

PONTIAC CITY COUNCIL

Kermit Williams, District 7
President
Randy Carter, District 4
President Pro Tem



Patrice Waterman, District 1
District 2
Mary Pietila, District 3
Gloria Miller, District 5
Dr. Doris Taylor Burks, District 6

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."

Garland S. Doyle, M.P.A.
Interim City Clerk

FORMAL MEETING

October 15, 2019

6:00 P.M.

119th Session of the 10th Council

Call to order

Invocation

Pledge of Allegiance

Roll Call

Authorization to Excuse Councilmembers

Amendments to the Agenda

Approval of the Agenda

Approval of the Minutes

1. October 8, 2019

Subcommittee Reports

2. Department of Public Works (DPW)- October 2, 2019

Recognition of Elected Officials

Agenda Address

City Council District 2 Vacancy Interviews

Kone' Bowman withdrew his candidacy.

3. Coleman Yoakum
4. George Williams

Communication

Office of the City Clerk

5. Medical Marijuana Provisioning Center Application Review, Scoring and Ranking Process (Council President Williams requested that this item be brought back.)

Agenda Items

Resolutions

Department of Public Works (DPW)

6. Resolution to authorize the Mayor to negotiate terms of a purchase agreement for the acquisition of the property located on 235 Wesson Street and conduct due diligence for the benefit of the City at a cost not to exceed \$45,000.00 and that it be completed within 60 days. (This resolution has been updated. The previous version of this resolution failed on August 13, 2019)

Finance

7. Resolution to approve budget amendment in the amount of \$90,000.00 to restore Finance Director's Salary as presented in the Mayor's 2019-2020 Proposed Budget.
8. Resolution to direct City Treasurer to distribute \$26,770.32 of aged special assessment receivable on the 2019 Winter Tax Rolls.
9. Resolution to direct City Treasurer to distribute \$18,422.01 of property assessment on the 2019 Winter Tax Rolls as directed by the Water Resources Commissioner (**Council President Pro Tem Carter requested a map identifying where the parcels are located.**).
10. Resolution to approve a budget amendment for fiscal year 2019/2020 to allocate a total of \$101,550.33 (includes fringe benefits), from the Youth Recreation Fund's (208) fund balance to account 208-756-702.00 to restore the Pontiac Youth and Enrichment Center's (PYREC) Youth Recreation Assistant Manager and Sport's Manager positions to a full-time status.

Public Comment

Mayor, Clerk and Council Closing Comments

Adjournment

#1

MINUTES

October 8, 2019 Study

**Official Proceedings
Pontiac City Council
118th Session of the Tenth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday, October 8, 2019 at 6:00 p.m. by Council President Kermit Williams.

Call to Order

Roll Call

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

Mayor Waterman was present.

Clerk announced a quorum.

19-500 **Motion to add an amended resolution for City Credit Cards.** Moved by Councilperson Miller and second by Councilperson Taylor-Burks.

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

No: Pietila

Motion Carried.

19-501 **Approve the agenda as amended.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

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

No: Pietila

Motion Carried.

19-502 **Approval of meeting minutes for October 1, 2019.** Moved by Councilperson Miller and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

Nine (9) individuals addressed the body during public comment.

Communications

Received statement from the Mayor regarding Veto of Resolution 19-485, resolution to authorize Clark Hill PLC on behalf of the City Council to initiate legal action against Mayor Waterman and all other individuals necessary to enforce the City Council's express rights under the City Charter, including the

October 8, 2019 Study

right to adopt resolutions which have the effect of modifying or changing City Ordinances, and to declare the powers and responsibilities of the City Council, the Mayor and the Clerk under City Charter.

Received statement from the Mayor regarding Veto of an Ordinance to amend Chapter 42, "Community Development", to add Article VII, entitled "Community Benefit Agreements" with amendment to add Article VII, entitled "Provisioning Center Community Benefit Agreements".

Received status update regarding City of Pontiac Retired Employees Association (CPREA)

Office of the City Clerk

Received report of Fausone Bohn, LLP Engagement Letter to serve as Professional Expert-City of Pontiac Medical Marihuana Facilities Ordinance 2357(B) (Legal Advisor to the City Clerk)

Received Medical Marihuana Application (Dept. 255) Budget and Provisioning Center Application Fee Calculation.

Received Medical Marihuana Facility Permit Application Instructions for Provisioning Center Applications. (Draft)

Received Cesar Chavez Overlay District Provisioning Center Permit Application. (Draft)

Received Downtown Overlay District Provisioning Center Permit Application. (Draft)

Received Non-Overlay District Provisioning Center Permit Application. (Draft)

Received Walton Blvd. Overlay District Provisioning Center Permit Application. (Draft)

Received City of Pontiac Medical Marihuana Provisioning Centers Scoring Criteria Guide. (Draft)

Provisioning Center Application Review, Scoring and Ranking Process will be back next week.

Planning Commission

Received letter to City Council regarding grant appeal to Joslyn Liquor.

Department of Public Works

Item #15 – Parcel A, B, C, D needs to be identified and not to exceed needs a breakdown of fees for each: Environmental, Attorney and Survey to be implemented in the resolution for next week.

Item #18 – Need map of where the parcels are located.

October 8, 2019 Study

19-503 **Suspend the Rules.** Moved by Councilperson Taylor-Burks and second by Councilperson Miller.

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

No: Pietila

Motion Carried.

19-504 **Resolution to amend Credit Card Policy. (Agenda add-on)** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

Whereas, on August 12, 2013 the Emergency manager issued and Council approved the Credit Card Policy that continues to be in effect; and,
Whereas, amendments could be made to the credit card policy by a resolution of the Pontiac City Council; and,
Whereas, on about March 6, 2018, the former Finance Director and the Deputy Mayor issued a memorandum expressing a need to update the policies and procedures; and,
Whereas, on March 20, 2018, the City Council passed a resolution to approve an amended Credit Card policy and procedure for the City of Pontiac; and,
Whereas, shortly after the Council passed the resolution, the Finance Director resigned; and,
Whereas, the city's Finance Director is responsible for the city's procurement/credit card issuance, accounting, monitoring, and general compliance of the procurement/credit card procedure and policy; and,
Whereas, according to the City of Pontiac Procurement/Credit Card Policies and Procedures, the Finance Director bears great accountability and oversight; and
Whereas, the current procedure requires the Finance Director to prepare the documentation for the issuance of the city officer or employee's procurement/credit card, the Finance Director must authorize the issuance and authorize the credit limits for each cardholder, the Finance Director and the cardholder's department head are to authorize each purchase by signing or initialing each receipt and expenses must be approved budget items only; and,
Whereas, any items not budgeted, must be authorized by the Finance Director and a city officer or employee must also notify the city's Finance Director if the credit card is lost or stolen; and,
Whereas, in the absence of the Finance Director and in an effort by the City Council to continue promoting transparency, the City Council on February 26, 2019, passed a resolution for the Mayor to provide the City Council with a Monthly Credit Card statement; and,
Whereas, to date, the Mayor has refused to provide the City Council with monthly credit card statements and has indicated that the resolution passed by the City Council was simply a "request."
Now, Therefore, Be It Resolved, that until the position of Finance Director is filled, there will be no use of the City credit card by any city officer and or employee.

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

No: Pietila

Resolution Passed.

October 8, 2019 Study

19-504 **Motion to interview Mr. Yoakum by Skype or FaceTime to be seen and to see City Council for the first interview.** Moved by Councilperson Taylor-Burks and second by Councilperson Carter.

Ayes: Carter, Miller, Pietila, Tylor-Burks, Waterman and Williams

No: None

Motion Carried.

Council President Kermit Williams adjourned the meeting at 8:00 p.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

#2

**SUB
COMMITTEE
REPORT**

DEPARTMENT OF PUBLIC WORKS SUB-COMMITTEE NOTES

October 2, 2019

In attendance:

Council members: Chairperson Doris Taylor- Burks, Council President Kermit Williams

Deputy Mayor: Jane Bais- DiSessa

DPW Director: John Balint

DPW Deputy Director Dan Ringo

Community Relations Specialist: James Johnson

Start time: 2:36 pm

AGENDA

Street Light Outage

The most current outages will be posted to the website. The website will be updated weekly and no later than Wednesday of each week. Copies will be provided to the group, to be disseminated to other Council members.

Facilities

Preventative maintenance is going on for all facilities including minor repairs. The State requires boiler inspections. A vendor has been hired to do this work and will provide written, documented reports. This will be completed by mid/late October.

Road Projects

- a. Already in stone. There wasn't any discussion with Council as to their roads, what that they thought needed to be repaired, and what/how roads were selected. Third Street and Hopkins are stopped. Whatever is done is done and the barrels will remain. Perry, Mill, University, Jessie and Petway, stopping \$800,000 is needed.
- b. The Woodward Loop. Conversion: convert NB Woodward into Park Street. The Conversion would require a resolution from Council. The correct way is for MDOT to do a study first. There will also be a public meeting. Re-introduce the project. If Perry St. is an issue, the conversion maybe an issue as well, as the conversion will create more traffic. Level factor A, conversion will be a C and D. It was questioned as to the ramification of the resolution for the conversion and whether the Perry Street Road Diet is a part of the Conversion, thereby keeping the bike lanes. Only five calls were received by MDOT regarding the Perry St. Need clarity based on the Perry St. project and there needs to be transparency about the entire picture. The conversion is a \$20 million dollar job, but not scheduled yet.
- c. Questioned as to the status of placing a solar light pole on Edith. There are questions that have to be answered including, who will maintain the pole? Cleaning has to be done to the solar panels periodically. Nothing on local streets. Also, the foundation design has to be reviewed. The pole would have to be structurally correct.
- d. Road projects will be published in a report and will include the schedule for road repairs and planning. Re-direct to Council members the creation of a plan, as to what roads should be repaired. Each Council member to include roads from their district. The roads were done in the 80's and 90's and all are past their useful life. Woodcrest Apartments had their streets vacated, but no work was done to the roads. Granada needs to be repaired, possibly in the fall of 2021.
- e. There should be consideration given to a plan of action for a road millage or a special assessment. There are one hundred and twenty (120) miles of local streets particularly in the same condition. One mile a year is getting done as there is no more money. One million dollars for every mile. Sidewalks were randomly selected. The DPW subcommittee to work with DPW in addressing the roads to be repaired throughout the City which will involve all Council members input from CDCs. The streets will be on hold until January.

Upcoming Meetings

Vendor/Strategic Partner update: Advance disposal will provide monthly reports with 10 metrics that can assess what has been done, what needs to be done and what has been missed. Complaints are down. There was a meeting with United and United will provide reports. All reports will be placed on the website to show how vendors are performing. A cost analysis was requested and will be provided to show the cost of bringing janitorial services in house versus contracting the services out and one janitor at City Hall.

Council Requests

On Jessie and Auburn, at Antioch Baptist Church, every time it rains it floods. The basins are probably catching leaves, but will be investigated.

