

# PONTIAC CITY COUNCIL

**Mike McGuinness, District 7**  
**President**  
**William A. Carrington, District 6**  
**President Pro Tem**



**Melanie Rutherford, District 1**  
**Brett Nicholson, District 2**  
**Mikal Goodman, District 3**  
**Kathalee James, District 4**  
**William Parker, Jr., District 5**

*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."*

47450 Woodward Pontiac, MI 48342

Phone: (248) 758-3200

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

**27<sup>th</sup> Session of the 11<sup>th</sup> Council**  
**May 24, 2022 at 3:00 P.M.**

**Meeting Location: City Council Chambers 47450 Woodward Pontiac, MI 48342**  
**Special Meeting on the Budget Agenda**

**Call to Order**

**Pledge of Allegiance to the Flag of the United States**

**Roll Call**

**Authorization to Excuse Councilmembers from the Meeting**

**Amendments to and Approval of the Agenda**

**Agenda Items**

**Department Hearing**

1. 50<sup>th</sup> District Court
2. City Council
3. City Clerk (General)
  - Elections
  - Marihuana Regulations
  - Charter Commission

**Public Comment (Three Minutes Time Limit)**

**Adjournment**

**50<sup>th</sup> District  
Court  
Budget  
Hearing**

BUDGET REPORT FOR CITY OF PONTIAC  
 Fund: 276 District Court  
 Calculations as of 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 04/30/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPARTMENT REQ. BUDGET	2022-23 MAYOR REC. BUDGET
Dept 000						
276-000-540.002	State aid for judges wages	182,900	102,879	91,448	137,132	137,132
276-000-602.000	District Court-State Law Costs	137,500	103,826	102,203	150,000	150,000
276-000-610.002	Marriage Fees	300		300	300	300
276-000-610.004	Filing Fees - 65%	122,100	73,908	74,596	150,000	150,000
276-000-610.007	Jury Duty - Reimbursement	11,500	9,080	11,680	13,140	13,140
276-000-610.008	Garnishment - Civil	174,900	134,595	155,160	200,000	200,000
276-000-610.009	Probation Officer Fee	53,400	46,357	41,968	50,000	50,000
276-000-610.010	State License Clearance Fee	35,700	23,022	22,885	15,000	15,000
276-000-610.011	DUIL Evaluation Fee	20,000	9,636	9,967	12,500	12,500
276-000-610.012	Traffic Warrant Fees	36,800	15,366	14,683	40,000	40,000
276-000-610.018	Court Appointed Attorney Fees	4,600	545	727	8,000	8,000
276-000-610.020	Court Motion Fees	20,800	18,950	19,013	22,000	22,000
276-000-617.000	Miscellaneous Fees	31,000	16,665	17,672	20,000	20,000
276-000-636.000	Miscellaneous Services	7,200	10,824	9,929	8,500	8,500
276-000-637.036	MIDC PROJECT REVENUE		17,777	23,703	25,000	25,000
276-000-643.005	Sale of Forms	2,300	11		2,500	2,500
276-000-656.001	Parking Violations	15,700	16,056	13,552	21,000	21,000
276-000-656.002	Fines - Traffic Violations	650,000	492,516	466,856	650,000	650,000
276-000-656.006	Traffic Violations Late Fee	69,200	53,570	47,371	60,000	60,000
276-000-658.002	Forfeited Bonds	20,800	23,138	25,444	30,000	30,000
276-000-666.001	Interest Earned- Cash Pool	1,100	136	1,100	1,100	1,100
276-000-694.009	Event Over and Short		254	(350)		
276-000-696.003	Victim Right Administration	8,100	6,177	6,516	8,500	8,500
NET OF REVENUES/APPROPRIATIONS - 000 -		1,605,900	1,175,288	1,156,423	1,624,672	1,624,672
Dept 136 - District Court						
276-136-702.000	Salaries & Wages	1,471,038	1,002,091	1,210,569	1,575,552	1,575,552
276-136-702.004	Overtime Wages	24,029	14,049	20,753	30,000	30,000
276-136-702.008	COVID 19 SALARIES	8,000				
276-136-702.100	MAINTENANCE WAGES	16,504			16,500	16,500
276-136-702.104	MAINTENANCE - OVERTIME	412				
276-136-715.000	F.I.C.A. - City Contribution	100,794	66,642	81,470	100,000	100,000
276-136-716.000	MEDICAL INSURANCE	369,861	153,866	266,701	370,000	370,000
276-136-716.001	Medical Insurance - Retiree	48,000			48,000	48,000
276-136-717.000	Life Insurance	20,327	5,830	6,856	20,327	20,327
276-136-718.006	Employer 401A Contribution	9,930	7,897	9,551	10,858	10,858
276-136-718.500	MERS EMPLOYER CONTRIBUTIONS	210	386	670		
276-136-719.000	Workers Compensation Insurance	14,801	9,266	14,554		
276-136-719.001	Dental Insurance	7,773	3,940	5,036		
276-136-721.002	Longevity	14,358			12,358	12,358
276-136-721.010	Health Care Waiver	14,306	12,770	17,742	20,000	20,000
276-136-727.000	Office Supplies	50,000	33,787	43,992	50,000	50,000
276-136-728.001	Postage - Large Mailing	42,000	28,168	36,934	50,000	50,000
276-136-729.001	Printed Forms	30,000	7,036	8,544	18,000	18,000
276-136-731.001	COMPUTER SUPPLIES	1,000	571	856	2,000	2,000
276-136-731.003	COMPUTER EQUIPMENT	5,200				
276-136-740.000	Operating Supplies	1,000	16		1,000	1,000
276-136-743.000	Uniforms	750	609	914	750	750
276-136-776.001	Janitorial Supplies	2,000			2,000	2,000
276-136-776.002	Building Maintenance Supplies	3,500	3,913	5,870	5,870	5,870
276-136-779.004	SNOW REMOV SUPPLIES	350			350	350
276-136-804.000	Legal Services	35,000	14,205	21,307	45,000	45,000
276-136-806.005	JURY DUTY SERVICES	20,000			20,000	20,000
276-136-807.000	Services - Membership Dues	5,500	2,039	2,384	4,000	4,000
276-136-809.001	COVID 19 EXPENDITURES	15,000	546	604	10,000	10,000
276-136-818.000	Other Professional Services	275,000	186,591	198,590	285,000	285,000

