

(a) A description of each expenditure made, approved, or disapproved during the reporting period that has a cumulative value of \$10,000.00 or more and the source of funds.

Source	Check Date	Vendor Name	Check Description	Amount
591	09/24/2010	ABONMARCHE CONST.	WTR RENOV. IMPROV	\$ 477,546.77
591	09/01/2010	ABONMARCHE CONST.	2009 SEWER IMPROV.	\$ 159,174.97
591	07/13/2010	ABONMARCHE CONST.	WATER PLANT REN.	\$ 154,033.77
591	10/18/2010	ABONMARCHE CONST.	WATER PLANT & IMPROV	\$ 118,787.55
591	06/02/2010	ABONMARCHE CONST.	WATER PLANT REN	\$ 111,764.50
591	11/01/2010	ABONMARCHE CONST.	WATER PLANT REN	\$ 96,695.43
591	07/13/2010	ABONMARCHE CONST.	2009 SEWER IMPROV	\$ 53,436.78
591	11/26/2010	ABONMARCHE CONST.	WATER PLANT REN	\$ 45,628.54
591	06/03/2010	ABONMARCHE CONST.	2009 SEWER IMPROV	\$ 20,213.75
591	11/05/2010	ABONMARCHE CONST.	PROFESSIONAL SERVICES	\$ 16,311.27
591	08/09/2010	ALEXANDER CHEMICAL	ALUMINUM SULFATE BULK	\$ 16,291.04
591	10/18/2010	ALEXANDER CHEMICAL	ALUMINUM SULFATE BULK	\$ 15,758.60
591	10/19/2010	ALEXANDER CHEMICAL	HYDROFLUOSILICIC ACID BLK	\$ 14,909.40
591	06/15/2010	ALEXANDER CHEMICAL	ALUM	\$ 11,366.48
101	10/19/2010	AMER, ELEC, POWER	STREET LIGHTS	\$ 52,341.35
271/591/202/101/211	11/05/2010	AMER, ELEC, POWER	BH INCUB. TERR. RD	\$ 44,800.92
101	06/17/2010	AMER, ELEC, POWER	STREET LIGHTS	\$ 34,320.34
101/271/591/202	08/23/2010	AMER, ELEC, POWER	220 5TH STREET LIGHTS	\$ 23,474.60

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101/202/591	11/22/2010	AMER, ELEC, POWER	220 5TH STREET LIGHTS	\$ 18,449.87
101/202/591	06/17/2010	AMER, ELEC, POWER	JKP B-STAN,768 PAW PAW	\$ 33,779.22
591/202/101/211	11/05/2010	AMER, ELEC, POWER	BRDWAY & EMP.,PIPESTN	\$ 33,266.24
101/591/211/202	10/22/2010	AMER, ELEC, POWER	VARIOUS TL'S	\$ 20,979.97
101/591/202	11/26/2010	AMER, ELEC, POWER	CONSOLIDATED BILLING	\$ 15,208.31
591/101/202/211	08/23/2010	AMER, ELEC, POWER	JKP WATER PLANT	\$ 14,644.70
101/202/591/211	06/17/2010	AMER, ELEC, POWER	RIVERVIEW LTS, E.MAIN	\$ 10,105.21
591/101/202	09/21/2010	AT&T	LINK TO COUNTY, 200 WALL	\$ 15,168.25
101/271/591/202	07/23/2010	AT&T	TEL. CHRG.927-8487	\$ 10,618.44
591	07/13/2010	B & Z COMPANY	EST. #8 RAVINE INTERCEP	\$ 170,009.34
591	11/05/2010	B & Z COMPANY	REPAIRS AND SERVICES	\$ 26,984.00
101	05/05/2010	BANK OF AMERICA	HEALTH INSURANCE	\$ 53,459.96
101	11/26/2010	BENTON CHARTER TWNSP.	425 TAX ANNEXATION AGMT	\$ 106,827.53
591	04/08/2010	BENTON CHARTER TWNSP.	OCT. REV SHARE 2009	\$ 71,309.65
591	04/08/2010	BENTON CHARTER TWNSP.	NOV REV SHARE	\$ 58,084.59
703	10/22/2010	BH AREA SCHOOLS	TAX DISTRIBUTION	\$ 456,628.89
703	11/12/2010	BH AREA SCHOOLS	TAX DISTRIBUTION	\$ 260,438.99
101/703	08/27/2010	BH AREA SCHOOLS	CROSSING GUARDS	\$ 238,809.21
703	09/20/2010	BH AREA SCHOOLS	TAX DIST OTH & NON	\$ 134,518.46
703	10/22/2010	BH PUBLIC LIBRARY	TAX DISTRIBUTION	\$ 117,942.50