Tree trimming in the right-of-ways. There is an eight (8) year plan which started in district 5. The trimming will be done as the money allows. This is the first year of trimming trees in 20 years. The plan creates eight (8) different areas. Since the last fiscal year is over, an assessment can be made to determine the cost and what changes need to be made. It is a "looped plan." The price is different/better than the original bid contract. Tree trimming and local streets have the same budget. Sidewalks as well, \$1.4 million dollars. Extra money was placed in the budget for tree trimming and taken from other areas.

Parks/Recreation/Cemeteries

A report on operations and enhancements will be published.

Personnel

Approval was given and money placed in the budget to hire two (2) laborers. The laborers have not been hired yet. They will be driving the dump trucks and will do the snow plowing. A CDL license is required.

Staff trainings commencing 10/7/19

Weekly DPW meeting in the morning. Leaders will report out over the weekend. Staff training and sign in sheets will be available, in order to document for OLHSA. The training runs efficiently and gets everyone on the same page on a department level.

Question: Will the bathroom at Oakland Park be upgraded or torn down? An assessment has to be done. A facility evaluation has to be done for Hawthorne, Galloway, Beaudette and Murphy Park (Murphy Park is used only for summer camp). An evaluation will be done on these parks in the Spring.

Gates are needed at Murphy Park, Beaudette and Hawthorne. Gates are needed so no need to do the ordinance. Cameras are not necessary if gates are up.

A drive-thru car wash on Glenwood and Paddock has dumping there and to be reported to code enforcement as the owner is not known.

Adjourned: 3:52 p.m.

#3

Interview

COLEMAN YOAKUM
29 Waldo Street, Pontiac, Michigan 48341

Education:

Oakland University	2016-2017
Auburn Hills, Michigan	Certificate in Nonprofit Management

Harding University	2005-2010
Searcy, Arkansas	Sociology

Relevant Experience:

Micah 6 Community, Founder & Executive Director	2012-Present
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I founded Micah 6 Community, a 501(c)3 nonprofit organization with the purpose of assisting in the recovery of my neighborhood on the west side of the city. We manage 1.4 acres of gardens, opened a small business (Sprout Fresh Food Store), and are in the process of opening Webster Community Center in the old Webster Elementary School building. Through this process, I've worked extensively with state, county, and city resources and offices to understand processes and complex budgeting such as New Market Tax Credits, restoration/rehabilitation funding, etc.

District 2 Advisory Group, Co-Chair	Spring 2018-Present
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I was appointed as the Co-Chair of the Advisory Group in Spring 2018. In this role, I create programming, assist in messaging, and organize conversation around important issues in our community, particularly in District 2. Throughout my time, we've established committees that meet regarding specific topics in the district and have worked extensively to ensure stronger participation in the community.

District 2 City Council Campaign, Candidate	Fall 2017
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I ran a competitive race for District 2 against Don Woodward, losing by approximately 40 votes (456 to 412) with third highest turn-out during the election year. Through this process, I was able to connect stronger with my community and was shown as a strong leader.

Huron Corridor Clean-Up Organizer	2017-Present
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Each year, I solicit volunteers, sponsors, city offices and community members to help with a clean-up on Earth Day. Don Woodward requested my assistance with organizing this event as a steward of his work and trusted member of District 2.

Board Positions:

- o Oakland Livingston Human Service Agency
- o Venture Housing Corp.
- o Habitat for Humanity of Oakland County
- o Oakland County Sheriff's Resource Team
- o Leaders of the Future

Participant:

- o Pontiac Arts Crawl
- o Healthy Pontiac, We Can Coalition
- o Main Street's Downtown Clean-Ups
- o Hauntiac
- o Community Backpack Drives
- o Hispanic Heritage Celebration
- o OU-Pontiac Partnership

Speaking Engagements and Honors:

- 2019 - Farms, Food and Health Conference, "Retail Renegades: re-examining the role of grocery in building community health."
- 2019 - Michigan Christian Convention, "Reading Scripture with Those it was Meant For"
- 2018 - Macomb Food Collaborative, "Sprout Fresh Food Store and it's work in the community."
- 2018 - Oakland County 40 Under 40
- 2018 - TEDx Harding University, "How partnering with drug dealers can enhance your community work"
- 2017 - National Association of Social Workers, "Community Based Approach to Reintroducing Fresh Produce into Food Deserts"
- 2017 - Healthy Pontiac, We Can! - Partner of the Year - Sprout Fresh Food Store

#4

Interview

George Williams

67 Delaware Street

Pontiac, MI 48341

Summary

Detail-oriented professional with strong technical skills and the ability to learn concepts quickly. Hardworking HVAC Technician with over 20 years of experience. Highly efficient and capable of handling multiple tasks in a fast-paced environment. Dedicated leader with demonstrated ability to train, manage and motivate team members to achieve organizational objectives. Results-oriented Team Leader with diverse background in management and customer service. Dedicated to providing excellent customer service and making operational and procedural improvements.

Highlights

- | | |
|--------------------------------|----------------------------|
| Complex problem solving | • Test equipment operation |
| Sound judgment | • Diagnostic testing |
| Self-motivated | • Proficient multi-tasker |
| Efficient | • Quality control |
| Safety-oriented | • Training and development |
| Conflict resolution techniques | • Team player |
| Organized | • Critical thinker |
| Troubleshooting proficiency | • Professional demeanor |
| Deadline-oriented | • Planning/coordinating |

Experience

Councilman for the City of Pontiac

06/2010 – 9/2014

Pontiac, Michigan

Serve on regional and state-wide boards, committees, commissions and task forces to advance and protect the interests of the residents of Pontiac in District 2. Working with citizen advisory committees established by the City Council to formulate recommendations to the City Council on policies, projects and spending allocations. Effectively promoting good relations with federal, state, county, and other municipal government agencies. While working with United Way on allocation committee where I sat on different organization such as; Black Family Deployment, Mother Waddles and varies Food banks in city of Detroit, also involved in maintaining flexible dollars for the above mentioned.

HVAC/ HVAC- Coordinator / Supervisor

10/1987 – 6/2007

General Motors

Milford, Michigan

Effectively Installed, maintained and repaired ventilation and air conditioning systems and equipment. Also, diagnosed electrical and mechanical faults for HVAC systems. While always ensuring compliance with appliance standards and with Occupational Health and Safety. As a coordinator/ supervisor participated in the development, success and recognition of associates by following company procedures for training, performance evaluations and hiring and promotion processes.

Powerhouse Mechanic

06/1983 - 06/1987

General Motors

Milford, Michigan

Installed, adjusted, maintained, and repaired electrical and mechanical equipment and parts in power-generating station: Dismantles and overhauls equipment as well as performed maintenance as Diesel-Powerplant Mechanic; Gas-Turbine-Powerplant Mechanic; Geothermal-Powerplant Mechanic; Steam-Generating-Powerplant Mechanic.

Education

Associate of Science: Oakland Community College – Climate Control Technology
Auburn Hills, Michigan Oakland

1983

#5

COMMUNICATION

Proposed Application Review Process for Provisioning Centers

1

The Office of the City Clerk will divide all applications into one of four (1 of 4) districts. Applicants will be scored and ranked by district.

2

The City Clerk will check with the following departments to ensure that the applicant is not in default with the City.

50th District Court Review, to be completed by City Clerk

Income Tax

Treasury

3

The Scoring Team will consist of the City Clerk, Planning Manager, Professional Expert- Financial Advisor to the City Clerk and the Professional Expert-Legal Advisor to the City Clerk.

The City Clerk, Planning Manager and Professional Expert-Financial Advisor will score the relevant sections of the application.

The Scoring Team will meet after all the applications in a district have been scored by the City Clerk, Planning Manager and Professional Expert-Financial Advisor to tally the total score and rank the applications. (The scoring team will meet at least four times.)

The Legal Advisor will complete a compliance review of scored provisioning center applications to ensure criteria have been consistently applied by members of the scoring team.

4

No Scoring or Ranking will be announced until after the Legal Advisor compliance review and all four of the districts have been scored and ranked. The Legal Advisor will conduct the criminal background checks of the top 5 ranked applicants by district.

5

The City Clerk will announce the application rankings by district.

6

The City Clerk will refer the applications of the top 5 ranked applicants to the following.

Building

- Sec. 9(b)(1)
- Sec. 9(b)(3)

Planning

- Sec. 8(c)(18)-(20)
- Sec. 8(c)(27), (30)
- Sec. 9(b)(2)

Fire

- Sec. 8(c)(31)
- Sec. 9(b)(1)

Sheriff

- Sec. 8(c)(17)

Finance

- Sec. 8(c)(25)

DPW

- Sec. 8(c)(21)

Legal Advisor

- Sec. 8(c)(5)

7

The City Clerk will award permits to the top 5 applicants from each district after they have received 9(b)(1) clearance from Building and Fire, 9(b)(2) clearance from Planning, and 9(b)(3) clearance from Building.

Appeal Process

- An applicant denied a permit may appeal to the City Clerk, who shall appoint a hearing officer to hear and evaluate an appeal and make a recommendation to the City Clerk. Such appeal would be taken by filing a written statement of appeal with the City Clerk, within fourteen (14) days after notice of the denial.
 - The City Clerk would review the report and recommendation of the hearing officer and make a decision on the matter.
- The City Clerk's decision may be further appealed to the Medical Marihuana Commission by written appeal no later than thirty (30) days after the City Clerk's decision.
- IN THE ALTERNATIVE, an applicant may waive, in writing within fourteen (14) days after notice of the denial, its opportunity to be heard before a hearing officer, and instead submit its appeal directly to the Medical Marihuana Commission no later than (30) days after mailing of the denial decision.
- The Medical Marihuana Commission shall only overturn a decision or finding of the clerk if it finds such decision or finding to be arbitrary or capricious and not supported by material, substantial, and competent facts on the whole record considered by the clerk in arriving at such decision or finding (Ordinance 2357B).

**APPEAL
OPTION 1**

PROCESS FOR APPEAL

**APPEAL
OPTION 2**

Pontiac City Clerk makes decision on application

Applicant submits written appeal to
Pontiac City Clerk within 14 days.

Pontiac City Clerk appoints hearing officer to hear
and evaluate appeal.

Applicant can present additional clarifying
information or evidence that the applicant
believes should be considered in assessing its

Hearing officer conducts hearing on appeal and
makes recommendation to Pontiac City Clerk,
who makes a decision on the matter.

Applicant may submit further written appeal to
medical marihuana commission within 30 days.

Applicant waives, in writing, its right to
be heard before a hearing officer within
14 days.

After waiving its right in writing to be heard before
a hearing officer, Applicant submits written appeal
to medical marihuana commission through the
Pontiac City Clerk's Office within 30 days.

The medical marihuana commission shall only
overturn a decision or finding of the Pontiac City
Clerk if it finds such decision or finding to be
arbitrary or capricious and not supported by
material, substantial, and competent facts on the
whole record considered by the Pontiac City Clerk
in arriving at such decision or finding.