Calculations as of 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 04/30/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPARTMENT REQ. BUDGET	2022-23 MAYOR REC. BUDGET
Dept 136 - District Court						
276-136-818.006	Contractual Mowing Services	1,200	688	1,032		
276-136-818.008	Bank Service Charges	14,000	1,617	2,425	14,000	14,000
276-136-818.037	CONTRACTUAL JANITORIAL SERVICES	53,858				
276-136-818.043	Services - Oakland Cty Police-Trai	200			200	200
276-136-818.245	PROF. SERV - SNOW REMOVAL	15,000	9,500	8,527		
276-136-819.000	Contractual Temp/PT Labor	15,000	23,050	30,975	35,000	35,000
276-136-820.000	Services - Security		151	227	150	150
276-136-835.001	Services - Physicals	200			200	200
276-136-851.000	SERVICES - COMMUNICATIONS-TELEPHO	11,530	14,996	18,297	18,021	18,021
276-136-851.003	SERVICES - OPTEMAN CHARGES	17,310	35,322	46,109	50,000	50,000
276-136-852.010	SERVICES - CABLE TV/INTERNET	8,980	2,056	2,391	1,360	1,360
276-136-861.000	Travel Expenses	3,000	29	44	3,000	3,000
276-136-861.004	Services - Travel-Mileage	2,500	1,494	1,967	2,000	2,000
276-136-861.006	Services - Travel-Registration	2,000			2,000	2,000
276-136-914.000	Insurance Property Coverage	199,389	165,427	198,512	193,654	193,654
276-136-921.000	Utilities Electricity	35,715	28,189	38,091	36,786	36,786
276-136-922.000	Utilities Water & Sewer	13,000	6,016	7,883	13,000	13,000
276-136-923.000	Utilities Gas Heat	15,000	12,828	12,177	15,000	15,000
276-136-931.001	Services - Building Maintenance	26,000	21,026	31,088		
276-136-932.003	Services - Maintenance-Office Mach	2,000			2,000	2,000
276-136-932.008	Services - Maintenance-Fire Exting	500			500	500
276-136-932.012	Services - Maintenance-Compnr Equi	2,000			2,000	2,000
276-136-942.001	Copier Lease		4,782	6,216		
276-136-942.002	COPIER SUPPLES	1,550	1,014	1,363	2,000	2,000
276-136-957.002	Training Expense	3,000			5,000	5,000
276-136-957.003	Employee Meals - Commission Food				1,200	1,200
276-136-959.000	Miscellaneous Expenses	25,000	14,039	20,726	18,000	18,000
276-136-960.001	Books	3,500	400	600	3,000	3,000
276-136-962.022	101 Admin Allocation-To Other Func	276,098	230,082	276,098	276,098	276,098
276-136-977.005	Furniture & Fixtures	13,000	2,487	3,731	15,000	15,000
276-136-977.011	Computer Equipment	25,000	3,685	5,528	30,000	30,000
276-136-999.101	TRANSFER OUT TO FUND 101	21,000	16,056	21,000	21,000	21,000
276-136-999.277	TRANSFER OUT TO FUND 277	17,847		17,847	18,500	18,165
NET OF REVENUES/APPROPRIATIONS - 136 - District Court		(3,431,020)	(2,149,152)	(2,706,751)	(3,476,234)	(3,475,899)
Dept 151 - Court Probation						
276-151-702.000	Salaries & Wages	263,581	146,480	203,640	199,430	199,430
276-151-702.004	Overtime Wages	102	2,465	4,236	2,000	2,000
276-151-715.000	F.I.C.A. - City Contribution	19,783	10,571	14,749	20,000	20,000
276-151-716.000	MEDICAL INSURANCE	114,873	46,274	80,208	115,000	115,000
276-151-717.000	Life Insurance	3,688	1,866	2,620	4,000	4,000
276-151-719.000	Workers Compensation Insurance	17,868	5,453	9,307	18,000	18,000
276-151-719.001	Dental Insurance	886			900	900
276-151-721.010	Health Care Waiver	1,300			1,300	1,300
NET OF REVENUES/APPROPRIATIONS - 151 - Court Probatic		(422,081)	(213,109)	(314,760)	(360,630)	(360,630)
Dept 966 - Transfers To / From Other Funds						
276-966-699.101	TRANSFER IN FROM FUND 101	2,247,201	1,872,667	1,875,000	2,300,000	2,300,000
NET OF REVENUES/APPROPRIATIONS - 966 - Transfers To /		2,247,201	1,872,667	1,875,000	2,300,000	2,300,000
ESTIMATED REVENUES - FUND 276		3,853,101	3,047,955	3,031,423	3,924,672	3,924,672
APPROPRIATIONS - FUND 276		3,853,101	2,362,261	3,021,511	3,836,864	3,836,529
NET OF REVENUES/APPROPRIATIONS - FUND 276			685,694	9,912	87,808	88,143
BEGINNING FUND BALANCE		107	107	107	10,019	10,019
ENDING FUND BALANCE		107	685,801	10,019	97,827	98,162

