



**PONTIAC CITY COUNCIL**  
**BUDGET MEETING**  
**June 8, 2017**  
**6:00 P.M.**  
**191st Session of the 9<sup>th</sup> 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

Roll Call

Authorization for excused absences for councilmembers

Approval of the Agenda

Approval of the Minutes

1. June 1, 2017

Special Presentation

2. Madonna VanFossen Smart Bus
3. Mattie Hatchett

Public Comment

***Public Hearing for the Proposed Budget 2017-2018 and the City Tax Rate.***

**AGENDA ITEMS FOR CITY COUNCIL CONSIDERATION**

4. Request for approval of staff for the Youth Recreation Program.
5. Approval of the 2017-2018 General Appropriations Act.

Adjournment

June 1, 2017

**Official Proceedings  
Pontiac City Council  
189<sup>th</sup> Session of the Ninth Council**

A Formal Meeting of the City Council of Pontiac, Michigan was called to order in City Hall, Thursday, June 1, 2017 at 6:00 P.M. by President Patrice Waterman.

Call to Order at 6:00 P.M.

Invocation – Pastor Matlock

Pledge of Allegiance

Roll Call

Members Present: Carter, Holland, Pietila, Taylor-Burks, Waterman and Williams.

Members Absent: Woodward.

Mayor Waterman was absent.

Clerk announced a quorum.

17-163        **Excuse Councilperson Don Woodward for personal reasons.** Moved by Councilperson Pietila and supported by Councilperson Williams.

Ayes: Holland, Pietila, Taylor-Burks, Waterman, Williams and Carter.

No: None

**Motion Carried.**

17-164        **Approval of the Agenda with reconsideration for resolution 17-154. (Local Officers Compensation Commissioner for Christopher Northcross.)** Moved by Councilperson Holland and supported Councilperson Taylor-Burks.

Ayes: Pietila, Taylor-Burks, Waterman, Williams, Carter and Holland

No: None

**Motion Carried.**

17-165        **Journal of May 25, 2017.** Moved by Councilperson Pietila and supported by Councilperson Taylor-Burks.

Ayes: Taylor-Burks, Waterman, Williams, Carter, Holland and Pietila.

No: None

**Motion Carried.**

17-166        **Journal of Closed Session Minutes of May 25, 2017.** Moved by Councilperson Pietila and supported by Councilperson Carter.

Ayes: Waterman, Williams, Woodward, Carter, Pietila and Taylor-Burks

No: None

**Motion Carried.**

June 1, 2017

17-167      **Motion to defer Special Presentation.** Moved by Councilperson Pietila and supported by Councilperson Holland.

Ayes: Carter, Holland, Pietila, Taylor-Burks and Waterman

No: Williams

**Motion Carried.**

Deputy Mayor Report – Jane Bais-DiSessa

Recognition of Elected Officials – Mike McGuinness and Kerry Tolbert

Agenda Address – Linda Hasson

17-168      **Resolution for a 2<sup>nd</sup> reading of an Ordinance to amend various sections of Chapter 22, Article VI of the City of Pontiac Code of Ordinances.** Moved by Councilperson Pietila and supported by Councilperson Taylor-Burks.

Be It Further Resolved, that the Pontiac City Council will hold a public hearing to consider a 2<sup>nd</sup> reading of an Ordinance to amend various sections of Chapter, Article VI of the City of Pontiac Code of Ordinances on Thursday, June 15, 2017 at 6:00 p.m.

Ayes: Carter, Holland, Pietila, Taylor-Burks, Waterman and Williams

No: None

**Resolution Passed.**

17-169      **Defer for one week the request for approval of Staff for the Youth Recreation Program.** Moved by Councilperson Williams and supported by Councilperson Taylor-Burks.

Ayes: Carter, Holland, Pietila, Taylor-Burks, Waterman and Williams

No: None

**Motion Carried.**

17-170      **Request to approve 2018-2020 Joint Agreement for the Oakland County Development Block Grant Program.** Moved by Councilperson Pietila and supported by Councilperson Taylor-Burks.

Be It Further Resolved that the Pontiac City Council authorizes that the City of Pontiac opts into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2018, 2019 and 2020.

Now, Furthermore We Resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time it is in the best interest of the local Community to terminate the Cooperative Agreement.

Ayes: Holland, Pietila, Taylor-Burks and Waterman

No: Williams and Carter

**Resolution Passed.**

17-171      **Motion to reconsider Christopher Northcross to the Local Officers Compensation Commissioners.** Moved by Councilperson Taylor-Burks and supported by Councilperson Pietila.

June 1, 2017

Whereas, in accordance with the Code of Ordinances, Section 2-391, the membership of the Local Officers Compensation Commission shall consist of not less than seven members appointed by the Mayor to serve a seven-year term, subject to the approval of the City Council; and  
Whereas, Mayor Deirdre Waterman has appointed Christopher Northcross to participate as a member of the Local Officers Compensation Commission for a term of seven (7) years;  
Now, Therefore, Be It Resolved, that the Pontiac City Council hereby approves the appointment of Christopher Northcross to the Local Officers Compensation Commission for a term of seven (7) years term expiring on May 11, 2024.

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

No: Holland

**Resolution Passed.**

There were 10 individuals who addressed the body during public comment.

City Clerk Sherikia L. Hawkins, Councilman Randy Carter, Councilwoman Doris Taylor-Burks, Councilman Mark Holland, Councilman Kermit Williams, Pro-Tem Mary Pietila and President Patrice Waterman made closing comments. City Attorney Travis Mihelick had no closing comments.

**President Patrice Waterman adjourned the meeting at 9:01 p.m.**

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SHERIKIA L.HAWKINS  
CITY CLERK



**CITY OF PONTIAC**  
**DEPARTMENT OF HUMAN RESOURCES**

47450 Woodward Avenue  
Pontiac, Michigan 48342  
Telephone: (248) 758-3293  
Fax: (248) 758-3197

To: Jane Bais – DiSessa, Deputy Mayor  
Nevrus P. Nazarko, CPA

From: Coy Mosley, HR Specialist

CC: File

Date: May 22, 2017

Re: Job Descriptions

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In reference to the approved Youth Mileage and associated budget, I have attached the proposed job descriptions for Youth Recreation Manager, Youth Recreation Specialist and Youth Recreation Aide to be approved by Pontiac City Council.

The proposed salaries for these positions are as follows:

- Youth Recreation Manager: \$60,000
- Youth Recreation Specialist: \$50,000
- Youth Recreation Aide: \$38,000

Let me know if any questions arise.

## **Youth Recreation Manager**

*FLSA:* Administrative exemption

*Summary:* An incumbent in this position is responsible for organizing, planning, coordinating, and conducting recreational and leisure activities for youth recreation centers.

### **Supervision**

*Supervision Received:* Works independently under the broad general supervision of the DPW Director

*Supervision Given:* Will supervise recreation center staff.

