



**PONTIAC CITY COUNCIL
FORMAL MEETING
October 19, 2017
6:00 P.M.
211th Session of the 9th Council**

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."

Call to order

Invocation

Pledge of Allegiance

Roll Call

Authorization to excuse councilmembers

Amendments to and Approve the Agenda

Approval of the minutes

1. October 12, 2017

Closed Session

2. Resolution to go in closed Session, Ottawa Towers vs. The COP.

Special Presentation

3. Deputy Francisco for Angel Night Festival
4. Mark Reiss

Deputy Mayor or Departmental Head Reports

Recognition of Elected Officials

Agenda Address

Agenda Items

5. Request for approval of DPW subcommittee to implement walk of fame and address honorary street naming.
6. Consider authorizing the Mayor to reinstate the City's Planning function and that the following full-time positions be created and funded at the following annual salary ranges: Planning Manager (\$80,000 to \$85,000), Planner (\$63,000 to \$68,000), and Customer Service Representative (\$28,280 to 33,280).

Public Comment

Mayor, Clerk, City Attorney, and City Council Closing Comments

Adjournment

October 12, 2017

**Official Proceedings
Pontiac City Council
210th Session of the Ninth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Thursday, October 12, 2017 at 6:00 P.M. by Councilwoman Doris Taylor-Burks.

Call to Order at 6:00 P.M.

Roll Call

Members Present: Carter, Taylor-Burks, Williams and Woodward.

Members Absent: Holland, Pietila and Waterman.

Clerk announced a quorum.

17-316 **Excuse Councilperson Mark Holland, Mary Pietila and Patrice Waterman for personal reasons.** Moved by Councilperson Williams and supported by Councilperson Woodward.

Ayes: Taylor-Burks, Williams, Woodward and Carter.

No: None

Motion Carried.

17-317 **Approval of the agenda with the removal of item #3 (representatives from the water resource commission, engineer Mr. Navid Mehran and item #4 (introduction of the proposed water sewer use ordinance.)** Moved by Councilperson Williams and supported by Councilperson Woodward.

Ayes: Taylor-Burks, Williams, Woodward and Carter.

No: None

Motion Carried.

17-318 **Journal of October 5, 2017.** Moved by Councilperson Williams and supported by Councilperson Woodward.

Ayes: Taylor-Burks, Williams, Woodward and Carter.

No: None

Motion Carried.

Councilman Mark Holland arrived at 6:03 p.m.

Special Presentation – Holiday Extravaganza - Thomas Kimble

There were 16 individuals addressed the body during public comment.

17-319 **Defer item #5 (authorizing the Mayor to reinstate city planning function full-time positions be created and funded for planning manager, planner and customer service representative) to a subcommittee.** Moved by Councilperson Woodward and supported by Councilman Williams.

October 12, 2017

Ayes: Williams, Woodward, Holland and Taylor-Burks.
No: Carter.
Motion Carried.

Councilwoman Doris Taylor-Burks adjourned the meeting at 7:30 p.m.

SHERIKIA L. HAWKINS, CMC
CITY CLERK

DRAFT

City of Pontiac

Pontiac City Council

Whereas, Section 8 (e), MCL 15.268, permits a public body “[to] consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have detrimental financial effect on the litigation or settlement position of the public body”: and,

Whereas, the Pontiac City Council believes that an open meeting would have a detrimental financial effect on the litigating or settlement position of the City:

Therefore, Be It Resolved that the Pontiac City Council recesses into closed session for the purpose of consulting with its attorney regarding pending litigation in the case of Ottawa Towers vs. The City of Pontiac.