BUDGET REPORT FOR CITY OF PONTIAC  
 Fund: 277 MIDC GRANT FUND

Calculations as of 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 04/30/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPARTMENT REQ. BUDGET	2022-23 MAYOR REC. BUDGET
Dept 000						
277-000-637.036	MIDC PROJECT REVENUE	613,025	168,504	613,025	596,756	596,756
277-000-699.276	TRANSFER IN FROM FUND 276	17,847			18,165	18,165
NET OF REVENUES/APPROPRIATIONS - 000 -		630,872	168,504	613,025	614,921	614,921
Dept 137 - MIDC GRANT - DISTRICT COURT						
277-137-702.000	Salaries & Wages	122,185	47,355	58,306	62,635	62,635
277-137-715.000	F.I.C.A. - City Contribution	6,714	4,098	5,040	5,434	5,434
277-137-716.000	MEDICAL INSURANCE	18,587				
277-137-717.000	Life Insurance	800				
277-137-719.000	Workers Compensation Insurance	158	155	191	202	202
277-137-719.001	Dental Insurance	412				
277-137-721.010	Health Care Waiver	7,938	6,210	7,576	8,397	8,397
277-137-727.000	Office Supplies	1,300	1,304	1,162	1,200	1,200
277-137-804.000	Legal Services	533,750	320,709	364,579	535,000	535,000
277-137-977.011	Computer Equipment	1,081				
NET OF REVENUES/APPROPRIATIONS - 137 - MIDC GRANT - I		(692,925)	(379,831)	(436,854)	(612,868)	(612,868)
ESTIMATED REVENUES - FUND 277		630,872	168,504	613,025	614,921	614,921
APPROPRIATIONS - FUND 277		692,925	379,831	436,854	612,868	612,868
NET OF REVENUES/APPROPRIATIONS - FUND 277		(62,053)	(211,327)	176,171	2,053	2,053
BEGINNING FUND BALANCE					176,171	176,171
ENDING FUND BALANCE		(62,053)	(211,327)	176,171	178,224	178,224
ESTIMATED REVENUES - ALL FUNDS		4,483,973	3,216,459	3,644,448	4,539,593	4,539,593
APPROPRIATIONS - ALL FUNDS		4,546,026	2,742,092	3,458,365	4,449,732	4,449,397
NET OF REVENUES/APPROPRIATIONS - ALL FUNDS		(62,053)	474,367	186,083	89,861	90,196
BEGINNING FUND BALANCE - ALL FUNDS		107	107	107	186,190	186,190
ENDING FUND BALANCE - ALL FUNDS		(61,946)	474,474	186,190	276,051	276,386

**City Council  
Budget  
Hearing**

Calculations as of 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 04/30/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPARTMENT REQ. BUDGET	2022-23 MAYOR REC. BUDGET
Dept 101 - City Council						
101-101-702.000	Salaries & Wages	336,286	173,795	210,880	300,000	300,000
101-101-702.008	COVID 19 SALARIES		2,000	2,000		
101-101-715.000	F.I.C.A. - City Contribution	16,103	13,389	16,325	22,500	16,546
101-101-716.000	MEDICAL INSURANCE	6,819	4,308	5,304	7,000	6,936
101-101-717.000	Life Insurance	1,373			1,400	
101-101-718.500	MERS EMPLOYER CONTRIBUTIONS	1,900	1,644	2,044	2,100	2,016
101-101-719.000	Workers Compensation Insurance	513	499	603	700	660
101-101-719.001	Dental Insurance	411	182	224	500	228
101-101-727.000	Office Supplies	5,000	671	847	5,000	5,000
101-101-728.000	Postage	8,000	92	128	8,000	8,000
101-101-730.000	Publications & Maps	1,000			1,000	
101-101-731.003	COMPUTER EQUIPMENT	3,000				
101-101-745.003	CITY EVENTS	40,000		40,000	40,000	40,000
101-101-804.000	Legal Services	272,000	220	24,322	40,000	40,000
101-101-804.018	LEGAL SERVICES	40,000	15,387	23,080	40,000	40,000
101-101-805.001	Audit Compliance Fee	54,400	53,800	53,800	55,000	54,944
101-101-807.000	Services - Membership Dues	21,500	22,399	22,399	24,000	24,000
101-101-808.101	DISTRICT PROJECTS	150,000	3,200	3,200	150,000	150,000
101-101-809.001	COVID 19 EXPENDITURES	5,000	869	869		
101-101-818.000	Other Professional Services	120,000	12,665	24,150	40,000	40,000
101-101-818.013	PROFESSIONAL SERVICES- ANIMAL CON	100,000			100,000	
101-101-851.000	SERVICES - COMMUNICATIONS-TELEPHO	1,620	2,207	2,647	3,000	
101-101-852.010	SERVICES - CABLE TV/INTERNET	6,270	2,290	3,645	6,500	
101-101-861.000	Travel Expenses	2,500			2,500	
101-101-901.000	Printing and Bindery Service	1,200			1,200	
101-101-914.000	Insurance Property Coverage	49,055	40,788	48,946	50,000	33,097
101-101-931.001	Services - Building Maintenance	2,500			2,500	
101-101-942.000	Services - Equipment Rentl Non-Cit	120	29	39	200	
101-101-942.001	Copier Lease	850	1,118	1,901	2,000	
101-101-942.002	COPIER SUPPLES	200	157	200	200	200
101-101-957.002	Training Expense	2,000	505	2,000	2,000	2,000
101-101-959.000	Miscellaneous Expenses	10,000	1,039	1,558	10,000	10,000
Totals for dept 101 - City Council		1,259,620	353,253	491,111	917,300	733,627
APPROPRIATIONS - FUND 101		1,259,620	353,253	491,111	917,300	733,627
BEGINNING FUND BALANCE		22,010,230	22,010,230	22,010,230	21,519,119	21,519,119
ENDING FUND BALANCE		20,750,610	21,656,977	21,519,119	20,601,819	20,785,492