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703	11/12/2010	BH PUBLIC LIBRARY	TAX DISTRIBUTION	\$ 53,434.66
703	06/30/2010	BH PUBLIC LIBRARY	TAX DISTRIBUTION	\$ 53,011.91
703	09/20/2010	BH PUBLIC LIBRARY	TAX DISTRIBUTION	\$ 23,548.19
703	08/27/2010	BH PUBLIC LIBRARY	TAX DISTRIBUTION	\$ 17,167.75
591	07/26/2010	BH\SJ WWTP	JOINT TREAT BILLING (MAR)	\$ 78,807.37
591	10/25/2010	BH\SJ WWTP	SEWAGE TREATMENT	\$ 70,911.79
591	09/24/2010	BH\SJ WWTP	SEWER TREAT (MAY)	\$ 69,590.17
591	08/23/2010	BH\SJ WWTP	JOINT SEWAGE TREAT APR	\$ 67,501.09
591	11/12/2010	BH\SJ WWTP	JUL SEWER PLANT	\$ 65,823.63
591	11/22/2010	BH\SJ WWTP	AUG JOINT SEWER	\$ 61,776.67
591	05/28/2010	BH\SJ WWTP	JOINT TREATMENT BILLING	\$ 49,641.61
703	10/22/2010	BERRIEN COUNTY ISD	TAX DISTRIBUTION	\$ 84,757.53
703	09/20/2010	BERRIEN COUNTY ISD	TAX DISTRIBUTION	\$ 84,251.44
703	11/12/2010	BERRIEN COUNTY ISD	TAX DISTRIBUTION	\$ 38,829.15
703	09/20/2010	BERRIEN CTY TREAS.	TAX DISTRIBUTION	\$ 177,493.56
703	10/22/2010	BERRIEN CTY TREAS.	TAX DISTRIBUTION	\$ 169,239.03
703	11/12/2010	BERRIEN CTY TREAS.	TAX DISTRIBUTION	\$ 108,578.73
703	11/12/2010	BERRIEN CTY TREAS.	TAX DISTRIBUTION	\$ 77,485.94
703	10/22/2010	BERRIEN CTY TREAS SET	TAX DISTRIBUTION	\$ 181,000.62
703	09/20/2010	BERRIEN CTY TREAS SET	TAX DISTRIBUTION	\$ 151,774.59
101	09/07/2010	BLUE CROSS BLUE SHIELD	MEDICAL INSURANCE	\$ 125,893.60
101	10/04/2010	BLUE CROSS BLUE SHIELD	MEDICAL INSURANCE	\$ 97,788.34
101	07/01/2010	BLUE CROSS BLUE	INSURANCE PREMIUM	\$ 93,594.68

