

**City of Swartz Creek  
AGENDA**

**Special Council Meeting, Monday May 3, 2004 6:00 P.M.  
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **REPORTS:**
  - 4A. [City Manager's Report](#) RESO. Pg. 4, 2-3
  - 4B. Draft Job Description, Treasurer – Director of Administration Pg. 5-7
  - 4C. Draft Job Description, Clerk – Finance Director Pg. 8-10
5. **MEETING OPENED TO THE PUBLIC:**
  - 5A. General Public Comments
6. **BUSINESS:**
  - 6A. Appointment, Treasurer – Director of Administration RESO. Pg. 4, 5-10
  - 6B. Appointment, Deputy City Clerk RESO. Pg. 4, 5-10
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
8. **REMARKS BY COUNCILMEMBER'S:**  
(Relative to the Meeting Only)
9. **ADJOURNMENT**

**City of Swartz Creek**  
**CITY MANAGER'S REPORT**  
Special Council Meeting, Monday May 3, 2004 6:00 P.M.

**TO:** Honorable Mayor, Mayor Pro-Tem & Council Members  
**FROM:** PAUL BUECHE // City Manager  
**DATE:** 30-April-2004

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✓ **APPOINTMENT, TREASURER** (*Resolutions*)

DeAnna's departure to the sun country has left us with the Treasurer's Position to fill. We need to move quickly on this as we have a number of items that are immediately pressing. Some of the issues that are on the front burner are finalization of the budget, tax billing, collection and reconciliation, Headlee re-calculation fraction, truth in taxation calculation and the levy set. On the "middle burner" is the fiscal year close-out followed closely by the annual audit. If this isn't enough, we have the August Primary and the November General in our back pocket. Maybe around Christmas, we can stop and catch our breath.

I believe we can accomplish the Treasurer's appointment from our existing in-house staff. I recommend Juanita Aguilar, our current Administrative Assistant – Accounts Payable & Receivable, to a newly defined position of Treasurer – Director of Administration. The position would also hold a Deputy City Clerk's oath. The council may not be totally familiar with Juanita as her current position is primarily office accounting with little outside exposure. In conjunction with this appointment, I would like to make some changes to the job descriptions, as they pertain to the day to day management of operations. Attached you will find draft job descriptions that document a generalization of duties and assignments. In a nutshell, the management of the entire office will lie with the Treasurer-Director of Administration position.

Juanita has been employed with us since August 2002. She comes to us having worked for the City of Flint for approximately 15 years. She is highly qualified and experienced in government finance and fund accounting, having held posts in Flint as accountant, senior accountant, accounting supervisor and auditor. She holds a degree in accounting and business data processing and minors in psychology and social science.

I've recommended the salary that I had intended to raise the Treasurer's position up to. As we've discussed, I've been trying to equalize the salaries in accordance with the responsibilities of the positions.

This move will leave the position of Administrative Assistant, Accounts Payable & Receivable, within the AFSCME Unit, vacant. There's a couple of ways we can proceed on the filling of this position. It can either be left where it is subject to the AFSCME collective bargaining agreement, or we can move it into the Supervisor's Unit. At this point, I would prefer to leave it in the AFSCME unit (cost reasons) and try and fill it, but,

we may not be able to get the level of qualification and experience that I would prefer. The AFSCME Labor Agreement allows appointments on a temporary basis and this position needs to be filled right away as it's instrumental in the scope of immediate concerns outlined above in the first paragraph. Additionally, as the position will take delegation and assignments from Treasurer, Clerk and Finance, it should be filled with strong and agree recommendations from these department heads. The plan is that after this appointment, we'll immediately look for a temporary full time replacement for Administrative Assistant, Accounts Payable and Receivable, and than look to affirm it at some future point, probably mid to late fall. If I cannot get the qualifications that I would prefer, then I may be back for some conversation relative to moving it to the Supervisor's Association.

The supervisor's contract is not ready yet. I should have it within the next meeting or two.

In closing, I think Juanita will be a great addition to our staff.