Ordinance #2357(B)

(28) If the applicant is applying for a permit to operate a provisioning center, a patient education plan consistent with the requirements of the department.

(29) If the applicant is applying for a permit to operate a provisioning center, a description of any drug and alcohol awareness programs that shall be provided or arranged for by the applicant and made available to the public.

(30) If the applicant is applying for a permit to operate a grower, a cultivation plan that includes a description of the cultivation methods to be used, including whether the grower plans to grow outdoors consistent with the rules promulgated by the department.

(31) If the applicant is applying for a permit to operate a grower, a chemical and pesticide storage plan that is consistent with the requirements of the department

(d) All applications must be accompanied by the appropriate fee to help defray administrative costs associated with the application for the medical marihuana facility, which shall be set by a resolution adopted by council, but shall not exceed five thousand dollars (\$5,000.00) per application.

(e) An applicant may apply for multiple medical marihuana facility permits of the same or different nature.

Section 9. Medical Marihuana Facility Application Process.

(a) Upon receipt of a completed application meeting the requirements of this ordinance and the appropriate permit application fee, the clerk shall refer a copy of the application to the fire department and the department of building safety & planning.

(b) No application shall be approved for a permit unless:

(1) The fire department and the department of building safety & planning or another relevant department have inspected the proposed location for compliance with all state and local building, electrical, fire, mechanical and plumbing requirements.

(2) The department of building safety & planning or another relevant department has confirmed that the proposed location complies with the zoning ordinance.

(3) The proposed medical marihuana facility has been issued a certificate of occupancy and, if necessary, a building permit

(c) After this ordinance becomes effective, the clerk shall begin accepting medical marihuana facility applications within 60 days. Within 7 days of the date the clerk begins accepting medical marihuana facility permit applications, the clerk must set a 21- day application period during which applicants may apply for a permit to operate a provisioning center.

This document is a draft and subject to change. This document should not be relied upon for business decisions by third parties or the public. Review, consultation, or use of the document shall not create any right, privilege, contract, or claim by a third party with respect to the City of Pontiac.

MEDICAL MARIHUANA PROVISIONING CENTERS SCORING CRITERIA				
#1	<u>CONTENT AND SUFFICIENCY OF THE INFORMATION</u>	Sub-Category Maximum Possible Points	Maximum Possible Points	Applicable Ordinance Section
	CRITERIA		50	
A	<i>Background Information Subcategory</i>	5		
1	Full name, date of birth, physical address, email address, and telephone number of applicant and entity's stakeholders			§8(c)(1)
2	Articles of incorporation, operating agreement, and bylaws			§8(c)(2),(4)
3	Entity's employee identification number			§8(c)(3)
4	Proposed ownership structure			§8(c)(7)
5	Current organization chart			§8(c)(8)
6	Applicant's criminal history			§8(c)(14)
7	Description of security plan consistent with LARA requirements			§8(c)(17)
8	Affidavit that no applicant or stakeholder is in default to the city			§8(c)(23)
9	Proof of premises liability and casualty insurance			§8(c)(25)
10	Signed acknowledgment of understanding regarding federal law			§8(c)(26)

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MEDICAL MARIHUANA PROVISIONING CENTERS SCORING CRITERIA				
#1	<u>CONTENT AND SUFFICIENCY OF THE INFORMATION</u>	Sub-Category Maximum Possible Points	Maximum Possible Points	Applicable Ordinance Section
	CRITERIA		50	
B	<i>Financial Background Subcategory</i>	10		
11	Proposed business plan			§8(c)(6)
12	Marketing, advertising, and business promotion plan			§8(c)(9)
13	Description of planned tangible capital investment in the city			§8(c)(10)
14	Description of financial structure and financing of facility			§8(c)(12)
15	Source of financing of facility, including documentation of any loans or lines of credit			
16	Sources of capital contributions			
17	Solvency of investors			
18	Whether facility has established account with financial institution			
19	Description of financial recordkeeping and accounting system			
20	Controls in place to assure financial integrity of facility, including how cash is secured			
21	Pre-qualification with State of Michigan (maximum points awarded)			
22	Short-term business goals and objectives			§8(c)(13)
23	Long-term business goals and objectives			
24	Strategic plan for meeting business goals			
25	Identification and investment of resources necessary to achieve business goals			§8(c)(22)
26	Proposed inventory and recordkeeping plan			
27	Frequency of inventory audits and other inventory controls			
28	Method of inventory costing (FIFO, LIFO, etc.)			§8(c)(24)
29	Verification of minimum capitalization			
30	Documentation, including bank or financial statements of minimum capitalization			

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MEDICAL MARIHUANA PROVISIONING CENTERS SCORING CRITERIA				
#1	<u>CONTENT AND SUFFICIENCY OF THE INFORMATION</u>	Sub-Category Maximum Possible Points	Maximum Possible Points	Applicable Ordinance Section
	CRITERIA		50	

C	<i>Economic Benefits Subcategory</i>	10		
31	Job creation to be achieved			§8(c)(11)
32	Number and type of jobs to be created			
33	Compensation to be offered for each position			
34	Projected annual budget and revenue of facility			
35	Projected timeline for facility to break even			
D	<i>Community Development Subcategory</i>	10		

The City Clerk will consider those community benefits pledged to the City of Pontiac as part of the provisioning center application and award points based on the following criteria.

If an applicant does not pledge community benefits, such applicant will receive a zero (0) score for this subcategory.

36	Commitment to providing community benefits and quality of pledged community benefits	4		§8(c)(15),
	<ul style="list-style-type: none"> A description of the proposed community outreach and education strategies. 			
37	Duration of pledged community benefits	3		
	<ul style="list-style-type: none"> A description of the amount of time or financial commitment to each program. A description of the length (days, weeks, months) of each commitment and cumulative duration. 			
38	Community support for pledged community benefits	3		
	<ul style="list-style-type: none"> Community outreach meetings that occur at a variety of places (community centers, churches, etc.). A description of the planned frequency of community outreach meetings. A description of the applicant's plans for responding to community concerns. A description of the applicant's efforts to connect with community leaders. 			

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MEDICAL MARIHUANA PROVISIONING CENTERS SCORING CRITERIA				
#1	<u>CONTENT AND SUFFICIENCY OF THE INFORMATION</u>	Sub-Category Maximum Possible Points	Maximum Possible Points	Applicable Ordinance Section
	CRITERIA		50	
	<ul style="list-style-type: none"> A description of the involvement of key stakeholders in community development programs. 			
E	<i>Planning (Facility) Subcategory</i>	10		
39	Floor plan for facility			§8(c)(18)
40	Description of renovations needed to meet floor plan			
41	Time needed to complete renovation and setup			
42	Scale diagram illustrating property			§8(c)(19)
43	Any proposed text or graphic materials to be posted on exterior of building			§8(c)(20)
44	Size and nature of external graphics (signboard, electronic, etc.)			
45	Number of external graphics or signs			
46	Verification of compliance with state and local building and safety codes			§8(c)(21)
47	Certificate of occupancy			
48	Facility sanitation plan			
49	Plan for ensuring proper treatment and security of waste			
50	Contracts with service providers for waste disposal and treatment			

This document is a draft and subject to change. This document should not be relied upon for business decisions by third parties or the public. Review, consultation, or use of the document shall not create any right, privilege, contract, or claim by a third party with respect to the City of Pontiac.

MEDICAL MARIHUANA PROVISIONING CENTERS SCORING CRITERIA				
#1	<u>CONTENT AND SUFFICIENCY OF THE INFORMATION</u>	Sub-Category Maximum Possible Points	Maximum Possible Points	Applicable Ordinance Section
	CRITERIA		50	
F	<i>Patient Education Subcategory</i>	5		
51	Description of education and training to be provided to employees			§8(c)(5)
52	Patient education plan			§8(c)(28)
53	Training to be provided to employees on patient education			
54	Whether licensed professional provides employee training			
55	Resources available to employees in educating patients (written materials, online, etc.)			
56	Brochures and other resources available to patients			
57	Drug and alcohol awareness programs			§8(c)(29)
58	Training provided to employees for recognizing substance abuse			
59	Partnerships with community organizations for substance abuse awareness programs			
60	Materials provided to patients regarding drug and alcohol awareness			
	TOTAL – Content and Sufficiency of the Information			

Medical Marijuana Provisioning Center Application Fee calculation
10/4/2019 Updated Clerk

Procedure: Hours and tasks were reviewed with personnel from various departments of the City. Hours are an average per facility - some facilities and applications with supporting documentation may be much larger than others and require more review and inspection. Rates were determined based on salaries of employees or average hourly rate of 3rd party contractors most recent contract.

Application Fee \$5,000.00

Department	Avg Hours per task	Rate	Fee
Planning and Zoning			
Review scaled location area map of the medical marijuana facility and surrounding areas	5.00	\$42.50	\$212.50
Scoring Team	1.00	\$42.50	\$42.50
TOTAL PLANNING AND ZONING:			<u>\$255.00</u>
Building			
Review Floor plans of the medical marijuana facility, as well as a site survey.	2.00	\$71.07	\$142.14
Review Buiding elevations and description of all exterior elevation of the proposed medical Marijuana facility	2.00	\$71.07	\$142.14
TOTAL BUILDING INSPECTION:			<u>\$284.28</u>
Fire			
Review hazardous material plan	2.00	\$71.07	\$142.14
TOTAL FIRE:			<u>\$142.14</u>
Police			
Review Medical Marijuana Facility Security Plan	5.00	\$66.56	\$332.80
TOTAL POLICE:			<u>\$332.80</u>
Professional Expert - Financial Advisor to City Clerk			
Sec. 8(c)(6) (Business Plan)/Sec. 8(c)(13) (Business Goals and Objectives)	3.00	\$60.00	\$180.00
Sec. 8(c)(7) (Ownership Structure)	0.25	\$60.00	\$15.00
Sec. 8(c)(8) (Organization Chart)	0.25	\$60.00	\$15.00
Sec. 8(c)(9) (Marketing, Advertising and Business Promotion Plan)	1.00	\$60.00	\$60.00
Sec. 8(c)(10) (Planned Tangible Capital Investment)/Sec. 8(c)(12) (Financial Structure and Financing)/Sec 8(c)(24) (Verification of Minimum Capitalization)	3.00	\$60.00	\$180.00
Sec. 8(c)(11) (Economic Benefits/Job Creation)	2.00	\$60.00	\$120.00
Sec. 8(c)(22) (Inventory and Recordkeeping Plan)	2.00	\$60.00	\$120.00
TOTAL PROFESSION EXPERT - FINANCIAL ADVISOR:			<u>\$690.00</u>
Finance/Income Tax			
Sec 8(c)(23) No default to the City	0.50	\$32.76	\$16.38
TOTAL FIANANCE/INCOME TAX:			<u>\$16.38</u>
Finance/Treasury			
Sec 8(c)(23) No default to the City	0.50	\$42.50	\$21.25
TOTAL FINANCE/TREASURY:			<u>\$21.25</u>
Department of Public Works/WRC			
Review of traffic flow in and out of facility	2.00	\$47.50	\$95.00
Review facility sanitation plan	2.00	\$47.50	\$95.00
Review for industrial discharge	2.00	\$47.50	\$95.00
TOTAL DEPARTMENT OF PUBLIC WORKS/WRC:			<u>\$285.00</u>
Professional Expert - Legal Advisor to City Clerk			
Review training and education plan that the applicant will provide to all employees	0.50	\$200.00	\$100.00
Review criminal background report of the applicant's criminal history	0.50	\$200.00	\$100.00
Scoring Team	1.00	\$300.00	\$300.00
Scoring Team	2.00	\$200.00	\$400.00
TOTAL PROFESSIONAL EXPERT - LEGAL ADVISOR:			<u>\$900.00</u>

