

**Official Proceedings
Pontiac City Council
97th Session of the Tenth Council**

A Study Session of the City Council of Pontiac, Michigan was called to order in City Hall, Tuesday, June 18, 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.

Members Absent: Woodward.

Mayor Waterman was present.

Clerk announced a quorum.

19-261 **Excuse Councilperson Don Woodward for personal reasons.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

19-262 **Amendments to the agenda to add a resolution for “Juneteenth Independence Day” as item 7, a resolution for Districts Projects as item 8 and add a Special Budget Meeting on June 2, 2019 as item 9.** Moved by Councilperson Taylor-Burks and second by Councilperson Miller.

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

No: Pietila

Motion Carried.

19-263 **Approval of the Agenda with amendments.** Moved by Councilperson Taylor-Burks and second by Councilperson Miller.

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

No: Pietila

Motion Carried.

Fourteen (14) individuals addressed the body during public comment.

Communication from the Mayor Received

Aggregate Estimated Cost and Savings Report for the Payment in Lieu of Insurance (PILOI) Offering

19-264 **Suspend the rules. Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.**

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

No: None

Motion Carried.

19-265 **Resolution to Approve Proposed Millage Rate for Fiscal Year 2019-2020.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Whereas, in accordance with Article v, Chapter 1 of the City Charter entitled: Financial Procedures, a public hearing was held on June 13, 2019 regarding the proposed budget and tax rate; and, Whereas, by not less than six days after the notice of public hearing shall adopt the tax rate, Now, Therefore in accordance with the General Appropriations Act, the City Council of the City of Pontiac authorizes the following FY 2019-2020 Millage Rates to be levied and collected on the general property tax of all real and personal property within the City: 11.1699 operating; 1.4862 youth center; 1.3961 capital improvement; 2.7923 sanitation; 0.4954 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.

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

No: None

Resolution Passed.

Discussion regarding the City Council Proposed Changes to the Fiscal Year 2019-2020 Budget

19-266 **Suspend the rules. Moved by Councilperson Waterman and second by Councilperson Pietila.**

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

No: None

Motion Carried.

19-267 **Resolution to Waive Fees for Eight (8) Events per Year for the Golden Opportunity Club and La Amistad usage of the Bowen and Ruth Peterson Centers prepared by the City Attorney.** Moved by Councilperson Waterman and second by Councilperson Taylor-Burks.

Whereas, to the Bowen and Ruth Peterson Senior Centers (“the Centers”) rent space to outside organizations consistent with the Master Fee Schedule established in the City budget; and Whereas, the Golden Opportunity Club and La Amistad (“the Clubs”) regularly rent space at the Centers; and Whereas, the City Council of the City of Pontiac (“the Council”) desires to donate fees equivalent to eight (8) events for each Club in the 2020 Fiscal year; and

Whereas, the Mayor's proposed FY 2020 City Council Budget has sufficient funding in the 101-101-959.000 account;

Now, Therefore Be It Resolved that the City Council hereby directs the transfer of an amount not to exceed eight thousand dollars (\$8,000.00) to the appropriate revenue account for the Centers [212-000-669.703 (Peterson) and 212-000-669.704 (Bowen)] in order to donate fees for up to eight (8) events for the Golden Opportunity Club and up to eight (8) events for La Amistad in the 2020 Fiscal Year.

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

No: Carter

Resolution Passed.

19-268 **Suspend the rules.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

19-269 **City Council Proposed Changes to the Fiscal Year 2019-2020 Budget.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

Remove death and birth certificates from the schedule of fees:

Add to the fee schedule non-refundable fees for tax incentives (see attached list of fees):

Remove the Community Development Deputy Director position:

Remove the Community Service Rep position from Community Development:

Reclassify the Purchasing Specialist as the Purchasing Agent to be in compliance with the Charter:

Reduce Contractual Temp to \$10,000 in Mayor's Office budget:

Change Mayor Projects to OU Initiative in Mayor's Office budget:

Reduce Giamarco Mullins Horton from \$345,000 to \$200,000:

Reduce Finance Director Salary to \$50,000:

Reduce the three full time Youth Recreation positions to part time:

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City Council Budget changes (see attached changes noted in red) in addition add \$15,000 for travel to the budget and the National League of Cities membership of \$4,600. The cost is to be split equally between the Council's budget and the Mayor's Office budget:

Medical Marihuana Budget Changes (see attached):

Remove Tele –Van from the budget:

Reduce 101-690-902-000 Advertising to \$5,000 from \$31,800:

Reduce 101-690-818-000 Other Professional Services to \$20,000 from \$90,000:

101-756-971-001 should remain a restricted fund:

Elections Budget Changes (see attached changes are noted in red):

\$5,000 raise for the Interim City Clerk it is incorporated in the Clerk's budget changes: (see attached changes are noted in red)

Remove \$2,388 Miscellaneous Expenses under Finance:

Reduce 101-774-745-003 City Events from \$22,500 to zero:

Increase 101-818-818-236 Tree Services to \$200,000:

Move Customer Service Rep from half time in both Community Development and Youth Recreation to full time in Youth Recreation:

Eliminate the 13 vacant part time Youth Recreation positions:

Remove the Assistant to Cable Director position:

585-000-695-001 change to zero:

585-564-974-035 be amended to \$600,000:

Transfer in General Fund to Parking Fund 564:

Reduce Employee Meals-Commission Food from Mayor's Budget to \$500:

Eliminate Exec Office Asst. position from Mayor's Budget:

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

No: None

Motion Carried.

