Subject: COP RFQ Follow Up

Hello Freyja,

It was great chatting with you today! As a follow up to our conversation, here is where we are in the RFQ consultants. As mentioned and after considerable review and consideration, we are going with two consulting firms; MIT Team and BakerTilly. Both offer strengths and expertise in the overall scope of services that we stated in our RFQ.

We proposed fees of \$65K for each consultant and was able to allocate \$30K in additional funds to the \$100K awarded by the CFSEM. At this stage, we are awaiting commitment LOI from both firms and will proceed with a resolution to our City Council at the May 18th meeting. We anticipate a June 1st start date. Also, we are hiring a Grants Manager who should be on board around that same time.

Again, Freyja, thank you for your support and patience! We are excited with our decision and look forward to working with these two reputable firms to assist the COP in pursuing and managing federal and other philanthropic grants.

Let us know if you require additional information for your report.

Thanks and Best regards,

Linnette

Linnette Phillips
Director, Economic and Community Development
lphillips@pontiac.mi.us

#17

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council President and City Council Members

FROM: Mayor Deirdre Waterman, Dan Ring, Director, Department Public Works, Abdul Siddidui, City Engineer

DATE: May 26, 2021

RE: MDOT Resolution-Form 2207B

The Michigan Department of Transportation (MDOT) has requested an updated Resolution from the City of Pontiac. The City Council has voted to approve an updated resolution in past years. MDOT has updated their form and they are requesting a new resolution from the City. The new resolution is required as part of our permit.

It is the recommendation of the Department of Public Works and the Engineering Division that the City Council approve the attached resolution as required by the Michigan Department of Transportation.

RESOLUTION ON FOLLOWING PAGE

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".

RESOLVED WHEREAS, the _____ City of Pontiac
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

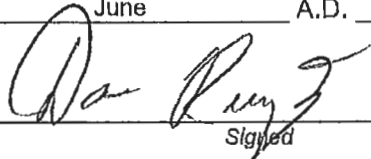
Director of Public Works, Dan Ringo City of Pontiac

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the _____ Council Meeting

 (Name of Board, etc.)
 of the _____ City of Pontiac _____ of _____ Oakland _____

 (Name of MUNICIPALITY) (County)
 at a _____ Council Meeting _____ meeting held on the _____ 1 _____ day
 of _____ June _____ A.D. _____ 2021 _____.



 Signed

Director of Public Works

 Title

Dan Ringo

 Print Signed Name

#18

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

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

FROM: Abdul H Siddiqui, PE, City Engineer

DATE: June 01, 2021

RE: **GALLOGLY MAINTENANCE AGREEMENT - Between the Road Commission for Oakland County (RCOC) and the City of Pontiac GALLOGLY ROAD – Newark Road to the northerly Pontiac City Limits**

The City is in receipt of a Grading Maintenance Agreement between the Road Commission of Oakland County (RCOC) and the City of Pontiac to perform grading maintenance activities on Gallogly Road from Newark Road to the northerly City limits. Per the agreement, RCOC would provide grading on the approximate 0.25 mile stretch of gravel roadway on Gallogly Road.

The City of Pontiac, in turn, would reimburse the RCOC \$1653.20, or \$82.66 per grading frequency for 20 frequencies per year for the said Grading Maintenance Services.

It is the recommendation of the Department of Public Works, Engineering Division that the City sign the attached RCOC maintenance agreement for grading of Gallogly Road between Newark and the northerly City limits:

WHEREAS, The City of Pontiac is in receipt of a Grading Maintenance Agreement between the Road Commission for Oakland County (RCOC) and the City of Pontiac to perform grading maintenance activities on Gallogly Road from Newark Road to the northerly City limits for the 2021-22 season; and,

WHEREAS, The Department of Public Works and the Law Department has reviewed the subject agreement; and,

WHEREAS, The City of Pontiac would reimburse the RCOC at \$82.66 per grading frequency for said Grading Maintenance Services; and,

NOW, THEREFORE,
BE IT RESOLVED, The Pontiac City Council authorizes the Mayor or DPW Director to sign said Grading Maintenance Agreement between the RCOC and the City of Pontiac for work to be performed on Gallogly Road from Newark Road to the northerly Pontiac City Limits.

AHS

attachments



QUALITY LIFE THROUGH GOOD ROADS:
ROAD COMMISSION FOR OAKLAND COUNTY
"WE CARE."