**City of Swartz Creek**  
**RESOLUTIONS**  
**Special Council Meeting, Monday May 3, 2004 6:00 P.M.**

**Motion No. 040503-6A**

**APPOINTMENT, TREASURER – DIRECTOR OF  
ADMINISTRATION**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council accept the recommendation of the City Manager, and appoint Juanita Aguilar to the position of Treasurer – Director of Administration, and further, appropriate a temporary annual salary of \$ 45,000.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Motion No. 040503-6B**

**APPOINTMENT, DEPUTY CITY CLERK**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council accept the recommendation of the City Manager, and appoint Treasurer – Director of Administration Juanita Aguilar to the position Deputy City Clerk.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

City of Swartz Creek  
**Job Description**

**Treasurer - Director of Administration**

REVISED: May 3, 2004

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**FLSA:** Exempt, Executive Position

**DEPARTMENT:** City Clerk / Finance and Administration

**GENERAL STATEMENT OF DUTIES:** Has custody of all moneys of the city, the Clerk's Bond and other personnel bonds, and all evidences of value belonging to or held in trust by the city. Maintains a current log of all city investments and insures such investments are made in accordance with city policy and state law. Collects and distributes real and personal property taxes. Maintains the repository for all business licenses and permits held by the city, including computer software licenses. Supervises and directs the daily administration and operation of the office.

**SUPERVISION RECEIVED:** Works under the general direction of the City Manager

**SUPERVISION EXERCISED:** Coordinates the work of the City Assessor. Oversees and coordinates the work of the City Clerk - Finance Director. Provides supervision, general and technical direction to the office's Administrative Assistant positions. Supervises the various petty cash funds of the city. Supervises the preparation and collection of utility bills.

**EXAMPLES OF WORK PERFORMED:** The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

Oversee, perform, delegate, administrate and supervise:

1. Collect municipal revenues and serve as initial depository of all city receipts.
2. Deposit and invest city funds in accordance with Council policy, state law and the Michigan Department of Treasury Guidelines and Procedures.
3. Maintain records of municipal funds and treasury transactions and prepare necessary reports and records.
4. Prepare statements for personal property taxes and accounts receivable.
5. Supervise and assist the City Clerk / Director of Finance with the examination of expenditures, cash flow and income projections.
6. Supervise the city's real property and personal tax records, including property transfer affidavits.
7. Prepare property tax and special assessment roles.
8. Oversee meetings of the Board of Equalization.
9. Prepare and execute jeopardy tax assessments.
10. Compile delinquent tax roles, including computation of interest, penalty, and collection fees for the County Treasurer.

11. Process delinquent tax returns from the County Treasurer and distribute funds to proper accounts.
12. Provide assistance and information to the public.
13. Supervise and oversee the accounts payable and receivable.
14. Supervise, delegate and/or assist with all such work related to the position of City Clerk and hold the position of Deputy City Clerk.
15. Provide overall direction to the Department of Finance and Administration.
16. Establish departmental goals and objectives, solve problems and resolve conflicts.
17. Motivate, train, supervise, evaluate, counsel and discipline all subordinate personnel.
18. Supervise and administrate daily operations including cash receipts, bank deposits, bank reconciliation, account payable/receivable, financial reporting, general ledger and posting of funds.
19. Supervise utility billing and preparation of payroll.
20. Assist external auditors by providing needed data and by responding to inquiries in the course of an audit.
21. Supervise purchasing for the city.
22. Attend job related training courses and seminars
20. Perform related duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of the principles and practices of governmental accounting.
- Working knowledge of the practices and procedures used to administer the State of Michigan's real and personal property system and related automated programs (Equalization).
- Working knowledge of maintaining payable and receivable accounts, and related automated systems (Fund Balance, B-S & A, etc).
- Working knowledge of word processing, spreadsheet and database programs (Microsoft Word, Excel and Access).
- Working knowledge of record keeping and filing systems.
- Ability to plan and implement efficient procedures for the computation, billing and collection of real and personal property taxes and other revenues.
- Ability to maintain complex financial records and prepare financial reports and statements.
- Ability to operate standard office equipment, including word processor, copier and telephone system.
- Ability to effectively manage, motivate and supervise personnel.
- Ability to communicate clearly and effectively, orally and writing, with co-workers, supervisors and the general public.
- Ability to write reports and correspondence.
- Ability to understand and follow complex oral and written instructions.
- Ability to operate a keyboard, copier and other office equipment, lift loads of up to 25 pounds, sit for prolonged periods of times, hear verbal communications on the phone and in an office environment, read and manipulate written text.

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- Ability to obtain a financial surety bond.

**MINIMUM QUALIFICATIONS:**

A combination of education and experience substantially equivalent to graduation from a recognized college or university with a Bachelor's Degree in accounting, business administration or closely related field. Three years of supervisory experience in public sector accounting, financial management, and/or public administration, or five years technical experience in accounting.