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SHIELD				
101	07/08/2010	BLUE CROSS BLUE SHIELD	INSURANCE PREMIUM	\$ 93,594.68
101	05/26/2010	BLUE CROSS BLUE SHIELD	INSURANCE PREMIUMS	\$ 91,200.12
101	08/09/2010	BLUE CROSS BLUE SHIELD	INSURANCE PREMIUM	\$ 67,289.10
703	11/01/2010	BROWNFIELD AUTHORITY	RECAPTURE	\$ 150,000.00
101	08/02/2010	CONSORTIUM FOR CD	SAFE SUMMER PROGRAM	\$ 20,000.00
101	08/17/2010	CONSORTIUM FOR CD	SAFE SUMMER PROGRAM	\$ 20,000.00
591	05/13/2010	D.A. DODD INC	STEAM LEAK,RPR AIR COMP	\$ 10,020.43
591	10/18/2010	DAVIS CONSTRUCTION	WATER PLANT REN	\$ 1,628,979.18
591	06/22/2010	DAVIS CONSTRUCTION	SRF & DWRP PROJECTS	\$ 1,127,467.39
591	09/01/2010	DAVIS CONSTRUCTION	REQ #3 (CONTRACT #1)	\$ 945,661.85
591	11/01/2010	DAVIS CONSTRUCTION	PARTIAL PAY REQUEST #5	\$ 864,277.29
591	07/13/2010	DAVIS CONSTRUCTION	WATER PLT PROJ #M8-0668	\$ 333,775.57
703	06/30/2010	DIAL A RIDE	TAX DISTRIBUTION	\$ 32,013.09
591	11/22/2010	ECT-ENVIRONMENTAL CSLT	FISHERMAN'S PK, DEPOT,	\$ 12,201.26
591	05/13/2010	ETNA SUPPLY CO.	SENSUS METERS,TOUCHPAD	\$ 16,354.48
101/591	09/24/2010	F. JOSEP FLAUGH AG.	COMMERCIAL PACKAGE	\$ 72,220.00
101/591	04/29/2010	F. JOSEP FLAUGH AG.	INSURANCE PREMIUM	\$ 41,052.40
101	09/17/2010	FLEET SERVICE	BHPD FUEL	\$ 17,932.10
101	09/24/2010	FLEET SERVICE	UNLEAD FUEL FOR BHPD	\$ 11,937.41

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230	08/23/2010	GREEN SPAN CONST.	1247 MCALISTER NSP1	\$ 40,559.00
230	09/17/2010	GREEN SPAN CONST.	REHAB WORK 1245 MCALISTER	\$ 27,166.00
230	10/22/2010	GREEN SPAN CONST.	REHAB WORK 1247 MCALISTER	\$ 19,579.00
230	09/03/2010	GREEN SPAN CONST.	REHAB 1247 MCALISTER 65%	\$ 19,355.00
101	11/26/2010	HFS TRACTOR	TRACTOR, FRT LOADER, BLAD	\$ 37,193.57
230	09/17/2010	HOUSEAL LAVIGNE	PRELIMINARY PLAN REVIEW	\$ 35,033.46
230	05/26/2010	HOUSEAL LAVIGNE	MASTER PLAN & ZONING	\$ 33,886.26
101	05/14/2010	INDUSTRIAL SANITATION	TRASH PICK-UP (MARCH)	\$ 47,070.00
101	06/15/2010	INDUSTRIAL SANITATION	TRASH PICK-UP (APRIL)	\$ 47,070.00
101	06/17/2010	INDUSTRIAL SANITATION	TRASH PICK UP (JUNE)	\$ 47,070.00
101	07/16/2010	INDUSTRIAL SANITATION	TRASH PICK-UP	\$ 47,070.00
101	08/16/2010	INDUSTRIAL SANITATION	TRASH PICKUP JULY	\$ 47,070.00
101	09/15/2010	INDUSTRIAL SANITATION	TRASH PICKUP AUGUST	\$ 47,070.00
591	09/01/2010	INSULATION AND ENVIRO	PARTIAL PAYMENT #1 & #2	\$ 47,475.00
101	11/02/2010	INTERNAL REV. SERVICE	INSTALLMENT AGREEMENT	\$ 25,000.00
101	07/13/2010	INTERSPIRO INC	SUPPLIES FOR FIRE DEPT	\$ 17,590.57
731	07/26/2010	JACQUELINE R. BELL	REFUND OF GENERAL RETIR	\$ 25,705.62
232	11/10/2010	JEB CONSTRUCTION, LLC.	REHAB 1111 SUPERIOR	\$ 28,840.00