**City Clerk**  
**Budget**  
**Hearing**



**Elections,  
City Clerk  
(General)  
and  
Marihuana  
Regulations**

User: DCARRINGTON

Fund: 101 General Fund

DB: Pontiac

Calculations as of 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 04/30/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPARTMENT REQ. BUDGET	2022-23 MAYOR REC. BUDGET
<b>Dept 191 - Elections</b>						
101-191-702.000	Salaries & Wages	88,374	63,374	88,374	89,017	89,017
101-191-702.004	Overtime Wages	2,700	1,434	1,708	2,700	2,700
101-191-702.008	COVID 19 SALARIES		2,447	2,447		
101-191-702.020	SALARIES & WAGES (NON FICA)	115,000	68,997	119,595	70,000	70,000
101-191-702.100	MAINTENANCE WAGES	1,972			1,972	1,972
101-191-702.104	MAINTENANCE - OVERTIME	1,080			1,080	1,080
101-191-705.002	PART-TIME WAGES	35,000	23,185	35,000	6,000	6,000
101-191-715.000	F.I.C.A. - City Contribution	5,252	8,875	12,630	7,250	7,250
101-191-716.000	MEDICAL INSURANCE	18,795		18,795	18,795	14,676
101-191-717.000	Life Insurance	831	256	353	831	452
101-191-718.500	MERS EMPLOYER CONTRIBUTIONS	4,315	1,852	2,527	4,315	5,318
101-191-719.000	Workers Compensation Insurance	527	374	357	527	496
101-191-719.001	Dental Insurance	901	129	178	901	228
101-191-728.000	Postage	40,000	23,112	32,000	30,000	30,000
101-191-731.003	COMPUTER EQUIPMENT	1,000			1,000	1,000
101-191-740.000	Operating Supplies	19,500	12,438	13,873	46,100	46,100
101-191-807.000	Services - Membership Dues				750	750
101-191-809.000	Services-Elections	30,000	19,041	22,036	30,000	30,000
101-191-809.001	COVID 19 EXPENDITURES	5,000	84	84	1,000	1,000
101-191-818.000	Other Professional Services	5,000		5,000		
101-191-818.013	ELECTION GRANT EXPENDITURES		3,667			
101-191-851.000	SERVICES - COMMUNICATIONS-TELEPHON	110	494	582	110	
101-191-852.010	SERVICES - CABLE TV/INTERNET	190	63	63	190	
101-191-861.000	Travel Expenses				1,000	1,000
101-191-882.000	Prof Services - Public Relations	2,500				
101-191-901.000	Printing and Bindery Service	8,500	4,323	5,300	8,500	8,500
101-191-902.005	Public Notices	10,000	4,382	4,809	10,000	10,000
101-191-942.000	Services - Equipment Rentl Non-Cit	820	457	685	820	820
101-191-957.002	Training Expense	3,500	700	3,500	5,000	6,000
101-191-957.003	POLLWORKER MEALS - COMMISSION FOOT	6,000	2,930	4,396	5,000	5,000
<b>Totals for dept 191 - Elections</b>		<b>406,867</b>	<b>242,614</b>	<b>374,292</b>	<b>342,858</b>	<b>339,359</b>
<b>Dept 215 - CITY CLERK (GENERAL)</b>						
101-215-702.000	Salaries & Wages	185,312	163,781	180,500	224,898	190,694
101-215-702.004	Overtime Wages		825	1,427		
101-215-702.008	COVID 19 SALARIES		4,797	4,797		
101-215-705.002	PART-TIME WAGES	10,000				
101-215-707.003	CELL PHONE STIPEND	600	450	600	600	600
101-215-715.000	F.I.C.A. - City Contribution	14,958	12,829	15,657	17,205	17,205
101-215-716.000	MEDICAL INSURANCE	32,234	18,272	32,234	52,307	52,307
101-215-717.000	Life Insurance	2,863	104	90	2,863	2,863
101-215-718.500	MERS EMPLOYER CONTRIBUTIONS	4,000	3,711	4,434	5,641	5,641
101-215-719.000	Workers Compensation Insurance	429	490	595	714	714
101-215-719.001	Dental Insurance	1,709	940	1,138	1,709	1,709
101-215-727.000	Office Supplies	5,000	4,962	7,032	7,000	7,000
101-215-728.000	Postage	2,500	1,458	10	2,500	2,500
101-215-731.003	COMPUTER EQUIPMENT	1,000			1,000	1,000
101-215-807.000	Services - Membership Dues	750	680	1,020	750	750
101-215-809.002	CHARTER COMMISSION	2,500				
101-215-816.005	PROFESSIONAL SERVICES - PUBLIC REI	1,000	1,000	1,000	2,500	2,500
101-215-851.000	SERVICES - COMMUNICATIONS-TELEPHON	710	1,324	1,588	710	
101-215-852.010	SERVICES - CABLE TV/INTERNET	560	63	63	560	
101-215-861.000	Travel Expenses	1,000	894		1,000	1,000
101-215-901.000	Printing and Bindery Service	1,000			1,000	1,000
101-215-902.004	Ordinances	30,000	5,111	7,666	20,000	20,000
101-215-902.005	Public Notices	14,000	6,219	7,439	10,000	10,000