	Avg Hours per task	Rate	Fee
City Clerk			
Review proof of ownership of the entire premises where in the medical marijuana facility is to operated; or written consent from the property owner for the use of the premises and a manner requiring licensure under this ordinance along with a copy of the lease for the premises	0.25	\$43.27	\$10.82
Review LARA application documents	0.25	\$43.27	\$10.82
Review proof of an adequate premises liability and casualty insurance policy in the amount not exceeding the requirments addressed in the Medical Marijuana Facilities Licensing Act or applicable State laws	0.50	\$21.64	\$10.82
Review affidavit that the transfer of Marijuana to and from the medical marijuana facilities shall be in compliance with the MMMA and the Medical Facilites Licensing Act or other applicable State Laws	0.50	\$43.27	\$21.64
Review application in its entirety and certify all required materials have been presented and approved by various departments of the City	3.00	\$43.27	\$129.81
Section 8(c)(23) No default to the City Review for 50th District Court	2.00	\$43.27	\$86.54
Section 8(c)(15) community outreach and education strategies	3.00	\$43.27	\$129.81
Section 8(c)(16) charitable plans	2.00	\$43.27	\$86.54
Prepare applications for appeals with hearing officer and/or commission	0.75	\$43.27	\$32.45
Issue permits or denial letters	0.25	\$43.27	\$10.82
TOTAL CITY CLERK:			\$530.06
Hearing Officer			
Section 16 appeal review	4.00	\$70.00	\$280.00
TOTAL HEARING OFFICER:			\$280.00
City Attorney			
Review any legal questions related to applications that arise	10.00	\$125.00	\$1,250.00
Appeal Process			\$0.00
TOTAL CITY ATTORNEY:			\$1,250.00
TOTAL ESTIMATED ADMINISTRATIVE COST TO REVIEW AND APPROVE APPLICATION (COST PER APPLICATION)			\$4,986.91

City Employee Position	Salary	Hours	Rate per hour
Planning Manager	\$88,400.00	2080.00	\$42.50
City Clerk	\$90,000.00	2080.00	\$43.27
Treasurer	\$88,400.00	2080.00	\$42.50
DPW Director	\$98,800.00	2080.00	\$47.50
Income Tax Director	\$68,140.00		\$32.76
3rd party contractors	Annual Contracts	Hours	Rate per hour
Wade Trim - Building and Safety (on average 11 full time employees)	\$1,626.00	22880.00	\$71.07
Oakland County Sheriff (Contract 2019 - Patrol Investigator, no fill. 18 officers at 2,080 houses	\$2,492.00	37440.00	\$66.56
Fire Inspector - assume same rate as Wade Trim. Could not determine based on contract.			
Financial Advisor to City Clerk			\$60.00
Legal Advisor to City Clerk (\$300 partner, \$200 associate)			
Hearing Officer			\$70.00

Medical Marijuana Application Fee calculation
9/11/2019 Updated Clerk Revisions

Procedure: Hours and tasks were reviewed with personnel from various departments of the City. Hours are an average per facility - some facilities and applications with supporting documentation may be much larger than others and require more review and inspection. Rates were determined based on salaries of employees or average hourly rate of 3rd party contractors most recent contract.

Figures assume volume of 200 applications: @ 5,000 application fee

		200	TOTAL REVENUE:			\$1,000,000.00
Department		Avg Hours per task	Rate	Fee	Total w/exp vol	
Planning and Zoning						
Review scaled location area map of the medical marijuana facility and surrounding areas		5.00	\$42.50	\$212.50	\$42,500.00	
	TOTAL PLANNING AND ZONING:				\$42,500.00	
Building						
Review Floor plans of the medical marijuana facility, as well as a site survey.		2.00	\$71.07	\$142.14	\$28,428.00	
Review Buiding elevations and description of all exterior elevation of the proposed medical Marijuana facility		2.00	\$71.07	\$142.14	\$28,428.00	
	TOTAL BUILDING INSPECTION:				\$56,856.00	
Fire						
Review hazardous material plan		2.00	\$71.07	\$142.14	\$28,428.00	
	TOTAL FIRE:				\$28,428.00	
Police						
Review Medical Marijuana Facility Security Plan		5.00	\$66.56	\$332.80	\$66,560.00	
	TOTAL POLICE:				\$66,560.00	
Professional Expert - Financial Advisor to City Clerk						
Sec. 8(c)(6) (Business Plan)/Sec. 8(c)(13) (Business Goals and Objectives)		3.00	\$60.00	\$180.00	\$36,000.00	
Sec. 8(c)(7) (Ownership Structure)		0.25	\$60.00	\$15.00	\$3,000.00	
Sec. 8(c)(8) (Organization Chart)		0.25	\$60.00	\$15.00	\$3,000.00	
Sec. 8(c)(9) (Marketing, Advertising and Business Promotion Plan)		1.00	\$60.00	\$60.00	\$12,000.00	
Sec. 8(c)(10) (Planned Tangible Capital Investment)/Sec. 8(c)(12) (Financial Structure and Financing)/Sec 8(c)(24) (Verification of Minimum Captilization)		3.00	\$60.00	\$180.00	\$36,000.00	
Sec. 8(c)(11) (Economic Benefits/Job Creation)		2.00	\$60.00	\$120.00	\$24,000.00	
Sec. 8(c)(22) (Inventory and Recordkeeping Plan)		2.00	\$60.00	\$120.00	\$24,000.00	
	TOTAL PROFESSION EXPERT - FINANCIAL ADVISOR:				\$138,000.00	
Finance/Income Tax						
Sec 8(c)(23) No default to the City		0.50	\$32.76	\$16.38	\$3,276.00	
	TOTAL FIANANCE/INCOME TAX:				\$3,276.00	
Finance/Treasury						
Sec 8(c)(23) No default to the City		0.50	\$42.50	\$21.25	\$4,250.00	
	TOTAL FINANCE/TREASURY:				\$4,250.00	
Department of Public Works/WRC						
Review of traffic flow in and out of facility		2.00	\$47.50	\$95.00	\$19,000.00	
Review facility sanitation plan		2.00	\$47.50	\$95.00	\$19,000.00	
Review for industrial discharge		2.00	\$47.50	\$95.00	\$19,000.00	
	TOTAL DEPARTMENT OF PUBLIC WORKS/WRC:				\$57,000.00	
Professional Expert - Legal Advisor to City Clerk						
Review training and education plan that the applicant will provide to all employees		0.50	\$288.49	\$144.25	\$28,849.00	
Review criminal background report of the applicant's criminal history		0.50	\$288.49	\$144.25	\$28,849.00	
Assist the Clerk with application review		1.00	\$288.49	\$288.49	\$57,698.00	
	TOTAL PROFESSIONAL EXPERT - LEGAL ADVISOR:				\$115,396.00	
City Clerk						
Review proof of ownership of the entire premises where in the medical merijuana facility is to operated; or written consent from the property owner for the use c		0.25	\$43.27	\$10.82	\$2,163.50	
Review LARA application documents		0.25	\$43.27	\$10.82	\$2,163.50	
Review proof of an adequate premises liability and casualty insurance policy in the amount not exceeding the requirments addressed in the Medical Marijuana Fac		1.00	\$43.27	\$43.27	\$8,654.00	
Review affidavit that the transfer of Marijuana to and from the medical marijuana facilities shall be in compliance with the MMMA and the Medical Facilites Licen:		0.50	\$43.27	\$21.64	\$4,327.00	
Review application in its entirety and certify all required materials have been presented and approved by various departments of the City		3.00	\$43.27	\$129.81	\$25,962.00	
Process and Review all applications to make sure all questions have been answered completely and all attachments have been submitted		5.00	\$43.27	\$216.35	\$43,270.00	

	Avg Hours per task	Rate	Fee	Total w/exp vol
Section 8(c)(23) No default to the City Review for 50th District Court	2.00	\$43.27	\$86.54	\$17,308.00
Refer applications to departments and track the progress of applications	3.00	\$43.27	\$129.81	\$25,962.00
Section 8(c)(15) community outreach and education strategies	3.00	\$43.27	\$129.81	\$25,962.00
Section 8(c)(16) charitable plans	2.00	\$43.27	\$86.54	\$17,308.00
Prepare applications for appeals with hearing officer and/or commission	0.75	\$43.27	\$32.45	\$6,490.50
Issue permits or denial letters	0.25	\$43.27	\$10.82	\$2,163.50
TOTAL CITY CLERK:				\$181,734.00
Hearing Officer				
Section 16 appeal review	4.00	\$70.00	\$280.00	\$56,000.00
TOTAL HEARING OFFICER:				\$56,000.00
City Attorney				
Review any legal questions related to applications that arise	10.00	\$125.00	\$1,250.00	\$250,000.00
Appeal Process			\$0.00	\$0.00
Provisioning Center Community Benefits Agreements			\$0.00	\$0.00
TOTAL CITY ATTORNEY:				\$250,000.00
TOTAL ESTIMATED ADMINISTRATIVE COST TO REVIEW AND APPROVE APPLICATION (COST PER APPLICATION)				\$5,000.00
TOTAL ESTIMATED ADMINISTRATIVE COST TO REVIEW AND APPROVE APPLICATION:				\$1,000,000.00
TOTAL ESTIMATED REVENUE (APPLICATION FEE) - ADMINISTRATIVE COST TO REVIEW (TOTAL ESTIMATED EXPENSES):				\$0.00

City Employee Position	Salary	Hours	Rate per hour
Planning Manager	\$88,400.00	2080.00	\$42.50
City Clerk	\$90,000.00	2080.00	\$43.27
Treasurer	\$88,400.00	2080.00	\$42.50
DPW Director	\$98,800.00	2080.00	\$47.50
Income Tax Director	\$68,140.00		\$32.76
3rd party contractors	Annual Contracts	Hours	Rate per hour
Wade Trim - Building and Safety (on average 11 full time employees)	\$1,626.00	22880.00	\$71.07
Oakland County Sheriff (Contract 2019 - Patrol Investigator, no fill. 18 officers at 2,080 houses	\$2,492.00	37440.00	\$66.56
Fire Inspector - assume same rate as Wade Trim. Could not determine based on contract.			
Financial Advisor to City Clerk			\$60.00
Legal Advisor to City Clerk			\$288.49
Hearing Officer			\$70.00

#6

RESOLUTION

Whereas, on or about July 22, 2019 the City of Pontiac was presented with a Real Estate Purchase and Sale Agreement (the "Purchase Agreement") by PLTC I Realty Investment, LLC, a Michigan limited liability company, for the sale by seller and the purchase by the City of multiple parcels of land consisting of: (i) an 8 acre parcel located at 235 Wessen Street (Tax Parcel Number 14-32-178-003) upon which the Wessen Tennis Club currently operates ("Parcel A"); (ii) 2 vacant lots at the corner of Wessen and Branch Streets (Tax Parcel Number: 14-32-177-005) ("Parcel B"); (iii) a vacant lot at the corner of Houston and Branch Streets (Tax Parcel Number: 14-32-177-014) ("Parcel C); and (ii) a second vacant lot at the corner of Houston and Branch Streets (Tax Parcel Number: 14-32-177-015) ("Parcel D") for a recited sale price of \$2,550,000 (collectively, the "Property").