19-270 **Suspend the rules to vote on agenda item ad-on #7, #8 and #9.** Moved by Councilperson Taylor-Burks and second by Councilperson Pietila.

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

No: None

Motion Carried.

19-271 **Resolution designating June 19, 2019 as 'Juneteenth Independence Day'.** Moved by Councilperson Waterman and second by Councilperson Pietila.

Whereas news of the end of slavery did not reach the frontier areas of the United States, in particular the State of Texas and other Southwestern States, until months after the conclusion of the Civil War, more than 2 1/2 years after President Abraham Lincoln's Emancipation Proclamation was issued on January 1, 1863;

Whereas, on June 19, 1865, Union soldiers, led by Major General Gordon Granger, arrived in Galveston, Texas, with news that the Civil War had ended and that the enslaved were free,

Whereas African-Americans who had been slaves in the Southwest celebrated June 19, commonly known as '**Juneteenth Independence Day**', as inspiration and encouragement for future generations;

Whereas African-Americans from the Southwest, for nearly 150 years, have continued the tradition of observing '**Juneteenth Independence Day**';

Whereas 43 States, the District of Columbia, and other countries, have designated '**Juneteenth Independence Day**' as a special day of observance in recognition of the emancipation of all slaves in the United States;

Whereas '**Juneteenth Independence Day**' celebrations have been held to honor African-American freedom, while encouraging self-development and respect for all cultures;

Whereas the faith and strength of character demonstrated by former slaves and their descendants remain an example for all people of the United States, regardless of background, religion, or race;

Whereas slavery was not officially abolished until the ratification of the 13th Amendment to the United States Constitution in January 1865;

Whereas Frederick Douglass, born in the State of Maryland in 1818, escaped from slavery and became a leading writer, orator, publisher, and one of the United States' most influential advocates for abolitionism and the equality of all people;

Whereas Frederick Douglass was recognized for his accomplishments with a statue that was unveiled during a ceremony on June 19, 2013, in Emancipation Hall of the United States Capitol;

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Whereas 2014 marks the 50th anniversary of the passage of the Civil Rights Act of 1964 (42 U.S.C. 2000a et seq.), signed into law on July 2, 1964, a milestone in providing equal protections for African-Americans, including former slaves and their descendants; and

Whereas, over the course of its history, the United States has grown into a symbol of democracy and freedom around the world:

Now, Therefore, Be It Resolved, That the City of Pontiac, Michigan:

- (1) Designates June 19, 2019, as '**Juneteenth Independence Day**';
- (2) Recognizes the historical significance of '**Juneteenth Independence Day**' to the United States;
- (3) Supports the continued nationwide celebration of '**Juneteenth Independence Day**' to provide an opportunity for the people of the United States to learn more about the past and to better understand the experiences that have shaped the United States; and
- (4) Recognizes that the observance of the end of slavery is a part of the history and heritage of the United States.

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

No: None

Resolution Passed.

19-272 **Resolution for FY 2019-2020 Districts Projects.** Moved by Councilperson Waterman and second by Councilperson Pietila.

Whereas, the Pontiac City Council approved appropriations for district projects in the Council's 2018-2019 budget that have not yet materialized; and,

Whereas, the Pontiac City Council is requesting that the 2019-2020 budget be amended to include the rollover item designated for district projects which was not completed in the first fiscal year; and,

Whereas, there was approximately One Hundred and Eighty Thousand (**\$180,000.00**) Dollars that was approved and designated to GL number 101-101-808.101 and for 2018-2019; and,

Whereas, the Mayor's proposed budget package for fiscal years 2020-2024 reflects Twenty Thousand Eighty-Five (**\$20,085.00**) Dollars for GL number 101-101-808.101 and as activity thru June 30, 2019; and,

Whereas, the amendment will increase the total appropriations for the respective fund to include, approximately One Hundred and Fifty-Five Thousand (**\$155,000.00**) Dollars.

Now, Therefore Be It Resolved that the Pontiac City Council approves the budget rollover amendment for fiscal year 2019-2020 as presented above.

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

No: None

Resolution Passed.

19-273 **Schedule a Special Budget Meeting on Friday, June 21, 2019 at 3:00 p.m.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

19-274 **Suspend the rules.** Moved by councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

19-275 **Schedule a Special Budget Meeting on Monday, June 24, 2019 at 3:00 p.m.** Moved by Councilperson Pietila and second by Councilperson Taylor-Burks.

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

No: None

Motion Carried.

President Kermit Williams adjourned the meeting at 9:50 p.m.

GARLAND S. DOYLE
INTERIM CITY CLERK

Economic Development Programs - Fee Schedule	
Economic Development Department	Fee [Non-Refundable]
Commercial Rehabilitation Act PA 210 of 2005	\$1,500
Plant Rehabilitation & Industrial Development Act PA 198 of 1974	\$1,500
Obsolete Property Rehabilitation Act [OPRA] PA 146 of 2000	\$1,500
Payment in Lieu of Tax [PILOT] State Housing Development Authority Act PA 346 of 1966	\$1,500
Brownfield Tax Increment Financing [TIF] Brownfield Redevelopment Financing Act PA 381 of 1956	\$1,500

City Council

The proposed changes to the budget are in red

Increase Legislative Counsel salary to \$95,000

Add Legislative Fiscal Analyst position with a salary of \$65,000 job description attached