CITY OF PONTIAC CITY COUNCIL

**RESOLUTION FOR DEPARTMENT OF PUBLIC WORKS
SUBCOMMITTEE TO IMPLEMENT WALK OF FAME
AND ADDRESS HONORARY STREET NAMING**

WHEREFORE, there are a multitude of Pontiac residents that desire to celebrate and ultimately commemorate the lives of individuals they hold in highest regard; and,

WHEREFORE, the Department of Public Works subcommittee met on Tuesday, August 22, 2017, and discussed the creation of a "Walk of Fame," as well as a program to review and recommend honorary street names; and,

WHEREFORE, it is the recommendation of the Department of Public Works to create a committee to implement a "Walk of Fame" and a committee to address honorary street names; and,

WHEREFORE, each committee will consist of five Pontiac residents, in which two members would have staggering terms, one (1) one-year term, one (1) two-year term, and the remaining three members would have three-year terms;

WHEREFORE, the committee will for the "Walk of Fame" will be responsible for program implementation, creating a fee structure, site locations, and any other relevant issues; and

WHEREFORE, all residents interested in this committee should complete a board/commission application and return it to the City Clerk's Office; and,

WHEREFORE, the committee to address the honorary street name changes shall devise a criteria and guidelines, determine the appropriate fee, and evaluate and recommend candidates to the Council; and,

NOW, THEREFORE BE IT RESOLVED, that the Department of Public Works subcommittee hereby requests the Council to create a committee for the creation of a "Walk of Fame" and a committee to address honorary street name change requests.

PASSED AND APPROVED BY THE CITY COUNCIL, Pontiac, Michigan, this
_____ day of _____, 2017.

AYES: _____

NAYS: _____

I, Sherikia Hawkins, M.A., 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 _____, 2017.

SHERIKIA HAWKINS, City Clerk

Dated: _____, 2017



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable Mayor, Council President and City Council Members

FROM: Jane Bais-DiSessa, Deputy Mayor

DATE: October 18, 2016

SUBJECT: Recommendation to Reinstate Planning Function.

Cc: **Nevrus Nazarko, Finance Director, Rachel Loughrin, Economic Development, Charles Smith, Wade Trim, and Sherikia Hawkins, City Clerk**

Background:

Upon the arrival of the Emergency Manager, the City's Code Enforcement, Building and Planning services were suspended and later outsourced to Wade Trim Incorporated, with a start date of March 1, 2011.

As you are aware, this contract was extended for an additional six months and is now scheduled to expire on December 31, 2017. Currently, Wade Trim provides the City with a Planner twenty-four hours a week. This service is insufficient and until a final decision is made on their latest proposal for planning services, the City's Planning division has been placed in an indeterminate state.

Before renewing this contract, Mayor Waterman directed Administration, together with the City's Finance Director, Nevrus Nazarko, to examine the feasibility and fiscal impact of insourcing the Planning and Code Enforcement functions. Early this past week, Mr. Nazarko presented his findings and recommendation to the City Council Finance Sub-Committee for review and consideration. For more details, a copy of his report dated October 2, 2017, is attached.

Although the Finance Sub-Committee requested further review of the Code Enforcement function, favorable consideration was given to reinstate the City's Planning function

Recommendation:

Based on his financial analysis, Mr. Nazarko recommended that: *"Given the fact that we have a balanced budget for the 17-18 fiscal year and the insourcing will not require additional funds to be appropriated, I believe that the process to insource the planning and code enforcement functions makes financial sense and it is fully supported with the current budget allocation."*

Mr. Nazarko went on to explain that while his analysis may not cover all costs associated with the insourcing of these services, *"...the history of these services for the last 5 years, and the new realities such as increased development, etc., support the concept of bringing them back."*

Recommendation to Reinstate Planning Function

October 10, 2017

Page 2 of 2.

While it is estimated that implementation of the Planning function may take approximate 4 to 6 months, it is our belief that with some assistance from Wade Trim and the possibility of hiring their current staff, this time may be shorten.

As such, to ensure a smooth transition and address potential service delays, it is respectfully requested that the City Council authorize the Executive Office to reinstate the Planning function and initiate the following actions:

- develop job descriptions for the following full-time positions: Planning Manager, Planner, and Customer Service Representative (Note: copies are also attached)
- create these new positions via City Council resolution; and
- post and recruit staff, and establish office space for the new personnel,

Attached for your consideration is the proposed resolution;

JBD

Attachments

City of Pontiac Resolution

Whereas, the contract for Planning services from Wade Trim is scheduled to expire on December 31, 2017; and