### **Job Environment**

- The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- 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, 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:*

- Develop, organize, promote and implement youth recreation programs.
- Develop and enforce recreation rules and regulations.
- Prepare reports and schedules for events.
- Prepare schedule for part-time staff and volunteers.
- Plan a variety of activities catering to different groups and varying degrees of participant skills.
- Monitor programs and rearrange as necessary.
- Responsible for opening and closing the facility.
- Assist in general upkeep of the facility.

### **Typical Assignments**

#### *Administration*

- Supervise center staff and volunteers.
- Compile presentations and status reports

#### *Communication*

- Promote activities offered at the recreation center.
- Establish and maintain relationships with various groups, participants and the public.
- Establish and Maintain relationships with other youth organizations.
- Facilitate and coordinates communication between the DPW Director, Mayor and City Council.
- Serves as a liaison between the City Hall and constituents.

#### *Research*

- Develop and maintain safety policies and procedures for all programs.
- Develop a system to determine programs desired by residents and youth and the most efficient way to implement them.

#### *Public Relations*

- Represent the City at legislative and community events.
- Prepare news articles, newsletters, press releases and speeches.

### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* Bachelor's Degree in Recreation Management, or related field; three years of experience in youth development; or any combination of education and experience to demonstrate knowledge, skill and abilities required for the position; strong preference for candidates with demonstrated success in designing and implementing new youth programs; additional consideration will be given to candidates with experience working with local organized sports programs. Demonstrated experience where use of a personal computer to prepare correspondence, reports, charts, etc., or to enter/retrieve/update information is an essential part of the work; valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

### **Knowledge, Ability, and Skill:**

#### *Knowledge:*

- Familiarity with legislative, administrative, and judicial systems.
- Familiarity with the organizational structure and operations of the City.
- Strong knowledge of recreation activities, equipment and materials.
- Strong knowledge of implementing recreational programs.
- Some knowledge of training and supervisory techniques.
- Some knowledge of employee policies and procedures.
- Working knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.
- Working knowledge of various elements of programs such as, arts & crafts, sports, ad games, dramatics, music, hobbies, clubs, dance and special features.

#### *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 research and analyze relevant constituent issues.
- 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 direct, review, and evaluate the work of other employees or volunteers, 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.

*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.*

Salary Range: \$55,000 - \$60,000



## **Youth Recreation Specialist**

*FLSA:* Non-exempt

*Summary:* An incumbent in this position is responsible for organizing, planning, coordinating, and conducting recreational and leisure activities for youth recreation centers.

### **Supervision**

*Supervision Received:* Works independently under the broad general supervision of the Youth Recreation Manager.

*Supervision Given:* May supervise Recreation Center Aide and other employees and/or volunteers assigned to assist.

### **Job Environment**

- The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- 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, 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:*

- Plan and carry out all youth recreation and related activities and events.
- Organize leagues, tournaments and contests and supervise participation in such activities.
- Prepare schedules for and supervise youth sports and recreational activities.
- Train and supervise volunteers.
- Enforce rules, regulations and safety requirements.
- Assist in general upkeep of facilities.
- Perform related duties as required.

### **Typical Assignments**

#### *Administration*

- Organize, file and record documents
- Create flyers and advertisements for activities.

#### *Communication*

- Promote activities offered at the recreation center.
- Establish and maintain relationships with various groups, participants and the public.

- Establish and Maintain relationships with other youth organizations.

#### *Public Relations*

- Represent the City community events.
- Prepare newsletters, press releases and speeches.

### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* High School Diploma or equivalent, with at least two years of college in a related field; or any combination of education and experience to demonstrate knowledge, skill and abilities required for the position; two years of experience in an organized recreation setting; voluntary experience will be considered; additional consideration will be given to candidates with experience working with local organized sports programs. A valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

### **Knowledge, Ability, and Skill:**

#### *Knowledge:*

- Familiarity with legislative, administrative, and judicial systems.
- Familiarity with the organizational structure and operations of the City.
- Strong knowledge of recreation activities, equipment and materials.
- Strong knowledge of implementing recreational programs.
- Some knowledge of training and supervisory techniques.
- Some knowledge of employee policies and procedures.
- Working knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.
- Working knowledge of various elements of programs such as, arts & crafts, sports, games, dramatics, music, hobbies, clubs, dance and special features.

#### *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 research and analyze relevant constituent issues.
- 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 direct, review, and evaluate the work of other employees or volunteers, 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.

*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.*

## **Youth Recreation Aide**

*FLSA:* Non-exempt

*Summary:* An incumbent in this position is responsible for assisting in planning and conducting recreational and leisure activities for youth recreation centers. The Youth Recreation Aide will also perform maintenance activities associated with youth recreation and leisure activities.

### **Supervision**

*Supervision Received:* Works under the supervision of the Youth Recreation Manager or designee.

*Supervision Given:* No supervision responsibilities given.

### **Job Environment**

- The environment in a Youth Recreation Center is moderate to loud. It is noisier than one of a typical business office environment; in addition to electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment, it includes noise from youth and parents engaged in various sporting and recreational activities.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel, residents and youth answering questions and solving problems.
- 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, 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:*

- Assist in all youth recreation and related activities and events.
- Assist in organizing leagues, tournaments and contests.
- Assist in preparing schedules for and supervise youth sports and recreational activities.
- Enforce rules, regulations and safety requirements.
- Assist in general upkeep of facilities.
- Set-up recreational and leisure equipment.
- Clean and sanitize recreational and leisure equipment.
- Maintenance of recreational areas as necessary.
- Perform related duties as required.

### **Typical Assignments**

#### *Administration*

- Organize, file and record documents
- Create flyers and advertisements for activities.

#### *Communication*

- Promote activities offered at the recreation center.
- Establish and maintain relationships with various groups, participants and the public.
- Establish and Maintain relationships with other youth organizations.

### **Recommended Minimal Qualifications**

*Education, Training, and Experience:* High School Diploma or equivalent; one year of experience in an organized recreation setting; voluntary experience will be considered; valid Michigan operator license required. An employee in this classification will be required to work irregular hours as necessary.

### **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 recreation activities, equipment and materials.
- Some knowledge of employee policies and procedures.
- Some knowledge of philosophies and objectives of the recreation profession, and the purposes, use and benefit of programs.

#### *Ability:*

- Ability to understand, speak, and write in the English language.
- Ability to help prepare correspondence and reports.
- Ability to speak effectively before a group of persons.
- Ability to research and analyze relevant constituent issues.
- 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 apply instructions and guidelines in the disposition of problems.
- Ability to follow complex instructions.
- Ability to maintain composure during stressful situations.
- Ability to efficiently handle multiple tasks requiring a high degree of attention to detail.

#### *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.*



**CITY OF PONTIAC**  
**OFFICE OF THE MAYOR**

47450 Woodward Avenue  
Pontiac, Michigan 48342  
Telephone: (248) 758-3133 - Fax: (248) 758-3292

To: Mayor Deirdre Waterman, City Council President Patrice Waterman &  
Members of the Pontiac City Council

From: Jane Bais-DiSessa, Deputy Mayor

CC: Nevrus Nazarko, Finance Director; Garland Doyle, Deputy Director, Community  
Development and Sherikia Hawkins, City Clerk

Date: May 30, 2017

Re: Community Development Block Grant (CDBG) 2018-2020 Joint Agreement

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As indicated in the attached correspondence from Karry L. Rieth, Manager for the Oakland County Community & Home Improvement Department, the City of Pontiac is invited to continue our participation in a joint agreement with Oakland County under the CDBG program for the program years 2018 through 2020. This three-year term is required by the U.S. Department of Housing and Urban Development (HUD).