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 MAYOR REC. BUDGET	2020-21 MAYOR REC. BUDGET	2021-22 MAYOR REC. BUDGET	2022-23 MAYOR REC. BUDGET	2023-24 MAYOR REC. BUDGET
101-000-694.009	Event Over and Short	(54)	(24)					
	OTHER REVENUE	1,403,173	1,741,395	2,022,058	2,069,490	2,118,271	2,168,460	1,963,839
FINES AND FORFEITS								
101-000-668.000	PDBA PARKING VIOLATION REVENUE	6,667	8,000	8,000	8,080	8,160	8,241	8,323
	FINES AND FORFEITS	6,667	8,000	8,000	8,080	8,160	8,241	8,323
INTEREST AND RENTS								
101-000-665.001	Investments Income	341,933	309,357	214,500	218,790	223,165	227,628	232,180
101-000-665.100	UNREALIZED MARKET ADJUSTMENTS	44,413	50,340					
101-000-669.014	Land Lease	27,789	33,273	34,272	34,957	36,359	37,450	38,199
101-000-670.005	City Owned Equipment Rental	71,387	169,387	168,000	171,360	174,787	178,282	181,847
	INTEREST AND RENTS	485,522	562,357	416,772	425,107	434,311	443,360	452,226
Totals for dept 000 -		30,369,350	35,833,039	36,877,660	37,833,347	38,816,349	39,664,529	40,279,169
Total - Function Unclassified		30,369,350	35,833,039	36,877,660	37,833,347	38,816,349	39,664,529	40,279,169
Function: TRANSFERS (OUT) AND OTHER SOURCES								
Dept 966 - Transfers To / From Other Funds								
OPERATING TRANSFERS IN								
101-966-699.276	TRANSFER IN FROM FUND 276	16,679	21,395	21,000	21,630	22,278	22,946	23,634
101-966-699.280	TRANSFER IN FROM FUND 280		225,000	275,000	231,750	238,702	245,863	253,239
	OPERATING TRANSFERS IN	16,679	246,395	296,000	253,380	260,980	268,809	276,873
Totals for dept: 966 - Transfers To / From Other Funds		16,679	246,395	296,000	253,380	260,980	268,809	276,873
Total - Function TRANSFERS (OUT) AND OTHER SOURCES		16,679	246,395	296,000	253,380	260,980	268,809	276,873
TOTAL ESTIMATED REVENUES		30,386,029	36,079,434	37,173,660	38,086,727	39,077,329	39,933,338	40,556,042
APPROPRIATIONS								
Function: GENERAL GOVERNMENT								
Dept 101 - City Council								
PERSONNEL SERVICES								
101-101-702.000	Salaries & Wages	95,250	115,500	209,101	215,374	221,835	228,490	235,344
101-101-704.000	Supervisory Wages	75,385	89,230		\$95,000			
101-101-715.000	F.I.C.A. - City Contribution	13,115	15,606	15,996	16,475	16,959	17,478	18,002
101-101-716.000	MEDICAL INSURANCE	4,696	5,519	5,685	6,885	7,091	7,303	7,522
101-101-717.000	Life Insurance	341	643	1,184	1,219	1,255	1,292	1,330
101-101-718.500	MERS EMPLOYER CONTRIBUTIONS	1,508	1,785	6,300	6,489	6,683	6,883	7,089
101-101-719.000	Workers Compensation Insurance	498	634	625	643	662	681	701
101-101-719.001	Dental Insurance	189	242	105	108	111	114	117
		2018-19	2018-19	2019-20	2019-220	2021-22	2022-23	2023-24