Whereas, the City Council's Real Estate Subcommittee referred the Purchase Agreement to the Mayor's Office for further review.

Whereas, council for the Seller has provided the City Attorney with copies of certain items of due diligence which will not be comprehensively reviewed or vetted without the approval of Council.

Whereas, the Mayor's Office cannot, without the approval of Council: (i) determine if the purchase price proposed by the seller is appropriate; (ii) negotiate terms and conditions to the Purchase Agreement so that it may be resubmitted to Council for its consideration and execution if so approved; and (iii) undertake all necessary due diligence inspections and investigations as any purchaser of commercial property would undertake to determine the suitability of the property for the City's contemplated use, which investigations include, without limitation: title and survey review, environmental review and appraisal.

NOW, THEREFORE, IT IS RESOLVED: the Mayor is authorized to negotiate the terms of a purchase agreement for the acquisition of the above-described property for Council's review and consideration and to conduct or obtain, for the benefit of the City, the following items of due diligence:

- A physical inspection of all improvements located upon the Property;
- Receipt and review of a title insurance commitment (obtained at the Seller's cost and expense) to ascertain whether the seller has good and marketable title to the Property;
- Obtain:
 - (i) a Phase I Environmental Site Assessment and Report for a cost not to exceed \$3,000.00;
 - (ii) a Phase II Environmental Site Assessment and Report for a cost not to exceed \$12,000.00; and because the property has been environmentally impacted;

- (iii) a Baseline Environmental Site Assessment for a cost not to exceed \$3,000.00, which would be submitted to the Michigan Department of Environmental Quality of the City proceeded with the purchase of the Property;
 - (iv) a survey of the Property for a cost not to exceed \$4,580.00;
 - (v) an appraisal of the Property for a cost not to exceed \$3,500.00 to determine if the proposed purchase price tendered by the seller is appropriate; and
 - (vi) all related legal fees from the office of the City Attorney (associated with the negotiation of the purchase agreement and review of all items of due diligence) for a cost not to exceed \$15,000.00 (collectively, the "Due Diligence Expenses").
- The aggregate cost of all Due Diligence Expenses is not to exceed \$41,080.00 and all due diligence is to completed within 60 days of the date of this Resolution.

#7

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable Mayor, Council President and City Council Members

FROM: Hughey Newsome, Interim Finance Director

Thru: Office of Deputy Mayor, Jane Bais-DiSessa

DATE: 9/12/2019

RE: **Resolution to Restore the Finance Director's Salary via Amendment to Budget Account that pays Finance Department Salaries.**

The FY 2010-2020 budget as adopted by City Council on June 28, 2019, includes an approved General Fund allocation of \$298,771 for the salaries of personnel working within the Finance Department. The appropriation represents an allocation of \$50,000 set aside to pay the Finance Director's salary, as directed by the City Council during the budget adoption process. As such, effective July 1, 2019, the amount available to pay the Finance Director for his / her during FY 2019-2020 was lowered to \$50,000.

As the outgoing Interim Finance Director, I am very concerned that such a low amount would be inadequate to attract and recruit a qualified replacement Finance Director. Consider that the city cannot advertise for wages higher than what is available in the budget; therefore, there is no way the city can find a permanent Finance Director that is willing to work for more than \$50,000.

Indeed, as the city continues to progress from Emergency Financial Management through recovery and into prosperity, it is paramount that the city has a solid Finance Director to focus on the city's finances.

With that, the Finance Department is requesting that the following budget amendment be performed. This amendment would take money out of General Fund fund balance and restore the line item 101-206-702.000 to \$388,771. This would allow us to recruit a solid person for the role.

Memo - Budget Amendments

November 28, 2018

Page 2 of 2.

As such, with an effective date of proposed effective date of September 10, 2019, the following resolution is recommended:

Whereas, the City of Pontiac timely approved the FY 2019-2020 budget on June 29, 2019; and

Whereas, the adopted FY 2019-2020 General Fund budget includes an appropriation for salaries for personnel in the Finance Department using account number 101-206-702.000; and

Whereas, the appropriation for account number 101-206-702.000 was \$298,771, which represented a cut in the salary for the Finance Director to \$50,000 per year; and

Whereas, the requested appropriation in the Mayor's Recommended budget for account number 101-206-702.000 was \$388,771; and,

Whereas, the General Fund fund balance would have adequate funding available since it was originally available before the reduction by the duly elected City Council;

Now therefore, be it resolved that the City Council of the City of Pontiac approves the budget amendment for the fiscal year 2019-2020 to move \$90,000 from General Fund fund balance to account number 101-206-702.000 as requested by the Mayor.

#8

RESOLUTION



MEMORANDUM

City of Pontiac
Finance Director's Office
47450 Woodward Avenue
Pontiac, Michigan 48342
Telephone: (248) 758-3118
Fax: (248) 758-3118

DATE : 10/3/2019

TO: Honorable Mayor and City Council

FROM: Irwin Williams, CPA, Plante & Moran – Finance Director's Office

THROUGH: Jane Bais DiSessa – Deputy Mayor

SUBJECT: Drain assessment to be levied on Tax Roll

As part of our year-end financial statement preparation and audit, we closely examined our outstanding receivables list. The list identified all unpaid invoices for grass cutting, litter cleanup, nuisance demo OC and outstanding sanitation fees. According to the Code of Ordinances section 98-21, these charges, if remain unpaid, shall be assessed against the lot as a single lot assessment. Section 98-22 requires that if an invoice is unpaid, parcel, owner, and amount shall be reported to City Council. Section 98-23, states after review by the City Council, the Council may act to have the unpaid invoices spread on the tax rolls.

We have established a cutoff date of September 30, 2019 as a final date that these assessments should be paid before we, upon council authorization, place them on the Winter 2019 tax rolls for collection. Current record shows balance as given below:

Grass cutting	\$18,406.15
Litter cleanup	\$ 1,065.14
Demo OC	\$ 3,650.00
Nuisance	\$ 2,700.00
Sanitation Fees	\$ 949.03

Total	\$26,770.32

If Council agrees that the above special assessments should be spread to the tax rolls, then the following resolution would be in order:

Whereas, the Pontiac City Council believes that it is in the best interest of the City, that property owners who receive a direct benefit from the grass cutting, litter cleanup, demo and nuisance ordinance should pay for the benefit;

Now, therefore, be it resolved, that the Pontiac City Council directs that the City Treasurer spread \$26,770.32 of aged special assessment receivable on the 2019 winter tax rolls.

Billing Reg: Page: 1-Jan
 11:18 AM DB: Pontiac

Invoices #	Srv	Owner	Mailing Address	Amt. Chg.	Amt. Billed
Customer #	Code	Prop. Address		Pmts/Crdts	Amt. Due
Parcel #					
19-0007301	GRASS	Darling, Daniel	236 Richard Ave	235.00	235.00
64-14-08-356-005		236 Richard Ave AVE	Pontiac, MI	0.00	235.00
64-14-08-356-005		Pontiac, MI			
19-0007290	GRASS	Hicks, Teresa L	97 W Colgate Ave	235.00	235.00
64-14-08-380-016		97 W Colgate AVE	Pontiac, MI	0.00	235.00
64-14-08-380-016		Pontiac, MI			
19-0007291	GRASS	Mintz, Leon	341 E Sheffield Ave	370.00	370.00
64-14-16-102-027		341 E Sheffield Ave	Pontiac, MI	0.00	370.00
64-14-16-102-027		Pontiac, MI			
18-0006929	GRASS	Newport Investment Pro	PO Box 1513	235.00	235.00
64-14-16-104-011		E Princeton	Clarkston, MI	0.00	235.00
64-14-16-104-011		Pontiac, MI			
18-0006930	GRASS	Newport Investment Pro	PO Box 1513	235.00	235.00
64-14-16-479-017		778 E Mansfield AVE	Clarkston, MI	0.00	235.00
64-14-16-479-017		Pontiac, MI			
19-0007289	GRASS	Westman, Art	PO Box 689	235.00	235.00
64-14-17-329-012		117 W Fairmount Ave	Lake Orion, MI	0.00	235.00
64-14-17-329-012		Pontiac, MI			
18-0006931	GRASS	Hearne, John	143 W Kennett Rd	295.00	295.00
64-14-17-359-006		143 W Kennett Rd	Pontiac, MI	0.00	295.00
64-14-17-359-006		Pontiac, MI			
19-0007288	GRASS	Hearne, John	143 W Kennett Rd	235.00	235.00
64-14-17-359-006		143 W Kennett Rd	Pontiac, MI	0.00	235.00
64-14-17-359-006		Pontiac, MI			
19-0007300	GRASS	US Bank National Assoc	3217 Decker Lake Dr	235.00	235.00
64-14-17-403-039		85 E Fairmount Ave	Salt Lake City, UT	0.00	235.00
64-14-17-403-039		Pontiac, MI			
18-0006932	GRASS	King, William & Barbar	831 Pensacola Ave	370.00	370.00
64-14-19-207-034		831 Pensacola Ave	Pontiac, MI	0.00	370.00
64-14-19-207-034		Pontiac, MI			

