

\$

MAYOR'S RECOMMENDED BUDGET



***CITY OF PONTIAC
FISCAL YEAR 2008-2009***



MAYOR CLARENCE E. PHILLIPS

\$

INDEX

MAYOR'S LETTER

SUMMARIES

REVENUE ASSUMPTIONS - GENERAL FUND -----	1
EXPENSE ASSUMPTIONS - GENERAL FUND -----	2
REVENUE BY DEPARTMENT -- GENERAL FUND -----	3
EXPENSE BY DEPARTMENT -- GENERAL FUND -----	4
REVENUE & EXPENSE BY ACCOUNT TYPE 3YR - GENERAL FUND -----	5
REGULAR FULL-TIME EMPLOYEES BY DEPARTMENT -----	6
REGULAR FULL-TIME EMPLOYEES BY DEPARTMENT - GENERAL FUND (GRAPH) -----	7
REGULAR FULL-TIME EMPLOYEES BY DEPARTMENT - ALL FUNDS (GRAPH) -----	8
REVENUE BY DEPARTMENT & OUTSIDE AGENCIES 3YR - ALL FUNDS -----	9
EXPENSE BY DEPARTMENT & OUTSIDE AGENCIES 3YR - ALL FUNDS -----	10
PROPERTY TAX RATES -----	11
CAPITAL IMPROVEMENT FUND -----	12

DEPARTMENT/AGENCY SUMMARIES

CITY COUNCIL -----	13-16
CITY CLERK -----	17-22
LAW -----	23-29
FINANCE -----	30-35
EXECUTIVE OFFICE -----	36-42
COMMUNITY DEVELOPMENT -----	43-48
FIRE -----	49-55
HUMAN RESOURCES -----	56-65
POLICE -----	66-72
PUBLIC WORKS & UTILITIES -----	73-87
GENERAL & SPECIAL PROGRAMS -----	88-90
50TH DISTRICT COURT -----	91-95
SILVERDOME -----	96-99
COMMERCIAL & INDUSTRIAL DEVELOPMENT -----	100-106
DOWNTOWN DEVELOPMENT AUTHORITY -----	107-112

ANNUAL APPROPRIATION ORDINANCE -----	113-115
---	---------

PREPARED & COMPILED BY:

**MS. ANDREA WRIGHT
BUDGET & COST ADMINISTRATOR**

WITH THE ASSISTANCE OF:

**MRS. CHEYLA GERMANY
EXECUTIVE ASSISTANT - FINANCE**

APPROVED BY:

**MR. RAYMOND COCHRAN
FINANCE DIRECTOR**



Mayor Clarence E. Phillips

City of Pontiac, Michigan
Executive Office

May 1, 2008

Honorable Council Members and Citizens of the City of Pontiac:

In accordance with the provisions of the City Charter, I am herewith submitting my proposed budget for the 2008/2009 fiscal year. The total budget that I am proposing is \$13.6 million less than the current year with the General Fund budget reflecting a 1% reduction from the current year's adopted budget.

Given the continued increases in many of the City's fixed costs, I am sure you can appreciate the enormous challenges that need to be addressed in preparing our financial plan for the upcoming year. Key budget assumptions include reductions in health care costs, reductions in employee levels by 44 positions and reductions in every general fund area with the exception of the City's Fire Department.

I urge the Council to schedule hearings as soon as possible or I will make certain my Department Heads are at your disposal through the month of May and June to answer any questions. You will also have the full cooperation of the Mayor's office to respond to policy issues.

I appreciate your consideration and approval of the proposed FY 2008/2009 Budget.

Respectfully,

A handwritten signature in cursive script, appearing to read "Clarence E. Phillips", is written over a horizontal line.

Clarence E. Phillips
Mayor

**FY 2008-2009 MAYOR'S RECOMMENDED
REVENUE ASSUMPTIONS
GENERAL FUND**

1. Assumes a property tax of \$13,202,550; including half rate Applications on Act 198 and Act 255 properties, and excess of roll.
2. Assumes net local income tax \$13,000,000.
3. Assumes Revenue Sharing of:

<u>Actual</u> <u>FY 06-07</u>	<u>Council Adopted</u> <u>FY 07-08</u>	<u>MAYOR'S RECOMMENDED</u> <u>FY 08-09</u>
\$12,044,601	\$12,041,810	\$12,041,756

4. Assumes interest income to be \$100,000.
5. Assumes 0 income from North Oakland Medical Center.
6. Contribution from CDBG will be \$133,300.
7. Assumes administrative charges to various funds and activities in the amount of \$3,539,580.
8. Assumes contribution from Neighborhood Revitalization will be \$164,185.
9. Assumes contribution from Sale of Land Fund will be \$400,000.

**FY 2008-2009 MAYOR'S RECOMMENDED
EXPENSE ASSUMPTIONS
GENERAL FUND**

1. Assumes increased General Fund support to the following:

Computer Fund	\$157,005	(\$16,472)
District Court	\$2,696,229	(\$1,107,441)
2. Assumes unemployment cost will not exceed \$200,000.
3. Assumes equipment rental to City's Equipment Revolving Fund will not exceed \$821,500.
4. Assumes deficit funding is \$1,766,724.
5. Additional General Fund support to:

Debt Service	\$2,156,713
Cemetery	\$383,135
Sick & Vacation Fund	\$426,210

**FY 08-09 MAYOR'S RECOMMENDED
GENERAL FUND
REVENUE BY DEPARTMENT**

DEPARTMENT	FY 06-07 Audited	FY 07-08 Adopted	Audited Vs. Adopted	FY 08-09 Mayor's Recommended	FY 08-09 Mayor's Recommended vs. Audited	vs. Adopted
City Council	\$0	\$0	\$0	\$0	\$0	\$0
City Clerk	\$201,548	\$166,250	(\$35,298)	\$211,250	\$9,702	\$45,000
Law	\$10,761	\$5,000	(\$5,761)	\$3,000	(\$7,761)	(\$2,000)
Finance	\$43,836,242	\$44,152,991	\$316,749	\$43,284,886	(\$551,356)	(\$868,105)
Executive Office	\$0	\$0	\$0	\$0	\$0	\$0
Community Development	\$2,682,762	\$2,222,650	(\$460,112)	\$2,218,050	(\$464,712)	(\$4,600)
Fire	\$358,295	\$800,000	\$441,705	\$1,510,000	\$1,151,705	\$710,000
Human Resources	\$684	\$0	(\$684)	\$0	(\$684)	\$0
Police	\$827,197	\$1,308,648	\$481,451	\$580,895	(\$246,302)	(\$727,753)
Public Works & Utilities	\$2,364,863	\$2,595,571	\$230,708	\$2,369,517	\$4,654	(\$226,054)
Gen. & Special Programs	\$3,889,356	\$975,000	(\$2,914,356)	\$1,274,185	(\$2,615,171)	\$299,185
TOTAL:	\$54,171,708	\$52,226,110	(\$1,945,598)	\$51,451,783	(\$2,719,925)	(\$774,327)

**FY 08-09 MAYOR'S RECOMMENDED
GENERAL FUND
EXPENSES BY DEPARTMENT**

DEPARTMENT	FY 06-07		FY 07-08		Actual Vs. Adopted		FY 08-09 Mayor's Recommended	FY 08-09 Mayor's Recommended vs. Actual	
	Actual		Adopted					Actual	Adopted
City Council	\$556,289		\$832,000		\$275,711		\$565,437	(\$266,563)	\$9,148
City Clerk	\$518,857		\$439,650		(\$79,207)		\$475,975	\$36,325	(\$42,882)
Law	\$589,784		\$843,000		\$253,216		\$839,085	(\$3,915)	\$249,301
Finance	\$3,273,040		\$2,880,000		(\$393,040)		\$2,473,217	(\$406,783)	(\$799,823)
Executive Office	\$511,224		\$654,970		\$143,746		\$564,685	(\$90,285)	\$53,461
Community Development	\$1,388,098		\$1,676,000		\$287,902		\$1,553,719	(\$122,281)	\$165,621
Fire	\$13,846,084		\$12,740,000		(\$1,106,084)		\$13,382,728	\$642,728	(\$463,356)
Human Resources	\$537,966		\$910,250		\$372,284		\$463,367	(\$446,883)	(\$74,599)
Police	\$15,738,637		\$13,015,690		(\$2,722,947)		\$10,609,385	(\$2,406,305)	(\$5,129,252)
Public Works & Utilities	\$5,833,098		\$4,400,000		(\$1,433,098)		\$4,817,983	\$417,983	(\$1,015,115)
Gen. & Special Programs	\$13,344,076		\$13,834,550		\$490,474		\$15,706,202	\$1,871,652	\$2,362,126
TOTAL:	\$56,137,153		\$52,226,110		(\$3,911,043)		\$51,451,783	(\$774,327)	(\$4,685,370)