GL NUMBER	DESCRIPTION	ACTMITY THRU 06/30/19	PROJECTED ACTIVITY	MAYOR REC. BUDGET	Council Rec Budget	MAYOR REC. BUDGET	MAYOR REC. BUDGET	MAYOR REC. BUDGET
PERSONNEL SERVICES		191,972	229,159	239,996	247,193	254,606	262,241	270,105
SUPPLIES								
101-101-727.000	Office Supplies	1,265	2,686	3,000	3,060 5,000	3,121	3,183	3,246
101-101-728.000	Postage	8	19	6,000	6,120 31,000	6,242	6,366	6,493
101-101-730.000	Publications & Maps			4,000	4,080 1,000	4,161	4,244	4,328
101-101-731.003	COMPUTER EQUIPMENT	27	1,500	1,500	1,530	1,560	1,591	1,622
SUPPLIES		1,300	4,205	14,500	14,790	15,084	15,384	15,689
OTHER SERVICES AND CHARGES								
101-101-804.000	Legal Services	4,304	5,739	10,000	10,300 30,000	10,609	10,927	11,254
101-101-804.018	Legal Services-Giarmarco Mullins	27,133	29,993	33,340	34,340 25,000	35,370	36,431	37,523
101-101-805.001	Audit Compliance Fee	47,000	47,000	53,200	53,800	54,400	54,944	55,493
101-101-807.000	Services - Membership Dues	17,291	17,636	17,750	18,282	18,830	19,394	19,975
101-101-808.101	DISTRICT PROJECTS	20,085	181,475	50,000	93,460 98,000	96,263	99,150	102,124
101-101-818.000	Other Professional Services	3,297	2,723	100,000	103,000 50,000	106,090	109,272	112,550
101-101-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	1,242	1,484	615	633	651	670	690
101-101-852.010	SERVICES - CABLE TV/INTERNET	4,456	4,948	5,849	6,024	6,204	6,390	6,581
101-101-861.000	Travel Expenses	709						
101-101-901.000	Printing and Bindery Service	96	128	1,200	1,236	1,273	1,311	1,350
101-101-914.000	Insurance Property Coverage	41,572	49,886	44,144	45,468	46,832	48,237	49,684
101-101-931.001	Services - Building Maintenance		2,500	2,500	2,575	2,652	2,731	2,812
101-101-942.000	Services - Equipment Rentl Non-City	34	100	120	123	126	129	132
101-101-942.002	COPIER SUPPLES	110	200	200	206	212	218	224
101-101-957.002	Training Expense	985	2,000	2,000	2,060	2,121	2,184	2,249
101-101-959.000	Miscellaneous Expenses	5,862	2,976	15,000	15,450 20,000	15,913	16,390	16,881
OTHER SERVICES AND CHARGES		174,176	348,788	335,918	386,957	397,546	408,378	419,522
Totals for dept 101 - City Council		367,448	582,152	590,414	648,940	667,236	686,003	705,316
Dept 171 - Mayor								
PERSONNEL SERVICES								
101-171-702.000	Salaries & Wages	269,173	323,794	401,990	414,049	426,470	439,264	452,441
101-171-707.003	CELL PHONE STIPEND	550	850	600	618	636	655	674
101-171-715.000	F.I.C.A. - City Contribution	21,394	25,673	31,784	32,737	33,719	34,730	35,771
101-171-716.000	MEDICAL INSURANCE	8,497	9,830	38,898	40,064	41,265	42,502	43,777
101-171-717.000	Life Insurance	1,030	1,956	5,083	5,235	5,392	5,553	5,719
101-171-718.500	MERS EMPLOYER CONTRIBUTIONS	4,220	5,031	15,162	15,616	16,084	16,566	17,062
101-171-719.000	Workers Compensation Insurance	815	981	1,275	1,313	1,352	1,392	1,433
101-171-719.001	Dental Insurance	1,374	1,869	1,434	1,477	1,521	1,566	1,612
101-171-721.010	Health Care Waiver	10,407	12,670	12,886	13,272	13,670	14,080	14,502
101-171-819.000	Contractual Temp/PT Labor	46,970	80,267	70,000	72,100	74,253	76,490	78,784
PERSONNEL SERVICES		364,430	462,921	579,112	596,481	614,372	632,798	651,775

Legislative Fiscal Analyst

FLSA: Administrative exemption

Summary: The Legislative Fiscal Analyst will actively participate in functions related to building financial statements, analyzing complex financial data, preparing advanced models and financial forecasts. The selected candidate will have the opportunity to showcase their experience and skills to support the goals of the City Council, while actively participating in new initiatives to further enhance the accuracy and integrity of the City's financial data. Performs complex work related to accounting, financial reporting, and advanced analysis of the city's finances. Work involves the application of financial analysis with an emphasis on budgetary issues, contracts, agreements and personnel studies. May be required to perform intermediate accounting work involving, preparation of financial statements and general ledger accounting duties. Review, analyze, evaluate financial data; prepares reports and responds to inquiries; and recommends and approves actions to resolve financial issues.

Supervision

Supervision Received: Works under general supervision of the City Council or City Council designee. May work independently with responsibility for an assigned function or program.

Supervision Given: No supervisory responsibilities.

Job Environment

- The environment in City Hall is one of a typical business office environment, with electro-mechanical computer- and telecommunications-related equipment; exposure to noise from shredders, printers, copiers, telephones, and other computer-related equipment.
- Operates PC-based computer system and other office equipment.
- Has regular, daily contact with personnel and offices throughout the City Hall in 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.

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:

- Develops, interprets and implements financial concepts for financial planning and control.
- Assists the City Council in the budget process and puts together required tables and charts.
- Reviews revenues/expenditures and assists the City Council to ensure that budgetary goals are met.
- Performs technical analysis to determine present and future financial performance.
- Gathers, analyzes, prepares and summarizes recommendations for financial plans, trended future requirements and operating forecasts.
- Performs economic research and studies in the areas of rates of return, depreciations, working capital requirements, investment opportunities, investment performance and impact of governmental requirements.
- Carries out assignments that are typically straightforward financial in nature.
- May collaborate with the Legislative Counsel and other staff on projects.
- Prepares analysis and suggests amendments to the budget.
- Collect and analyzes multiple statistical factors.

Decision Making

Selects from multiple procedures and methods to accomplish assigned tasks and applies organizational policies to the financial approvals.

Assistance/Leadership Provided

Occasionally provides assistance, guidance, and/or training to peers and/or less experienced staff serves as a technical resource or mentor to other employees. May lead or instruct peers and/or less experienced workers in high level or technical jobs.

Recommended Minimal Qualifications

Education, Training, and Experience: Bachelor's degree in finance, accounting or related field and three years' of specific governmental accounting professional experience. CPA license preferred.

Knowledge, Ability, and Skill:

- Extensive knowledge of concepts and processes in finance area.
- Strong understanding of relationship of professional discipline with other organizations and functions.
- Skill in use of Microsoft Office, accounting software, databases.
- Skill in interpersonal communications and in presenting information.
- Ability to apply professional knowledge to carry out assignments with limited supervision.
- Ability to process numbers quickly and accurately. Ability to spot inconsistencies and either troubleshoot issues as they arise or escalate to higher level.
- Ability to train others.
- Ability to build effective relationships within the organization.
- Ability to interpret and apply regulations, procedures and related information.
- Critical thinking ability.
- Familiarity with GAAP principals and (Federal Aviation Administration) FAA PFC Program.
- Proficient in BS&A or other governmental financial applications.
- Attend Council Meetings when required

Essential Capabilities and Work Environment

- Regular, reliable, and punctual attendance at work.
- Frequent use of personal computer, copiers, printers and telephones.
- Frequently works under deadlines, as a team member, and in direct contact with others.