The City of Pontiac is a current participant of this program. A copy of this agreement is also attached for your information. Earlier today, this matter was presented to the City Council Community Development Subcommittee for review and discussion. Subsequently, given the due date of June 12, 2017, the Subcommittee felt that this matter should be taken to the City Council for immediate consideration. As such, in accordance with HUD regulations, the following resolution is recommended:

"Be it further resolved that the Pontiac City Council authorizes that the City of Pontiac opt into Oakland County's Urban County Community Development Block Grant (CDBG) programs for the program years 2018, 2019 and 2020.

Furthermore, we resolve to remain in Oakland County's Urban County Community Development programs, which shall be automatically renewed in successive three-year qualification periods of time, or until such time that it is in the best interest of the local Community to terminate the Cooperative Agreement."

JBD

Attachments

# Budget Ordinance

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## Ordinance No. XXXX

An Ordinance to appropriate the sums of money necessary to meet the expenditures set forth in the budget recommended for the operation of the City of Pontiac, Michigan; to defray the debts, expenditures, and liabilities of said City for the fiscal year beginning the first day of July, 2017; to adopt the fee schedule for public records and services for the fiscal year 2017/18.

Whereas, the proposed General Appropriations Act is required to be effective July 1, 2017 so the City can legally operate.

The City of Pontiac Ordains:

### **Section 1. Title.**

This ordinance shall be known as the City of Pontiac 2017-2018 General Appropriations Act.

### **Section 2. Public Hearing on the Budget.**

Pursuant to MCLA 141.412 and .413, notice of a public hearing on the proposed budget was published in The Oakland Press, a newspaper of general circulation on Saturday, June 3, 2017 and a public hearing on the proposed budget was held on Thursday, June 8, 2017.

### **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 11.2737 operating; 1.5000 youth center; 1.4091 capital improvement; 2.8183 sanitation; .5000 senior services. 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.

### **Section 4. Adoption of budget by Function.**

The City Council of the City of Pontiac received a three-year budget for 2017-18, 2018-19 and 2019-20 fiscal years. The City Council of the City of Pontiac adopts the 2017-2018 fiscal year budgets for the various funds by function. City officials responsible for the expenditures authorized in the budget may expend City funds up to, but not to exceed, the total appropriation authorized for each function.

### **Section 5. Payment of Bills.**

Pursuant to the Local Financial Stability and Choice Act and the Accounting Procedures Manual for Local Governments in Michigan, all claims (bills) against the City shall be, approved by the Finance Director of the City of Pontiac prior to being paid.

# Budget Ordinance (Continued)

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**Section 6: Budgeted Revenues and Expenditures**--Estimated total revenues and expenditures, including transfers in and out and other sources, for the various funds of the City of Pontiac beginning July 1, 2017 are:

**Section 7. Specific Appropriations.**

There are no specific appropriations contained in the budget.

**Section 8. Periodic Financial Reports.**

The Finance Director shall provide the Mayor and City Council financial reports on a monthly basis.

**Section 9. Budget Monitoring and Amending.**

Whenever it appears to the Mayor that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures will exceed an appropriation upon which appropriations from such fund were based, the Mayor shall present to the Finance Director recommendations to prevent expenditures from exceeding available revenues or appropriations for the fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues or both. The Finance Director is hereby authorized to amend accounts within functions in a fund and among functions in a fund during the fiscal year provided that such amendments do not change the total revenues or total expenditures for the fund as approved by the City Council, including transfers in and out. If the total revenues or the total expenditures, including transfers in and out and other sources and uses within a single fund must be changed, then the Mayor and Finance Director shall present such amendment to the City Council for approval.

**Section 10. Severability.**

If any section, clause, or provision of this Ordinance shall be declared to be unconstitutional, void, illegal, or ineffective by any Court of competent jurisdiction, such section, clause, or provision declared to be unconstitutional, void, or illegal shall thereby cease to be a part of this Ordinance, but the remainder of this Ordinance shall stand and be in full force and effect.

**Section 11. Repealer.**

All Ordinances or parts of Ordinances in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

**Section 12. Publication.**

The Clerk shall publish this Ordinance in a newspaper of general circulation.

**Section 13. Emergency Declaration and Effective Date.**

This Ordinance is declared an emergency to allow the City to legally spend money after July 1, 2017 and shall be effective immediately upon adoption and approval by the Transition Advisory Board.



# Budget Ordinance (Continued)

With revenue and expenditures categorized by function as herein provided:

<u>Fund Number</u>	<u>Fund</u>		<u>Revenues</u>	<u>Expenditures</u>
101	General	\$	34,771,549	\$ 37,771,876
202	Major Streets	\$	6,119,620	\$ 7,820,880
203	Local Streets	\$	3,435,290	\$ 5,141,586
208	Youth Recreation Millage	\$	1,939,106	\$ 1,923,373
209	Cemetery Care Fund	\$	100,000	\$ 132,635
212	Senior Activities Millage	\$	318,265	\$ 336,788
213	Chapter 20 Drains Debt Service	\$	-	\$ 37,888
226	Sanitation Fund	\$	3,406,474	\$ 4,034,036
231	Cable Fund	\$	172,500	\$ 870,803
239	TIFA District 2	\$	376,319	\$ 739,638
240	TIFA District 3	\$	1,963,644	\$ 2,635,639
243	Brownfield Redeveloping Auth	\$	33,676	\$ 33,676
249	Building Department	\$	2,071,950	\$ 2,071,950
252	CDBG FY2012 Fund	\$	-	\$ 6,335
263	Home Buyers Assistance Fund	\$	-	\$ 3,638
265	Drug Enforcement	\$	62,500	\$ 62,263
276	District Court	\$	3,294,894	\$ 3,294,894
280	Public Act 48	\$	200,000	\$ 200,000
445	Capital Improvement	\$	860,155	\$ 3,109,453
585	Parking	\$	45,500	\$ 720,255
659	Insurance	\$	5,684,491	\$ 9,001,911
677	Self-Insurance Wk Comp	\$	399,362	\$ 399,362

<b><u>General Fund - 101</u></b>	
ESTIMATED REVENUES	
Property Taxes	7,761,884
Income Taxes	12,800,000
Licenses and Permits	225,000
Federal Grants	101,000
State Grants	9,587,142
Contribution from Local Units	-
Charges for Services	1,275,985
Fines and Forfeits	104,000
Interest and Rents	246,000
Other Revenue	2,450,538
Transfers In and Other Uses	220,000
<b>TOTAL ESTIMATED REVENUES</b>	<b>34,771,549</b>
APPROPRIATIONS	
General Government	4,713,336
Public Safety	19,418,992
Public Works	1,866,370
Health and Welfare	150,000
Community and Economic Development	2,694,411
Recreation and Culture	701,647
Other Functions	3,662,557
Transfers Out and Other Uses	4,564,563
<b>TOTAL APPROPRIATIONS</b>	<b>37,771,876</b>
<b>General Fund</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>(3,000,327)</b>
<b>Estimated Beginning Fund Balance</b>	<b>13,700,769</b>
<b>Estimated Ending Fund Balance</b>	<b>10,700,442</b>