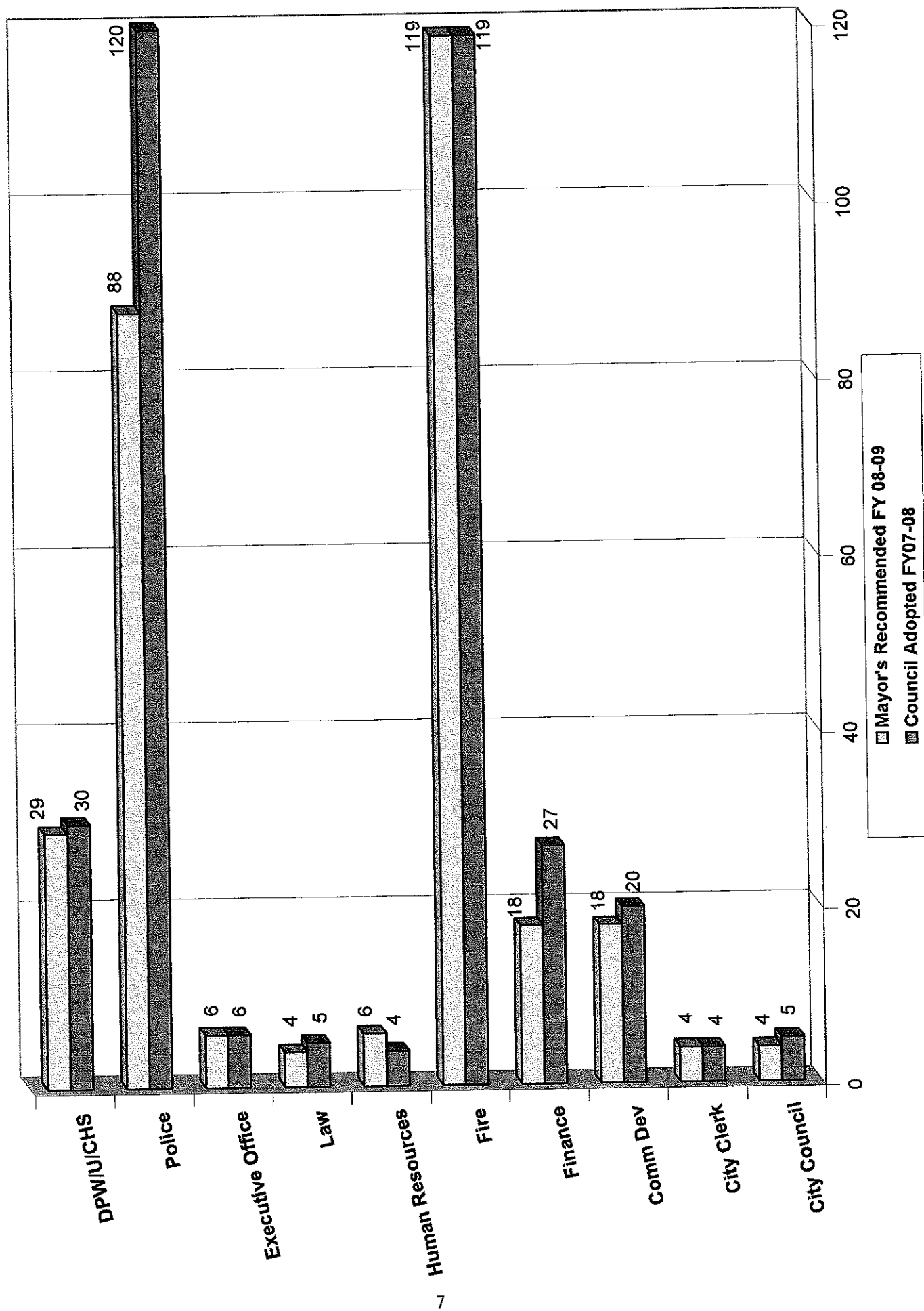
**REVENUE AND EXPENSE BY ACCOUNT TYPE
THREE YEAR COMPARISON
GENERAL FUND**

FY 08-09 Mayors Recommended VS.						
	FY08-09 Mayors Recommended	Audited	Adopted		Audited	Adopted
REVENUE:						
Property Taxes	\$13,202,550	\$251,856	\$639,306	\$13,590,000		(\$387,450)
Income Tax	\$13,000,000	(\$305,335)	\$69,665	\$13,375,000		(\$375,000)
Penalties & Interest	\$675,000	(\$259,514)	(\$259,514)	\$675,000		\$0
Licenses and Permits	\$2,112,000	(\$409,360)	(\$496,360)	\$2,025,000		\$87,000
Federal Grants	\$0	(\$214,996)	(\$214,996)	\$0		\$0
State Grants	\$12,282,819	(\$65,083)	\$79,271	\$12,427,173		(\$144,354)
Charges for Services	\$2,910,832	\$1,052,908	\$541,926	\$2,399,850		\$510,982
Fines	\$0	(\$107,482)	(\$107,482)	\$0		\$0
Interest Earned Investments	\$100,000	(\$508,863)	(\$458,863)	\$150,000		(\$50,000)
Rents/Millage	\$0	(\$9,850)	\$725,185	\$735,035		(\$735,035)
Contributions & Donations	\$292,250	\$285,500	\$308,949	\$315,699		(\$23,449)
Admin Charges for Services	\$3,539,580	(\$352,934)	(\$441,633)	\$3,450,881		\$88,699
Events Revenue	\$67,963	(\$65,955)	(\$105,955)	\$27,963		\$40,000
Miscellaneous	\$970,350	\$18,188	\$112,288	\$1,064,450		(\$94,100)
Sub-Total	\$49,153,344	(\$690,920)	\$391,787	\$50,236,051		(\$1,082,707)
Transfers from Other Funds	\$2,298,439	(\$2,029,419)	(\$2,337,799)	\$1,990,059		\$308,380
TOTAL REVENUE	\$51,451,783	(\$2,720,339)	(\$1,946,012)	\$52,226,110		(\$774,327)
EXPENSE:						
Salary and Wages	\$17,397,430	(\$1,614,066)	(\$1,629,076)	\$17,382,420		\$15,010
Fringe Benefits	\$13,314,022	(\$5,328,437)	(\$1,878,909)	\$16,763,550		(\$3,449,528)
Retirement General	\$155,538	(\$66,860)	(\$50,498)	\$171,900		(\$16,362)
Retirement Police & Fire	\$4,330,978	(\$753,357)	(\$295,223)	\$4,789,112		(\$458,134)
Supplies	\$967,496	\$25,058	(\$81,440)	\$860,998		\$106,498
Services	\$4,441,513	(\$404,187)	\$584,008	\$5,429,708		(\$988,195)
Professional Services	\$2,597,262	\$276,980	(\$169,488)	\$2,150,794		\$446,468
Capital Outlay	\$3,492	(\$185,145)	(\$184,645)	\$3,992		(\$500)
Bond Principal	\$1,175,000	\$45,000	\$1,130,000	\$1,130,000		\$45,000
Bond Interest	\$981,713	(\$45,199)	(\$174,005)	\$1,026,912		(\$45,199)
Miscellaneous	\$2,418,260	\$1,845,965	(\$216,910)	\$355,385		\$2,062,875
Sub-Total	\$47,782,704	(\$5,248,253)	(\$2,966,186)	\$50,064,771		(\$2,282,067)
Transfers to Other Funds	\$3,669,079	\$1,674,843	\$2,193,384	\$2,161,339		\$1,507,740
TOTAL EXPENSE	\$51,451,783	(\$3,573,410)	(\$772,802)	\$52,226,110		(\$774,327)
NET	\$0	\$853,071	(\$1,173,210)	\$0		\$0

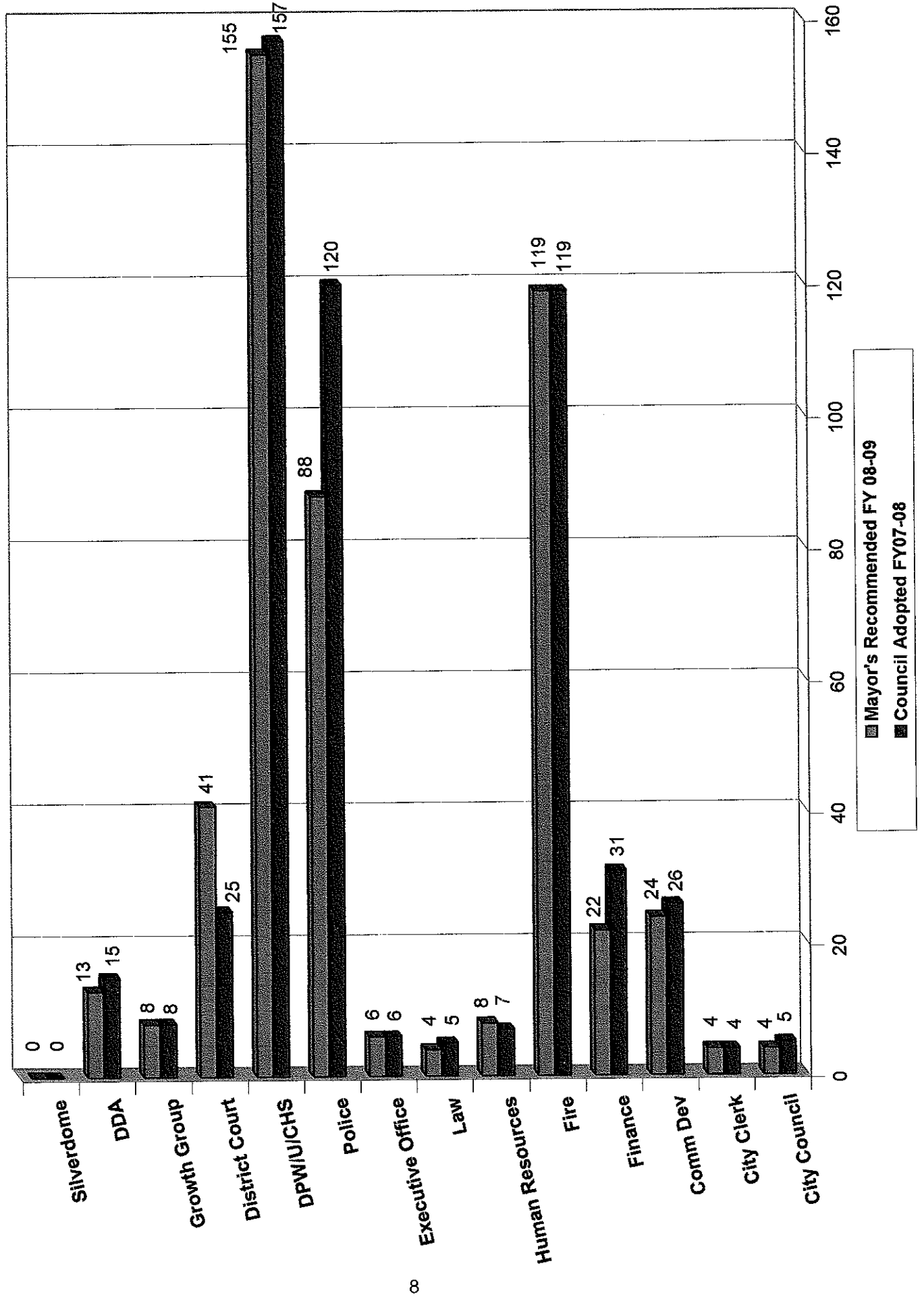
REGULAR FULL-TIME EMPLOYEES BY DEPARTMENT

DEPARTMENT	FY 07-08 COUNCIL ADOPTED			FY 08-09 MAYOR'S RECOMMENDED			FY 08-09 MAYOR'S RECOMMENDED VS FY 07-08 COUNCIL ADOPTED
	GENERAL FUND	OTHER	TOTAL	GENERAL FUND	OTHER	TOTAL	
City Council	5	0	5	4	0	4	(1)
City Clerk	4	0	4	4	0	4	0
Community Development	20	6	26	18	6	24	(2)
Finance	27	4	31	18	4	22	(9)
Fire	119	0	119	119	0	119	0
Human Resources	4	3	7	6	1	7	0
Law	5	0	5	4	0	4	(1)
Executive Office	6	0	6	6	0	6	0
Police	120	0	120	88	0	88	(32)
Public Works & Utilities/CHS	30	127	157	29	126	155	(2)
District Court	0	25	25	0	41	41	16
Commercial & Industrial Dev.	0	8	8	0	8	8	0
DDA	0	15	15	0	13	13	(2)
Silverdome	0	0	0	0	0	0	0
TOTALS	340	188	528	296	199	495	(33)