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230	10/22/2010	JEB CONTRUCTION, LLC.	REHAB 1247 MCALISTER	\$ 20,106.00
230	09/03/2010	JEB CONTRUCTION, LLC.	REHAB 1111 SUPERIOR 40%	\$ 18,414.00
230	10/04/2010	JEB CONTRUCTION, LLC.	REHAB 1111 SUPERIOR	\$ 17,540.00
731	10/21/2010	JEREMIAH J. GAUTHIER	REFUND OF CONTRIBUTIONS	\$ 10,182.58
232	09/24/2010	JMB DEMOLITION	DEMO OF 496 TERRITORIAL	\$ 26,100.00
101	05/05/2010	JOSEPH L HARRIS	COMP FOR FINANCIAL MGR	\$ 11,000.00
101	05/28/2010	JOSEPH L HARRIS	COMP FOR FINANCIAL MGR	\$ 11,000.00
101	06/30/2010	JOSEPH L HARRIS	COMP FOR FINANCIAL MGR	\$ 11,000.00
101	07/30/2010	JOSEPH L HARRIS	COMP FOR FINANCIAL MGR	\$ 11,000.00
101	08/27/2010	JOSEPH L HARRIS	COMP FOR FINANCIAL MGR	\$ 11,000.00
101	10/01/2010	JOSEPH L HARRIS	COMP FOR FINANCIAL MGR	\$ 11,000.00
101	10/29/2010	JOSEPH L HARRIS	COMP FOR FINANCIAL MGR	\$ 11,000.00
591	06/03/2010	KALIN CONSTRUCTION	SEWER IMPROV REQ #8	\$ 30,329.10
591	07/08/2010	KALIN CONSTRUCTION	REQ #8 & #10	\$ 24,587.36
591	06/03/2010	KALIN CONSTRUCTION	WATER MAIN IMPROV	\$ 20,445.61
703	10/22/2010	LAKE MICHIGAN COLLEGE	TAX DISTRIBUTION	\$ 63,838.08
703	09/20/2010	LAKE MICHIGAN COLLEGE	TAX DISTRIBUTION	\$ 63,464.12
703	11/12/2010	LAKE MICHIGAN COLLEGE	TAX DISTRIBUTION	\$ 29,246.83

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101	11/04/2010	LEVALLEY OLDS. CADILLAC	VEHICLE - ASSESSOR'S	\$ 10,105.00
230	07/16/2010	LOYALTY CONSTRUCTION	REHAB @ 585 MCALISTER	\$ 20,654.60
591	06/03/2010	MICHIGAN DEPT OF TRANS.	I94 SANITARY SEWER ITEMS	\$ 284,640.51
591	09/01/2010	MICHIGAN DEPT OF TRANS.	PAY REQUEST 21-31 (SEWER)	\$ 171,085.77
591	06/03/2010	MICHIGAN DEPT OF TRANS.	I94 BUSINESS LOOP PROJECT	\$ 11,203.80
101	07/26/2010	MILLER,CANFIELD	HARBOR SHORES ATTY FEES	\$ 32,993.95
101	06/15/2010	MILLER,CANFIELD	HARBOR SHORES ATTY FEES	\$ 20,814.80
101	09/21/2010	MILLER,CANFIELD	WEISS, MOON	\$ 17,588.60
101	11/02/2010	MILLER,CANFIELD	ATTORNEY FEES	\$ 11,943.50
101	11/12/2010	MILLER,CANFIELD	ATTORNEY FEES	\$ 10,031.25
731	06/01/2010	MILLIMAN, INC.	ACTUARIAL & CSLT SERVICE	\$ 11,384.00
101	09/24/2010	NEW EQUIP. LEASE, INC.	LEASE 92 FOR, 99 DOGE, 98 IN	\$ 24,135.55
591	06/30/2010	PEARSON CONSTRUCTION		\$ 168,664.00
591	07/13/2010	PEARSON CONSTRUCTION	2009 WATER IMPROVE REQ #4	\$ 116,695.00
731	11/10/2010	PERSHING, LLC	REFUND TO RETIREMENT	\$ 17,366.95
101	10/29/2010	PLANTE & MORAN	(OLD/NEW) ACCT SERV.	\$ 24,000.00
101	08/23/2010	PLANTE & MORAN	(NEW) ACCT SERVICES	\$ 21,000.00
101	11/26/2010	PLANTE & MORAN	(OLD) ACCT SERVICES	\$ 10,000.00
101	05/25/2010	PREMCO FINANCIAL	INSURANCE PREMIUM (MAY)	\$ 43,105.02