18-0006934	GRASS	Chapman, Victoria Lynn	653 Kinney Rd	370.00	370.00
64-14-19-281-019		653 Kinney Rd	Pontiac, MI	0.00	370.00
64-14-19-281-019		Pontiac, MI			
19-0007287	GRASS	Bevins Jr, Carl	5035 Ridgetop Dr	235.00	235.00
64-14-20-126-001		Dearborn	Waterford, MI	0.00	235.00
64-14-20-126-001		Pontiac, MI			
18-0006935	GRASS	Sherry Ortega	P.O. Box 385	235.00	235.00
64-14-20-328-004		182 Pingree Ave	Chambersburg, PA	0.00	235.00
64-14-20-328-004		Pontiac, MI			
19-0007298	GRASS	Nghbrhd Real Est Initi	701 Woodward Hts Ste 1	640.00	640.00
64-14-21-354-019		147 Chamberlain St	Ferndale, MI	0.00	640.00
64-14-21-354-019		Pontiac, MI			
19-0007263	GRASS	World Consolidated, I	26600 Harper Avenue	305.00	305.00
64-14-21-357-009		412 N Paddock St	Saint Clair Shores, MI	0.00	305.00
64-14-21-357-009		Pontiac, MI			
19-0007299	GRASS	Smith, Patrick L	477 Harper	235.00	235.00
64-14-21-378-009		477 Harper St	Pontiac, MI	0.00	235.00
64-14-21-378-009		Pontiac, MI			
19-0007305	GRASS	University Place Holdi	27041 Southfield Rd St	715.00	715.00
64-14-22-201-001		1131 University	Lathrup Village, MI	0.00	715.00
64-14-22-201-001		Pontiac, MI			
19-0007296	GRASS	Johnson, Amos G	817 Aylesbury Ct	505.00	505.00
64-14-22-276-009		699 Bay St	Canton, MI	0.00	505.00
64-14-22-276-009		Pontiac, MI			
18-0006936	GRASS	Martin, Donna	36 W Strathmore Ave	165.00	165.00
64-14-22-377-026		493 Emerson Ave AVE	Pontiac, MI	0.00	165.00
64-14-22-377-026		Pontiac, MI			
19-0007293	GRASS	Caffery, Patrick	446 Kenilworth Ave	235.00	235.00
64-14-22-379-004		442 Kenilworth Ave	Pontiac, MI	0.00	235.00
64-14-22-379-004		Pontiac, MI			
18-0006937	GRASS	Pedrogo, Joseph A	446 Cameron Ave	235.00	235.00
64-14-22-380-003		446 Cameron Ave	Auburn Hills, MI	0.00	235.00
64-14-22-380-003		Pontiac, MI			
19-0007304	GRASS	United Social Effort F	15565 Northland Dr E S	920.00	920.00
64-14-27-306-014		31 N Astor St	Southfield, MI	0.00	920.00
64-14-27-306-014		Pontiac, MI			

19-0007295	GRASS	Grace Temple Missionar	401 University Dr	715.00	715.00
64-14-28-128-045		401 University Dr	Pontiac, MI	0.00	715.00
64-14-28-128-045		Pontiac, MI			
19-0007294	GRASS	Jefferson-Dupont, Mary	277 Chippa Willow Rd	235.00	235.00
64-14-28-176-042		385 University Dr	Ridgeland, SC	0.00	235.00
64-14-28-176-042		Pontiac, MI			
19-0007262	GRASS	Brown, Eric	1989 Emerald Dr	305.00	305.00
64-14-28-376-019		8 S Paddock St	Jonesboro, GA	0.00	305.00
64-14-28-376-019		Pontiac, MI			
19-0007281	GRASS	Reroot Pontiac	76 Henderson St	235.00	235.00
64-14-29-151-005		N Johnson	Pontiac, MI	0.00	235.00
64-14-29-151-005		Pontiac, MI			
19-0007264	GRASS	A/S Property Tax Group	PO Box 8100, Downtown	715.00	715.00
64-14-29-185-003		183 N Cass Ave	Montreal Quebec H3C 3	0.00	715.00
64-14-29-185-003		Pontiac, MI			
19-0007285	GRASS	Huantes, Liobardo	3100 Catalpa Ct	235.00	235.00
64-14-29-203-004		20 Cross	Auburn Hills, MI	0.00	235.00
64-14-29-203-004		Pontiac, MI			
19-0007286	GRASS	Reroot Pontiac	76 Henderson Street	235.00	235.00
64-14-29-203-005		24 Cross	Pontiac, MI	0.00	235.00
64-14-29-203-005		Pontiac, MI			
19-0007278	GRASS	Knight, Anthony D	260 South Blvd	235.00	235.00
64-14-29-354-015		118 Mary Day Ave	Pontiac, MI	0.00	235.00
64-14-29-354-015		Pontiac, MI			
18-0006819	GRASS	Michigan Dept. of Tran	P.O. Box 30050	370.00	370.00
64-14-29-405-005		156 W Huron St	Lansing, MI	0.00	370.00
64-14-29-405-005		Pontiac, MI			
19-0007306	GRASS	Detroit SMSA Ltd Partn	1010 Pine St # 9E-L-01	510.00	510.00
64-14-29-408-017		Woodward	Saint Louis, MO	0.00	510.00
64-14-29-408-017		Pontiac, MI			
19-0007283	GRASS	Mohammed Alfasihi	22722 Grand River	510.00	510.00
64-14-30-454-042		600 W Huron	Detroit, MI	0.00	510.00
64-14-30-454-042		Pontiac, MI			
19-0007279	GRASS	Waters, Don E	70 Thorpe St	235.00	235.00
64-14-30-478-009		70 Thorpe St	Pontiac, MI	0.00	235.00

64-14-30-478-009		Pontiac, MI			
19-0007277	GRASS	Kassab, Verney	4171 15 Mile Rd	235.00	235.00
64-14-32-156-024		Crawford	Sterling Heights, MI	0.00	235.00
64-14-32-156-024		Pontiac, MI			
19-0007284	GRASS	Hopkins, Russell	64 W Tennyson Ave	235.00	235.00
64-14-32-427-019		Rapid	Pontiac, MI	0.00	235.00
64-14-32-427-019		Pontiac, MI			
19-0007276	GRASS	Hardin, Luretha	248 W Wilson Ave	235.00	235.00
64-14-32-433-041		248 W Wilson Ave	Pontiac, MI	0.00	235.00
64-14-32-433-041		Pontiac, MI			
19-0007327	GRASS	Compton, Herman D	522 Highland Ave	235.00	235.00
64-14-32-434-015		W Wilson	Pontiac, MI	0.00	235.00
64-14-32-434-015		Pontiac, MI			
19-0007268	GRASS	Elam, Alice J	276 S Shirley Street	235.00	235.00
64-14-32-483-003		235 Crystal Lake Dr	Pontiac, MI	0.00	235.00
64-14-32-483-003		Pontiac, MI			
17-0006042	GRASS	144 COTTAGE LLC	69416 BROOKHILL DR	235.00	235.00
64-14-33-155-002		144 COTTAGE ST	ROMEO, MI	0.00	235.00
64-14-33-155-002		PONTIAC, MI			
17-0006289	GRASS	FRANK, WILBERT	272 S SANFORD	370.00	370.00
64-14-33-209-048		272 S SANFORD	PONTIAC, MI	0.00	370.00
64-14-33-209-048		Pontiac, MI			
18-0006740	GRASS	Rewald, Conrad	217 S Sanford	235.00	235.00
64-14-33-210-009		217 S Sanford	Pontiac, MI	0.00	235.00
64-14-33-210-009		Pontiac, MI			
19-0007273	GRASS	Newport Investment Pro	PO Box 1513	235.00	235.00
64-14-33-278-001		432 Osmun Street	Clarkston, MI	0.00	235.00
64-14-33-278-001		Pontiac, MI			
19-0007271	GRASS	Ramirez III, Miguel	Be 40 Court Street	235.00	235.00
64-14-33-284-001		496 Elm Street	Pontiac, MI	0.00	235.00
64-14-33-284-001		Pontiac, MI			
19-0007269	GRASS	Kato, Robert	1680 Michigan Ave Ste	235.00	235.00
64-14-33-327-014		144 Prospect St	Miami Beach, FL	0.00	235.00
64-14-33-327-014		Pontiac, MI			
19-0007272	GRASS	Albritton, James E	500 Raeburn St PO Box	235.00	235.00

64-14-33-433-002		500 Raeburn St	Pontiac, MI	0.00	235.00
64-14-33-433-002		Pontiac, MI			
19-0007270	GRASS	Simms, Ebony	504 Central Ave	235.00	235.00
64-14-33-478-018		504 Central Ave	Pontiac, MI	0.00	235.00
64-14-33-478-018		Pontiac, MI			
19-0007282	GRASS	Díaz Leon Chavez, Migu	271 Michigan Ave	370.00	370.00
64-14-33-478-030		435 Irwin Ave	Pontiac, MI	0.00	370.00
64-14-33-478-030		Pontiac, MI			
18-0006940	GRASS	Laffiette, Jacquelin	20 Lafitte Dr	370.00	370.00
64-19-04-103-020		386 Bloomfield Ave	Buckatunna, MS	0.00	370.00
64-19-04-103-020		Pontiac, MI			
19-0007267	GRASS	Laffiette, Jacquelin	20 Lafitte Dr	370.00	370.00
64-19-04-103-020		386 Bloomfield Ave	Buckatunna, MS	0.00	370.00
64-19-04-103-020		Pontiac, MI			
18-0006941	GRASS	Roger Jackson	270 Cherokee Rd	295.00	295.00
64-19-04-107-021		494 Bloomfield Ave	Pontiac, MI	0.00	295.00
64-19-04-107-021		Pontiac, MI			
18-0006822	GRASS	Michigan Land Bank Fas	P.O. Box 30766	235.00	235.00
64-19-04-151-014		560 Harvey Ave	Lansing, MI	0.00	235.00
64-19-04-151-014		Pontiac, MI			
18-0006938	GRASS	Angela Powell	1044 Williamson Cir	370.00	370.00
64-19-04-159-001		Highland	Pontiac, MI	0.00	370.00
64-19-04-159-001		Pontiac, MI			
19-0007266	GRASS	Burton, Brandon	275 Rockwell Ave	235.00	235.00
64-19-04-160-021		646 Howland Ave	Pontiac, MI	0.00	235.00
64-19-04-160-021		Pontiac, MI			
18-0006939	GRASS	Special Touch Learning	1208 Woodlake Ln	235.00	235.00
64-19-05-226-001		321 South W Blvd	Pontiac, MI	0.00	235.00
64-19-05-226-001		Pontiac, MI			
19-0007274	GRASS	Special Touch Learning	1208 Woodlake Ln	235.00	235.00
64-19-05-226-001		321 South W Blvd	Pontiac, MI	0.00	235.00
64-19-05-226-001		Pontiac, MI			
19-0007222	GRASS	JC Transporting, Inc.	2510 Telegraph Rd Ste	256.15	256.15
64-19-05-278-036		Luther	Bloomfield Hills, MI	0.00	256.15
64-19-05-278-036		Pontiac, MI			

19-0007265	GRASS	Bridges, Obie	470 Pearsall Ave	235.00	235.00
64-19-05-280-021		470 Pearsall Ave	Pontiac, MI	0.00	235.00
64-19-05-280-021		Pontiac, MI			

Billing Items Summary		Item Amt.	Item Bal.
WEEDS Totals	58 Billing Items	18,406.15	18,406.15

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TOTALS	58	18,406.15	
		0.00	18,406.15
			18,406.15