REGULAR FULL-TIME EMPLOYEES BY DEPARTMENT - GENERAL FUND FY 2008-2009



REGULAR FULL-TIME EMPLOYEES BY DEPARTMENT - ALL FUNDS FY 2008-2009



**FY08-09 MAYOR'S RECOMMENDED REVENUE BY DEPARTMENT AND OUTSIDE AGENCIES
THREE YEAR COMPARISON-CITYWIDE-ALLFUNDS**

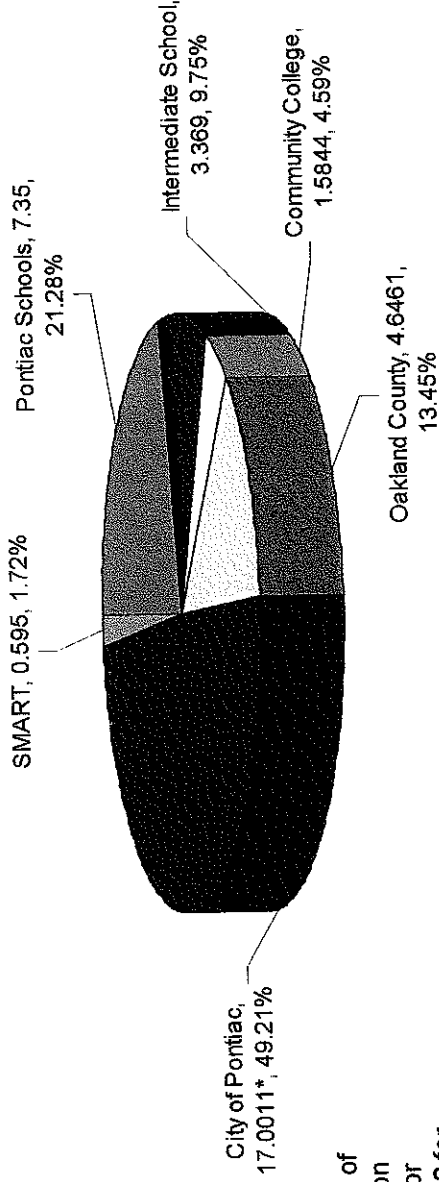
	FY 06-07 ACTUAL	FY 07-08 ADOPTED	ACTUAL VS. ADOPTED	FY 08-09 MAYOR'S RECOMMENDED	FY 08-09 MAYOR'S RECOMMENDED VS. ACTUAL	ADOPTED
City Council	\$106,013	\$175,000	\$68,987	\$244,185	\$138,172	\$69,185
District Court	\$4,620,233	\$3,492,474	(\$1,127,759)	\$4,501,425	(\$118,808)	\$1,008,951
City Clerk	\$201,548	\$166,250	(\$35,298)	\$211,250	\$9,702	\$45,000
Law	\$10,761	\$5,000	(\$5,761)	\$3,000	(\$7,761)	(\$2,000)
Finance	\$46,528,104	\$44,568,511	(\$1,959,593)	\$43,722,223	(\$2,805,881)	(\$846,288)
Executive Office	\$0	\$0	\$0	\$0	\$0	\$0
Community Development	\$5,310,925	\$7,981,248	\$2,670,323	\$5,911,971	\$601,046	(\$2,069,277)
Fire	\$1,179,392	\$800,000	(\$379,392)	\$1,510,000	\$330,608	\$710,000
Human Resources	(\$45,209)	\$0	\$45,209	\$0	\$45,209	\$0
Police	\$1,125,516	\$1,827,040	\$701,524	\$971,480	(\$154,036)	(\$855,560)
Public Works & Utilities	\$48,355,945	\$74,902,598	\$26,546,653	\$71,188,257	\$22,832,312	(\$3,714,341)
General & Special Programs	\$36,301,546	\$31,105,001	(\$5,196,545)	\$27,593,143	(\$8,708,403)	(\$3,511,858)
Stadium Operating	\$649,234	\$2,842,795	\$2,193,561	\$1,480,000	\$830,766	(\$1,362,795)
Industrial & Commercial Dev.	\$10,187,232	\$21,068,949	\$10,881,717	\$18,121,304	\$7,934,072	(\$2,947,645)
DDA	\$2,946,526	\$2,448,450	(\$498,076)	\$2,282,325	(\$664,201)	(\$166,125)
TOTAL	\$157,477,766	\$191,383,316	\$33,905,550	\$177,740,563	\$20,262,797	(\$13,642,753)

**FY08-09 MAYOR'S RECOMMENDED EXPENSES BY DEPARTMENT AND OUTSIDE AGENCIES
THREE YEAR COMPARISON - CITYWIDE-ALL FUNDS**

	FY 06-07 ACTUAL	FY 07-08 ADOPTED	ACTUAL VS. ADOPTED	FY 08-09 MAYOR'S RECOMMENDED	FY 08-09 MAYOR'S RECOMMENDED VS. ACTUAL	ADOPTED
City Council	\$582,759	\$1,011,970	\$429,211	\$814,592	\$231,833	(\$197,378)
District Court	\$3,620,233	\$3,492,474	(\$127,759)	\$4,501,425	\$881,192	\$1,008,951
City Clerk	\$527,087	\$447,709	(\$79,378)	\$484,034	(\$43,053)	\$36,325
Law	\$594,860	\$847,970	\$253,110	\$844,055	\$249,195	(\$3,915)
Finance	\$3,642,358	\$3,320,370	(\$321,988)	\$2,935,404	(\$706,954)	(\$384,966)
Executive Office	\$516,300	\$659,940	\$143,640	\$569,655	\$53,355	(\$90,285)
Community Development	\$3,959,903	\$7,434,598	\$3,474,695	\$5,247,640	\$1,287,737	(\$2,186,958)
Fire	\$14,149,229	\$13,151,944	(\$997,285)	\$13,620,012	(\$529,217)	\$468,068
Human Resources	\$937,618	\$1,449,490	\$511,872	\$947,338	\$9,720	(\$502,152)
Police	\$16,474,281	\$13,845,116	(\$2,629,165)	\$11,224,970	(\$5,249,311)	(\$2,620,146)
Public Works & Utilities	\$48,372,420	\$77,326,760	\$28,954,340	\$74,517,150	\$26,144,730	(\$2,809,610)
General & Special Programs	\$40,055,412	\$42,034,781	\$1,979,369	\$40,150,659	\$95,247	(\$1,884,122)
Stadium Operating	\$2,403,943	\$2,842,795	\$438,852	\$1,480,000	(\$923,943)	(\$1,362,795)
Commercial & Industrial Dev.	\$10,525,463	\$21,068,949	\$10,543,486	\$18,121,304	\$7,595,841	(\$2,947,645)
DDA	\$3,151,252	\$2,448,450	(\$702,802)	\$2,282,325	(\$868,927)	(\$166,125)
TOTAL	\$149,513,118	\$191,383,316	\$41,870,198	\$177,740,563	\$28,227,445	(\$13,642,753)

CITY OF PONTIAC

TAX RATES



*Adjusted for disallowment of Police and Minor Recreation millages. 18,3183 less .5 for Minor Recreation and .8172 for Police equals - 17.0011

Total Millage = 34.5456 per \$1,000 Taxable Value (Homestead)

According to the City Assessor, a home appraised at \$100,000 had a Taxable Value of \$50,000 and will pay the following property taxes based on the above millage rates:

Pontiac Schools	\$367.50
City of Pontiac	\$850.06
Oakland County	\$232.30
Intermediate School	\$168.45
SMART	\$29.75
Community College	\$79.22
	\$1,727.28

The property owners of Pontiac will pay an average of \$850.06 or \$2.33 per day during Fiscal 2008 for such services as Police and Fire protection; parks, recreation and community centers; street lights, and the City Library.

CAPITAL IMPROVEMENT FUND**\$ 1,595,500 ***

DEPARTMENT / AGENCY	Total by Dept.	FY 08-09		DESCRIPTION
			TOTAL	
City Council	\$ 4,970	\$	4,970	Network Charges
City Clerk	\$ 8,059	\$	8,059	Network Charges
Law	\$ 4,970	\$	4,970	Network Charges
Finance	\$ 24,850	\$	24,850	Network Charges
Executive Office	\$ 4,970	\$	4,970	Network Charges
Fire		\$	8,059	Network Charges
	\$ 237,284	\$	229,225	Various Projects
Human Resources	\$ 4,970	\$	4,970	Network Charges
Police	\$ 225,000	\$	225,000	Oak Ctny Radios (c)
Public Works & Utilities	\$ 880,427	\$	880,427	Various Projects
General & Special Programs				
	\$ 200,000	\$	200,000	Contingency
TOTAL EXPENSE	\$ 1,595,500	\$	1,595,500	

(c) Committed

* Due to the 60-day deadline for budget, the 2008 tax roll with the new values will not be released until May 12, 2008 per Property Tax Treasurer. So amount won't change until the Council Adopted

** Parking Capital accounts will be added in Council Adopted

CITY COUNCIL

Administration
4 - \$565,437

***Neighborhood
Revitalization***
\$164,185

Cable Franchise
\$80,000

Capital Improvement
\$4,970

FY 2008-2009

Mayor's Recommended: \$814,592

Personnel: 4

CITY COUNCIL GENERAL FUND	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	FY08-09 MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
I. EXPENSE	\$556,289	\$832,000	\$275,711	\$565,437	\$9,148	(\$266,563)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND-CONTROL ACCT.						
Personnel Services	\$427,959	\$459,982	(\$32,023)	\$434,880	\$6,921	(\$25,102)
Supplies	\$11,033	\$8,200	\$2,833	\$19,200	\$8,167	\$11,000
Services	\$71,091	\$26,988	\$44,103	\$35,760	(\$35,331)	\$8,772
Professional Services	\$30,654	\$10,100	\$20,554	\$60,100	\$29,446	\$50,000
Outlay	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$8,218	\$326,730	(\$318,512)	\$9,200	\$982	(\$317,530)
Transfers to Other Funds	\$7,334	\$0	\$7,334	\$6,297	(\$1,037)	\$6,297
Total	\$556,289	\$832,000	(\$275,711)	\$565,437	\$9,148	(\$266,563)

*NOTE: The difference between the revenue and expense is offset by revenue generated in other General Fund departments.