Calculations as of 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 04/30/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPARTMENT REQ. BUDGET	2022-23 MAYOR REC. BUDGET
<b>Dept 215 - CITY CLERK (GENERAL)</b>						
101-215-902.006	FOIA	500	102	153	500	500
101-215-914.000	Insurance Property Coverage	24,640	20,485	24,582	24,640	33,097
101-215-932.000	Equipment Maintenance				1,500	1,500
101-215-942.000	Services - Equipment Rentl Non-Cit		41	54		
101-215-942.001	Copier Lease	840	1,118	1,901	840	
101-215-942.002	COPIER SUPPLES	1,500	924	1,077	1,500	1,500
101-215-957.002	Training Expense	2,500	720	2,500	14,000	16,000
101-215-959.000	Miscellaneous Expenses	1,000	322		1,000	1,000
<b>Totals for dept 215 - CITY CLERK (GENERAL)</b>		<b>343,105</b>	<b>251,622</b>	<b>297,557</b>	<b>396,937</b>	<b>371,080</b>
<b>Dept 255 - MARIHUANA REGULATIONS</b>						
101-255-702.000	Salaries & Wages	57,000	45,587	56,218	57,000	57,000
101-255-702.008	COVID 19 SALARIES		2,000	2,000		
101-255-715.000	F.I.C.A. - City Contribution	4,361	3,629	4,552	4,361	4,361
101-255-716.000	MEDICAL INSURANCE	6,000			6,000	4,420
101-255-717.000	Life Insurance	750			750	
101-255-718.500	MERS EMPLOYER CONTRIBUTIONS	2,850	1,071	1,343	2,850	1,283
101-255-719.000	Workers Compensation Insurance	550	138	173	550	257
101-255-719.001	Dental Insurance	275	182	224	275	275
101-255-727.000	Office Supplies	1,000	203	305	1,000	1,000
101-255-728.000	Postage	6,000	409	373	6,000	6,000
101-255-731.003	COMPUTER EQUIPMENT	1,000			1,000	1,000
101-255-804.000	LEGAL SERVICES-SUBSTITUTE COUNSEL	6,750				
101-255-807.000	Services - Membership Dues				750	750
101-255-816.005	PROFESSIONAL SERVICES - PUBLIC REI	2,500			1,000	1,000
101-255-816.006	PROF. SERV. -MED MARIHUANA APPLICI			4,213		
101-255-816.007	PROF. SERV. -FINANCIAL ADVISOR TO	61,020	2,220	61,020		
101-255-816.008	PROF. SERV. -HEARING OFFICER	46,635	46,635	46,635		
101-255-816.011	PROF SERV - PLANNING ADV TO CITY (	60,000	43,875	60,000		
101-255-816.012	PROF SERV-COMPLIANCE LEGAL ADVISOI	63,960	17,850	26,775		
101-255-818.000	Other Professional Services	5,000	1,054	840	5,000	5,000
101-255-818.012	PROFESSIONAL SERVICES-SECURITY CO	22,365	6,300	22,365	7,500	
101-255-861.000	Travel Expenses	1,000	802	214	1,000	1,000
101-255-901.000	Printing and Bindery Service	5,000	2,849	4,274	5,000	5,000
101-255-902.004	Ordinances	5,000			5,000	
101-255-902.005	Public Notices	2,500			2,500	
101-255-942.002	COPIER SUPPLES	100				
101-255-957.002	Training Expense	1,000	650	1,000	3,500	4,000
<b>Totals for dept 255 - MARIHUANA REGULATIONS</b>		<b>362,616</b>	<b>175,454</b>	<b>292,524</b>	<b>111,036</b>	<b>92,346</b>
<b>APPROPRIATIONS - FUND 101</b>		<b>1,112,588</b>	<b>669,690</b>	<b>964,373</b>	<b>850,831</b>	<b>802,785</b>
BEGINNING FUND BALANCE		22,010,230	22,010,230	22,010,230	21,045,857	21,045,857
ENDING FUND BALANCE		20,897,642	21,340,540	21,045,857	20,195,026	20,243,072

# **Charter Commission**

BUDGET REPORT FOR CITY OF PONTIAC  
 Fund: 101 General Fund  
 Calculations as of 04/30/2022

GL NUMBER	DESCRIPTION	2021-22 AMENDED BUDGET	2021-22 ACTIVITY THRU 04/30/22	2021-22 PROJECTED ACTIVITY	2022-23 DEPARTMENT REQ. BUDGET	2022-23 MAYOR REC. BUDGET
Dept 102 - CHARTER COMMISSION						
101-102-702.000	Salaries & Wages					34,203
101-102-715.000	F.I.C.A. - City Contribution					2,617
101-102-727.000	Office Supplies					2,500
101-102-901.000	Printing and Bindery Service					5,000
101-102-902.005	Public Notices					2,500
101-102-957.002	Training Expense					5,000
Totals for dept 102 - CHARTER COMMISSION						51,820
APPROPRIATIONS - FUND 101						51,820
BEGINNING FUND BALANCE		22,010,230	22,010,230	22,010,230	22,010,230	22,010,230
ENDING FUND BALANCE		22,010,230	22,010,230	22,010,230	22,010,230	21,958,410



**Office of the City Clerk  
2021-22  
Year in Review**

Garland S. Doyle, M.P.A.  
City Clerk  
May 24, 2022

## City Clerk

The mission of the Clerk's Office is to perform duties as prescribed by Federal and State Law and the City Charter, while providing outstanding customer service to internal and external customers.

Specifically according to the City Charter (Section 3.201) the City Clerk shall be responsible for:

- Registration of Electors residing in the City and the conduct of elections in the City. (Section 3.201)
- Serving as the clerk of the council, giving required public notices, and keeping a record of all ordinances, resolutions and other proceedings. (Section 3.201)
- Maintaining a record of all existing and proposed rules, regulations, policies and procedures of the City. (Section 3.201)
- Certifying under corporate seal, when requested, copies of all official papers and records of the City and making them available to the public as provided by law. (Section 3.201)
- Administering oaths, and taking affidavits and exercise other powers and duties as prescribed by law, this charter or ordinance. (Section 3.204)

Additionally, the City Clerk serves as the Freedom of Information Act (FOIA) Coordinator for the City.

The Office of the City Clerk consist three divisions

- Council/Commission
- Elections
- Marihuana Regulations

## **Council/Commission Division**

The mission of the Council/Commission Division of the Office of the City Clerk is to provide administrative support to both the City Council and the Charter Commission.

### City Council

The City Clerk services as the Clerk of the council, giving required public notices, and keeping a record of all ordinances, resolutions and other proceedings. In the absence of the City Clerk, the Deputy City Clerk serves as the clerk of the council.

### Charter Commission

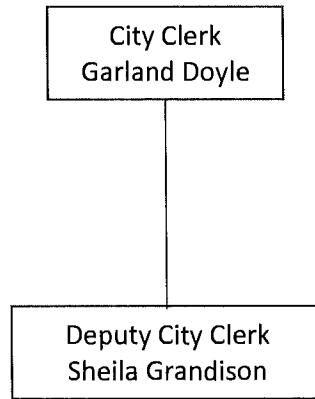
The charter is the governing document for the City of Pontiac. It is the city's constitution. In August 2021, Pontiac voters approved a proposal to establish a charter commission to revise the city charter that was created in 1982. On May 3, 2022, voters elected nine individuals to serve as Charter Commissioners. They are:

Norbert Burrows  
Gill Garrett  
Bryan E. Killian  
Lucy Payne  
Tameka Ramsey  
Scott Stewart  
Bruce Turpin, DDS  
Kermit Williams  
Jose Ybarra, III

Charter Commissioners are given up to three years to complete a revision to the Charter that must be approved by voters before it becomes effective. The Office of the City Clerk will serve as the clerk of the commission.