## Budget Ordinance (Continued)

<b><u>Major Street Fund - 202</u></b>		
ESTIMATED REVENUES		
Charges for Service	-	
State Grants	4,599,620	
Other Revenue	-	
Interest and Rents	20,000	
Transfers In and Other Uses	1,500,000	
TOTAL ESTIMATED REVENUES	6,119,620	
APPROPRIATIONS		
Public Works	7,349,880	
Transfers Out and Other Uses	471,000	
TOTAL APPROPRIATIONS	7,820,880	
<b>Major Street Fund</b>		
NET OF REVENUES/APPROPRIATIONS	(1,701,260)	
Estimated Beginning Fund Balance	2,681,526	
Estimated Ending Fund Balance	980,266	

<b><u>Local Street Fund - 203</u></b>		
ESTIMATED REVENUES		
State Grants	1,401,790	
Other Revenue	-	
Interest and Rents	12,500	
Transfers In and Other Uses	2,021,000	
TOTAL ESTIMATED REVENUES	3,435,290	
APPROPRIATIONS		
Public Works	5,141,586	
TOTAL APPROPRIATIONS	5,141,586	
<b>Local Street Fund</b>		
NET OF REVENUES/APPROPRIATIONS	(1,706,296)	
Estimated Beginning Fund Balance	3,538,537	
Estimated Ending Fund Balance	1,832,241	

<b><u>Youth Recreation Millage Fund - 208</u></b>		
ESTIMATED REVENUES		
Property Taxes	939,106	
Transfers In and Other Uses	1,000,000	
TOTAL ESTIMATED REVENUES	1,939,106	
APPROPRIATIONS		
Recreation and Culture	1,923,373	
TOTAL APPROPRIATIONS	1,923,373	
<b><u>Recreation Millage Fund</u></b>		
NET OF REVENUES/APPROPRIATIONS	15,733	
Estimated Beginning Fund Balance	-	
Estimated Ending Fund Balance	15,733	

## Budget Ordinance (Continued)

<b><u>Cemetery Care Fund - 209</u></b>	
ESTIMATED REVENUES	
Interest and Rents	-
Transfers In and Other Uses	100,000
TOTAL ESTIMATED REVENUES	100,000
APPROPRIATIONS	
General Government	132,635
TOTAL APPROPRIATIONS	132,635
<b>Cemetery Care Fund</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>(32,635)</b>
<b>Estimated Beginning Fund Balance</b>	<b>175,000</b>
<b>Estimated Ending Fund Balance</b>	<b>142,365</b>

<b><u>Senior Activities - 212</u></b>	
ESTIMATED REVENUES	
Property Taxes	300,765
Other Revenue	-
Interest and Rents	17,500
Transfers In and Other Uses	-
TOTAL ESTIMATED REVENUES	318,265
APPROPRIATIONS	
Recreation and Culture	336,788
TOTAL APPROPRIATIONS	336,788
<b>Senior Activities</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>(18,523)</b>
<b>Estimated Beginning Fund Balance</b>	<b>512,158</b>
<b>Estimated Ending Fund Balance</b>	<b>493,635</b>

<b><u>Chapter 20 Drain Fund - 213</u></b>	
ESTIMATED REVENUES	
TOTAL ESTIMATED REVENUES	-
APPROPRIATIONS	
Public Works	37,888
TOTAL APPROPRIATIONS	37,888
<b>Chapter 20 Drain Fund</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>(37,888)</b>
<b>Estimated Beginning Fund Balance</b>	<b>37,888</b>
<b>Estimated Ending Fund Balance</b>	<b>-</b>

## Budget Ordinance (Continued)

<b>Sanitation Fund - 226</b>	
ESTIMATED REVENUES	
Property Taxes	1,630,474
Charges for Services	1,765,000
Interest and Rents	11,000
TOTAL ESTIMATED REVENUES	3,406,474
APPROPRIATIONS	
Public Works	4,034,036
TOTAL APPROPRIATIONS	4,034,036
<b>Sanitation Fund</b>	
NET OF REVENUES/APPROPRIATIONS	(627,562)
Estimated Beginning Fund Balance	5,521,000
Estimated Ending Fund Balance	4,893,438

<b>Cable Revenue - 231</b>	
ESTIMATED REVENUES	
Charges for Services	170,000
Interest and Rents	2,500
TOTAL ESTIMATED REVENUES	172,500
APPROPRIATIONS	
General Government	870,803
TOTAL APPROPRIATIONS	870,803
<b>Cable Revenue</b>	
NET OF REVENUES/APPROPRIATIONS	(698,303)
Estimated Beginning Fund Balance	1,107,942
Estimated Ending Fund Balance	409,639

<b>Tax Increment Finance Authority District 2 - 239</b>	
ESTIMATED REVENUES	
Property Taxes	(25,000)
Charges for Services	38,000
Contribution from Primary Government	363,319
Transfers In and Other Uses	-
TOTAL ESTIMATED REVENUES	376,319
APPROPRIATIONS	
Debt Service & Financial Guarantee	739,638
Transfers Out and Other Uses	-
TOTAL APPROPRIATIONS	739,638
<b>Tax Increment Finance Authority District 2</b>	
NET OF REVENUES/APPROPRIATIONS	(363,319)
Estimated Beginning Fund Balance	(2,226,515)
Estimated Ending Fund Balance	(2,589,834)

## Budget Ordinance (Continued)

<b><u>Tax Increment Finance Authority District 3 - 240</u></b>		
ESTIMATED REVENUES		
Property Taxes		1,291,649
Contribution from Primary Government		671,995
Transfers In and Other Uses		-
TOTAL ESTIMATED REVENUES		1,963,644
APPROPRIATIONS		
Debt Service & Financial Guarantee		2,635,639
Transfers Out and Other Uses		-
TOTAL APPROPRIATIONS		2,635,639
<b>Tax Increment Finance Authority District 3</b>		
NET OF REVENUES/APPROPRIATIONS		(671,995)
Estimated Beginning Fund Balance		(844,021)
Estimated Ending Fund Balance		(1,516,016)

<b><u>Brownfield Redevelopment Authority - 243</u></b>		
ESTIMATED REVENUES		
Property Taxes		33,676
TOTAL ESTIMATED REVENUES		33,676
APPROPRIATIONS		
Community and Economic Development		33,676
TOTAL APPROPRIATIONS		33,676
<b>Brownfield Redevelopment Authority</b>		
NET OF REVENUES/APPROPRIATIONS		-
Estimated Beginning Fund Balance		254,168
Estimated Ending Fund Balance		254,168