CITY COUNCIL

EXPENSE	FY06-07 ACTUAL	FY07-08 ADOPTED BUDGET	ACTUAL VS ADOPTED	FY08-09	
				MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS ACTUAL
FUNDS					
General Fund	\$ 556,289	\$ 832,000	\$ 275,711	\$ 565,437	\$ 9,148
Neighborhood Revitalization	\$ -	\$ 100,000	\$ 100,000	\$ 164,185	\$ 164,185
Capital Improvment	\$ 5,077	\$ 4,970	\$ (107)	\$ 4,970	\$ (107)
Cable Franchise	\$ 21,393	\$ 75,000	\$ 53,607	\$ 80,000	\$ 58,607
					\$ 5,000
Department Total	\$ 582,759	\$ 1,011,970	\$ 429,211	\$ 814,592	\$ 231,833
					(\$197,378)

Departmental Position Summary **Full Time Equivalents**

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
City Council			
<i>Legislative Office Coord</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>Legislative Assistant</i>	<i>2</i>	<i>1</i>	<i>(1)</i>
<i>Cable Administrator</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Legislative Auditor</i>	<i>1</i>	<i>1</i>	<i>0</i>
Total	4	4	0

City Clerk
4 - \$365,875

Elections
\$110,100

Capital Improvements
\$8,059

FY 2008-2009

Mayor's Recommended: \$484,034

Personnel: 4

OFFICE OF THE CITY CLERK

SUMMARY OF DEPARTMENT SERVICES

The Clerk's Office is responsible for the registration and maintenance of voter records, and conduction of all elections within the guidelines of Michigan Election Laws and City Charter. Supply candidates' with nominating petitions and certify petitions for local elections, and certify nomination petitions of precinct delegates. Provide voter lists, labels, disks, and election results from previous elections and current elections results upon request. Provide precinct registration books and voter registration list for school elections. Assist in training of precinct workers for school elections as needed. Demonstrate voting equipment and assist in voter registration drives at City high schools, churches, community centers, and senior citizens housing complexes. Code elections for schools student government elections and retirement.

Create tentative and formal agendas for weekly City Council meetings. Assemble and distribute weekly City Council packets to elected officials, department heads, etc. Official record keeper of City Council meetings; provide certified copies of resolutions and ordinances upon request. Provide minutes of City Council weekly and special meetings to Council, Mayor, and the public. Provide an indexed yearly journal of City Council actions.

As a Deputy Register for the State of Michigan we register over 2,000 death certificates and over 4,000 birth certificates yearly. Provide copies of birth/death registrations to Oakland County Clerk's Office and send original vital records to State Registrar. Upon request, issues certified copies of vital records under the guidelines provided by the State of Michigan and City of Pontiac. Maintain, master copy, working copy and hard copy of all vital records in the City of Pontiac.

Assist public and funeral directors in making changes/corrections to vital records. The City Clerk is the official clerk for the Fire Civil Service Commission, the Local Board of Canvassers and the Local Election Commission and responsible for minutes of these boards, meetings, hearings and agendas. Publishes City Ordinance, maintains code of ordinances and supplements to code. Publishes notices of official City business for most city departments. Receives and open bids for the City. Provide Notary Service for the public and city departments. Official receiver of legal documents involving the City in litigation. Keeper of City Seal. File and maintain titles to city vehicles and some heavy-duty equipment titles. Files and maintains deeds to city owned property. Administers oaths of office (upon request) to sworn and elected city officials/employees. House all oaths of office per City Charter section 2.112.

OFFICE OF THE CITY CLERK

ACCOMPLISHMENTS FY 07-08

1. Shredded old election documents in accordance with State Law.
2. Conducted Presidential/Special Primary Election Jan. 15, 2008.
3. Conducted May 6, 2008 School Election.
4. Appointed and trained approximately 225 Election Inspectors.
5. Conducted over five (5) training sessions for Election Inspectors in the month of January, 2008.

DEPARTMENTAL GOALS AND OBJECTIVES FOR FY 08/09

1. Continue working with the IT Department to update the link to the City's Website, so that citizens can access information regarding services offered by the Clerk's Office.
2. Look into changing precinct 6 (change to Pontiac Central High School-due to parking problems), precinct 22 (Howard Dell Closed) Precincts 27 & 28 (W. E. Holland Center Closed) will change to another location.
3. Appoint and train Precinct Workers for the Presidential Primary & General elections and the School election.
4. Implement a filing system to file backlogged files.
5. Continue to prepare vital records for imaging until an imaging system can be purchased.
6. Continue journalizing all City Council minutes and codifying City Ordinances.
7. Train new Election Inspectors on new voting equipment.

CITY CLERK GENERAL FUND	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	FY08-09 MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
I. REVENUE	\$201,548	\$166,250	(\$35,298)	\$211,250	\$9,702	\$45,000
II. DETAILS BY DEPARTMENT:						
GENERAL FUND CONTROL ACCOUNT						
Charges For Services	\$1,525	\$200	(\$1,325)	\$200	(\$1,325)	\$0
Miscellaneous	\$142,185	\$166,050	\$23,865	\$171,050	\$28,865	\$5,000
Fines & Forfeitures	\$26	\$0	(\$26)	\$0	(\$26)	\$0
Events	\$57,812	\$0	(\$57,812)	\$40,000	(\$17,812)	\$40,000
Total	\$201,548	\$166,250	(\$35,298)	\$211,250	\$9,702	\$45,000
I. EXPENSE						
	\$518,857	\$439,650	(\$79,207)	\$475,975	(\$42,882)	\$36,325
II. DETAILS BY DEPARTMENT:						
GENERAL FUND-CONTROL ACCT.						
Personnel Services	\$330,746	\$310,766	\$19,980	\$299,808	(\$30,938)	(\$10,958)
Services	\$155,393	\$90,073	\$65,320	\$135,662	(\$19,731)	\$45,589
Professional Services	\$6,754	\$7,500	(\$746)	\$6,000	(\$754)	(\$1,500)
Capital Outlay	\$0	\$3,992	(\$3,992)	\$3,492	\$3,492	(\$500)
Miscellaneous	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$21,886	\$27,319	(\$5,433)	\$24,819	\$2,933	(\$2,500)
Transfers to Other Funds	\$4,078	\$0	\$4,078	\$6,194	\$2,116	\$6,194
Total	\$518,857	\$439,650	\$79,207	\$475,975	(\$42,882)	\$36,325

*NOTE: The difference between the revenue and expense is offset by revenue generated in other General Fund departments.

<u>CITY CLERK</u>	FY08-09					
	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS AUDITED	ADOPTED
<u>EXPENSE</u>						
FUNDS						
General Fund	\$ 518,857	\$ 439,650	\$ (79,207)	\$ 475,975	\$ (42,882)	\$ 36,325
Capital Improvement	\$ 8,230	\$ 8,059	\$ (171)	\$ 8,059	\$ (171)	\$ -
Department Total	\$ 527,087	\$ 447,709	\$ (79,378)	\$ 484,034	\$ (43,053)	\$ 36,325

Departmental Position Summary
Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
City Clerk			
City Clerk	1	1	0
Chief Assistant	1	1	0
Clerk Assistant III	2	2	0
TOTAL	4	4	0

Law Department
4 - \$839,085

Capital Improvements
\$4,970

FY 2008-2009

Mayor's Recommended: \$844,055

Personnel: 4

LAW DEPARTMENT

GOALS AND OBJECTIVES

The Law Department consists of a total of three (3) full-time attorneys, one (1) part-time volunteer attorney and one (1) full-time support person along with additional assistance being provided by representative(s) of the Executive Office. The goals and objectives of the Department are as follows:

Legal Services – Ensure knowledgeable and timely delivery of quality legal advice and counsel to all branches of city government, its elected and appointed officials, its various departments and divisions and its agencies, authorities, boards and commissions that is unaffected by politics or personalities. The Department will resist undue political pressure in decision-making; stand by decisions that are in the City's best interest, even if they are unpopular; and take prompt action in cases of unprofessional or unethical behavior

Provide a broad scope of high quality, cost effective legal services, consistent with the law and proper ethical considerations.

Practice preventive law on behalf of the City.

Identify legal risks and remedy legal problems, while nonetheless encouraging prudent risk taking.

When the City encounters legal entanglements and obstacles, propose alternative, legally acceptable ways to accomplish public objectives.

Prosecute and defend all litigation involving the City, as authorized by the Mayor and City Council. Appear as legal counsel on behalf of the municipality, from time to time and as appropriate, in local, state and federal courts, or administrative or regulatory agencies as requested by the City Council and/or in coordination with the Mayor and the executive staff.

Provide fiscally sustainable legal representation to the City in a responsive manner to foster a safe and healthy community.

Pursue aggressive cost controls and expenditure restrictions to decrease costs and promote efficiencies.

Protect and preserve the legal rights and assets of the City by challenging unlawful or unwarranted acts.

Provide training, advice, and legal representation to the employees of the City to assure consistent and coordinated City procedures, services, preservation of our limited resources, management of City operations and enforcement of state laws and city ordinances.

GOALS AND OBJECTIVES - LAW (cont.)

Research relevant law, interpret administrative regulations and review the City's ordinances to implement the policy decisions of the Executive Office and the City Council and to promote safety and maintain/increase property values

Be aware of legislation pending in the United States Congress and the State House and Senate that may affect City operations

Draft and/or review contracts, legal documents or instruments in writing to which the City is a party and render opinions upon questions of law.

Prepare deeds and leases; examine titles, conduct closings and draft agreements/contracts necessary for acquisition and disposition of real property.

Provide full legal support to City departments having responsibility for collection of debts owed to the City such as taxes (real, personal, business or occupational licensing, etc.) water and sewer accounts, the cost of trash & debris removal, weed abatement, obligations due to the Fire and Police Departments and 50th District Court, and damage to city property.

