



CITY OF PONTIAC
OFFICE OF THE EMERGENCY MANAGER

LOUIS H. SCHIMMEL

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Dated: January 26, 2012
Amended Date: April 23, 2014

ORDER NO. S-148

RE: After-Hours City Hall Access

TO: Sherikia Hawkins, City Clerk
Captain Timothy Atkins, Oakland County Sheriff
Don Mannix, Sarcom

The **Local Government and School District Fiscal Accountability Act (Public Act 4 of 2011)** in **Section 17(1)** empowers an Emergency Manager to issue the orders the Manager considers necessary to accomplish the purposes of the Act and any such orders are binding on the local officials or employees to whom they are issued. **Section 19(1)** provides that an Emergency Manager may take on one or more additional actions with respect to a local government in receivership: **(ee)** Take any other action or exercise any power or authority of any officer, employee, department, board, commission, or other similar entity of the local government, whether elected or appointed, relating to the operation of the local government. The power of the emergency manager shall be superior to and supersede the power of any of the foregoing officers or entities...; and **19(2)** ...the authority of the chief administrative officer and governing body to exercise power for and on behalf of the local government under law, charter, and ordinance shall be suspended and vested in the Emergency Manager.

Due to security concerns in the building, increased operating costs, and Open Meetings Act provisions, after-hours access will be strictly limited.

It is hereby ordered:

Public Meetings

City Council, Planning Commission, Historic District Commission, and Zoning Board of Appeals meetings shall be held in City Hall. Doors to City Hall shall remain unlocked during the meeting to comply with the Open Meetings Act. The City shall insure that a custodian is available during the meeting and shall secure the building at the close of the meeting. All after-hours meetings shall be scheduled with the City Clerk. The City Clerk shall insure that a custodian is available. If a meeting is cancelled, the organizer shall advise the City Clerk immediately so that the custodian can be cancelled.

Keys and Access Cards

The distribution of keys and access cards to the electronic reader shall be strictly limited to those with a legitimate purpose. For example, the building inspectors need access when called to an emergency scene during off-hours. The Clerk may need access to work on elections. The treasurer may need access to address alarm issues. Anyone seeking to enter City Hall who has not been issued a key or access card to City Hall will need to obtain access from the front desk of the Oakland County Sheriff Pontiac substation. The Sheriff shall develop a system whereby the person receiving the access card to City Hall needs to sign for the card, state their purpose for entry, and return the card. Once again, access to City Hall shall be strictly limited.

Persons granted access cards are not required to check in with the Sheriff's Office, but are strongly encouraged to check in and out for security reasons.

Sarcom shall insure that access cards are appropriately enabled and disabled to conform to this policy and shall adjust access as listed staff are properly replaced.

Pre-Approved After-Hours City Hall Access

- Staff of Sarcom, as designated by Finance Director (access card)
- Staff of Wade Trim, as designated by Community Development Director (access card)
- Staff of Plante Moran (access card)
- Department Heads (access card)
 - City Administrator
 - City Clerk
 - Community Development Director
 - Public Works Director (key also)
 - Mayor (access card)
- Other Staff (as noted)
 - City Treasurer
 - Deputy City Treasurer (access card and needs to check with Sheriff)
 - Building Superintendent (access with card and key)
 - City Engineer (access card)
 - DPW Assistant (access card and key)

- Cable Director (access card)
- Deputy City Clerk (access card)
- Treasury Analyst (access card and needs to check in with Sheriff)
- Other circumstances (needs to check in with Sheriff)
 - Employee not listed left something in office and needs to retrieve; employee should be escorted into building and office by Deputy.
 - The Sheriff may grant solo access to the building for an elected official in circumstances where there is a legitimate purpose.

The Order shall have immediate effect.

Copies of the documents referenced in this Order are to be maintained in the offices of the City Clerk and may be reviewed and/or copies may be obtained upon submission of a written request consistent with the requirements of the Michigan Freedom of Information Act and subject to any exemptions contained in that state statute and subject to any exemptions allowed under that statute (**Public Act 442 of 1976, MCL 15.231, et. seq.**).

This Order is necessary in order to carry out the duties and responsibilities required of the Emergency Manager as set forth in the **Local Government and School District Fiscal Accountability Act (Public Act 4 of 2011)** and the contract between the State of Michigan and the Emergency Manager.

Louis H. Schimmel
City of Pontiac
Emergency Manager

cc: State of Michigan Department of Treasury
Mayor Leon B. Jukowski
Pontiac City Council