<b><u>Building Department Fund - 249</u></b>		
ESTIMATED REVENUES		
Licenses and Permits		2,011,700
Charges for Services		60,000
Interest and Rents		250
Transfers In and Other Uses		-
TOTAL ESTIMATED REVENUES		2,071,950
APPROPRIATIONS		
Public Safety		2,071,950
Transfers Out and Other Uses		-
TOTAL APPROPRIATIONS		2,071,950
<b>Building Department Fund</b>		
NET OF REVENUES/APPROPRIATIONS		0
Estimated Beginning Fund Balance		219,211
Estimated Ending Fund Balance		219,211

## Budget Ordinance (Continued)

<b><u>CDBG FY2012 Fund - 252</u></b>	
ESTIMATED REVENUES	-
TOTAL ESTIMATED REVENUES	-
APPROPRIATIONS	
Community Development	6,335
TOTAL APPROPRIATIONS	6,335
<b>CDBG FY2012 Fund</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>(6,335)</b>
<b>Estimated Beginning Fund Balance</b>	<b>6,335</b>
<b>Estimated Ending Fund Balance</b>	<b>-</b>

<b><u>Home Buyers Assistance Fund - 263</u></b>	
ESTIMATED REVENUES	-
TOTAL ESTIMATED REVENUES	-
APPROPRIATIONS	
Community Development	3,638
TOTAL APPROPRIATIONS	3,638
<b>Home Buyers Assistance Fund</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>(3,638)</b>
<b>Estimated Beginning Fund Balance</b>	<b>3,638</b>
<b>Estimated Ending Fund Balance</b>	<b>-</b>

<b><u>Drug Enforcement Fund - 265</u></b>	
ESTIMATED REVENUES	
Fines and Forfeits	52,000
Charges for Services	10,000
Interest and Rents	500
TOTAL ESTIMATED REVENUES	62,500
APPROPRIATIONS	
Public Safety	62,263
TOTAL APPROPRIATIONS	62,263
<b>Drug Enforcement Fund</b>	
<b>NET OF REVENUES/APPROPRIATIONS</b>	<b>237</b>
<b>Estimated Beginning Fund Balance</b>	<b>216,576</b>
<b>Estimated Ending Fund Balance</b>	<b>216,813</b>

<b><u>District Court - 276</u></b>	
ESTIMATED REVENUES	
Charges for Services	668,745
State Grants	182,896
Other Revenue	-
Fines and Forfeits	1,027,090
Interest and Rents	1,600
Transfers In and Other Uses	1,414,563
TOTAL ESTIMATED REVENUES	3,294,894

## Budget Ordinance (Continued)

APPROPRIATIONS	
General Government	3,274,894
Transfers Out and Other Uses	20,000
TOTAL APPROPRIATIONS	3,294,894
District Court	
NET OF REVENUES/APPROPRIATIONS	0
Estimated Beginning Fund Balance	-
Estimated Ending Fund Balance	-

<b>PA 48 - Telecommunications Fund - 280</b>	
ESTIMATED REVENUES	
Licenses and Permits	-
State Grants	200,000
TOTAL ESTIMATED REVENUES	200,000
APPROPRIATIONS	
Public Works	-
Transfers Out and Other Uses	200,000
TOTAL APPROPRIATIONS	200,000
PA 48 - Telecommunications Fund	
NET OF REVENUES/APPROPRIATIONS	0
Estimated Beginning Fund Balance	-
Estimated Ending Fund Balance	-

<b>Capital Improvement Fund - 445</b>	
ESTIMATED REVENUES	
Property Taxes	855,155
Charges for Services	-
State Grants	-
Other Revenue	-
Interest and Rents	5,000
Transfers In and Other Uses	-
TOTAL ESTIMATED REVENUES	860,155
APPROPRIATIONS	
General Government	1,307,500
Public Safety	160,000
Public Works	641,953
Transfers Out and Other Uses	1,000,000
TOTAL APPROPRIATIONS	3,109,453
Capital Improvement Fund	
NET OF REVENUES/APPROPRIATIONS	(2,249,298)
Estimated Beginning Fund Balance	2,719,099
Estimated Ending Fund Balance	469,801

## Budget Ordinance (Continued)

<b><u>Parking Fund - 585</u></b>	
ESTIMATED REVENUES	
Property Taxes	(1,500)
Charges for Services	30,000
Other Revenue	-
Interest and Rents	17,000
TOTAL ESTIMATED REVENUES	45,500
APPROPRIATIONS	
Public Works	62,012
Recreation and Culture	658,243
TOTAL APPROPRIATIONS	720,255
<b>Parking Fund</b>	
NET OF REVENUES/APPROPRIATIONS	(674,755)
Estimated Beginning Net Position	15,048,334
Estimated Ending Net Position	14,373,579

<b><u>Insurance Fund - 659</u></b>	
ESTIMATED REVENUES	
Charges for Services	5,684,491
TOTAL ESTIMATED REVENUES	5,684,491
APPROPRIATIONS	
General Government	47,421
Other Functions	8,954,490
Transfers Out and Other Uses	-
TOTAL APPROPRIATIONS	9,001,911
<b>Insurance Fund</b>	
NET OF REVENUES/APPROPRIATIONS	(3,317,420)
Estimated Beginning Fund Balance	3,438,414
Estimated Ending Fund Balance	120,994

<b><u>Workers' Compensation Fund - 677</u></b>	
ESTIMATED REVENUES	
Charges for Services	392,382
Interest and Rents	6,980
Transfers In and Other Uses	-
TOTAL ESTIMATED REVENUES	399,362
APPROPRIATIONS	
Other Functions	399,362
Transfers Out and Other Uses	-
TOTAL APPROPRIATIONS	399,362
<b>Workers' Compensation Fund</b>	
NET OF REVENUES/APPROPRIATIONS	-
Estimated Beginning Fund Balance	1,026,218
Estimated Ending Fund Balance	1,026,218



# City of Pontiac Proposed Fees for FY 2017/2018

## General/Administration

### City Clerk

Death Certificates	\$15.00	Additional Copies \$5.00
Birth Certificates	\$15.00	Additional Copies \$5.00
Notary Service:		
City Residence	\$5.00	Per Page
Non-city residence	\$10.00	Per page
Code of Ordinances:		
Per book		\$250.00
Per supplement service copy of voter files		\$75.00
Copy of Voter files:		
Per disk email option available		\$35.00
Per name (list)		\$0.02
Per name (list) Xerox copies		\$0.04
Per page		\$1.00

### Human Resources

Copies of files	\$0.13	Per page
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### Income Tax

NSF	\$35.00	Per item
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## Planning Department

### General

Land division	\$600.00
Land platting	\$900.00
Lot split	\$750.00
Lot combination (1st lot combined)	\$100.00
Each additional lot combined	\$50.00
Regulated Use Waiver (1st acre or less)	\$1,000.00
Each additional acre or fraction thereof	\$100.00
Right of Way/Alley Vacation	\$1,500.00
Special Planning Commission meeting	\$2,000.00
Comprehensive Plan - Book w/Map	\$50.00
Map only (color)	\$5.00
Zoning Ordinance Book w/ Map	\$35.00
Map only (colored map w/cd)	\$5.00