Whereas, based on the financial study conducted by the City's Finance Director dated October 2, 2017 finds and supports the feasibility of reinstating the City's Planning function; and

Whereas, the Executive Staff concurs with the Finance Director's recommendation and believes that the Planning function for the City of Pontiac is an essential service to achieve sustainable development; and

Whereas, the insourcing of the Planning function will not require additional funds to be appropriated, and it is fully supported with the current budget allocation; and

Whereas, the reinstatement of the Planning function will help to guide the present and future growth of the City of Pontiac by striking a careful balance between residential, commercial, recreational, and institutional needs; and

Whereas, the reinstatement of the Planning function will ensure that the City's Ordinances are current and maintained as they relate to zoning, building codes, environmental regulations and other important legal issues; and

Whereas, the reinstatement of the Planning function will have a positive impact on the City's budget through the development of key infrastructure development.

Now therefore, the Mayor is hereby authorized to reinstate the City's Planning function and that the following full-time positions be created and funded at the following annual salary ranges: Planning Manager (\$80,000 to \$85,000), Planner (\$63,000 to \$68,000), and Customer Service Representative (\$28,280 to 33,280).



CITY OF PONTIAC

Planning Manager

FLSA: Executive exemption

Summary: An incumbent in this position will be responsible for planning, organizing, managing and accessing the current and strategic planning activities of the planning division. The Planning Manager will perform technical planning work involving the administration, negotiation, research, analysis and interpretation of planning, zoning, subdivision, design review, general plan and use of development issues.

Supervision

Supervision Received: Works independently under the broad general supervision of the Deputy Mayor and the Mayor or designee.

Supervision Given: The Planning Manager will supervise professional and para-professional staff; and may also supervise contract, temporary or seasonal staff.

Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- When representing the City at events outside of the office or conducting monitoring visits, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

Essential Functions

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

- Coordinate and supervise submissions for site plan review, including both public and private use of land as required for approval by the planning commission.
- Assemble data and present detailed plans and schedules, including cost estimates, for land and other property acquisitions in connection with Federal community development programs.
- Coordinate and supervise the planning, application, organization, and implementation of development programs involving land and property acquisitions, disposition, and relocation of businesses and citizens, budgeting, and monitoring and evaluating functions.
- Prepare and present options, alternatives, and recommendations for various planning, land use, zoning issues and problems.
- Prepare resolutions and ordinances pertaining to planning activities.

- Administer environmental assessments and clearances.
- Supervise and coordinate plans to revise and update the City's master plan.
- Promote public interest in Federal community development planning activities.
- Develop and manage divisional budget
- Identify and analyze planning and community grants and programs.
- Prepare administrative reports, technical studies, resolutions, correspondence, and records.
- Represent the division at meetings as assigned.
- Develops divisional policies, program guidelines, and procedures as appropriate.
- Provide highly responsible support to Planning and Community Development Director.
- Other duties related as assigned by the Mayor, Deputy Mayor or designee.

Typical Assignments

Administration

- Develop, implement and enforce divisional policies.
- Assign, coordinate and supervise work of departmental / divisional staff.
- Manage office processes and training
- Develop and implement strategies for planning community development and related programs.

Communication

- Prepare and provide recommendations to Mayor and City Council for City planning activities.
- Serve as liaison between the City and regional planning agencies.
- Effectively communicate and resolve problems with members of the public, stakeholders, other City departments, City management and elected officials.

Research

- Track advancement of ordinances through the legislative process. This may entail monitoring of committee hearings, securing committee testimony, and records preparation.
- Coordinate planning studies and provide technical and professional assistance
- Research sources of possible federal and state funding affecting local goals and objectives.

Public Relations

- Provide assistance in resolving problems encountered by established businesses and prospects.
- Participate in local and regional committees and boards addressing business issues and concerns.
- Represent the office at legislative and community events.
- Develop articles, newsletters, press releases, and speeches.
- Establish and maintain effective working relationship with the general public, local, state and federal officials, related agencies and other City employees.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's degree in urban planning or related field; and at least five (5) years' experience in municipal or urban planning or consulting; and at least three (3) years supervisory experience; American Institute of Certified Planners (AICP) accreditation desired.