**Council/Commission Division**



## **Elections Division**

The mission of the Elections Division of the Office of the City Clerk is to conduct voter registration and ensure federal, state and local elections are conducted timely, responsibly and with the highest level of professional election standards, accountability, security and integrity.

The division is responsible for the conduct of all elections in the City. Voter registration is maintained on a daily basis pursuant to the rules of the statewide Qualified Voter File and Michigan Compiled Laws (Election Law). Elections are conducted as scheduled through Election Law.

The division provides its services to the community by maintaining a permanent absentee voter list and automatically mailing absentee applications to those voters.

### **2022 Goals & Accomplishments**

**The Division will be responsible for administering three elections.**

- 1. Special Election in Pontiac to elect Charter Commissioners May 3, 2022**
- 2. State Primary Election on August 2, 2022**
- 3. State General Election on November 8, 2022**

The division amended the boundaries of the election precincts as result of redistricting due to the 2020 census. We decreased the number of precincts from 21 to 18. This will be a cost savings to the City and improve our efficiencies.

### **Other Accomplishments**

1. City Clerk's Office continues to improve the training of election workers  
As a result of the improvements that Ms. Jo Lynn Williams, Elections Administrator made to our Election Worker training program, all of our precincts balanced and we did not have to canvass at the county.
  - Two elections in a row a vast improvement from prior elections.
2. Service Team continues to ensure that everyone is allowed to vote
  - The Service Team visited home bound residents and shelters in 2021.
  - The Service Team was established in 2020.
3. Clerk's Office resolves Bowens Center parking lot repavement so Precinct 4, 5 and 6 could vote at the Bowens Center on Election Day.
  - Additionally the City Clerk had to work with Trinity Missionary Baptist Church to serve as an alternative site if the Bowens Center parking lot was not repaved.
4. Relocated Precincts 7 & 8 from the Baldwin Center to Walt Whitman Elementary School
5. The installation of 7 Drive Up Ballot Drop Boxes



#### Locations

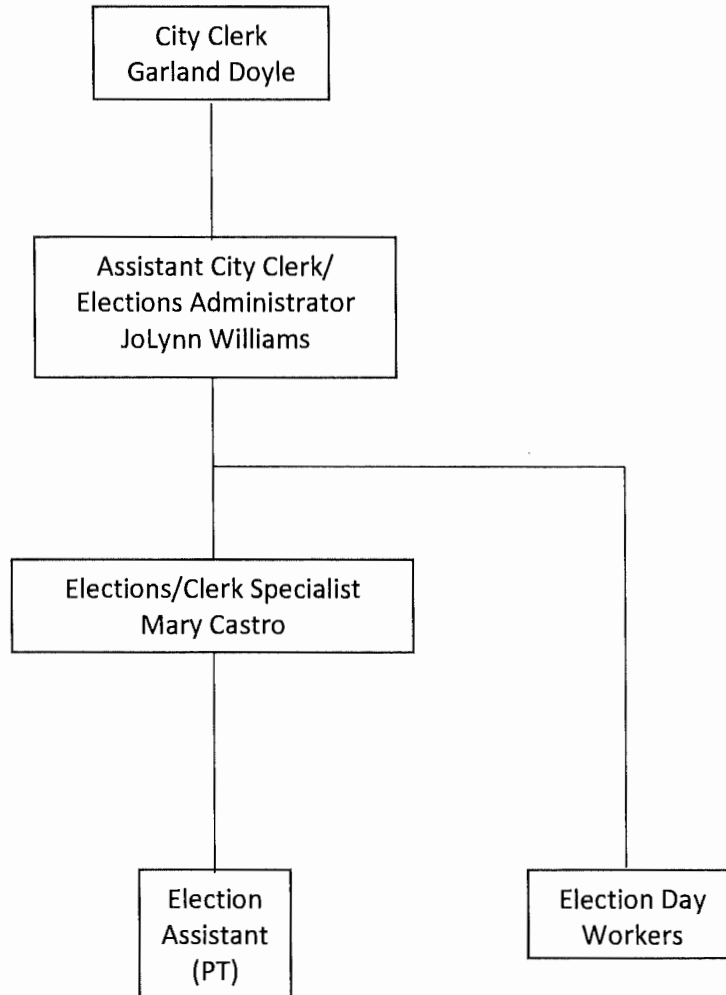
- Bowens Center 52 Bagley 48341 – District 1
- City Hall 47450 Woodward 48342 – District 7
- Fire Station 787 W Huron 48341 – District 2
- Herrington Elementary 541 Bay 48342 – District 5
- Kennedy/Owen School 1700 Baldwin 48340 – District 4
- Ruth Peterson Center 990 Joslyn – District 6
- Walt Whitman Elementary 125 W Montcalm 48342 – District 3

#### 6. Extended Hours

- During the historic 2020 Election, the Clerk's Office was open for an additional 85.5 hours (extended evening & weekend hours) to serve the public.

#### 7. Relocated Precincts 16, 17 & 18 from the Ruth Peterson Center to Pontiac Middle School

## Elections Division



## **Marihuana Regulations**

The mission of the Marihuana Regulations Division of the Office of the City Clerk is to oversee the Medical Marihuana application and issuance of permit process for the City of Pontiac.

### **2022 Accomplishments**

- Medical Marihuana Manual
- Medical Marihuana Application Review Process Report

### **Other Accomplishments**

Total Number of Applications Reviewed	
Provisioning Centers	103
• Cesar Chavez	17
• Downtown	23
• Non Overlay	48
• Walton Blvd	15
Growers	9
Processors	3
Safety Compliance	0
Secure Transporter	1
Total Number of Applications	<u>116</u>

### **City Clerk establishes Citizen Monitoring Taskforce to ensure that Medical Marihuana Businesses keep their community benefit commitments to the residents**

The City Clerk’s Citizen Monitoring Taskforce on Medical Marihuana Implementation is a six (6) member volunteer citizen taskforce will assist the Clerk with monitoring the implementation of medical marihuana in the City of Pontiac. The taskforce has four main objectives. Those objectives are issue policy recommendations, develop a community benefits tracking system, develop complaint process and community outreach efforts. The taskforce will meet several times over the next year. The Clerk and taskforce will work to ensure Medical Marihuana Facilities fulfill the commitments that they made to the City and are good neighbors in our community.