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Invoices #	Srvc	Owner	Mailing Address	Amt. Chg.	Amt. Billed
Customer #	Code	Prop. Address		Pmts/Crdts	Amt. Due
Parcel #					
18-0006889	DPW	A & G Rentals LLC	3340 Crooks Rd	62.27	62.27
64-14-32-304-021		17 Gillespie Ave	Rochester, MI	0.00	62.27
64-14-32-304-021		Pontiac, MI			
18-0006886	DPW	American Estate Tr	6900 Westcliff Dr Ste	182.27	182.27
64-14-28-413-002		44 N Shirley Ave	Las Vegas, NV	0.00	182.27
64-14-28-413-002		Pontiac, MI			
19-0007244	DPW	Corr, Jennifer L	31 Adams Street	29.99	29.99
64-14-33-252-021		31 Adams St	Pontiac, MI	0.00	29.99
64-14-33-252-021		Pontiac, MI			
18-0006892	DPW	Elizabeth J Jarvis Rev	22416 Maple St	62.27	62.27
64-14-17-401-040		41 E Longfellow Ave	, MI	0.00	62.27
64-14-17-401-040		Pontiac, MI			
18-0006943	DPW	Henke, Debra Jo	88 Poplar Avenue	29.99	29.99
64-14-20-452-027		88 Poplar Avenue	Pontiac, MI	0.00	29.99
64-14-20-452-027		Pontiac, MI			
18-0006893	DPW	Hodges, Terry	231 18th St NW Unit 73	62.27	62.27
64-14-32-156-022		81 Lake St	Atlanta, GA	0.00	62.27
64-14-32-156-022		Pontiac, MI			
18-0006887	DPW	Hollis-Lowe, Ju'Juan	432 Cesar E. Chavez	62.27	62.27
64-14-28-184-005		146 N Jessie St	Pontiac, MI	0.00	62.27
64-14-28-184-005		Pontiac, MI			
19-0007102	DPW	Latham, Bernard	298 Raeburn Street	192.27	192.27
64-14-33-403-012		298 Raeburn St.	Pontiac, MI	0.00	192.27
64-14-33-403-012		Pontiac, MI			
18-0006981	DPW	Parking Properties LLC	400 Renaissance Ctr S	62.27	62.27
64-14-22-334-010		Featherstone	Detroit, MI	0.00	62.27
64-14-22-334-010		Pontiac, MI			
18-0006898	DPW	Raman, Joy	26644 Farmbrook Villa	62.27	62.27
64-14-32-184-006		Grant	Southfield, MI	0.00	62.27
64-14-32-184-006		Pontiac, MI			

18-0006980	DPW	Sanchez, Martha	2677 Lovington Ln	82.37	82.37
64-14-08-452-006		32 E Brooklyn Ave	Waterford, MI	0.00	82.37
64-14-08-452-006		Pontiac, MI			
19-0007189	DPW	Seyferth, Francis G	2550 Topsham Drive	29.99	29.99
64-14-20-452-037		44 Poplar Avenue	Rochester Hills, MI	0.00	29.99
64-14-20-452-037		Pontiac, MI			
18-0006982	DPW	United Social Effort F	15565 Northland Dr E S	62.27	62.27
64-14-27-306-014		31 N Astor St	Southfield, MI	0.00	62.27
64-14-27-306-014		Pontiac, MI			
18-0006891	DPW	Xiong, Hua Lee	42 E Longfellow Avenue	82.37	82.37
64-14-17-402-011		42 E Longfellow Avenue	Pontiac, MI	0.00	82.37
64-14-17-402-011		Pontiac, MI			

Billing Items Summary		Item Amt.	Item Bal.
LCUP Totals	14 Billing Items	1,065.14	1,065.14

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TOTALS	14 Invoices	1,065.14	0.00	1,065.14
		0.00	1,065.14	

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Aged Accounts Receivable Report for City of Pontiac
Population: All Records
Aging as of 09/30/19

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CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
64-14-07-000-010 Ramsper, Erik	19-0007342	01/22/2019	1,550.00	0.00	0.00	0.00	0.00	1,550.00
64-14-11-000-010 Miron Management Co. Inc.	19-0007341	03/02/2019	450.00	0.00	0.00	0.00	0.00	450.00
64-15-05-000-004 Smart Living Solutions	19-0007343	07/12/2019	1,250.00	0.00	0.00	0.00	0.00	1,250.00
GRAND TOTALS:			3,250.00	0.00	0.00	0.00	0.00	3,250.00
JOURNALIZED AMOUNTS ONLY:								3,250.00
NON-JOURNALIZED AMOUNTS ONLY:								0.00
BILLING ITEM BREAKDOWN								
Ramsper			3,250.00	0.00	0.00	0.00	0.00	3,250.00

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Aged Accounts Receivable Report for City of Pontiac
Population: All Records
Aging as of 09/30/19

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City of Pontiac

CUSTOMER # NAME	INVOICE #	SERVICE DATE	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	TOTAL
64-14-29-153-025 231 Norton LLC	17-0006196	10/13/2017	0.00	0.00	0.00	0.00	2,700.00	2,700.00
GRAND TOTALS:			0.00	0.00	0.00	0.00	2,700.00	2,700.00
JOURNALIZED AMOUNTS ONLY:								2,700.00
NON-JOURNALIZED AMOUNTS ONLY:								0.00
BILLING ITEM BREAKDOWN								
NUISC			0.00	0.00	0.00	0.00	2,700.00	2,700.00

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Billing Register for City of Pontiac
Population: All Records

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Invoices # Customer # Parcel #	Srvc Code	Owner Prop. Address	Mailing Address	Amt. Chg. Pmts/Crdts	Amt. Billed Amt. Due
18-0006477	DPW	Rojas, David R	775 Portland St	26.00	26.00
64-14-20-254-013		775 Portland ST	Pontiac, MI	0.00	26.00
64-14-20-254-013		Pontiac, MI			
18-0006497	DPW	Fultz, Larry J	142 Cadillac Street	26.00	26.00
64-14-20-335-003		142 Cadillac ST	Pontiac, MI	0.00	26.00
64-14-20-335-003		Pontiac, MI			
18-0006682	DPW	Dennis G Shaver	123 Oliver Street	10.84	10.84
64-14-21-328-008		216 Nelson ST	Pontiac, MI	0.00	10.84
64-14-21-328-008		Pontiac, MI			
18-0006502	DPW	Pontiac Housing Commis	132 Franklin Blvd Ste	520.00	520.00
64-14-22-110-032		803 Melrose	Pontiac, MI	0.00	520.00
64-14-22-110-032		Pontiac, MI			
18-0006498	DPW	Gibson, Orlando M	624 S Stirling Ave	26.00	26.00
64-14-22-304-006		624 S Stirling AVE	Pontiac, MI	0.00	26.00
64-14-22-304-006		Pontiac, MI			
18-0006496	DPW	Williams, Henry L	41 Hilldale Dr	26.00	26.00
64-14-27-330-029		41 Hilldale DR	Pontiac, MI	0.00	26.00
64-14-27-330-029		Pontiac, MI			
18-0006495	DPW	Completion House, Inc.	28303 Joy Rd	26.00	26.00
64-14-28-152-004		48 Seneca ST	Westland, MI	0.00	26.00
64-14-28-152-004		Pontiac, MI			
18-0006483	DPW	Community Housing Netw	333 Auburn Ave	21.67	21.67
64-14-28-380-018		80 S Paddock ST	Pontiac, MI	0.00	21.67
64-14-28-380-018		Pontiac, MI			
18-0006484	DPW	Community Housing Netw	333 Auburn Avenue	21.67	21.67
64-14-28-381-009		91 S Paddock ST	Pontiac, MI	0.00	21.67
64-14-28-381-009		Pontiac, MI			
18-0006500	DPW	Johnson Sr, Cornelius	49 Carter Street	26.00	26.00
64-14-29-408-001		49 Carter ST	Pontiac, MI	0.00	26.00
64-14-29-408-001		Pontiac, MI			
18-0006685	DPW	Deyuana Yarbrough	551 Kongoni Dr	13.00	13.00
64-14-30-252-003		551 Kongoni DR	Pontiac, MI	0.00	13.00
64-14-30-252-003		Pontiac, MI			
18-0006493	DPW	Cook, Kelly	149 Lincoln	19.50	19.50
64-14-30-428-021		149 Lincoln ST	Pontiac, MI	0.00	19.50
64-14-30-428-021		Pontiac, MI			
18-0006501	DPW	Lewis, Shaylor M	579 W Iroquois Rd	26.00	26.00
64-14-31-253-013		579 W Iroquois RD	Pontiac, MI	0.00	26.00
64-14-31-253-013		Pontiac, MI			
17-0006270	Sale	ROUSER SR, KEITH	223 WHITTEMORE ST	26.00	26.00
64-14-33-130-004		223 WHITTEMORE ST	PONTIAC, MI	0.00	26.00
64-14-33-130-004		PONTIAC, MI			
18-0006381	Sale	CHN Unity Park II	570 Kirts Blvd Ste 231	21.67	21.67
64-14-33-206-002		314 Whittemore ST	Troy, MI	0.00	21.67
64-14-33-206-002		Pontiac, MI			
18-0006485	DPW	Community Housing Netw	570 Kirts Blvd Ste 231	21.67	21.67
64-14-33-251-052		190 Wall ST	Troy, MI	0.00	21.67
64-14-33-251-052		Pontiac, MI			
18-0006486	DPW	Community Housing Netw	570 Kirts Blvd Ste 231	21.67	21.67
64-14-33-251-052		190 Wall ST	Troy, MI	0.00	21.67
64-14-33-251-052		Pontiac, MI			
18-0006503	DPW	Community Housing Netw	570 Kirts Blvd Ste 231	17.34	17.34
64-14-33-251-052		190 Wall ST	Troy, MI	0.00	17.34
64-14-33-251-052		Pontiac, MI			
18-0006499	DPW	Johnson, David Richard	207 South Blvd W	26.00	26.00
64-19-04-101-004		207 South W BLVD	Pontiac, MI	0.00	26.00
64-19-04-101-004		Pontiac, MI			
18-0006478	DPW	Thomas, Danan L	216 Bassett Street	26.00	26.00
64-19-04-181-012		216 Bassett ST	Pontiac, MI	0.00	26.00
64-19-04-181-012		Pontiac, MI			

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Billing Register for City of Pontiac
Population: All Records

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Invoices #	Srvc	Owner	Mailing Address	Amt. Chg.	Amt. Billed
Customer #	Code	Prop. Address		Pmts/Crdts	Amt. Due
Parcel #					

Billing Items Summary			Item Amt.	Item Bal.	
SanFee Totals	20 Billing Items		949.03	949.03	

=====					
TOTALS	20 Invoices			949.03 0.00	0.00 949.03 949.03

#9

RESOLUTION



MEMORANDUM

City of Pontiac
Finance Director's Office
47450 Woodward Avenue
Pontiac, Michigan 48342
Telephone: (248) 758-3118
Fax: (248) 758-3197

DATE : 10/3/2019

TO: Honorable Mayor and City Council

FROM: Irwin Williams, CPA, Plante & Moran – Finance Director's Office

THROUGH: Jane Bals DiSessa – Deputy Mayor

SUBJECT: Drain assessment to be levied on Tax Roll

Attached is a summary report from the Water Resource Commissioner's office that shows the Chapter 4 drain assessments to be paid by the City of Pontiac in the amount of \$78,410.54. This total includes \$18,422.01 that should be assessed to property owners that border the related drains and lakes.