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101	06/15/2010	PREMCO FINANCIAL	INSURANCE PREMIUM	\$ 43,105.02
101	07/13/2010	PREMCO FINANCIAL	INSURANCE PREMIUM	\$ 43,105.02
101	10/29/2010	PREMCO FINANCIAL	INSURANCE PREMIUM	\$ 32,839.84
101	11/26/2010	PREMCO FINANCIAL	INSURANCE PREMIUMS	\$ 32,839.84
230	07/16/2010	PREMIER CONSTRUCTION	REHAB @ 1221 BROADWAY	\$ 11,002.50
101	06/01/2010	PRI MAR PETROLEUM P.W.	NO LD/DIESEL MAR/APR	\$ 10,702.26
591/101	11/05/2010	PRIMAR PETROLEUM, INC.	NO LD/DIESEL MAR/APR	\$ 12,957.40
101	07/13/2010	RESCUE NORTHWEST	SUPPLIES FOR FIRE DEPT	\$ 28,547.78
101	10/21/2010	ROSSMAN ENTERPRISES	MAGNEGRIP VEH EXHAUST	\$ 31,234.00
591	10/25/2010	SEA BREX MARINE	INTAKE INSP & CLEANING	\$ 10,500.00
101	11/26/2010	SECURALARM SYSTEMS	SECURITY SYSTEM @ POLICE	\$ 28,000.00
101	10/29/2010	SW MI REGIONAL AP	CONTRIBUTIONS – MILEAGE	\$ 21,080.00
101	10/29/2010	SW MI REGIONAL AP	LOCAL MATCH 08,09,10	\$ 17,568.00
591	10/04/2010	STATE OF MICHIGAN – MDOT	NEW WATERMAIN	\$ 100,290.20
101	11/05/2010	TC AREA TRANS AUTH.	QTR SIBSIDY 10/1-9/30/10	\$ 25,000.00
230	08/23/2010	VILLA ENVIRONMENTAL	ASBESTOS 1111 SUPERIOR	\$ 39,910.00
101	11/22/2010	WALTER MARTLEW	BLDG.INSPEC SERVICES	\$ 27,084.58
101	05/06/2010	WALTER MARTLEW	BUILDING INSPECTOR	\$ 22,751.27
				\$13,498,954.96

101 = Gen Fund, 591 = Water Fund, 203 = Act 51 Funds, 703 = Taxes, 731 = Pension
271 - Econ Devl., 202 = Major Streets, 211 = Armory, 230 = Com. Devl., 232 = MSHDA

(b) A list of each contract that the emergency financial manager awarded or approved with a cumulative value of \$10,000.00 or more, the purpose of the contract, and the identity of the contractor.