Board of Road Commissioners

Ronald J. Fowkes
Commissioner

Andrea LaLonde
Commissioner

Nancy Quarles
Commissioner

Dennis G. Kolar, P.E.
Managing Director

Gary Piotrowicz, P.E., P.T.O.E.
Deputy Managing Director
County Highway Engineer

Highway Maintenance
Department

2420 Pontiac Lake Road
Waterford, MI 48328

248-858-4881

FAX
248-858-7607

www.rcocweb.org

April 20, 2021

Mr. Dan Ringo
Director of Public Works
47450 Woodward Avenue
Pontiac MI 48342-2271

RE: Grading Agreement – Gallogly Road

Dear Mr. Ringo:

Enclosed please find an updated Grading Agreement between the Road Commission for Oakland County and the City of Pontiac. The original agreement was prepared by our Legal Department in 2008 for grading maintenance, to be done by the Road Commission, on a segment of Gallogly Road within the City's jurisdiction. The only change to the agreement, is to bring the operational costs to current day values.

Please review this agreement and if you concur with the changes, please present it to your Board for signing and then return both copies to me. A signed original will be sent to the City after it is signed by our Board.

If you have any questions, please give me a call.

Sincerely,

Darryl M. Heid, P.E.
Director of Highway Maintenance

DMH/gg

**GRADING AGREEMENT
CITY OF PONTIAC
SEGMENT OF GALLOGLY ROAD**

This Agreement made and entered this _____ day of _____, 2021, between the Road Commission for Oakland County, hereinafter referred to as the "RCOC", and the City of Pontiac, hereinafter referred to as the "City."

WHEREAS, the segment of Gallogly Road adjacent to the northern boundary of the City, from Newark Street easterly approximately 1,300 feet, to the RCOC segment of Gallogly Road, is a city street under the jurisdiction of the City (City segment); and

WHEREAS, the parties hereto wish to enter into a written contract providing for certain grading by the RCOC, of the City segment of Gallogly Road; and

WHEREAS, the RCOC hereby agrees to be responsible for certain grading of the City segment of Gallogly Road, under the terms of this Agreement and the City agrees to pay for the cost thereof, as provided in Section II of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual undertaking of the parties hereto, it is mutually understood and agreed as follows:

I

The number and timing of gradings shall be as specified in Exhibit B, as attached hereto and made a part thereof. All grading work performed by the RCOC shall be in accordance with the RCOC's minimum grading standards.

II

In consideration of the assumption of said grading by the RCOC, the City agrees to pay to the RCOC, the sum of \$1,653.20 per year, as set forth in Exhibit A, attached hereto. The annual payments shall be made as follows and upon invoice by the RCOC:

50% on July 15th

50% on January 15th

III

The RCOC shall keep accurate and uniform records regarding all grading work performed pursuant to this Agreement. The City shall have the right to audit RCOC accounts and records insofar as such documents concern this Agreement.

IV

It is specifically understood and agreed by the City and the RCOC that by undertaking to perform grading of the City segment of Gallogly Road, the RCOC does not assume the City's legal duty to keep said road in such condition as to be reasonably safe and convenient for public travel, and the City hereby agrees to hold harmless, represent, defend and indemnify the RCOC, its officials and employees from any and all claims and suits that may be made, filed, or instituted against the RCOC and/or its employees, arising out of the RCOC's performance or non-performance of the grading activities which are the subject matter of this Agreement.

The City agrees that it will do nothing to prejudice the RCOC in this regard. The RCOC shall not be responsible hereunder for any work items not included in the grading work as set forth in Exhibit B.

VI

It is the intention of the parties hereto that this Agreement is not made for the benefit of any third party.

The terms and conditions of this Agreement shall become effective on May 1, 2021 and shall continue in full force and effect for an initial term of one year. Thereafter the terms and conditions of the Agreement shall be annually extended automatically for additional one year terms, unless this Agreement is terminated, as set forth below.

Either party may terminate this Agreement by providing the other party hereto with written notice of intent to terminate, at least sixty (60) days prior to the end of the initial term or any subsequent term of this Agreement.

Witnesses:

CITY OF PONTIAC,
a Municipal Corporation

By: _____

Its: _____

By: _____

Its: _____

Witnesses:

ROAD COMMISSION FOR OAKLAND
COUNTY, a Public Body Corporate

By: _____

Its: _____

By: _____

Its: _____

GRADING AGREEMENT

CITY OF PONTIAC

EXHIBIT A

CITY ROAD SEGMENT TO BE GRADED:

City segment of Gallogly Road, extending from Newark
Street to the RCOC segment of Gallogly Road 1,300 Lft

Annual Grading Costs
\$82.66/frequency X 20 frequencies/per year = \$1,653.20

GRADING AGREEMENT

CITY OF PONTIAC

EXHIBIT B

GRADING TO BE PERFORMED:

Grading only of the City segment of Gallogly Road, as listed in Exhibit A, both directions of travel. The grading will take place in conjunction with the grading of the RCOC segment of Gallogly Road, from the Pontiac City limits to Old Baldwin Road.

Note: The number of gradings per year are based on the following:

12	Gradings during the summer
<u>8</u>	Gradings during the winter
20	Total

Frequency will be reviewed annually by both parties.