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

Knowledge, Ability, and Skill:

Knowledge:

- Thorough knowledge of federal, state, and local laws, ordinances, and regulations governing the development and administration of the Community Development Block Grant (CDBG) and related programs.

- Knowledge of management methods and techniques to analyze programs, policies and operational needs.
- Considerable knowledge of management principles and practices including budget preparation, public relations and report writing.
- Thorough knowledge of and working skill in using the principles and practices of capital improvement programming and budgeting.
- Familiarity with the organizational structure and operations of the City.
- Broad knowledge of complex systems and procedures.
- Knowledge of training and supervisory techniques.
- Knowledge of employee policies and procedures.

Ability:

- Ability to oversee and manage the operations, services and activities of the economic development program.
- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to initiate and defend actions before Mayor and City Council.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to design technically complex visual aids such as maps, tables and charts.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to direct, review, and evaluate the work of other employees, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Skills:

- Computer skills that encompass effective use of word processing, presentation, spreadsheet, email, and Internet browser software.
- Considerable skill in organizing and supervising the work of subordinate employees.

Physical Requirements

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

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

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



CITY OF PONTIAC

Planner

FLSA: Executive exemption

Summary: An incumbent in this position will be responsible for Managing and implementing planning projects related to land use, site and architectural design

Supervision

Supervision Received: Works under supervision of the Planning Manager.

Supervision Given: None.

Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Has access to public information files in the computer systems.
- Errors could result in the damage to or loss of information resulting in legal consequences to the City.
- When representing the City at events outside of the office or conducting monitoring visits, the environment may include indoor or outdoor venues, which are subject to environmental conditions beyond the control of management. Noise levels may be elevated at some events.

Essential Functions

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

- Prepare and present options, alternatives, and recommendations for various planning, land use, zoning issues and problems.
- Ensure availability of infrastructure, and compliance with relevant federal, state and local guidelines.
- Recommend amendments to the zoning ordinance when appropriate.
- Oversee special projects and studies
- Identify and analyze planning and community grants and programs.
- Prepare administrative reports, technical studies, resolutions, correspondence, and records.
- Represent the division at meetings as assigned.
- May be required to assume duties and/or responsibilities of the Planning Manager in the event of his or her absence.
- Other duties related as assigned by the Planning Manager.

Typical Assignments

Administration

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- Act as project manager for review of development applications
- Provide technical assistance to developers, staff and the public.
- Manage and create documents
- Prepare reports as needed.

Communication

Serve as liaison between the City and other agencies and departments.

Research

- Coordinate planning studies and provide technical and professional assistance
- Research sources of possible federal and state funding affecting local goals and objectives.

Public Relations

- Provide assistance in resolving problems encountered by established businesses and prospects.
- Participate in local and regional committees and boards addressing business issues and concerns.
- Represent the office at legislative and community events.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's degree in urban planning or related field; and at least three (3) years' experience in municipal or urban planning or consulting; A working knowledge of ArcGis desired.

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

Knowledge, Ability, and Skill:

Knowledge:

- Thorough knowledge of federal, state, and local laws, ordinances, and regulations governing the development and administration of the Community Development Block Grant (CDBG) and related programs.
- Working knowledge of management principles and practices including budget preparation, public relations and report writing.
- Familiarity with the organizational structure and operations of the City.
- Broad knowledge of complex systems and procedures.
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- Knowledge of employee policies and procedures.

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to initiate and defend actions before Mayor and City Council.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to design technically complex visual aids such as maps, tables and charts.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.

- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to direct, review, and evaluate the work of other employees, as required.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.
- Ability to deal with problems involving a few concrete variables in standardized situations.

Skills:

- Computer skills that encompass effective use of word processing, presentation, spreadsheet, email, and Internet browser software.
- Considerable skill in organizing and supervising the work of subordinate employees.

Physical Requirements

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

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

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



CITY OF PONTIAC

Customer Service Representative

FLSA: Non-exempt.

Summary: An incumbent in this position is responsible for assisting the assigned department(s) with various projects as designated.