The six (6) member citizen taskforce will consist of one (1) representative from each of the three overlay districts (Cesar Chavez, Downtown and Walton Blvd. The representative must reside in or near the overlay district they are representing) and three (3) citywide representatives (citywide representatives may reside anywhere in the city).

#### **Citizen Monitoring Taskforce Members**

1. Kirk Bagg – Citywide Representative
2. Iola Miller – Citywide Representative
3. Sue Sinclair – Citywide Representative
4. Jon Valentine – Cesar Chavez Representative
5. Michael Glass – Downtown Representative
6. Gerald (J.P.) Runions – Walton Blvd Representative

The residents were selected after completing an application process that included an interview.

### **About the Ordinances regulating Medical Marihuana**

Ordinance 2357(B) the City of Pontiac Medical Marihuana Facilities Ordinance approved by Pontiac voters gives the City Clerk the responsibility to review, evaluate and/or score applications.

Ordinance 2357(B) allows the City to award no more than 20 provisioning center licenses using a 130 point scale. According to Ordinance 2363 the zoning ordinance, no more than 5 provisioning center permits will be awarded in the Cesar Chavez Overlay District. No more than 5 provisioning center permits will be awarded in Downtown. No more than 5 provisioning center permits will be awarded in the Walton Blvd Overlay District and no more than 5 permits will be awarded in the Non Overlay, for a total of 20 provisioning center permits.

In addition, the Clerk can award an unlimited number of permits for growers and processors if they, satisfactorily, fulfill the application requirements and will locate in either the Cesar Chavez, Walton Blvd Overlay District or the Old Glenwood Plaza site. Safety Compliance and Secure Transporter permits can be awarded in each of three medical marihuana overlay districts as well as C-1, C-3, C-4, M-1 and M-2 zoned properties located outside of the Medical Marihuana Overlay Districts.

The Clerk assembled a team of internal and external reviewers. Ordinance 2357(B) Section 9(j) states “the clerk may engage professional expert assistance in performing the Clerk’s duties and responsibilities under this ordinance.”

### **City Clerk establishes Conflict of Interest Policy for Reviewers**

- The Clerk asked the City Council to adopt a resolution establishing a Conflict of Interest Policy for application Reviewers. The City adopted the policy in February 2019.
- The policy requires reviewers to disclose if they have a conflict that prevents them from reviewing an application.
- The policy makes it illegal for any reviewer to solicit, accept any gift, gratuity or compensation from any individual or entity operating or seeking to operate a medical marihuana facility in the city.
- The policy addresses how the city will handle reviewers if they violate the policy. Reviewers also had to sign confidentiality forms to ensure that the review process is fair.

### **Internal Review Team**

- Garland Doyle, M.P.A., CNP, Interim City Clerk
- Jonathan Starks, Assistant City Clerk/Regulatory Analyst
- Jo Lynn Williams, Assistant City Clerk

The following City Departments and Divisions are a part of the review team: Planning, Building, City Engineering and the Waterford Regional Fire Department.

## External Review Team

### Professional Experts

- Financial Advisor – Sherman J. Taylor, JD CPA, SRT Consulting LLC

Sherman J Taylor received his bachelor's degree in Business Administration in Accounting and Taxation from Grand Valley State in 2008. He went on to study public interest law at the University of the District Columbia's David A. Clark School of Law. As a senior staff accountant, he led engagements focused on projecting cash flow and forecasting sales trends to evaluate the worth and viability of both budding and established enterprises. His work with Michigan Cannabis companies began in 2017. He's given multiple lectures on cannabis taxation and wrote numerous periodicals including, "When money grows on Michigan Trees, The Taxation of Medical Marihuana under the Michigan Medical Marijuana Facilities Act," published in the Oakland County Bar Journal in 2018.

- Legal Advisor – Robert Charles Davis, Esq., Davis Listman, PLLC

Mr. Davis recently joined the review team as the new legal advisor. He has more than 30 years of experience in municipal law. Mr. Davis and his firm have served as General Counsel or Special Counsel for several villages, townships, cities and counties in southeastern Michigan. Additionally, he has served as an Adjunct Professor for the University of Detroit Mercy School of Law. Mr. Davis served as a Commissioned Officer, Lieutenant J.G. in the U.S. Coast Guard.