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.

Monique Sharpe

From: Sarah Lindsay <lindsay@nlc.org>
Sent: Friday, June 14, 2019 10:28 AM
To: Monique Sharpe
Subject: NLC Membership
Attachments: FY 2019 Dues Adjustment Chart DRAFT (002).docx; Membership Overview.pdf; MemberApp_FY19_Fillable.pdf

This email originated from _____ of City of Pontiac.
unless you recognize the sender and are expecting the message.

Ms. Sharpe –

Thank you for reaching out about Pontiac's interest in rejoining NLC. Pontiac's annual member dues are \$4,601.01. I have attached a chart of the current dues and next year's dues that will be effective Oct. 1. I have also attached a brief overview of some of the benefits of membership with NLC as well as the membership application. Please let me know if you have any questions.

Have a nice weekend!

Sarah

Sarah Lindsay
Midwest Program Manager
Member Services and Engagement
National League of Cities
202-626-3067 |



05/15/2019

BUDGET REPORT FOR CITY OF PONTIAC
Calculations as of 06/30/2019

GL NUMBER	DESCRIPTION	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 MAYOR REC. BUDGET	2020-21 MAYOR REC. BUDGET	2021-22 MAYOR REC. BUDGET	2022-23 MAYOR REC. BUDGET	2023-24 MAYOR REC. BUDGET
101-253-726.001	Postage - Large Mailing	13,904	16,904	16,000	16,320	16,646	16,978	17,317
101-253-729.001	Printed Forms	7,701	10,268	8,500	8,670	8,843	9,019	9,199
101-253-731.003	COMPUTER EQUIPMENT SUPPLIES			3,000	3,060	3,121	3,183	3,246
		23,762	28,234	30,000	30,600	31,210	31,831	32,465
OTHER SERVICES AND CHARGES								
101-253-807.000	Services - Membership Dues			300	309	318	327	336
101-253-812.000	Services - Armored Car Services	8,216	9,833	11,000	11,330	11,669	12,019	12,379
101-253-818.000	Other Professional Services			500	515	530	545	561
101-253-818.008	Bank Service Charges	4,372	4,516	5,000	5,150	5,304	5,463	5,626
101-253-818.080	PROF. SERV - BS&A	7,711	7,711	7,840	7,980	8,120	8,260	8,400
101-253-820.008	Services - Security Alarm Systems	2,235	2,605	3,000	3,090	3,182	3,277	3,375
101-253-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	718	851	423	435	448	461	474
101-253-852.010	SERVICES - CABLE TV/INTERNET	715	847	1,097	1,129	1,162	1,196	1,231
101-253-914.000	Insurance Property Coverage	18,188	21,825	15,178	15,633	16,102	16,585	17,083
101-253-942.000	Services - Equipment Rentl Non-City	82	109	200	206	212	218	224
101-253-942.002	COPIER SUPPLIES	139	185	300	309	318	327	336
101-253-957.002	Training Expense			4,400	4,532	4,667	4,807	4,951
101-253-959.000	Miscellaneous Expenses			100	103	106	109	112
	OTHER SERVICES AND CHARGES	42,376	48,482	49,338	50,721	52,138	53,594	55,088
Totals for dept 253 - Treasurer		205,912	258,248	342,919	352,805	362,974	373,435	384,200
Dept 255 - MEDICAL MARIHUANA APPLICATIONS								
OTHER SERVICES AND CHARGES								
101-255-804.000	Legal Services			10,500	10,815	11,139	11,473	11,817
	<i>Prof Services - Appeals Division</i>			<i>6,375</i>	<i>6,375 (roll over from FY 19)</i>			
	<i>Prof Services - Financial Advisor to City Clerk</i>			<i>100,000</i>				
	<i>Prof Services - Hearing Officer</i>			<i>20,000</i>				
	OTHER SERVICES AND CHARGES			146,375	10,815	11,139	11,473	11,817
Totals for dept 255 - MEDICAL MARIHUANA APPLICATIONS				146,375	10,815	11,139	11,473	11,817
Dept 257 - Assessor								
PERSONNEL SERVICES								
101-257-819.000	Contractual Temp/PT Labor	1,800	1,800	3,000	3,090	3,182	3,277	3,375
	PERSONNEL SERVICES	1,800	1,800	3,000	3,090	3,182	3,277	3,375
SUPPLIES								
101-257-728.000	Postage		11,000	11,000	11,220	11,444	11,672	11,905
	SUPPLIES		11,000	11,000	11,220	11,444	11,672	11,905
OTHER SERVICES AND CHARGES								
101-257-818.015	Assessor Svce- Oakland Cnty		409,000	413,270	417,000	421,000	433,908	433,906
101-257-957.002	Training Expense	60	60	75	77	79	81	83
101-257-957.003	Employee Meals - Commission Food			500	515	530	545	561
	OTHER SERVICES AND CHARGES	60	409,060	413,845	417,592	421,609	434,534	434,552

Elections Proposed Changes

Salaries & Wages increased by \$5,000 (Cover the cost of part-time election help)

Overtime Wages decreased by \$23,161 (No overtime wages will be paid the Asst. City Clerk is a salary position)