DATE	AMOUNT	CONTRACTOR	PURPOSE
May 2010	\$16,354.48	ETNA SUPPLY COMPANY	SENSUS METERS,MOUNT TOUCHPAD
May 2010	\$10,020.43	D.A. DODD INC	STEAM LEAK,REPAIR AIR COMPRESS
July 2010	\$40,000.00	MILLER, CANFIELD, PADDOCK & STONE	ATTORNEY SERVICES
July 2010	\$11,078.40	LEWIS & MUNDAY	ATTORNEY SERVICES
July 2010	\$84,000.00	Plante & Moran	ACCOUNTING SERVICES
July 2010	\$28,547.78	RESCUE NORTHWEST	SUPPLIES FOR FIRE DEPT
July 2010	\$17,590.57	INTERSPIRO INC	SUPPLIES FOR FIRE DEPT
August 2010	\$40,000.00	CONSORTIUM FOR COMMUNITY DEV.	SAFE SUMMER PROGRAM
September 2010	\$24,135.55	NEW EQUIPMENT LEASE, INC.	LEASE 92 FORD, 99 DODGE, 98 IN
September 2010	\$29,490.00	GABRIDGE & CO.	AUDITING SERVICES
September 2010	\$69,000.00	EMPLOYEES ONLY	H/R PAYROLL SERVICES
September 2010	\$38,000.00	ICMA	FIRE CONSULTANT SERVICES
September 2010	\$367,778.56	PREMCO FINANCIAL CORPORATION	PROPERTY & CAUSALTY INS.
October 2010	Oct 2, 2010 – Oct 1, 2011: \$14.81 per unit \$40,520.16; Oct 2, 2011 – Oct 1, 2012: \$15.25 per unit: \$41,724.00; Oct 2, 2012 – Oct. 1, 2013: \$15.70 per unit: \$42,955.50.	RELIABLE DISPOSAL, INC.	RESIDENTIAL SOLID WASTE COLLECTION, DISPOSAL AND YARD WASTE PROCESSING SERVICES
October 2010	\$100,290.20	STATE OF MICHIGAN – MDOT	NEW WATERMAIN
October 2010	\$10,500.00	SEA BREX MARINE	INTAKE INSP & CLEANING
October 2010	\$31,234.00	ROSSMAN ENTERPRISES	MAGNEGRIP VEH EXHAUST
November 2010	\$477,937.52 + interest/penalties	Department of the Treasury/Internal Revenue Service (IRS)	Installment loan agreement for: 941 March 31, 2009 941 June 30, 2009 941 Sep. 30, 2009 945 Dec 31, 2009
November 2010	\$12,201.26	ECT- ENVIRONMENTAL CONSULTING	FISHERMAN'S PARK, DEPOT, CONSU
November 2010	\$28,000.00	SECURALARM SYSTEMS	SECURITY SYSTEM @ POLICE
November 2010	\$37,193.57	HFS TRACTOR SALES & SERVICES	TRACTOR, FRT LOADER, SNOW BLAD

Community	Development	Contracts	
May 2010	\$68,919.72	HOUSEAL LAVIGNE ASSOCIATES	MASTER PLAN & ZONING
July 2010	\$20,654.60	LOYALTY CONSTRUCTION	REHAB @ 585 MCALISTER
July 2010	\$11,002.50	PREMIER CONSTRUCTION	REHAB @ 1221 BROADWAY
August 2010	\$106,659.00	GREEN SPAN CONSTRUCTION	REHAB WORK 1247 MCALISTER
August 2010	\$39,910.00	VILLA ENVIRONMENTAL	ASBESTOS 1111 SUPERIOR
September 2010	\$26,100.00	MB DEMOLITION	DEMO OF 496 TERRITORIAL
September 2010	\$64,749.00	JEB CONSTRUCTION, LLC.	REHAB WORK 1111 SUPERIOR 40%
October 2010	\$20,106.00	JEB CONSTRUCTION, LLC.	REHAB WORK @ 1247 MCALISTER

(c) A description of each loan sought, approved or disapproved during the reporting period that has a cumulative value of \$10,000 or more and the proposed use of the funds.

N/A

(d) A description of any new position created or any vacancy in a permanent position filled by the appointing authority.

New Positions Created:

Community Development Department

POSITION	DESCRIPTION
Compliance Specialist	<p><u>General Summary:</u> Performs difficult and advance work as a project leader in the office and related work as needed in the field as required to complete the requirements of the Neighborhood Stabilization Program 2 (NSP2). This position will administer a federal grant program including monitoring, planning, budgeting and reporting. Will assist in managing project files, payment of services, processing reimbursement of grant funds, and assist in sale of completed homes. Compliance with all grant requirements is a major task of this job.</p>