There are 7,022 total parcels that would be assessed a charge, 518 non-residential and 6,504 residential parcels. As the attached spreadsheet shows, the majority of residential parcels will be assessed an average drain charge from \$0.12 to \$18.89 for the fiscal year 2019. Only 11 residential parcels will pay an average of \$74.70. The full detailed assessment list is available from the Treasurer's office.

This assessment will be the responsibility of the General Fund in addition to the Chapter 20 and Chapter 4 at large assessments.

If Council agrees that the property assessments should be spread to the tax rolls, then the following resolution would be in order:

Whereas, the Water Resources Commissioner has notified the City of property assessments for nearly 7,022 parcels in the City of Pontiac that specifically benefited the property owner; and,

Whereas, the property assessments to the homeowners in their respective drain districts will have an average assessment between \$0.12 to \$74.70 per parcel, and;

Whereas, the Pontiac City Council believes that it is in the best interest of the City, that property owners who receive a direct benefit from the drain should pay for the benefit;

Now, therefore, be it resolved, that the Pontiac City Council directs that the City Treasurer spread \$18,422.01 of property assessment on the 2019 winter tax rolls by direction by the Water Resources Commissioner.

Drain Name	At Large	Non Residential			Residential			Combined Total
		# of Parcels	Average	Total	# of Parcels	Average	Total	
BARTLETT DRAIN	\$ 256.30	75	\$ 6.12	\$ 459.01	647	\$ 0.23	\$ 146.43	\$ 861.74
CRYSTAL LAKE LEVEL	\$ 25,500.00	-	\$ -	\$ -	-	\$ -	\$ -	\$ 25,500.00
GALLOWAY DRAIN	\$ 87.66	4	\$ 66.35	\$ 265.39	75	\$ 1.62	\$ 121.54	\$ 474.59
GALLOWAY LAKE FARMS DRAIN	\$ 245.80	2	\$ 127.96	\$ 255.91	22	\$ 10.56	\$ 232.41	\$ 734.12
JEWEL DRAIN	\$ -	123	\$ 12.46	\$ 1,532.75	1,234	\$ 0.78	\$ 967.25	\$ 2,500.00
JOSEPHINE DRAIN	\$ 2,200.70	-	\$ -	\$ -	57	\$ 5.25	\$ 299.30	\$ 2,500.00
LINDEN DRAIN	\$ 50.86	-	\$ -	\$ -	32	\$ 1.54	\$ 49.14	\$ 100.00
PONTIAC CREEK EXT DRAIN	\$ 3,291.75	35	\$ 82.07	\$ 2,872.37	64	\$ 18.89	\$ 1,208.69	\$ 7,372.81
SINKING BRIDGE DRAIN	\$ 133.25	178	\$ 2.09	\$ 372.51	2,108	\$ 0.12	\$ 258.26	\$ 764.02
SKAE DRAIN	\$ 75.00	4	\$ 10.19	\$ 40.75	1	\$ 1.84	\$ 1.84	\$ 117.59
SYLVAN-OTTER LAKE LEVEL	\$ 22,000.00	6	\$ 50.41	\$ 302.46	367	\$ 2.87	\$ 1,053.82	\$ 23,356.28
TILDEN DRAIN	\$ 1,193.46	14	\$ 17.44	\$ 244.10	284	\$ 5.64	\$ 1,601.64	\$ 3,039.20
TUTTLE DRAIN	\$ -	-	\$ -	\$ -	5	\$ 2.80	\$ 13.98	\$ 13.98
WARD ORCHARD DRAIN	\$ 50.00	7	\$ 30.51	\$ 213.60	2	\$ 2.53	\$ 5.06	\$ 268.66
WATERFORD - MULTI LAKE LEVEL	\$ -	-	\$ -	\$ -	11	\$ 74.70	\$ 821.70	\$ 821.70
WEST END DRAIN	\$ 4,903.75	70	\$ 26.96	\$ 1,887.18	1,595	\$ 2.00	\$ 3,194.92	\$ 9,985.85
Grand Total	\$ 59,988.53	518	\$ 16.31	\$ 8,446.03	6,504	\$ 1.53	\$ 9,975.98	\$ 78,410.54



WRC

WATER RESOURCES COMMISSIONER

Jim Nash

August 29, 2019

The Honorable Rose Wilson
City of Pontiac
47450 Woodward Avenue
Pontiac, MI 48342

Reference: Preliminary 2019 Special Assessments for Oakland County Drains / Lake Level Control Facilities

Dear Ms. Wilson:

This letter is intended to inform you of the special assessment amounts for the operation and maintenance of Oakland County drains and lake level control facilities located in your community. Several reports are attached that provide detailed information regarding the special assessment amounts that will appear on the 2020 winter tax bill for your residents and the amount due from your community.

If your community pays the county drain special assessments from your general fund and does not spread the assessment to the tax rolls, please continue to pay the special assessment amounts as summarized below.

PROJECT CODE AND NAME		AT LARGE	PROPERTY	TOTAL
D1059	BARTLETT DRAIN	\$256.30	\$605.44	\$861.74
L0667	CRYSTAL LAKE LEVEL	\$25,500.00	\$0.00	\$25,500.00
D0115	GALLOWAY DRAIN	\$87.66	\$386.93	\$474.59
D0117	GALLOWAY LAKE FARMS DRAIN	\$245.80	\$488.32	\$734.12
D1107	JEWEL DRAIN	\$0.00	\$2,500.00	\$2,500.00
D0351	JOSEPHINE DRAIN	\$2,200.70	\$299.30	\$2,500.00
D0352	LINDEN DRAIN	\$50.86	\$49.14	\$100.00
D0220	PONTIAC CREEK EXT DRAIN	\$3,291.75	\$4,081.06	\$7,372.81
D0258	SINKING BRIDGE DRAIN	\$133.25	\$630.77	\$764.02
D1045	SKAE DRAIN	\$75.00	\$42.59	\$117.59
L0283	SYLVAN-OTTER LAKE LEVEL	\$22,000.00	\$1,356.28	\$23,356.28
D0350	TILDEN DRAIN	\$1,193.46	\$1,845.74	\$3,039.20
D0326	TUTTLE DRAIN	\$0.00	\$13.98	\$13.98
D1053	WARD ORCHARD DRAIN	\$50.00	\$218.66	\$268.66
L0458	WATERFORD - MULTI LAKE LEVEL	\$0.00	\$821.70	\$821.70
D0313	WEST END DRAIN	\$4,903.75	\$5,082.10	\$9,985.85
Subtotal:		\$59,988.53	\$18,422.01	\$78,410.54

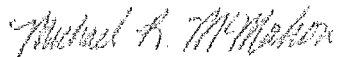


Please contact Scott Vess, Deputy Oakland County Treasurer, at 248-858-0616 with any questions concerning payment of the special assessment. If you would like to use this letter to pay the assessments then please use the reference above with your community name and send to:

Oakland County Treasurer
1200 N Telegraph Rd Dept 479
Pontiac, MI 48341

Thank you for your attention to this issue.

Sincerely,

A handwritten signature in cursive script that reads "Michael R. McMahon".

Michael R. McMahon, P.E.
Chief Engineer

c: Scott Vess, Oakland County Treasurer's Office

#10

RESOLUTION



CITY OF PONTIAC

OFFICIAL MEMORANDUM

Executive Branch

TO: Honorable City Council President Kermit Williams, and City Council Members

FROM: Jane Bais DiSessa, Deputy Mayor

CC: Honorable Mayor Deirdre Waterman and Robert Burch, Interim PYREC Manager

DATE: August 29, 2019

RE: Resolution to approve a budget amendment for fiscal year 2019/2020 to allocate a total of \$101,550.33 (includes fringe benefits), from the Youth Recreation Fund's (208) fund balance to account 208-756-702.00 to restore the Pontiac Youth Recreation and Enrichment Center's (PYREC) Youth Recreation Assistant Manager and Sport's Manager positions to a full-time status.

On November 8, 2019, the Citizens of Pontiac overwhelmingly passed a millage to ensure that the youth of the City of Pontiac have a safe, sustainable, and educational youth and recreation center for the children of Pontiac.

In order to fulfill our obligation to the voters of Pontiac and give our youth the absolute best opportunity to expand their horizons, it is respectfully requested that the City Council reinstate the originally budgeted full-time PYREC positions, known as the "Sports Manager" (\$50,094.24, includes benefits) and the "Assistant Youth Recreation Manager" (\$51,456.09, includes benefits). See attachment for itemized funding costs for these two positions.

The reinstatement of these positions will constitute the necessary staffing levels to ensure the safety of all PYREC participants at any given time in the center. In addition, these positions will provide the administrative support required to develop and implement quality recreational programming. As PYREC continues to grow, proper staffing levels are an essential resource that will help secure the success of Pontiac's recreation and enrichment programs for our youth.

As such, the following resolution is recommended for your consideration:

Whereas, on November 8th 2016 the citizens of Pontiac passed a millage proposition to fund youth recreation services for the citizens of Pontiac; and

Whereas, adequate staffing levels are necessary to help administer the City's growing youth programs; and

Whereas, funding had been previously allocated and approved for full-time staff of a Youth Recreation Assistant Manager and a Sports Manager; and

Whereas, the restoration of these positions will ensure a safe, sustainable, and educational environment for the youth of the City of Pontiac.

NOW THEREFORE be resolved that the City Council hereby approves a budget amendment for fiscal year 2019/2020 to allocate a total of \$101,550.33 (includes fringe benefits), from the Youth Recreation Fund's (208) fund balance to account 208-756-702.00 to restore the Pontic Youth Recreation and Enrichment Center's (PYREC) Youth Recreation Assistant Manager and Sport's Manager positions to a full-time status.

JDB/JJ

Attachment

Position	FT/PT	Rate	Reg Pay per Year	OT Pay	SS 6.2%	MA 1.45%	Medical	Dental	MoO STD	MERS	Life	WC	Total Fringe Benefits	Total Cost
Youth Recreation Assistant Manager	Full time	Salary	52,000.00	-	3,224.00	754.00	13,980.75	267.84	312.00	3,500.00	345.54	2,800.00	25,184.13	77,184.13
		November 2019 - June 2020	34,666.67	-	2,149.33	502.67	9,320.50	178.56	208.00	2,333.33	230.36	1,866.67	16,789.42	51,456.09
Sports Manager	Full time	Salary	47,436.48	-	2,941.06	687.83	18,232.31	408.84	284.62	2,235.00	315.22	2,600.00	27,704.88	75,141.36
		November 2019 - June 2020	31,624.32	-	1,960.71	458.55	12,154.87	272.56	189.75	1,490.00	210.15	1,733.33	18,469.92	50,094.24