To advocate the interests of the City in intergovernmental relations with the State of Michigan, Oakland County and other municipalities

Serve as a primary contact between the Executive Branch of government and the City Council and 50th District Court and other City officials; and provide support to the City's outside legal consultants as to legal issues and strategy

Improve internal and external communication.

Prosecute persons, entities and/or organizations charged with violations of City ordinances insuring justice, protection of the public health and safety and compliance with the law.

Assist in protecting the victims of domestic violence and other crimes

Further increase our role in the substandard housing process in an effort to assist those with the responsibility to combat slum and blight in the City and to the fullest extent possible take advantage of the benefits of the municipality's designation by the Governor as a City of Promise

Provide courteous and timely assistance to the citizens

To a limited extent the staff of the Law Department may provide information to the general public concerning the Municipal Code of Pontiac, Michigan and the enforcement of the municipality's ordinances and resolutions as well as regarding other city matters but cannot provide legal advice or recommendations to private

GOALS AND OBJECTIVES - LAW (cont.)

citizens related to their personal legal matters or otherwise represent private citizens or citizens groups.

Despite drastic reductions in the size of the staff of the Department continue to make progress in the area of client satisfaction. We are determined to provide an efficient, helpful and required service at a price the private sector cannot meet. We will strive to continue to make improvements in the assistance we provide, though there will be challenges given the current budgetary constraints the City is currently confronting.

When the staff of the Law Department in concert with the other departments and divisions of city government is successful in achieving these goals and objectives, the result should be a City that produces and projects an identity that is characterized by a peaceful, safe community which cherishes the rights of its citizens to grow and prosper, to assemble and interact constructively, to create and protect family life, and to be represented and served by an effective, caring and productive municipal government. A strong viable partnership between the citizens of Pontiac and its elected and appointed officials is necessary to ensure attainment of this vision for the City. The path to the future requires a mutual commitment between the citizens, taxpayers, business owners, service providers and government employees and officials and the Law Department will continue with its efforts to facilitate this necessary and productive interaction between the various stakeholders.

FY08-09

ATTORNEY (LAW) GENERAL FUND	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	FY08-09 MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
I. REVENUE	\$10,761	\$5,000	(\$5,761)	\$3,000	(\$7,761)	(\$2,000)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND CONTROL ACCOUNT						
Charges For Services	\$10,178	\$5,000	(\$5,178)	\$3,000	(\$7,178)	(\$2,000)
Miscellaneous	\$583	\$0	(\$583)	\$0	(\$583)	\$0
Total	\$10,761	\$5,000	(\$5,761)	\$3,000	(\$7,761)	(\$2,000)
I. EXPENSE						
	\$589,784	\$843,000	\$253,216	\$839,085	\$249,301	(\$3,915)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND-CONTROL ACCT.						
Personnel Services	\$397,136	\$406,762	(\$9,626)	\$363,303	(\$33,833)	(\$43,459)
Supplies	\$26,036	\$22,200	\$3,836	\$26,000	(\$36)	\$3,800
Services	\$43,277	\$41,784	\$1,493	\$38,401	(\$4,876)	(\$3,383)
Professional Services	\$115,244	\$371,954	(\$256,710)	\$403,000	\$287,756	\$31,046
Miscellaneous	\$300	\$300	\$0	\$0	(\$300)	(\$300)
Transfer to Other Funds	\$7,791	\$0	\$7,791	\$8,381	\$590	\$8,381
Total	\$589,784	\$843,000	(\$253,216)	\$839,085	\$249,301	(\$3,915)

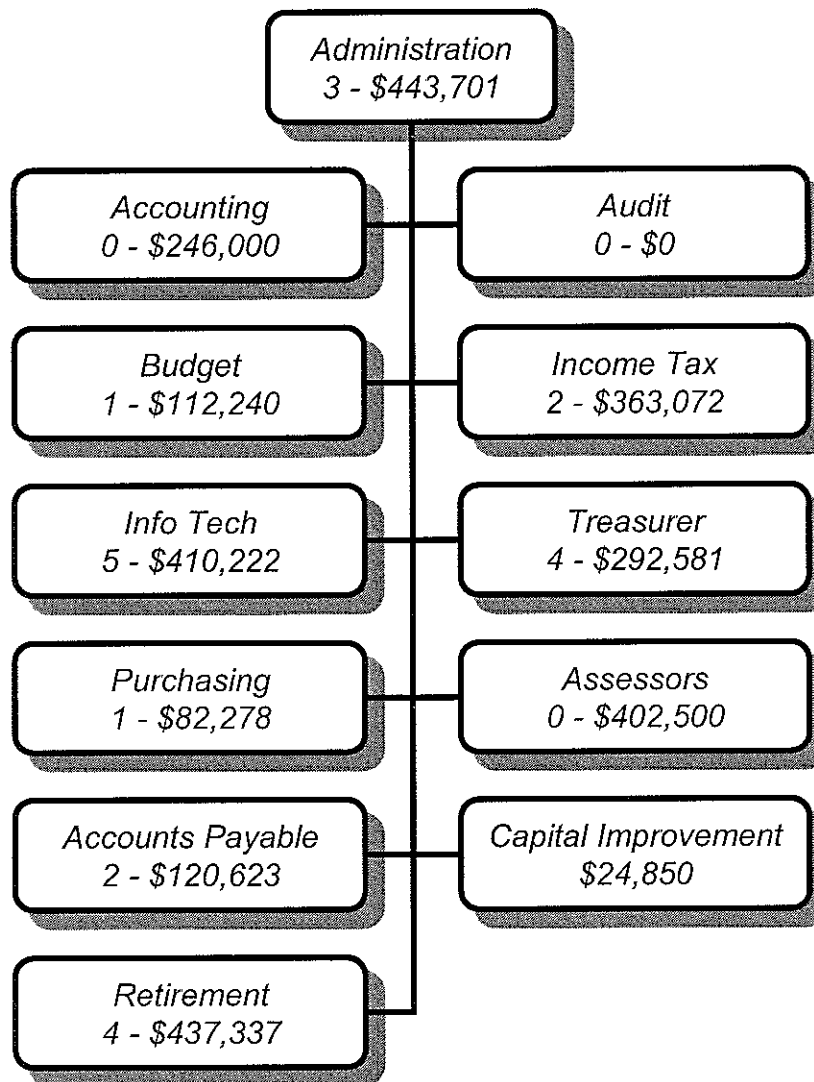
*NOTE: The difference between the revenue and expense is offset by revenue generated in other General Fund departments.

ATTORNEY (LAW) EXPENSE	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED VS ADOPTED	
				AUDITED	VS ADOPTED
FUNDS					
General	\$ 589,784	\$ 843,000	\$ 253,216	\$ 249,301	(\$3,915)
Capital Improvement	\$ 5,076	\$ 4,970	\$ (106)	\$ (106)	\$0
Department Total	\$ 594,860	\$ 847,970	\$ 253,110	\$ 249,195	(\$3,915)

Departmental Position Summary
Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Law			
<i>City Attorney</i>	1	1	0
<i>Deputy City Attorney II</i>	2	2	0
<i>Deputy City Attorney II / Labor</i>	1	0	(1)
<i>Clerk Typist II</i>	1	0	(1)
<i>Legal Stenographer</i>	1	0	(1)
<i>Executive Assistant</i>	0	1	1
TOTAL	6	4	(2)

FINANCE DEPARTMENT



FY 2008-2009

Mayor's Recommended: \$2,935,404

Personnel: 22

FINANCE DEPARTMENT

SUMMARY OF DEPARTMENT SERVICES

The Finance Department is responsible for managing the administration of the financial affairs of the City. The Administrative responsibility of Finance is to insure that all divisions are meeting their respective functions, assignments, and responsibilities towards maintaining appropriate financial records, collection of taxes, special assessments and other revenues

Divisions within Finance include Finance Administration, Accounts Payable, Accounting, Budget and Management, Income Tax, Information Technology, Internal Audit, Purchasing, Retirement, and the Treasurer

While each division has its individual function, the overall purpose of Finance is to maintain fiscal responsibility in assessing the city's resources, collecting due revenues, and administering those revenues in the city's best interest. This includes keeping accounts and financial records, making payments to employees and vendors, performing internal audit(s), appraising residential, commercial, industrial and personal property, special assessments and other revenues, collection of taxes, inspecting and measuring changes relative to assessments, computer system maintenance and program development, providing chronological history of all properties, making purchases for the city, and preparing financial reports

A major responsibility of the Finance Department is to develop the annual operating budget for the preparation of the Mayor's Recommended Fiscal Plan/Budget for the ensuing fiscal year. Budget oversight is provided during the operating fiscal year by the budget and other finance staff to ensure that expenditures are in accordance with the adopted budget and within the available city revenues

The Finance Department is also responsible for the preparation of the Annual Financial Report.

In addition to the system maintenance and support Finance provides to all levels of the city, significant interaction between various levels of local and federal municipalities and agencies, boards, and authorities occurs to facilitate singleness of purpose. Further, Finance provides professional counsel in necessary areas to assist in investment development, risk management, and other revenue producing areas.

ACCOMPLISHMENTS

- Met 60-day Charter change in presenting Mayor's Recommended Budget
- Identified a number of avenues to reduce costs while at the same time improving services as it relates to telecommunications
- Reduced the amount of time to process an internal budget change not needing council approval by eliminating the Mayor's office routing; this also increased efficiency.
- Improved communication with departments on budget concerns

FINANCE DEPARTMENT (cont.)

- Increased accountability of budget staff by the analyst's sending out monthly written reports.
- Process refund returns timelier to reduce amount paid out in interest expense.
- Improve collection and compliance efforts to generate additional revenue for the City.
- Successfully decentralized invoice processing, which will ensure quicker payments to City of Pontiac vendors.
- To continue to secure the lowest responsible bids for the City of Pontiac.
- With the utilization of Bid Net, the City has been able to receive numerous bids from various vendors Statewide, resulting in overall lower costs.
- Consolidating City's cell phones under one contract.
- Complete redesign of the City of Pontiac's website.
- Secured outside consultants to assist in accounting, reporting, and training issues.
- Increased monitoring of financial controls.
- Developed a State approved deficit elimination plan.
- Completion of the 2007 audit no later than December 31, 2007.
- Implementation of Cashier software, which will improve the cashiering, departmental revenue, and Accounts Receivable functions and processes.