Finance Department

POSITION	DESCRIPTION
Accounting Manager (3)	<p><u>General Summary:</u> Under the direction of the Emergency Financial Manager, plans and manages the accounting and auditing functions for the City of Benton Harbor including general ledger fund accounting, auditing, grant accounting, capital project accounting, accounts receivables and payables, payroll, year-end closing, and preparation of financial reports, coordinates assigned activities with contracted consultants, vendors and departments, outside agencies and the general public.</p>
Accounting Tech III-Part Time	<p><u>General Summary:</u> This position makes independent decisions on a daily basis that impacts the fiscal soundness of the City and the perspective that citizens and the financial community have of the City.</p> <p>Employees work directly under the general supervision of the Finance Director / Treasurer and may exercise work direction over others.</p>
Assistant to the EFM (2)	<p><u>General Summary:</u> Under the general direction of the EFM, the Assistant to the Emergency Financial Manager provides leadership and general oversight over assigned operations, City departments and key staff; assists in special projects, responsible for enhancing the Emergency</p>

	<p>Financial Manager’s effectiveness by representing the EFM to others; facilitating change management initiatives consistent with the EFM’s financial and operational plans; provides organizational development, project management, and support as his/her principal managerial assistant; serves on the behalf of the EFM, in his/her absence, in accordance with Public Act 72 of 1990</p>
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Vacancy in Permanent Positions Filled:

Assessor Department

POSITION	DESCRIPTION
<p>Interim Assessor</p>	<p><u>General Summary:</u> This is technical and administrative work of considerable difficulty in planning, organizing and carrying out a program of appraisal and assessment of real and personal property in the city. Work involves responsibility for appraising properties, preparing tax rolls and special exercised, and maintaining and processing all related documents and records. Supervision is exercised over a small clerical staff.</p>
<p>Clerk Typist</p>	<p><u>General Summary:</u> This is general typing and routine clerical work performed under supervision. Typing may vary in amount from full time to constituting a small but necessary part of work. The material typed may be varied with respect to both subject matter and format. In both typing and other clerical assignments, work follows prescribed or well-established procedures, which can be learned readily by training on the job. Clerical work is often routine, following standard procedures, or it may be relatively varied and performed under supervision or with detailed and specific instruction given for each change in assignments. Routine work decisions made are usually subject to review. Work requiring a high degree of accuracy is ordinarily checked closely. Duties may involve public contact where non-technical information is obtained or given; Supervision is exercised over clerical employees assisting in routine details.</p>

Clerk Department

POSITION	DESCRIPTION
Interim City Clerk	<u>General Summary:</u> Under the general oversight of the Mayor and City Commission, conduct national, State and local elections and maintains voter files. Maintains all official City records and ordinances and publishes all legal notices as required by law.
Interim Deputy City Clerk	<u>General Summary:</u> The “Acting Deputy City Clerk” will work closely with and be directly supervised by the City Clerk. This position will assist in administering city-wide elections and perform the duties of the City Clerk as delegated or in the absence of the City Clerk.

Code Enforcement/Inspections

POSITION	DESCRIPTION
Building Official	<u>General Summary:</u> Under general direction and supervision of the Chief of Police, the Building Official plans, organizes, manages, and coordinates the Building and Code Enforcement/Inspection activities, which include building and property inspections for code violations, investigation of housing and sanitation violations, issuance of orders for correction of building, housing and sanitation violations, building permit processing, public information, building permit plan review, building inspection, management of structural engineering plan check consultants, building code compliance, and supervision, training, and evaluation of subordinate personnel; to recommend and implement City policy concerning building safety matters; to enforce and administer construction and safety codes; and to provide highly responsible and technical staff assistance; follows up on inspections, and issue citations. When necessary obtains evidence and testifies in court.

Community Development Department

POSITION	DESCRIPTION
Interim Community Development Director	<u>General Summary:</u> Under the supervision of the City Manager, directs the operations and programs in planning and implementing all projects and programs administered

	through the department. Designs projects and programs; directs staff and assigns project activities; evaluates requests for grant assistance; monitors programs for compliance; and interacts with a wide range of public and private agencies in administering program activities.
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Finance Department

POSITION	DESCRIPTION
Accounting Tech III	<p><u>General Summary:</u> This position makes independent decisions on a daily basis that impacts the fiscal soundness of the City and the perspective that citizens and the financial community have of the City.</p> <p>Employees work directly under the general supervision of the Finance Director / Treasurer and may exercise work direction over others.</p>

(e) A description of any position that has been eliminated or from which an employee has been laid off.