Supervision

Supervision Received: Works under the supervision of the assigned department Director.

Supervision Given: No supervisory responsibilities.

Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Errors could result in the damage to or loss of information or money resulting in financial or legal consequences to the City.
- The noise level is usually medium.

Essential Functions

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

- Processes customer payments.
- Answers customer inquiries.
- Prepares and maintains a variety of statistical, bookkeeping, or relatively complex reports.
- Gathers information, records and summarizes data, and inform supervisor of any unusual findings.
- Assists in the preparation of special records and reports.
- Organizes, files, and records information.
- Receives and screens incoming calls and visitors, determining which priority matters are, and alerting the Director accordingly.
- Composes letters and memoranda in response to incoming mail or calls.
- Researches, compiles, assimilates, and prepares documents.
- Reads and screens incoming correspondence and reports, making preliminary assessment of the importance of materials, and organizes documents, handling some matters personally, and forwarding appropriate materials to other personnel.
- Prepares agendas and collects materials for meetings and conferences.

Typical Assignments

Administration

- Organizes, files, and records documents / items as assigned.

Communication

- Facilitates constituent inquiries and casework.

Recommended Minimal Qualifications

Education, Training, and Experience: High school diploma; four years of clerical support experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information as an essential part of the work; two years' experience working with general public.

Knowledge, Ability, and Skill:

Knowledge:

- Familiarity with legislative, administrative, and judicial systems.
- Familiarity with the organizational structure and operations of the City.
- Some knowledge of employee policies and procedures.
- Basic knowledge of standard accounting practices.

Ability:

- Ability to understand, speak, and write in the English language.
- Ability to read and interpret documents and write routine reports and correspondence.
- Ability to speak effectively before a group of persons.
- Ability to deal with customers who may become verbally combative in a telephone or personal situation.
- Ability to perform multiple tasks accurately and efficiently under time constraints.
- Ability to work both independently and cooperatively.
- Ability to exercise professional judgment and maintain confidentiality when necessary.
- Ability to apply the overall mission of a department to make executive support decisions.
- Ability to review several diverse reference sources and select and synthesize data for reports and other forms of correspondence.
- Ability to apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to type to meet standards in giving out information and referring callers.
- Ability to use diplomacy, discretion, and judgment in giving out information and referring callers.
- Ability to make decisions and take necessary actions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.
- Ability to type 25 words per minute.

Skills:

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

Physical Requirements

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

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

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

DATE: October 2, 2017
TO: Mayor Deirdre Waterman,
FROM: Nevrus P. Nazarko, CPA, Finance Director
Cc: Jane Bais-DiSessa, Deputy Mayor
SUBJECT: Planning & code enforcement insourcing fiscal analysis

Mayor Waterman,

Per your direction, finance department has been looking at the fiscal impact and feasibility of insourcing the Planning Department and Code enforcement functions away from Wade Trim back under the City of Pontiac administration.

Background:

City of Pontiac, until the arrival of emergency manager, had suspended the code enforcement and later on outsourced to Wade Trim, both planning and code enforcement functions.

Here is a quick summary of planning function and its respective personnel expenditures for the fiscal year ending 06/30/2005: I could not find the corresponding data for code enforcement as it may have been blended in with the building department.

	Wages	FICA	Fringes	Total Cost
Planning	255,202.07	20,413.59	118,998.69	394,614.35

Current situation:

Currently, planning services and code enforcement are handled by Wade Trim, on contractual basis. The contract extension that expires on December 31, 2017 provides that Wade Trim employs a planner for 24 hours a week at an annual cost of \$114,000.

Code enforcement services that started back in 2015, provide for 5 code enforcement officers at an annual cost of \$375,000. These are the charges based on the contract that expired on June 30, 2017. However, Wade Trim has requested that a contract extension for the above services will cost as follows:

- 1- Planning at \$310,000 per year, providing a full time planner and an assistant planner.
- 2- Code Enforcement at \$423,000 per year providing 5 code enforcement officers at 35.7 hours per week on average.

Estimated cost of insourcing these services:

To bring these services back in house, I have run the numbers for both departments. The estimated costs are based on the following assumptions:

- 1- Planning Department: 1 full time planning director, 1 full time assistant planner, and 1 full time administrative assistant.