Postage was increased by \$10,840 to cover the cost the Citizens Voter Information Guide

BUDGET REPORT FOR CITY OF PONTIAC
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GL NUMBER	DESCRIPTION	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 MAYOR REC. BUDGET	2020-21 MAYOR REC. BUDGET	2021-22 MAYOR REC. BUDGET	2022-23 MAYOR REC. BUDGET	2023-24 MAYOR REC. BUDGET
SUPPLIES								
101-171-727.000	Office Supplies	16,898	21,041	17,000	17,340	17,686	18,039	18,399
101-171-728.000	Postage	2,700	1,425	1,300	1,325	1,352	1,379	1,406
101-171-730.000	Publications & Maps	319	319	340	346	352	359	366
101-171-731.001	COMPUTER SUPPLIES	3,179	3,179	3,190	3,243	3,307	3,373	3,440
101-171-731.003	COMPUTER EQUIPMENT	2,644	2,644	2,645	2,697	2,750	2,805	2,861
101-171-740.000	Operating Supplies	236	239	1,500	1,530	1,560	1,591	1,622
	SUPPLIES	25,976	28,847	25,965	26,482	27,007	27,546	28,094
OTHER SERVICES AND CHARGES								
101-171-807.000	Services - Membership Dues	9,533	9,533	16,540	17,036	17,547	18,073	18,615
101-171-808.171	MAYOR PROJECTS			30,000	30,900	31,827	32,781	33,764
101-171-818.000	Other Professional Services	11,538	44,431	30,000	30,900	31,827	32,782	33,765
101-171-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	4,000	4,839	1,237	1,274	1,312	1,351	1,391
101-171-852.010	SERVICES - CABLE TV/INTERNET	2,283	2,503	4,021	4,141	4,265	4,392	4,523
101-171-861.000	Travel Expenses	4,082	3,000	3,000	3,090	3,182	3,277	3,375
101-171-901.000	Printing and Bindery Service	11,246	11,863	10,000	10,300	10,609	10,927	11,254
101-171-914.000	Insurance Property Coverage	20,786	24,943	20,238	20,845	21,470	22,115	22,778
101-171-942.000	Services - Equipment Rentl Non-City	198	200	200	206	212	219	224
101-171-942.002	COPIER SUPPLIES	676	901	750	772	795	818	842
101-171-957.002	Training Expense	4,990	5,000	5,000	5,150	5,304	5,463	5,626
101-171-957.003	Employee Meals - Commission Food	248	300	1,500	1,545	1,591	1,636	1,687
	OTHER SERVICES AND CHARGES	69,580	107,513	122,486	126,169	129,941	133,835	137,844
Totals for dept 171 - Mayor		459,986	599,281	727,563	749,122	771,320	794,179	817,713
Dept 191 - Elections								
PERSONNEL SERVICES								
101-191-702.000	Salaries & Wages	51,947	60,297	60,252	56,909	58,616	60,374	62,185
101-191-702.004	Overtime Wages	21,988	21,988	0	23,876	24,592	25,329	26,088
101-191-702.020	SALARIES & WAGES (NON FICA)	50,580	45,578	31,475	32,419	33,391	34,392	35,423
101-191-702.100	MAINTENANCE WAGES	1,008	858	1,596	1,643	1,692	1,742	1,794
101-191-702.104	MAINTENANCE - OVERTIME	2,321	2,321	3,198	3,293	3,391	3,492	3,596
101-191-705.002	Temporary/Part-time Clerical/Tech	325	325					
101-191-715.000	F.I.C.A. - City Contribution	6,595	7,144	6,881	7,087	7,299	7,517	7,742
101-191-716.000	MEDICAL INSURANCE	296	287	18,393	18,944	19,512	20,097	20,699
101-191-717.000	Life Insurance	69	76	730	751	773	796	819
101-191-718.500	MERS EMPLOYER CONTRIBUTIONS	990	1,013	3,897	4,013	4,133	4,256	4,383
101-191-719.000	Workers Compensation Insurance	472	490	2,173	2,238	2,305	2,374	2,445
101-191-719.001	Dental Insurance	150	150	416	428	440	453	466
101-191-721.010	Health Care Waiver	3,854	4,976	7,293	7,511	7,736	7,968	8,207
	PERSONNEL SERVICES	140,595	145,473	136,304	159,112	163,880	168,790	173,847
SUPPLIES								