### Planning Commission

Multiple family dwelling preliminary site plan review	\$500.00
Each additional acre or fraction thereof	\$25.00
Multiple family dwelling final site plan review	\$990.00
Each additional unit	\$100.00
	(Max fee \$10,000.00)
Non-residential preliminary site plan review	\$500.00
Each additional acre or fraction thereof	\$25.00
Non-residential final site plan review	\$990.00
Each additional 1,000 Sq. Ft.	\$100.00
	(Max fee \$10,000.00)
Parking lot or change of use (1 acre or less)	\$600.00
Each additional acre or fraction thereof	\$50.00
Planned unit development	\$1,000.00

## Planning Department (Continued)

### Administrative Review Fees

Zoning compliance permit	\$150.00
Parking lot change of use (1 acre or less)	\$500.00
Each additional acre or fraction thereof	\$50.00
Special exception permit (1 acre or less)	\$1,000.00
Each additional acre or fraction thereof	\$100.00
Zoning map amendment (1 acre or less)	\$1,350.00
Each additional acre or fraction thereof	\$100.00
Waiver from Woodlands Ordinance	\$750.00
Sign review	\$150.00
Wireless communication facility administrative review	\$1,000.00

### Zoning Board of Appeals

Residential (1 & 2 family)	\$300.00
For each additional variance on the same petition	\$100.00
Multiple family and non-residential variance	\$950.00
For each additional variance on the same petition	\$100.00
Use variance (1 acre or less)	\$1,000.00
Each additional acre or fraction thereof	\$100.00
Signage variance	\$750.00

### Historic District Commission

Commission review	\$200.00
Special meeting	\$2,000.00

### Building Permits

Building	\$75.00 Minimum fee
Estimated Cost of Construction:	
\$200.00 to \$1,000.00	\$75.00
\$1,001.00 to \$500,000.00	\$75.00
	Plus \$20.00 per \$1,000.00 of cost or fraction thereof over \$1,001.00
\$500,001.00 to \$1,500,000.00	\$10,055.00
	Plus \$15.00 per \$1,000.00 of cost or fraction thereof over \$500,001.00
If more than \$1,500,000.00	\$25,040.00
	Plus \$10.00 per \$1,000.00 of cost or fraction thereof over \$1,500,001.00 with no upper limit
Special Inspections:	
Inspections, for determining conformance with code	\$50.00
Re-inspection of work not ready and re-inspection of a violation that has not been complied with by the expiration notice	\$50.00
Overtime Inspections -	
Fee for inspection outside or regular business hours shall be at 1.5 times the hourly rate of the personnel involved, with minimum charge to three hours	

### Building Permits (Continued)

## City of Pontiac Proposed Fees for FY 2017/2018 (Continued)

Administration	\$200.00
The inspection fee for work initiated before permit has been issued	
Plan review:	
\$0 to \$1,000,000	0.0015 of valuation minus \$100.00 minimum
\$1,000,000 to \$5,000,000	\$1,500.00 plus .0005 of evaluation over \$500,000
\$5,000,000 to \$ and up	\$3,500.00 plus .0004 of evaluation over \$5,000,000
<b>Plan review of electrical, mechanical and plumbing is 25% of the building plan review fee for each discipline. Minimum plan review fee \$175.00</b>	
Application Fee	\$35.00
Special Building Fees:	
Permit Extension Fee	\$50.00
Contractor Registration	\$35.00
Sewer Installer Board of Examiners:	
Filing Fee, Per Applicant	\$100.00
Examination, Per Applicant	\$50.00
Sewer Installer License (Class A)	\$75.00
Building Code of Appeals	\$200.00
<b><u>Demolition Permit</u></b>	
First 1000 sq. ft.	\$250.00
Each additional 500 sq. ft.	\$50.00
<b><u>Property Maintenance</u></b>	
Property Maintenance Inspection	\$200.00
<b><u>Team Inspection</u></b>	
Per Inspector	\$50.00
Less than Feet	
Re-Inspection	\$50.00
<b><u>Hearing Officer</u></b>	
Special Hearing	\$850.00
<b><u>Board of Appeals</u></b>	
Special Hearing	\$1,000.00
<b><u>Construction BOA</u></b>	
Filing Fee	\$500.00
<b><u>Electrical Permits</u></b>	
Application Fee	\$35.00
New Home	\$205.00
Substandard Property/Complete Renovation	\$205.00
Minimum Fee	\$75.00

### **Electrical Permits (Continued)**

Permanent Service for One Phase:	
100 Ampere or Less	\$37.00
101 to 200 Ampere	\$40.00
210 to 400 Ampere	\$47.00
Over 400 Ampere	\$50.00
Permanent Service for Three Phase:	
100 Ampere or Less	\$42.00
101 to 200 Ampere	\$47.00
201 to 400 Ampere	\$52.00
Over 400 Ampere	\$55.00
Additional Service -	
Each Additional Sub-Service	\$30.00
Stand by Power & Generator (One Phase):	
100 Ampere or Less	\$37.00
101 to 200 Ampere	\$40.00
201 to 400 Ampere	\$47.00
Over 400 Ampere	\$50.00
Automatic Transfer Switch	\$35.00
Manual Transfer Switch	\$30.00
Stand by Power & Generator (Three Phase):	
100 Ampere or Less	\$42.00
101 to 200 Ampere	\$47.00
201 to 400 Ampere	\$52.00
Over 400 Ampere	\$55.00
Automatic Transfer Switch	\$40.00
Manual Transfer Switch	\$35.00
Stand by Power & Generator (Temporary):	
60 Ampere Switch	\$20.00
100 Ampere Switch	\$21.00
200 Ampere Switch	\$22.00
400 Ampere Switch	\$23.00
600 Ampere Switch	\$24.00
800 Ampere Switch	\$25.00
Electrical Furnaces & Heating Units -	
1 - 10 Units in Addition to Circuit Fee	\$25.00
Welders and Generators -	
Each in Additions of Circuit Fee	\$25.00
Feeders & Sub-Feeders -	
Up to 50 Feet	\$25.00
Each additional 50 feet or fraction thereof	\$25.00
Transformers:	
1 KVA Through 100 KVA	\$32.00
101 KVA Through 200 KVA	\$37.00
201 KVA Through 400 KVA	\$40.00
Over 400 KVA	\$47.00