Approved:

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City Manager

\_\_\_\_\_  
Date

City of Swartz Creek  
**Job Description**

**City Clerk / Director of Finance**

REVISED: March 15, 2004

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**FLSA:** Exempt

**DEPARTMENT:** City Clerk / Finance and Administration

**GENERAL STATEMENT OF DUTIES:** Responsible for the effective and efficient operation of the City Clerk's Office and the Department of Finance and Administration. Coordinates and directs the maintenance of city records, issuance of licenses, registration of voters, and the conduct of elections, all financial functions of the city, including payroll, accounting, utility billing, real and personal property tax administration, and collections.

**SUPERVISION RECEIVED:** Works under the general direction of City Manager and the Treasurer – Director of Administration.

**SUPERVISION EXERCISED:** Provides general and technical direction to the Administrative Assistant position's on personnel, payroll, cashier and utility billing matters

**EXAMPLES OF WORK PERFORMED:** The following tasks are typical examples of the work performed by an employee holding this position. The list is not all inclusive and does not include all of the tasks relevant to this position

Oversee, perform and administrate:

1. Preparation of agendas for City Council meetings.
2. Prepare and post notices of public hearings, ordinances, elections, and other municipal matters.
3. Attend meetings of the City Council, takes notes of the meeting and prepares minutes.
4. Maintain, index and file all official records of the Council, including meeting minutes, resolutions, policies, ordinances and similar actions.
5. Coordinate Council member travel for attendance at, seminars, workshops and other meetings.
6. Supervise the registration of voters, maintain qualified voter files, and administer elections.
7. Publish election notices, issue absentee ballots and prepare final tabulations.
8. Maintain accounts payable.
9. Maintain burial register for the City Cemetery.
10. Oversee the issuance of licenses and permits.
11. Audit payroll records, withholding and employee benefit reports.
12. Administer the City's functional file system.
13. Perform, or supervise, all duties assigned to the City Clerk by charter.

14. Develop and implement the department's budget.
15. Oversee the daily operation of cash receipts, bank deposits, bank reconciliation, account payable/receivable, financial reporting, and posting of funds.
16. Oversee utility billing and preparation of payroll.
17. Maintain the city's general ledger.
18. Maintain an inventory of the city's assets, liabilities, supplies, equipment, insurance records and claims.
19. Prepare annual comprehensive financial report and monthly financial statements.
20. Assist external auditors by providing needed data and by responding to inquiries in the course of an audit.
21. Direct purchasing for the city.
22. Oversee the security and investment of city funds.
23. Review and report on programs and activities influencing the city's financial condition.
24. Prepare revenue forecasts for budget and management decisions.
25. Assist the City Manager in preparation of the city's annual capital and operating budgets.
26. Monitor expenditure levels of all city departments for compliance with budgetary and management objectives.
27. Coordinate the preparation of real and personal property roles, special assessment roles, jeopardy tax and assessment collections and administration.
28. Attend job related training courses and seminars
29. Perform related duties as assigned.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Comprehensive knowledge of the principles and practices of public finance, budgeting and fund accounting.
- Extensive Knowledge of accounting procedures, including use of automated accounting systems (Fund Balance, B-S & A, etc).
- Knowledge of economic trend forecasting and analysis techniques.
- Knowledge of state and federal laws and local polices relating to the investment of governmental funds.
- Knowledge of governmental purchasing practices and requirement's.
- Working knowledge of the principles and practices of public administration, including budgeting, personnel administration and records management.
- Working knowledge of governmental auditing procedures.
- Working knowledge state election laws and procedures
- Working knowledge of word processing, spreadsheet and database programs (Microsoft Word, Excel and Access).
- Working knowledge of record keeping and filing systems.
- Ability to maintain complex financial records and prepare financial reports and statements.

DRAFT

- Ability to operate standard office equipment, including word processor, copier and telephone system.
- Ability to communicate clearly and effectively, orally and writing, with co-workers, supervisors and the general public.
- Ability to write reports and correspondence.
- Ability to understand and follow complex oral and written instructions.
- Ability to operate a keyboard, copier and other office equipment, lift loads of up to 25 pounds, sit for prolonged periods of times, hear verbal communications on the phone and in an office environment, read and manipulate written text.
- Ability to obtain a financial surety bond.

**MINIMUM QUALIFICATIONS:**

A combination of education and experience substantially equivalent to graduation from a recognized college or university with a Bachelor's Degree in accounting, business administration or closely related field. Three years of supervisory experience in public sector accounting, financial management, and/or public administration, or five years technical experience in accounting.

Approved:

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City Manager

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Date