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GL NUMBER	DESCRIPTION	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 MAYOR REC. BUDGET	2020-21 MAYOR REC. BUDGET	2021-22 MAYOR REC. BUDGET	2022-23 MAYOR REC. BUDGET	2023-24 MAYOR REC. BUDGET
101-191-727.000	Office Supplies	403	43	2,650	2,703	2,757	2,812	2,868
101-191-728.000	Postage	4,544	8,697	16,840	6,120	6,242	6,366	6,493
101-191-729.001	Printed Forms	2,880	4,754	4,905	5,003	5,103	5,205	5,309
101-191-740.000	Operating Supplies	6,380	6,380	5,150	5,253	5,358	5,465	5,574
SUPPLIES		14,207	19,874	29,545	19,079	19,460	19,848	20,244
OTHER SERVICES AND CHARGES								
101-191-809.000	Services-Elections	17,607	16,000	18,630	19,188	19,763	20,355	20,965
101-191-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	716	860	38	39	40	41	42
101-191-852.010	SERVICES - CABLE TV/INTERNET	349	413	366	376	387	398	409
101-191-861.000	Travel Expenses	153	153	1,030	1,060	1,091	1,123	1,156
101-191-902.005	Public Notices	1,788	1,788	5,150	5,304	5,463	5,626	5,794
101-191-932.010	Services - Maintenance-All Other Eq			2,884	2,970	3,059	3,150	3,244
101-191-942.000	Services - Equipment Rentl Non-City	1,265	1,265	824	848	873	899	925
101-191-957.002	Training Expense	1,677	1,677	5,150	5,304	5,463	5,626	5,794
101-191-957.003	Employee Meals - Commission Food	597	591	824	848	873	899	925
OTHER SERVICES AND CHARGES		24,152	22,747	34,896	35,937	37,012	38,117	39,254
Totals for dept 191 - Elections		178,955	188,094	200,745	214,128	220,352	226,755	233,345
Dept 201 - Accounting								
OTHER SERVICES AND CHARGES								
101-201-818.000	Other Professional Services	257,400	280,800	289,200	297,600	297,600	297,600	306,500
101-201-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	385	460	154	158	162	166	170
101-201-852.010	SERVICES - CABLE TV/INTERNET	419	496	1,097	1,129	1,162	1,196	1,231
OTHER SERVICES AND CHARGES		258,204	281,756	290,451	298,887	298,924	298,962	307,901
Totals for dept 201 - Accounting		258,204	281,756	290,451	298,887	298,924	298,962	307,901
Dept 202 - Income Tax Administration								
PERSONNEL SERVICES								
101-202-702.000	Salaries & Wages	54,120	64,200	113,141	116,535	120,031	123,631	127,339
101-202-715.000	F.I.C.A. - City Contribution	4,509	5,426	9,083	9,355	9,635	9,924	10,221
101-202-716.000	MEDICAL INSURANCE			18,232	18,778	19,341	19,921	20,518
101-202-717.000	Life Insurance	247	469	1,396	1,437	1,480	1,524	1,569
101-202-718.500	MERS EMPLOYER CONTRIBUTIONS			3,150	3,244	3,341	3,441	3,544
101-202-719.000	Workers Compensation Insurance	218	304	450	463	476	490	504
101-202-719.001	Dental Insurance	394	515	652	671	691	711	732
101-202-721.010	Health Care Waiver	5,293	6,874	5,593	5,760	5,932	6,109	6,292
PERSONNEL SERVICES		64,781	77,788	151,697	156,243	160,927	165,751	170,719
SUPPLIES								
101-202-727.000	Office Supplies	39	52	750	765	780	795	810
101-202-728.001	Postage - Large Mailing	28,400	35,001	37,500	38,250	39,015	39,795	40,590

City Clerk

Changes are noted in red.

Salaries & Wages increased by \$36,981 to cover the cost of the Customer Service Rep salary of \$35,360 and Interim City Clerk salary of \$90,000

Benefits for Customer Service Rep

\$6,520 increase to Ordinances

\$500 increase to Public Notices

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BUDGET REPORT FOR CITY OF PONTIAC
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GL NUMBER	DESCRIPTION	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 MAYOR REC. BUDGET	2020-21 MAYOR REC. BUDGET	2021-22 MAYOR REC. BUDGET	2022-23 MAYOR REC. BUDGET	2023-24 MAYOR REC. BUDGET
101-206-818.080	PROF. SERV - BS&A	19,846	19,846	20,310	20,780	21,260	21,750	22,260
101-206-818.090	PROF. SERV.-SHREDDING	160	173	500	515	530	545	561
101-206-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	921	1,024	385	396	407	419	431
101-206-852.010	SERVICES - CABLE TV/INTERNET	699	827	2,924	3,011	3,101	3,194	3,289
101-206-861.004	Services - Travel-Mileage		385	500	515	530	545	561
101-206-876.010	REFUNDS QVER/UNDER PAYMENTS	18						
101-206-901.000	Printing and Bindery Service		5,500	5,500	5,665	5,834	6,009	6,189
101-206-914.000	Insurance Property Coverage	20,786	24,943	23,906	24,623	25,362	26,123	26,906
101-206-942.000	Services - Equipment Rentl Non-City	82	82	150	154	156	162	166
101-206-942.002	COPIER SUPPLES	708	944	1,200	1,236	1,273	1,311	1,350
101-206-957.002	Training Expense			5,500	5,665	5,834	6,009	6,189
101-206-959.000	Miscellaneous Expenses	1,570	1,538	2,388	2,459	2,533	2,609	2,687
OTHER SERVICES AND CHARGES		220,504	263,871	116,713	120,010	123,388	126,852	130,412
Totals for dept 206 - Finance Administration		446,389	549,409	623,760	642,210	661,191	680,726	700,837
Dept 215 - City Clerk								
PERSONNEL SERVICES								
101-215-702.000	Salaries & Wages	103,870	126,485	189,842	157,467	162,191	167,056	172,067
101-215-702.004	Overtime Wages	195	195	1,000	705	726	747	769
101-215-707.003	CELL PHONE STIPEND	350	350					
101-215-715.000	F.I.C.A. - City Contribution	7,939	6,154	11,695?	12,045	12,406	12,778	13,161
101-215-716.000	MEDICAL INSURANCE	14,097	17,625	43,150	25,664	26,433	27,225	28,041
101-215-717.000	Life Insurance	508	968	2,193	1,975	2,034	2,095	2,157
101-215-718.500	MERS EMPLOYER CONTRIBUTIONS	1,939	2,392	8,670?	8,930	9,197	9,472	9,756
101-215-719.000	Workers Compensation Insurance	303	368	625	463	476	490	504
101-215-719.001	Dental Insurance	560	818	1,401	1,020	1,050	1,081	1,113
PERSONNEL SERVICES		129,761	155,355	238,211	208,269	214,513	220,944	227,568
SUPPLIES								
101-215-727.000	Office Supplies	3,197	3,964	3,863	3,940	4,018	4,098	4,179
101-215-728.000	Postage	488	628	1,030	1,050	1,071	1,092	1,113
101-215-731.003	COMPUTER EQUIPMENT			412	420	428	436	444
SUPPLIES		3,685	4,592	5,305	5,410	5,517	5,626	5,736
OTHER SERVICES AND CHARGES								
101-215-816.005	PROFESSIONAL SERVICES - PUBLIC RELATIONS		1,000	1,000	1,030	1,060	1,091	1,123
101-215-816.006	PROFESSIONAL SERVICES -MEDICAL MARIHUANA		25,000					
101-215-818.000	Other Professional Services	7,083	736	1,000	1,030	1,060	1,091	1,123
101-215-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	674	804	654	673	693	713	734
101-215-852.010	SERVICES - CABLE TV/INTERNET	349	413	2,558	2,534	2,713	2,794	2,877
101-215-901.000	Printing and Bindery Service			1,000	1,030	1,060	1,091	1,123
101-215-902.004	Ordinances	34,531	23,000	23,000	16,974	17,483	18,007	18,547
101-215-902.005	Public Notices	8,093	9,000	9,000	8,755	9,017	9,287	9,565