### **Electrical Permits (Continued)**

## City of Pontiac Proposed Fees for FY 2017/2018 (Continued)

<b>Motors:</b>		Application Fee	\$35.00
First 1/4 HP up to 10 HP (Up to 7450W)	\$25.00	New Home	\$205.00
First 11 HP up to 20 HP (Up to 14920W)	\$26.00	Substandard Property/Complete Renovation	\$205.00
First 21 HP up to 30 HP (Up to 22380W)	\$27.00	Minimum Fee	\$75.00
First 31 HP up to 40 HP (Up to 29840W)	\$28.00	Heating Equipment - New or Replacement:	
First 41 HP up to 50 HP (Up to 37300W)	\$29.00	Over 40,000 to 100,000 BTU Per Hour:	
First 51 HP and Up	\$40.00	First 10 Units at Each Occupancy - Each Unit	\$40.00
First unit 75 HP and Up	\$40.00	Each Additional Unit Over 10 at	
Each Additional Unit	\$42.00	Same Occupancy	\$30.00
<b>Mobile Home Electrical Hook-Up -</b>		Over 200,000 to 400,000 BTU Per Hour -	
Per Unit	\$75.00	Each Unit	\$47.00
<b>Sign Installation &amp; Inspection Before Installation:</b>		Water Heater, Chimney Liner, Fireplace, Fire Dampers	\$32.00
One Sign	\$75.00	Gas Piping System Permit:	
Each Additional Sign at Same Location	\$25.00	1 Gas Pressure & Piping Test	\$64.00
<b>Fixtures (Smoke Detectors, Power Outlets,</b>		Each System (Furnace, Water Heater,	
<b>Light Fixtures):</b>		Dryer, Range, etc.)	\$32.00
Installation of 1 to 10 Fixtures	\$20.00	Space Heating/Cooling Distribution System Ductwork:	
Each Additional 10 Fixtures or Fraction Thereof	\$15.00	Up to 100,000 BTU Fuel Input Per Hour	\$32.00
Lighting Pole & Base Installation	\$25.00	Over 100,000 to 200,000 BTU Fuel Input Per Hour	\$50.00
Battery Operated Light/Line Voltage - First 10	\$20.00	Over 200,000 to 400,000 BTU Fuel Input Per Hour	\$60.00
Each Additional 10 Fixtures or Fraction Thereof	\$15.00	Over 400,000 to 2,000,000 BTU Fuel Input	
Exit Light (Each)	\$15.00	Per Hour	\$75.00
Each Circuit	\$15.00	Over 2,000,000 to 5,000,000 BTU Fuel Input	
General Repair Permit	\$75.00	Per Hour	\$80.00
<b>Special Electrical Fees:</b>		Comfort Cooling Equipment & Systems:	
Inspection To Determine Code Compliance	\$50.00	Up to 60,000 BTU (5 Tons) or less (Self Contained Units	
Re-Inspection Fee of work not ready, or for a		or Systems):	
violation not complied with by expiration		First 10 Units at Same Location/Each Unit	\$50.00
date of Violation Notice	\$50.00	Additional Units Over 10 at Same	
Fee for Inspection out of Regular Hours at		Location/Each Unit	\$32.00
1.5 times Rate of inspector, with 3 hour		60,000 BTU (5 Tons) to 120,000 BTU	
minimum charge. (Per Hour)	\$50.00	(10 Tons)/Each Unit	\$57.00
Permit Extention Fee	\$50.00	120,000 BTU (10 Tons) to 600,000 BTU	
Contractor Registration	\$35.00	(50 Tons)/Each Unit	\$67.00
Work Done Without Permit Penalty	\$200.00	600,000 BTU (50 Tons) to 1,500,000 BTU	
NSF	\$35.00	(125 Tons)/Each Unit	\$100.00
<b>Electrical License</b>		Alterations to Each System	\$30.00
Fire Alarm Technician	\$75.00	Commercial Clothes Dryer for Installation or Replacement:	
Fire Alarm Contractor	\$100.00	1st 5 Units Commercial Clothing Dryer	\$27.00
Sign Specialist Technician	\$75.00	Each Additional Commercial Clothes Dryer	
Sign Specialty Contractor	\$100.00	@ Same Location	\$21.00
Electrical Contractor	\$100.00	Liquefied Petroleum Gas System & Storage:	
Master Electrician	\$75.00	Over 500 Gallons to 1,200 Gallons	\$42.00
Journeyman Electrician	\$50.00	Over 1,200 Gallons	\$47.00
Apprentice Registration (Electrician & Fire Alarm)	\$25.00	Fire Suppression Systems:	
		Inspection of Sprinkler Heads - First 10	\$50.00
		Each Additional Heads Over 10	\$5.00

### Mechanical Permits

### Mechanical Permits (Continued)

## City of Pontiac Proposed Fees for FY 2017/2018 (Continued)

### Commercial Hood System:

Each New or Modified System \$164.00

### Duct Systems - Installation, Alteration or Additions:

Up to 1,000 Cubic Feet Per Minutes of Air \$27.00  
Over 1,000 CFM to 2,000 CFM \$32.00  
Over 2,000 CFM to 4,000 CFM \$37.00  
Over 4,000 CFM to 20,000 CFM \$42.00  
Over 20,000 CFM to 50,000 CFM \$47.00

### Refrigeration System for Other Than Comfort Cooling - Self Contained System/Compressor, Activated by

#### Motors or Engines:

Up to 5 HP \$30.00  
5 HP to 10 HP \$39.00  
10 HP to 50 HP \$49.00  
50 HP to 1255 HP \$59.00

### Installation Permit - Tank (Fuel Oil or Other):

Above Ground, Not Exceeding 550 Gallons \$24.00  
Below Ground, Not Exceeding 550 Gallons \$31.00  
Over 550 Gallons to 5,000 Gallons \$42.00  
Over 5,000 Gallons to 20,000 Gallons \$47.00  
Over 20,000 Gallons to 50,000 Gallons \$57.00  
Over 50,000 Gallons to 200,000 Gallons \$70.00  
Over 200,000 Gallons \$95.00  
Alterations to existing Burner or Furnance \$40.00  
Air/Exhaust Vents \$25.00  
Each Additional Vent \$10.00

### Air Handling Equipment or Systems:

Blower, fans and electronic air cleaner, new installation:  
Up to 4,000 CFM \$25.00  
Over 4,000 CFM to 50,000 CFM \$40.00  
Heat Recovery Unit/Radiator \$10.00

### Mobile Home Mechanical Hook-Up:

Per Unit \$75.00  
Boiler 200,000 BTU \$100.00

### Piping:

Medical Gas, Process Piping, Hydronic Piping,  
Refrigeration Piping Each System \$32.00  
Pressure Test for Each System \$32.00  
Fuel gas, Process, Hydronic, Refrigeration,  
Commercial Air Conditioning \$0.05 Processed  
Piping Per Foot

### Special Mechanical Fees:

Inspection To Determine Code Compliance \$50.00  
Re-Inspection Fee of work not ready, or for  
a violation not complied with by expiration  
date of Violation Notice \$50.00

Fee for Inspection out of Regular Hours at 1.5  
times Rate of inspector, with 3 hour  
minimum charge. \$50.00 Per Hour

Permit Extension Fee \$50.00  
Work Done Without Permit Penalty \$200.00  
Plan Review Fee \$175.00

### Mechanical Contractor Registration:

Mechanical Contractor \$35.00  
Journeyman Plumber \$0.50  
Plumbing Contractor \$36.00

Mechanical Board of Appeals \$200.00

### Plumbing Permits

Application Fee \$35.00  
New Home \$205.00  
Substandard Property/Complete Renovation \$205.00  
Minimum Fee \$75.00  
Stacks (New Alteration) (Soil, Waste, Vent,  
Inside Connection) \$17.00