GOALS & OBJECTIVES

- To continue providing the monthly budget performance statements in a timely manner.
- Present regularly scheduled retirement information seminars.
- Update employee retirement handbooks once contracts are settled.
- Improve standardized board reporting.
- To increase citywide financial and performance audits, making recommendations for improvement in efficiency, where applicable.
- To update Continuing Disclosure information, as defined in the covenant(s) for all of the City's bond issues, and submit Disclosures to designated agencies in a timely fashion.
- Budget reductions to address declining revenues.
- Educate members about deferred compensation.

FINANCE GENERAL FUND	FY08-09			
	FY07-08		FY08-09	
	FY06-07 AUDITED	ADOPTED BUDGET	AUDITED VS ADOPTED	MAYORS RECOMMENDED
I. REVENUE	\$43,836,242	\$44,152,991	\$316,749	\$43,284,886

II. DETAILS BY DEPARTMENT:
GENERAL FUND CONTROL ACCOUNT

Property Taxes	\$12,950,694	\$13,590,000	\$639,306	\$13,202,550	\$251,856	(\$387,450)
Income Taxes	\$13,305,335	\$13,375,000	\$69,665	\$13,000,000	(\$305,335)	(\$375,000)
Penalties & Interest	\$934,514	\$675,000	(\$259,514)	\$675,000	(\$259,514)	\$0
State Grants	\$12,044,601	\$12,186,110	\$141,509	\$12,041,756	(\$2,845)	(\$144,354)
Charges for Services	\$720,072	\$716,500	(\$3,572)	\$716,500	(\$3,572)	\$0
Interest Earned on Investments	(\$51,136)	\$150,000	\$201,136	\$100,000	\$151,136	(\$50,000)
Administration Charges for Serv	\$3,892,514	\$3,450,881	(\$441,633)	\$3,539,580	(\$352,934)	\$88,699
Events Revenue	\$10,255	\$0	(\$10,255)	\$0	(\$10,255)	\$0
Miscellaneous	\$29,393	\$9,500	(\$19,893)	\$9,500	(\$19,893)	\$0
Total	\$43,836,242	\$44,152,991	\$316,749	\$43,284,886	(\$551,356)	(\$868,105)

I. EXPENSE

	\$3,273,040	\$2,880,000	(\$393,040)	\$2,473,217	(\$799,823)	(\$406,783)
--	-------------	-------------	-------------	-------------	-------------	-------------

II. DETAILS BY DEPARTMENT:
GENERAL FUND-CONTROL ACCT.

Personnel Services	\$2,052,793	\$1,996,963	(\$55,830)	\$1,477,214	(\$575,579)	(\$519,749)
Supplies	\$55,661	\$61,000	\$5,339	\$54,100	(\$1,561)	(\$6,900)
Services	\$179,519	\$213,642	\$34,123	\$195,154	\$15,635	(\$18,488)
Professional Services	\$904,646	\$553,109	(\$351,537)	\$665,100	(\$239,546)	\$111,991
Miscellaneous	\$50,023	\$55,286	\$5,263	\$52,050	\$2,027	(\$3,236)
Transfers to Other Funds	\$30,398	\$0	(\$30,398)	\$29,599	(\$799)	\$29,599
Total	\$3,273,040	\$2,880,000	(\$393,040)	\$2,473,217	(\$799,823)	(\$406,783)

<u>FINANCE</u> EXPENSE	FY08-09					
	FY07-08			FY08-09		
	AUDITED			Mayor's Recommended		
		ADOPTED		AUDITED	VS	ADOPTED
		BUDGET				
General Fund	\$3,273,040	\$2,880,000	(\$393,040)	\$2,473,217	(\$799,823)	(\$406,783)
Capital Improvement	\$26,057	\$24,850	(\$1,207)	\$24,850	(\$1,207)	\$0
Retirement Fund	\$343,261	\$415,520	\$72,259	\$437,337	\$94,076	\$21,817
Department Total	\$3,642,358	\$3,320,370	(\$321,988)	\$2,935,404	(\$706,954)	(\$384,966)

Departmental Position Summary Full Time Equivalents

<u>CLASSIFICATION TOTALS</u>	<u>FY 07-08 ADOPTED BUDGET</u>	<u>FY 08-09 MAYOR'S RECOMMENDED</u>	<u>VARIANCE</u>
Finance Department			
General Fund			
Director Of Finance	1	1	0
Account Clerk II	1	0	(1)
Account Clerk IV	2	2	0
Applications Support Specialist	1	1	0
Budget Cost Administrator	1	1	0
Cashier II	2	2	0
City Treasurer	1	1	0
Communications Support Manager	1	1	0
Database Analyst	1	1	0
Deputy Internal Auditor	1	0	(1)
Executive Assistant	2	0	(2)
Financial Program & Evaluation Advisor	1	1	0
Head Cashier	1	0	(1)
Income Tax Administrator	1	0	(1)
Income Tax Auditor I	3	0	(3)
Income Tax Clerk	1	0	(1)
Income Tax Compliance Officer	1	1	0
Information Technology Administrator	1	1	0
Network Analyst Manager	1	1	0
Property Tax Acct.	1	1	0
Purchasing Agent	1	1	0
Senior Data Entry Technician	1	1	0
Special Assistant to the Director	0	1	1
General Fund Total	27	18	(9)
Retirement			
M- Administrative Assistant	1	1	0
Retirement Accountant	1	1	0
Retirement System Coordinator	1	1	0
Retirement System Administrator	1	1	0
Retirement Total	4	4	0
ALL FUNDS TOTAL	31	22	(9)

Executive Office
6 - \$564,685

Capital Improvement
\$4,970

FY 2008-2009

Mayor's Recommended: \$569,655

Personnel: 6

EXECUTIVE OFFICE

GOALS & OBJECTIVES

- To improve the confidence of the citizens of Pontiac, its taxpayers and the business community in the capability of City government by systematically holding departments and employees **accountable** for achieving results.
- Improve the effectiveness and public accountability of City government by promoting a new focus on results, service quality, and customer satisfaction.
- Develop an open and responsive local government committed to providing excellent public service and evolving to meet the ever-changing needs and priorities of the community it serves.
- Compel compliance with laws, regulations, policies, procedures, rules, and agreements applicable to the City's financial system, internal controls and government auditing standards, which will enhance fiscal stability.
- Review the written financial policies that provide a framework for the prudent management of the City's financial resources.
- Continue programs and partnerships designed to eliminate slum, blight and other environmental problems throughout our community.
- Continue to be creative in producing projects that will create the tax base to provide future financial flexibility.
- Continue to foster alliances between businesses, churches, schools, organizations, residents and all who work and visit our community.
- Establish a strategic plan to bring various retail and service businesses to the downtown to stimulate further economic benefit and development throughout the City.
- Support economic development and responsible growth initiatives to promote and enhance the economic health of the City.
- Partner with educational institutions and professionals in the area to help assure a dynamic and expanding talent pool for area businesses.
- Provide employment and entrepreneurial opportunities through industrial, business, physical or commercial development.
- Communicate and interact with the City Council, citizens and business community on the issues confronting municipal government and their impact on the City, its residents, business owners and visitors.

GOALS & OBJECTIVES – EXECUTIVE OFFICE (cont.)

- Where appropriate conduct meaningful public consultation with citizen advisory groups to generate public input and advice on significant community issues such as the disposition of the Silverdome site.
- Promote the community and quality of life in the City.
- Strive to attract, develop and retain a workforce consisting of quality individuals who are efficient, motivated, and well trained with the knowledge, skills, and abilities to meet the current and future needs of the City while recognizing that they are the City's most valuable asset in providing exemplary public services to our citizens and businesses.
- Promote effective and efficient utilization of the City's human resources.
- Assisting community development entities and community action agencies in leveraging existing federal, state and local resources for neighborhood revitalization activities.
- To enhance the quality of life of all residents by providing recreational and other special interest programs in partnership with the schools and by developing public/private partnerships and intergovernmental relationships.
- Continue to plan, prepare and train emergency personnel and the community at large to respond to, mitigate and recover from disasters in an effective and expeditious manner in order to protect persons and preserve property.
- Plan for the City's future traffic circulation and transportation needs.
- The City will play a proactive role in business and economic development and pursue the availability of a full range of desired retail establishments, which will be addressed by development of and implementation of an Economic Development Strategic Plan.
- Promote the construction of housing, which accommodates people of all ages, cultures, occupations and levels of financial status as well as encouraging the maintenance and upgrading of existing homes while improving amenities and necessities citywide to maintain and/or increase property values.
- Creation of a community environment, which nurtures social, cultural, religious, educational and recreational opportunities for its citizens.
- Retain existing businesses and attract new ones.
- Continue to redevelop the blighted commercial, industrial and residential areas.
- The City will work to ensure that development and redevelopment of the community's physical assets will be in harmony with our environment and quality of life.
- Analyze costs compared to benefits for new acquisitions, projects or programs as part of the research and assessment process.
- Continue to implement and update long-range plans for capital assets – water, sewer, streets, and buildings.

GOALS & OBJECTIVES – EXECUTIVE OFFICE (cont.)

- Determine the costs of long-range plans; calculate costs and outline funding plans to support efforts.
- Consider the City's current ability to maintain existing assets and the ability to acquire new.
- To ensure that City services are provided equitably to all areas of the City and all segments of the population.
- The Mayor and the City Council will work in concert consistent with their policy-making responsibilities.
- Develop effective methods of long-range revenue and expenditure forecasting.
- Citizens taking responsibility for their neighborhoods.
- Update land use plans and policies used in planning decisions.
- Increase awareness and understanding of emerging issues.
- To make the most efficient use of the resources collected from the taxpayers in the provision of City services.
- Strengthen the dialog between city government and business and industry representatives.
- Promote and develop succession planning.