#19

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

To: Council President Williams and Members of the City Council

From: Mayor Waterman, Finance Director Darin Carrington, Treasurer Sekar Bawa and City Controller's Office

Date: **May 12, 2021**

Re: Approval of the Proposed Millage Rate for FY 2021-2022.

Honorable City Council:

In accordance with Article VI, 2-535 Budget Adoption of the Municipal Code presented for your consideration is the Mayor's updated millage Rate for the fiscal year 2021-2022. In addition, for your information the following items are attached:

- Section 3 of the Budget Ordinance including updated millage rates for fiscal year 2021-22.

Pending no changes to the proposed millage rates the following resolution is recommended:

Whereas, in accordance with Article V1, Section 2-535 of the City Ordinance entitled Budget Adoption, a public hearing was held on May 18, 2021 regarding the proposed tax rate and

Whereas, the City Council shall not approve proposed tax rate until after the public hearing; and

Whereas, by not less than six days after the notice of public hearing shall adopt an appropriations ordinance, tax rate.

NOW THEREFORE, in accordance with the General Appropriations Act, the City Council of the City of Pontiac authorizes the following FY 2021-2022 Millage Rates to be levied and collected on the general property tax of all real and personal property within the City:

Charter	Operating	11.0503
Charter	Capital Improvement	1.3811
State Law	Sanitation	2.7624
Voted	Senior Services	0.4900
Voted	Youth Center	1.4702

The City Treasurer is hereby authorized to impose a one percent (1%) property tax administration fee for all property taxes due, And a late penalty charge when applicable, in conformance with Section 44 of Public Act 206 of 1893. Additionally, the City Council approves the Master Fee Schedule as attached.

Attachment

Section 3. Millage Levy, Administration Fee, and Penalties.

The City Council for the City of Pontiac shall authorize the following millages to be levied and collected on the general property tax of all real and personal property within the City upon the current tax roll an allocated millage of

<i>Charter</i>	<i>Operating</i>	<i>11.0503</i>
<i>Charter</i>	<i>Capital Improvement</i>	<i>1.3811</i>
<i>State Law</i>	<i>Sanitation</i>	<i>2.7624</i>
<i>Voted</i>	<i>Senior Services</i>	<i>0.4900</i>
<i>Voted</i>	<i>Youth Center</i>	<i>1.4702</i>

The City Treasurer is hereby authorized to impose a one percent (1%) property tax administration fee for all property taxes due, And a late penalty charge when applicable, in conformance with Section 44 of Public Act 206 of 1893.

TO: Sekar Bawa, City of Pontiac
 FROM: Shannon Moore, Required Reports, Standards
 DATE: 4/19/2021
 RE: 2021 Tax Rate Request

2021 Headlee Maximum Allowable Millage

Charter	Operating	11.0503
Charter	Cap Imp	1.3811
State Law	Sanitation	2.7624
Voted	Senior Services	0.4900
Voted	Youth Center	1.4702
Voted	Library	0.9801
Total maximum allowable levy		18.1341

Truth in Taxation Formula:

BTRF x 2020 Levy = Maximum levy possible without hearing.

2021 Base Tax Rate Fraction (BTRF) 0.9756

		2020		2021		MAXIMUM LEVY WITHOUT HEARING
		TAX LEVY		BTRF	=	
Charter	Operating	11.1699	X	0.9756	=	10.8973
Charter	Cap Imp	1.3961	X	0.9756	=	1.3620
State Law	Sanitation	2.7923	X	0.9756	=	2.7241
Voted	Senior Services	0.4954	X	0.9756	=	0.4833
Voted	Youth Center	1.4862	X	0.9756	=	1.4499
Voted	Library	0.9908	X	0.9756	=	0.9666
Total Levy Possible w/out hearing						17.8832

NOTE: YOU WILL NOT HAVE TO HAVE A HEARING IF YOUR BASE TAX RATE IS HIGHER THAN YOUR HEADLEE MAXIMUM BUT YOU CANNOT EXCEED THE HEADLEE MAXIMUM.

2021 Possibilities:

Levy at 2021 recalculated Truth in Taxation Rate	17.8832	no hearing required
Levy at 2021 maximum allowable	18.1341	hearing required *

Any levy between these rates would require a hearing.

Also, you will find enclosed, two partially completed copies of the L-4029.

You will need to complete column 10 or 11 with your millage to be levied.

Return the L-4029 before September 30, 2021 or before you levy any taxes. If you are levying any additional specials, please send the appropriate resolutions certifying the levy with the signed L-4029 form.

Hopefully, I have addressed all of your concerns. If I can be of any further assistance, please contact me at (248) 858-0752 or mooresh@oakgov.com.

* Under Section 16 of the Uniform Budgeting & Accounting Act (MCL 141.436), this may be incorporated with the budget hearing.