Community Development Department

POSITION	DESCRIPTION
Rehabilitation Coordinator	<p><u>General Summary:</u> Under the direction of the Community/Economic Development Director, provides technical assistance for home rehabilitation programs. Carries out a variety of task including determining rehabilitation needs of homeowners, developing project specification, writing bid requests and reviewing submitted bids. Oversees public improvement projects including monitoring Davis Bacon Prevailing wages, lead base certified hazard certified, environmental knowledge and other community/economic development assignments.</p>

Finance Department

POSITION	DESCRIPTION
Finance Director	<p><u>General Summary:</u> Plans, organizes and directs the City's Finance Department including financial planning; financial operations (treasury, accounting, financial reporting, payroll and procurement); risk management; and facility planning. Provides recommendations to the City Commission for strategic direction of fiscal policy matters</p>

	to maintain and enhance the financial health of the City.
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Inspection Department

POSITION	DESCRIPTION
Code Enforcement Officer	<p><u>General Summary:</u> This is specialized housing and sanitation inspection work related to the protection of life and property through the enforcement of Housing and Sanitation Codes.</p> <p>An employee performs work in accordance with departmental rules and regulations, and receives assignments and instructions from his supervisor; or in a few instance, from more senior code enforcement officers. Work normally consists of making routine and special inspections of dwellings, yards, streets, and alleys to determine whether regulations concerning housing safety and sanitation are being followed. Work is performed with some latitude for initiative and judgment under general supervision.</p>

Mayor/Commissioner Department

POSITION	DESCRIPTION
Administrative Secretary	<p><u>General Summary:</u> Under the supervision of the City Manager and direction of the Mayor, provides administrative support to the mayor and City Commission. Maintains schedules, types, files, answers phone and provides requested information to the mayor, commissioners, other city departments and the public.</p>

Personnel Department

POSITION	DESCRIPTION
Personnel Coordinator	<p><u>General Summary:</u> Under the supervision of the City Manager/EFM Manager, administers the various personnel functions of the City, including maintenance of employee records, processing of personnel actions, labor relations, and development and implementation of personnel policies and procedures. Additionally, is responsible for coordinating and conducting various employee training programs.</p>

Police Department

POSITION	DESCRIPTION
Clerk Cashier III	<p><u>General Summary:</u> This is specialized and responsible clerical requiring above average typing skills and the ability to exercise independent judgment in the maintenance of Police records and related materials, much of which is of a confidential nature.</p> <p>Employee works with a minimum of supervision and is responsible to see that all other clerical employees in the division are knowledgeable of the department’s policies in regards to record keeping and office procedures.</p> <p>Employee is also responsible for proper processing paperwork for Court Arraignments and other prosecution proceedings on police arrests.</p>
Dispatcher	<p><u>General Summary:</u> Under general supervision, perform general duties related to the operation of a communications center involving incoming communication for emergency and non-emergency assistance; dispatching necessary units using Dispatch system; answer phones and provide customer service for heavy walk-in traffic to the department; and perform related work as required.</p>
Police Officer (9)	<p><u>General Summary:</u> Individuals classified as Police Officers are assigned to patrol duty or other special assignments necessary to maintain public peace and order, to protect life and property, to prevent crime, to apprehend suspected violators of the law, and otherwise to assure the enforcement of State laws and City ordinances under the jurisdiction of the office of the Chief of Police</p>

Public Works

POSITION	DESCRIPTION
Heavy Equipment Operator (4)	<p><u>General Summary:</u> This is skilled work in the operation of heavy automotive equipment on a regular continuing basis. An employee in this class is responsible for the safe</p>

	<p>and efficient operation of heavy contraction and maintenance equipment, and performs labor involved in the operation as part of the assignment. Operation includes sweeper, tractor type loaders of medium to large capacity, trucks of more than five tons rated capacity, generally equipped with four-wheel drive, and occasionally one piece of equipment ordinarily considered as special equipment, such as: a truck crane, a heavy track-type bulldozer with tractor lowboy trailer, a road patrol grader, or a Barber Greene snow loader.</p>
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