EXECUTIVE OFFICE GENERAL FUND	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09	
				FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS AUDITED VS ADOPTED
I. EXPENSE	\$511,224	\$654,970	\$143,746	\$564,685	\$53,461 (\$90,285)
II. DETAILS BY DEPARTMENT:					
GENERAL FUND-CONTROL ACCT.					
Personnel Services	\$468,072	\$616,750	(\$148,678)	\$510,703	\$42,631 (\$106,047)
Supplies	\$10,488	\$8,650	\$1,838	\$11,850	\$1,362 \$3,200
Services	\$26,840	\$24,767	\$2,073	\$29,779	\$2,939 \$5,012
Professional Services	\$61	\$0	\$61	\$0	(\$61) \$0
Misc	\$198	\$4,803	(\$4,605)	\$0	(\$198) (\$4,803)
Transfers to Other Funds	\$5,565	\$0	\$5,565	\$12,353	\$6,788 \$12,353
Total	\$511,224	\$654,970	(\$143,746)	\$564,685	\$53,461 (\$90,285)

*NOTE: The difference between the revenue and expense is offset by revenue generated in other General Fund departments.

<u>EXECUTIVE OFFICE</u>	FY08-09					
	FY06-07		FY07-08		FY08-09	
EXPENSE	AUDITED		ADOPTED		MAYOR'S RECOMMENDED	
	ACTUAL		BUDGET	AUDITED VS ADOPTED	VS AUDITED	VS ADOPTED
FUNDS						
General	\$ 511,224	\$ 654,970	\$ 143,746	\$ 564,685	\$ 53,461	\$ (90,285)
Capital Improvement	\$ 5,076	\$ 4,970	\$ (106)	\$ 4,970	\$ (106)	\$ -
Department Total	\$ 516,300	\$ 659,940	\$ 143,640	\$ 569,655	\$ 53,355	\$ (\$90,285)

Departmental Position Summary
Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Executive Office			
<i>Mayor</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Deputy Mayor</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Chief of Staff</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Executive Coordinator to Mayor</i>	<i>1</i>	<i>0</i>	<i>(1)</i>
<i>Assistant to Mayor</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Executive Office Technician</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Executive Assistant to Mayor</i>	<i>1</i>	<i>1</i>	<i>0</i>
TOTAL	7	6	(1)

Community Development
18 - \$1,553,719

CDBG & Others
6 - \$3,693,921

FY 2008-2009

Mayor's Recommended: \$5,247,640 **

Personnel: 24

COMMUNITY DEVELOPMENT

BUILDING & SAFETY

- Implement the BS&A Software System department wide.
- Schedule BS&A Software training for all employees within the Building & Safety Division and all departments that will need access to the program.
- Make all necessary changes to BS&A Software Database while running PT Win and switch over to BS&A as the primary database as soon as possible.
- Coordinate with Information Technology to purchase all necessary upgrades to the department server and new equipment needed to complement the BS&A Software process.
- Fill vacant inspector positions as necessary to service the Bloomfield Park Construction Project.
- Fill several key positions within the Building & Safety Department to give us the opportunity to complete critical required department functions.
- Full-time clerk to work at the front counter to meet workload increases and to cover office.
- Full-time clerk to work with the Rental Program Clerk.
- Full-time clerk to work for the Building Official to handle clerical functions and assist in policy and procedure implementation. To track and respond complaints and concerns from other departments, administration and citizens.
- Full-time inspector to take over substandard and hearing officer procedures.
- Full-time housing inspector to complete rental registration inspections and follow-up inspections.
- Propose changes to the Hearing Officer and Sub-standard procedures that will streamline the process. The goal of these changes is to reduce the workload on the Housing Inspectors and allow them more time to complete the Rental Registration Inspections.

GOALS:

- Work with the Information Technology Department to select and purchase tablet PC's for installation in the Inspectors' vehicles.

PLANNING:

- Hired Consultant to update Master Plan of the City. Have begun the process of updating the Plan with a Steering Committee.
- Worked with the Land Policy Institute at Michigan State University to conduct 4 Visioning Sessions throughout the City and prepared report and findings. Findings posted on the City Website.
- Completed an asset based Economic development Strategy for the City with the assistance of the Land Policy Institute at MSU. Report prepared and presented to the City Council and Growth Group. Report posted on the city website.

COMMUNITY DEVELOPMENT (cont.)

- Bloomfield Park site plan approved. Continuously working with Bloomfield Township and city's consultants HRC to review plans, Traffic Study and other issues relating to development plans.
- Prepared guidelines for and procedures for location of Transient Homes
- Updated all applications for Planning Commission approval, zoning board of appeals, and historic districts etc. Applications are cleaner, reference appropriate section numbers, ordinances, fee schedules and application cut-off dates. All applications are posted on the website.
- Scanner purchased with Block grant funds, housed in the engineering division. This will enable better record keeping.
- Use of Oakland access and label service for all required mailings for ZBA and Planning Commission has made the department more efficient.
- Consolidation of all required notices in the Oakland Press under a new format have reduced publishing expense considerably.

GOALS:

- Completion of the Master Plan. Send copies of draft plan to adjacent communities, Oakland County and SEMCOG for their review and comments.
- Have the Plan adopted by the Planning Commission and City Council.
- Print copies of Plan for distribution and post the Plan on the website.
- Start preparation of a zoning ordinance to follow the recommendations of the Master Plan.
- Develop design guidelines and standards for building appearance.
- Prepare a development handbook describing the development process and role of all departments and other agencies.
- Provide training opportunities for staff and board members.
- Continue working with Bloomfield Township and developer to monitor compliance with approved plan for Bloomfield Park.
- Co-operate Planning efforts with Oakland County on several projects and recommendations of the Land Use Plan. Co-ordinate with Oakland County and census bureau in preparation of 2010 census data.
- Planning staff to set aside a couple of days a week to do site plan enforcements to assist zoning Inspector.

COMMUNITY DEVELOPMENT GENERAL FUND	FY08-09					
	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
I. REVENUE	\$2,682,762	\$2,222,650	(\$460,112)	\$2,218,050	(\$464,712)	(\$4,600)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND CONTROL ACCOUNT						
Licenses & Permits	\$2,515,053	\$2,025,000	(\$490,053)	\$2,112,000	(\$403,053)	\$87,000
Charges For Services	\$13,318	\$11,000	(\$2,318)	\$11,500	(\$1,818)	\$500
Contributions & Donations	\$5,750	\$5,750	\$0	\$5,750	\$0	\$0
Transfers	\$0	\$0	\$0	\$0	\$0	\$0
Miscellaneous	\$148,641	\$180,900	\$32,259	\$88,800	(\$59,841)	(\$92,100)
Total	\$2,682,762	\$2,222,650	(\$460,112)	\$2,218,050	(\$464,712)	(\$4,600)
I. EXPENSE						
	\$1,388,098	\$1,676,000	\$287,902	\$1,553,719	\$165,621	(\$122,281)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND-CONTROL ACCT.						
Personnel Services	\$1,119,593	\$1,256,807	\$137,214	\$1,116,232	(\$3,361)	(\$140,575)
Supplies	\$32,569	\$56,405	\$23,836	\$72,550	\$39,981	\$16,145
Services	\$197,086	\$310,238	\$113,152	\$268,892	\$71,806	(\$41,346)
Professional Services	\$24,122	\$40,250	\$16,128	\$60,250	\$36,128	\$20,000
Miscellaneous	(\$258)	\$12,300	\$12,558	\$11,900	\$12,158	(\$400)
Transfers to Other Funds	\$14,986	\$0	(\$14,986)	\$23,895	\$8,909	\$23,895
Total	\$1,388,098	\$1,676,000	\$287,902	\$1,553,719	\$165,621	(\$122,281)

*NOTE: The difference between the revenue and expense is offset by revenue generated in other General Fund departments.

COMMUNITY DEVELOPMENT		FY08-09				
EXPENSE	FY06-07 AUDITED	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
101						

* 245 CONTRIBUTION WILL BE ADDED IN COUNCIL ADOPTED

** 254B CANNOT BE ADDED UNTIL ADOPTION

Departmental Position Summary Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Community Development			
General Fund			
<i>Building Official</i>	1	1	0
<i>Housing Inspector Supervisor</i>	1	1	0
<i>Housing Inspector I</i>	4	3	(1)
<i>License/Zoning Inspector</i>	1	1	0
<i>Personal Secretary</i>	2	2	0
<i>Planner II</i>	1	1	0
<i>Planning Administrator</i>	1	1	0
<i>Senior Clerk</i>	2	2	0
<i>Senior License Technician</i>	1	1	0
<i>Technical Insp. Supervisor</i>	1	1	0
<i>Technical Inspector</i>	5	4	(1)
	20	18	(2)
Block Grant			
<i>Block Grant Administrator</i>	1	1	0
<i>CD Specialist</i>	5	5	0
	6	6	0
ALL FUNDS TOTAL	26	24	(2)

***FIRE DEPARTMENT
119 - \$13,382,728***

***Capital Improvement
Fund
\$237,284***

FY 2008-2009

Mayor's Recommended: \$13,620,012

Personnel: 119

FIRE DEPARTMENT

SUMMARY OF DEPARTMENT SERVICES

The City of Pontiac Fire Department provides 24-hour fire suppression, emergency medical services, technical rescue and hazardous material response within the City limits. The Department is currently staffed with 120 personnel. Of this total, 110 are line personnel on the suppression side and ten are staff personnel. Department functions also include the development of Emergency Management Preparedness plans (Hometown Security) for City buildings and 302 sites (target hazards) located within its jurisdiction. The Department is also responsible for the investigation of fires determining origin and cause as well as fire prevention, education and inspection of commercial buildings and multi-family dwellings for fire code compliance.

ADMINISTRATION

The Fire Chief and Deputy Chief are responsible for the coordination of all Fire Department operations and activities, developing and administering a budget, which allows the department to meet its organizational goals and objectives. Fire Department Administration is also responsible for updating and revising policies and procedures, as well as monitoring and guiding all divisions. The processing of all grievances and working with labor Relations on all negotiations are also functions of administrative staff. Additionally, Fire Administration acts as a liaison between the Fire Department and all other City departments, governmental authorities, outside agencies and citizens. Administrative staff also oversees the development and implementation of Emergency Preparedness Plans for the city of Pontiac and 302 sites in our community.

FIRE SUPPRESSION

The department provides 24-hour fire suppression services to residents and businesses located within the City. The Department responds to an average of 500 fires per year, with $\frac{3}{4}$ being residential. Suppression companies also participate in the development of pre-fire plans for businesses within their districts. Fire suppression units maintain readiness of workforce and equipment by conducting regularly scheduled training events for personnel and performing maintenance and inspection of equipment. The Fire Department is also a participating member of the OAKWAY Mutual Aid Response organization.