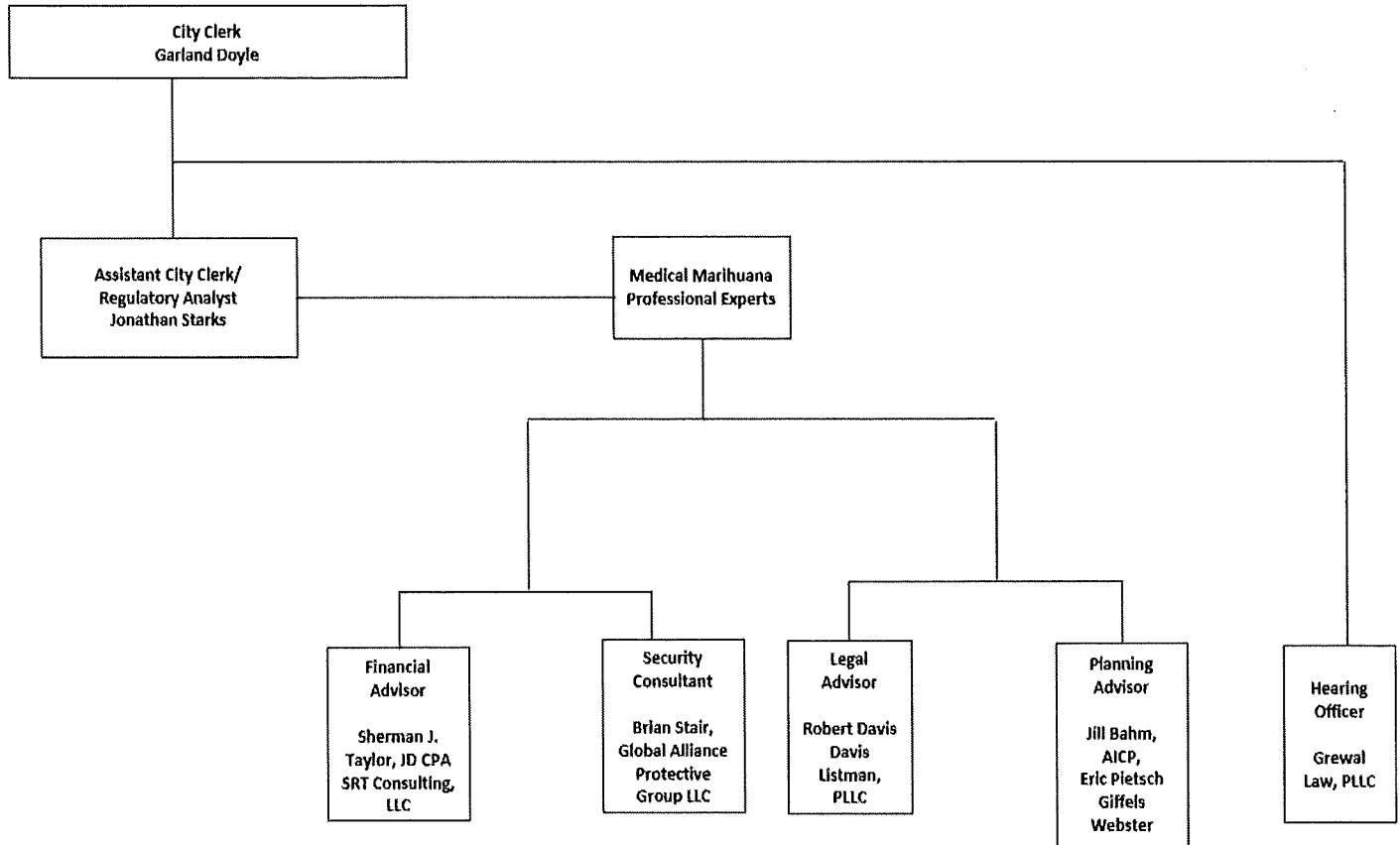
- Planning Advisor – Jill Bahm, AICP, Partner, Giffels Webster

Jill Bahm has a broad planning background that includes work in both the public and private sector. Jill's municipal experience as a city planner and DDA executive director, combined with her commercial real estate experience, design, marketing and promotional skills, allows her the opportunity to assist clients with a variety of projects. Jill also enjoys exploring how new technologies can be used to engage the public and improve service delivery. Jill serves on the Main Street Oakland County Advisory Board and the Michigan Association of Planning Information & Education Committee.

- Planning Advisor – Eric Pietsch, Senior Planner, Giffels Webster
- Security Consultant – Brian Stair, Managing Partner, Global Alliance Protective Group, LLC

Mr. Stair has more than 30 years of experience in law enforcement and private security. He is a retired City of Detroit Police Commander. During the time Mr. Stair was with the Detroit Police Department, he served as the Officer in Charge of the Joint Investigate Public Corruption Taskforce partnering with the F.B.I., Michigan State Police and other federal law enforcement agencies to combat corruption. Mr. Stair received his Bachelor of Arts degree from the University of Michigan Dearborn.

# Medical Marihuana Organizational Chart





## Office of the City Clerk Staff

- **Garland Doyle, M.P.A., CNP, City Clerk**

Garland Doyle was appointed Interim City Clerk in October 2018 by the Pontiac City Council. He previously served as the Deputy Director for Community & Economic Development in Pontiac. Also, he has been an administrator for the City of Detroit. City Clerk Doyle is a results-driven local government leader. He is a certified nonprofit professional (CNP). Doyle holds a Master of Public Administration with a concentration in Nonprofit Administration and a Graduate Certificate in Local Government Management from Eastern Michigan University. His Bachelor of Arts degree is from Wayne State University. He is pursuing his Michigan Professional Municipal Clerk (MiPMC) certification. Doyle is a member of both the Michigan Association of Municipal Clerks and the International Institute of Municipal Clerks.

- **Sheila Grandison, MiPMC, Deputy City Clerk**

Sheila Grandison was appointed the Deputy City Clerk in 2015. She began as an election worker in 2010. In 2012, Ms. Grandison became a part-time election assistant in the Clerk's Office. Later that year, she was promoted to a full-time position. Ms. Grandison has an Associate's Degree in Health Care Administration from Phoenix University. She received her Michigan Professional Municipal Clerk (MiPMC) certification in 2019. Ms. Grandison is a member of the Michigan Association of Municipal Clerks.

- **JoLynn Williams, Assistant City Clerk/Elections Administrator**

JoLynn Williams joined the Office of the City Clerk in 2020. Previously she served as Principal Training Specialist for the City of Detroit Department of Elections. Her Bachelor's degree is from the University of Michigan Dearborn. Ms. Williams is a member of the National Association of Election Officials and pursuing her Certified Elections Registration Administrator (CERA) certification. Also, she is pursuing her Election Officials Accreditation from the State of Michigan.

- **Jonathan Starks, Assistant City Clerk/Regulatory Analyst**

Jonathan Starks joined the Office of the City Clerk in 2019. He coordinates the day-to-day operations of the Marijuana Regulations Division. Mr. Starks received his Bachelor of Business Administration in Accounting from Cleary University. He is pursuing his Michigan Professional Municipal Clerk (MiPMC) certification and is a member of the Michigan Association of Municipal Clerks.

- **Mary Castro, Elections/Clerk Specialist**

Mary Castro joined the staff in 2020. She previously served as a temporary staff member assisting the office during elections. Also, Ms. Castro served as an Election Day Precinct chairperson for a number of years. She is pursuing her Michigan Professional Municipal Clerk (MiPMC) certification.

- **Pamela Hottle, Customer Service Rep**

Pamela Hottle began working as a Temporary Part-Time Elections Assistant in 2020. Since 2020, she worked as a temporary, part-time or seasonal election assistant. In 2022, Ms. Hottle began serving as the Customer Service Representative.

# Office of the City Clerk Organizational Chart