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BLDGET REPORT FOR CITY OF PONTIAC
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GL NUMBER	DESCRIPTION	2018-19 ACTIVITY THRU 06/30/19	2018-19 PROJECTED ACTIVITY	2019-20 MAYOR REC. BUDGET	2020-21 MAYOR REC. BUDGET	2021-22 MAYOR REC. BUDGET	2022-23 MAYOR REC. BUDGET	2023-24 MAYOR REC. BUDGET
101-215-914.000	Insurance Property Coverage	28,061	33,673	25,394	26,156	26,940	27,749	28,581
101-215-942.000	Services - Equipment Rentl Non-City	48	48	103	106	109	112	115
101-215-942.002	COPIER SUPPLES	1,264	1,685	412	424	436	449	462
101-215-957.002	Training Expense	1,512	2,412	4,120	4,243	4,370	4,501	4,636
	OTHER SERVICES AND CHARGES	81,615	97,771	68,241	63,055	64,941	66,885	68,886
Totals for dept 215 - City Clerk		215,061	257,718	379,998	276,734	284,971	293,455	302,190
Dept 228 - Information Technology								
SUPPLIES								
101-228-727.000	Office Supplies	302	302	400	408	416	424	432
101-228-728.000	Postage	10	3					
101-228-731.001	COMPUTER SUPPLIES			4,380	10,000	10,000	10,000	10,000
101-228-731.003	COMPUTER EQUIPMENT	537	3,000	3,000	3,060	3,121	3,183	3,246
	SUPPLIES	849	3,305	7,780	13,468	13,537	13,607	13,678
OTHER SERVICES AND CHARGES								
101-228-818.000	Other Professional Services	5,945	7,560	15,000	4,900	4,900	4,900	4,900
101-228-818.063	Prof. Serv-Sarcorn	231,750	309,000	310,000	310,000	310,000	310,000	320,000
101-228-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	2,589	3,113	543	559	575	592	609
101-228-852.010	SERVICES - CABLE TV/INTERNET	487	587	1,462	1,505	1,550	1,596	1,643
101-228-914.000	Insurance Property Coverage	15,589	18,707					
101-228-932.012	Services - Maintenance-Comptr Equip	21,041	25,300	25,300	25,450	36,200	37,950	37,950
101-228-942.002	COPIER SUPPLES		50	50	51	52	53	54
	OTHER SERVICES AND CHARGES	277,401	364,317	352,355	342,465	353,277	355,091	365,156
Totals for dept 228 - Information Technology		278,250	367,622	360,135	355,933	366,814	368,698	378,834
Dept 253 - Treasurer								
PERSONNEL SERVICES								
101-253-702.000	Salaries & Wages	110,599	144,368	209,227	215,503	221,968	228,627	235,485
101-253-702.004	Overtime Wages	475	439	439	452	465	478	492
101-253-715.000	F.I.C.A. - City Contribution	8,946	11,434	17,025	17,535	18,061	18,602	19,160
101-253-716.000	MEDICAL INSURANCE	12,123	14,237	13,981	14,400	14,832	15,276	15,734
101-253-717.000	Life Insurance	574	1,173	2,442	2,515	2,590	2,667	2,747
101-253-718.500	MERS EMPLOYER CONTRIBUTIONS	2,280	2,922	5,950	6,128	6,311	6,500	6,695
101-253-719.000	Workers Compensation Insurance	259	326	875	901	928	955	983
101-253-719.001	Dental Insurance	409	541	756	778	801	825	849
101-253-721.010	Health Care Waiver	4,109	6,092	12,886	13,272	13,670	14,080	14,502
	PERSONNEL SERVICES	139,774	181,532	263,581	271,484	279,626	288,010	296,647
SUPPLIES								
101-253-727.000	Office Supplies	1,861	709	1,500	1,530	1,560	1,591	1,622
101-253-728.000	Postage	296	353	1,000	1,020	1,040	1,060	1,081