Sump & Interceptors, Dishwashers, Tubs,  
Catch Basins, Automatic Washers, Drinking  
Fountains, Floor Drains, Food Disposals,  
Grinders, Hose Connections, Humidifiers,  
Laundry Trays, Lavatories, Pumps Toilets, Sinks,  
Soda Fountain or Br, Urinals & Shower Traps (Each) \$16.00

Water Heater \$20.00  
Backflow Preventer \$5.00  
Medical Gas System \$45.00

### Water Service:

Water Svs/Dist 1/2" \$40.00  
Water Svs/Dist 3/4" \$40.00  
Water Svs/Dist 1" \$45.00  
Water Svs/Dist 2" \$50.00  
Water Svs/Dist 3" \$60.00  
Water Svs/Dist 4" \$70.00  
Water Svs/Dist Over 4" \$80.00

### Water Distribution:

1st 100 Feet \$80.00  
Each Additional Foot \$0.10

### Mechanical Permits (Continued)

### Plumbing Permits (Continued)

# City of Pontiac Proposed Fees for FY 2017/2018 (Continued)

Building Sewer - Size:	
Building Sewer & Drain 4"	\$45.00
Building Sewer & Drain 10"	\$50.00
Building Sewer & Drain 12"	\$55.00
Building Sewer & Drain 14"	\$60.00
Building Sewer & Drain 16"	\$70.00
Building Sewer & Drain 18"	\$75.00
Storm Sewer:	
Storm & Sanitary 1st 200 Feet	\$80.00
Storm & Sanitary Additional 100 Feet	\$35.00
Building Sewer to Drain Connection - Building Drain -	
Underground Building Drains/Storm not Over 6"	\$45.00
Storm Drain -	
Manholes and Catch Basins	\$16.00
Plumbing for Mobile Home Hook-Up -	
Per Unit	\$75.00
Special Plumbing Fees:	
Inspection To Determine Code Compliance	\$50.00
Re-Inspection Fee of work not ready, or for a violation not complied with by expiration date of Violation Notice	\$50.00
Fee for Inspection out of Regular Hours at 1.5 times Rate of inspector, with 3 hour minimum charge. (Per Hour)	\$50.00
Permit Extension Fee	\$50.00
Contractor Registration	\$15.00
Work Done Without Permit Penalty	\$200.00

Application Fee	\$35.00
Minimum Fee	\$75.00
Circuits for Fire System:	
Each Signaling Device	\$11.00
Each Control Circuit	\$15.00
Each Remote Sensor	\$11.00
Each Main Control Station	\$17.00
Each Speaker & Microphone	\$11.00
Each Amplifier	\$11.00
Each Main Control Center	\$15.00
Each Door or Window Sensor	\$11.00
Each Vibration Sensor	\$11.00
Each Key Station or Remote Station	\$9.00
Each Panic Button	\$11.00
Each Automatic Dialer	\$10.00
Each Pressure Sensor	\$11.00
Each Alarm (Horn, Bell, Etc.)	\$11.00
Each Auxiliary Power Supply	\$10.00
Each Control Panel	\$15.00
Each Pull Station	\$11.00
Each Fire Head and/or Smoke Sensor	\$11.00
Each Telephone Station	\$11.00
Each Doorway Exit Unlocking System	\$9.00
Each Data Gathering, Reporting, Sub Panel	\$15.00
Each Fan, Elevator Interlocked to System	\$14.00

Special Mechanical Fees:	
Inspection To Determine Code Compliance	\$50.00
Re-Inspection Fee of work not ready, or for a violation not complied with by expiration date of Violation Notice	\$50.00
Fee for Inspection out of Regular Hours at 1.5 times Rate of inspector, with 3 hour minimum charge. (Per Hour)	\$50.00
Permit Extension Fee	\$50.00
Contractor Registration	\$35.00
Work Done Without Permit Penalty	\$200.00

## Sign Permit

Application Fee (Non-Refundable)	\$150.00
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## Business License

Business Certificate Fee Schedule:	
New License (Requires Team Inspection)	\$160.00
Renew License	\$160.00
Special Event License	\$1,200.00

## Business License (Continued)

## Fire Permit Electrical

## City of Pontiac Proposed Fees for FY 2017/2018 (Continued)

### Niche Business:

Arcade and Vending Machines (Per Machine)	\$25.00
Massage Parlor	\$500.00
Newspaper Delivery Recepticle	\$1.00
Sidewalk Café	\$100.00
Taxicab (Per Bond plate)	\$50.00
Taxicab Business	\$100.00
TaxiCac Driver	\$100.00

### Public Assembly -

Amusement Gallery, Dance Hall, Theatre	\$175.00
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### Transient Housing:

Hotel/Motel (Per Room - Every Three Years)	\$25.00
Transient Housing(Per Room - Every Three Years)	\$210.00

### Non-Profit Organizations -

Club, Service Organization, Hospitals	\$20.00
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### Temporary Permit:

Christmas Tree Sales	\$100.00
Circus or Carnival (Per Week)	\$350.00
Daily Business License (1 Day)	\$150.00
Daily Business License (Each Additional Day)	\$100.00
Fireworks display	\$100.00
Sound (Public Address) (Per three Days)	\$100.00
Sound (Vehicle)	\$100.00
Transient Trader	\$10.00
Going out of Business Sale	\$50.00
Peaceful Assembly	\$75.00
Sound Permit	\$100.00

### Businesses Requiring Bonds:

Auctioneer	\$2,500.00
Auctions (Two times the value of auction items)	\$1,000.00 - \$5,000.00
Christmas Tree Sales	\$1,000.00
Circus or Carnival	\$1,000.00
Dry Cleaners	\$1,000.00
Frozen Confectioners (Ice Cream Truck)	\$2,000.00
Junk Dealer	\$1,000.00
Junk Gatherer	\$200.00
Second Hand Dealer	\$2,500.00
Newspaper Deliver Receptacle	\$5,000.00
Sidewalk Café	\$300.00

### Rental Registration

Rental Registration (Per Building)	\$300.00
Rental Inspection (Per unit)	\$100.00
Rental Inspection for units 2 - 10, 12 - 20, 22 - 30, etc. (Per unit)	\$25.00
Change of Rental Manager	\$150.00
Re-inspection Fee	\$50.00
Annual Tenant Verification Fee	\$10.00

### DPW

Sanitation - R-O-W Abatements \$58.70

### Senior Centers:

Deposits \$100.00 Refundable

### Rental Fees:

Repast Dinner Weekdays \$32.00

Repast Dinner Weekends – Minimum of 4 hours \$25.00

Events \$100.00

Weekdays – No minimum hours

Weekends – Minimum of 4 hours

### DPW (Continued)

### Parks:

Deposits \$100.00 Refundable

Rental Fees \$35.00 Parks with pavillion

Porta Johns \$90.00 Per Event

Comfort Station \$50.00 Beaudette Park Only

### Zoning Board of Appeals

### Board of Appeals:

Application Fee \$500.00

Special Hearing

### Special Event Permit

Non-refundable Administrative Review Fee \$500.00