- 2- Code Enforcement: 1 full time code enforcement, officer serving as supervisor as well, 4 full time Code enforcement officers, plus 3 pick-up trucks to be used for the code enforcement activities.
- 3- Supplies, computer equipment, and utilities are not included in this calculation, as they are already included in the building fund budget.

Here is a short summary of these calculations:

Planning Department staffing:

<u>Position</u>	<u>Salary</u>	<u>Total Benefits</u>	<u>Total Per Position</u>
Senior Planner	\$ 85,000.00	\$ 32,293.04	\$ 117,293.04
Junior Planner FT	\$ 68,000.00	\$ 29,586.64	\$ 97,586.64
Customer Service Rep. FT	\$ 33,280.00	\$ 24,059.22	\$ 57,339.22
Totals	\$ 186,280.00	\$ 85,938.90	\$ 272,218.90

Code Enforcement staffing:

<u>Position</u>	<u>Salary</u>	<u>Total Benefits</u>	<u>Total Per Position</u>
Code Enforcement supervisor	\$ 65,000.00	\$ 32,811.06	\$ 97,811.06
Code Enforcement Officer	\$ 40,000.00	\$ 24,381.06	\$ 64,381.06
Code Enforcement Officer	\$ 40,000.00	\$ 24,381.06	\$ 64,381.06
Code Enforcement Officer	\$ 40,000.00	\$ 27,181.06	\$ 67,181.06
Code Enforcement Officer	\$ 37,000.00	\$ 26,505.46	\$ 63,505.46
Totals	\$ 222,000.00	\$ 135,259.70	\$ 357,259.70

Trucks:

	<u>Title</u>	<u>Trucks needed</u>	<u>Cost</u>	<u>Total Vehicle Cost</u>	<u>Fuel and Maint</u>	<u>Damage Insurance</u>	<u>Grand Total Cost</u>
3 Pickup Trucks needed for inspectors (To be replaced every 7 years)	Pick Up	3.00	29,000.00	87,000.00	6,500.00	7,500.00	101,000.00
				87,000.00	6,500.00	7,500.00	101,000.00

Fiscal Impact:

A quick look at the above costs shows that the planning personnel will cost the City less than the proposed contract.

The cost of code enforcement, including personnel and equipment, will be \$458,260, which is \$35,000 higher in the first year than the proposed Wade Trim proposed contract. However, when we factor in the fact that the purchase of trucks is a start-up cost, the annual cost to the City is actually slightly lower compared to Wade Trim.

Additional cost factors that can't be easy determinable will pay a factor into the decision of insourcing the services aforementioned here: Such costs are:

- 1- Additional insurance deductible costs for the liability and property.
- 2- Amortization of cars and other equipment and the need to replace within 5-7 years with new equipment.
- 3- Increased workload on the existing managerial structure and administration.
- 4- Ability to hire and retain qualified employees.

On the other hand, the increased efficiency and quality of work to be provided by the above services, can bring in additional revenues that not only will offset the costs, but can support other city related services.

Recommendation:

Given the fact that we have a balanced budget for the 17-18 fiscal year and the insourcing will not require additional funds to be appropriated, I believe that the process to insource the planning and code enforcement functions makes financial sense and it is fully supported with the current budget allocation.

If you (The Mayor) decide that this is the best course of action for the City and the City Council agrees with your recommendation, the following steps are in order:

- 1- Creating the positions via council resolution and establishing the pay ranges.
- 2- Posting and recruiting activity.
- 3- Setting up the office space for the new personnel.
- 4- Setting up the infrastructure to support the above insourcing

The time required for these steps can be 4 to 6 months, however, with the assistance of Wade Trim and looking into the possibility of utilizing some of their current staffing, the actual implementation time can be much shorter.

The above analysis and recommendation, although solid, may have not cover all the costs and considerations involved in the insourcing of these services. However, the history of these services for the last 5 years, and the new realities such as increased development etc., support the concept of bringing them back.

Please let me know if you have any questions or need additional information.