TECHNICAL RESCUE TEAM

The Department currently supports a Technical Rescue Team, made up of members from the Department who have obtained their certification at the Technician Level, in various aspects of Technical Rescue. Team members have advanced training in rope rescue, trench rescue, confined space rescue and structural collapse. The Team has responded to several incidents in Oakland County – the most significant events being the tornado that hit Springfield Township and the trench collapses in Southfield, Detroit and Ypsilanti Township. The Team is prepared to respond to those types of incidents should they occur within our own jurisdiction or, as in the past, in conjunction with our mutual Aid partners.

FIRE DEPARTMENT (cont.)

HAZARDOUS MATERIALS TEAM

The HazMat Team consists of eight (8) members from the Department who have received specialized training in Hazardous Materials Response. Team members have all been trained to Specialist Level. All other Fire employees have been trained to Operations Level. Team members, with the support of the Fire Department, respond to HazMat incidents within our jurisdiction to mitigate the emergency while protecting the citizenry and ensuring the least amount of damage to the environment as possible. Recent incidents include the various anthrax scares (including the incident at City Hall), Akzo chemical plant response and the General Auto Supply response, to name a few.

EMERGENCY MEDICAL SERVICES

The EMS Division responds to some 6,500 incidents annually, which include Basic Life Support service (injuries and illnesses that are considered no danger to life or limb such as minor lacerations, falls, general weakness, not feeling well) and Advanced Life Support services (injuries and illnesses that have the potential to cause loss of life or limb, such as amputations, chest pain stabbing, shooting, chest trauma, head trauma, motor vehicle accidents). The Department currently utilizes 24 Paramedics, who man two Rescue trucks supported by Engine companies.

FIRE PREVENTION BUREAU

The fire Prevention Bureau, under the direction of the Fire Marshal, investigates the origin and cause of fires occurring within our jurisdiction. The division also conducts community fire prevention and education in our schools, as well as with our mobile fire safety trailer that can be transported anywhere in our community where people of all ages gather. The division is also charged with developing pre-plans for 302 sites, target hazards, and all other commercial structures and multi-family dwellings in our community. The Bureau is also responsible for the Firefighter Right-to-Know Law (SARA Title III), fulfilling MIOSHA requirements.

APPARATUS MAINTENANCE AND REPAIR

The Master Fire Mechanic coordinates and monitors major repairs done by outside agencies and performs routine and intensive repairs to all apparatus, staff vehicles and equipment belonging to the Fire Department. This division is also charged with maintaining, testing and maintenance records for all apparatus and equipment; providing regulating agencies with required reports, as mandated by State and Federal Agencies.

FIRE DEPARTMENT (cont.)

GOALS AND OBJECTIVES

To Reduce Civilian Fatalities in Structure Fires

- Strengthen community fire safety and awareness programs.
- Deliver door-to-door information regarding fire safety programs.
- Perform free fire inspections to residents requesting service.
- Increase smoke detector distribution by taking product to residents and offering installation.
- Community open house, as part of Fire Prevention Week.
- Utilize smoke house trailer to improve delivery of life safety information to citizens, especially children.

Implement Scene-to-Hospital EMS Program

- Provide Basic EMS services for non life-threatening injuries.
- Provide Advanced Life Support (ALS) for life-threatening emergencies.
- Eliminate duplication of service by private companies.
- Create additional revenue source for the City and reduce costs to public.

Improve Emergency Management Planning (Hometown Security)

- Improve information gathering from 302 sites and target hazards and dissemination to citizens and workforce.
- Coordinate information with Police Department.
- Develop action plans from site visits and required reporting.

Inspection of Rental Properties to Ensure Compliance with Fire Code Regulations and Ordinances

- Implement yearly inspection programs for smoke detectors in all rental properties.
- Help identify unregistered rental properties.
- Coordinate inspections with Community Development, ensuring compliance with the International Fire Code and local ordinances.

Improve Education and Training Department Personnel

- Improve in-house educational and training programs.
- Require completion of Fire Officer certification programs for Officer candidates.
- Increase the total number of cross-trained Firefighter/Paramedic personnel.
- Increase the total number of cross-trained Firefighter HazMat personnel at the Technician level.
- Improve fire records management systems to improve statistical information gathering.

FIRE GENERAL FUND	FY08-09				FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED	
	FY06-07 AUDITED	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	VS			
				AUDITED		ADOPTED	
I. REVENUE	\$358,295	\$800,000	\$441,705	\$1,510,000	\$1,151,705	\$710,000	
II. DETAILS BY DEPARTMENT:							
GENERAL FUND CONTROL ACCOUNT							
Charges for Services	\$302,105	\$660,000	\$357,895	\$1,410,000	\$1,107,895	\$750,000	
Sale of Fixed Assets	\$0	\$0	\$0	\$0	\$0	\$0	
Miscellaneous	\$56,190	\$140,000	\$83,810	\$100,000	\$43,810	(\$40,000)	
Total	\$358,295	\$800,000	\$441,705	\$1,510,000	\$1,151,705	\$710,000	
I. EXPENSE							
	\$13,846,084	\$12,740,000	(\$1,106,084)	\$13,382,728	(\$463,356)	\$642,728	
II. DETAILS BY DEPARTMENT:							
GENERAL FUND-CONTROL ACCT.							
Personnel Services	\$12,719,368	\$11,509,275	(\$1,210,093)	\$12,077,681	(\$641,687)	\$568,406	
Supplies	\$324,032	\$310,125	(\$13,907)	\$359,000	\$34,968	\$48,875	
Services	\$595,071	\$715,600	\$120,529	\$686,453	\$91,382	(\$29,147)	
Professional Services	\$43,106	\$165,000	\$121,894	\$58,500	\$15,394	(\$106,500)	
Miscellaneous	\$47,063	\$40,000	(\$7,063)	\$30,000	(\$17,063)	(\$10,000)	
Transfers to Other Funds	\$117,444	\$0	(\$117,444)	\$171,094	\$53,650	\$171,094	
Total	\$13,846,084	\$12,740,000	(\$1,106,084)	\$13,382,728	(\$463,356)	\$642,728	

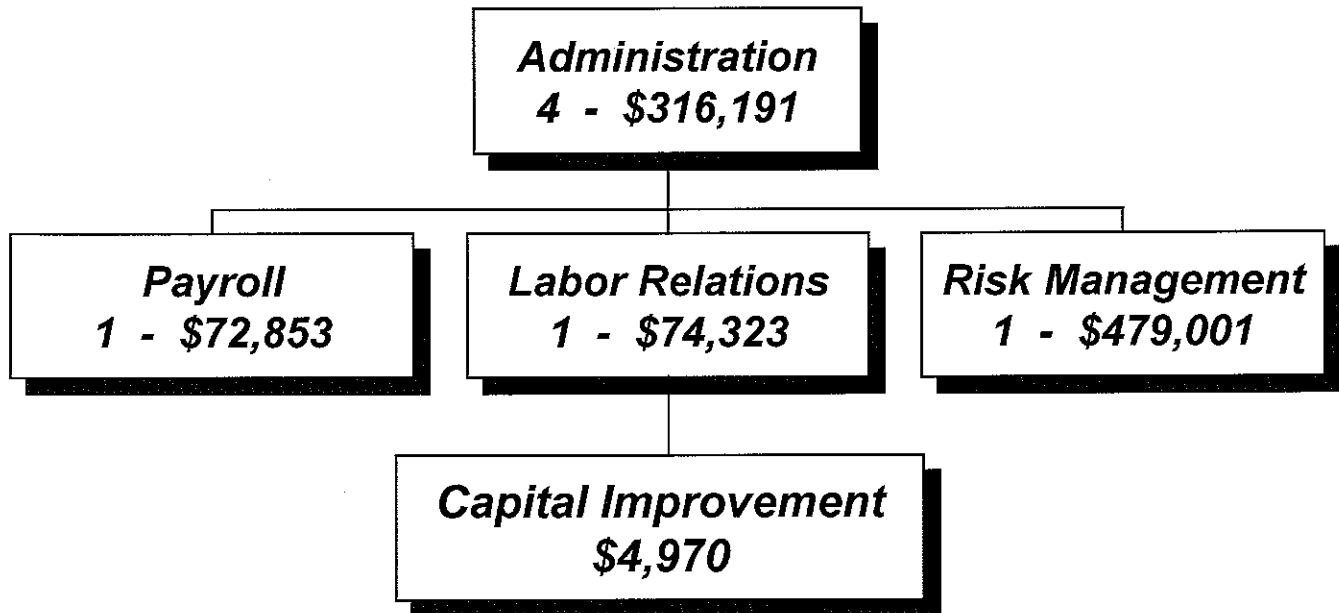
*NOTE: The difference between the revenue and expense is offset by revenue generated in other General Fund departments

FIRE EXPENSE	FY08-09				
	FY07-08		FY08-09		MAYOR'S RECOMMENDED VS ADOPTED
	FY06-07 AUDITED	ADOPTED BUDGET	AUDITED VS ADOPTED	MAYOR'S RECOMMENDED	
General Fund	\$ 13,846,084	\$ 12,740,000	\$ (1,106,084)	\$ 13,382,728	\$ (463,356) \$ 642,728
Capital Improvmnt	\$ 303,145	\$ 411,944	\$ 108,799	\$ 237,284	\$ (65,861) \$ (174,660)
Department Total	\$ 14,149,229	\$ 13,151,944	\$ (997,285)	\$ 13,620,012	\$ (529,217) \$ 468,068

Departmental Position Summary Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Fire			
Chief	1	1	0
Deputy Chief	1	1	0
Battalion Chief	3	3	0
Fire Marshall	1	1	0
Fire Captain	18	18	0
Fire Lieutenant	12	15	3
Fire Engineer	30	20	(10)
Firefighter	46	53	7
Fire Mechanic	1	1	0
EMS Coordinator	1	1	0
Fire Inspector	2	2	0
Executive Assistant	1	1	0
Secretary	1	1	0
Emergency Planning Officer	1	1	0
DEPARTMENT TOTAL	119	119	0

HUMAN RESOURCES



FY 2008-2009

Mayor's Recommended: \$947,338

Personnel: 7

HUMAN RESOURCES

OVERVIEW

The Human Resources (HR) Department is responsible for analyzing and advising on appropriate steps to be taken to best equip all city departments and agencies with the most qualified personnel to carry out day-to-day operations. We assist our departments by identifying the necessary tools and resources to provide excellent service to this community. With this responsibility also comes the charge of administering and oversight of training and development of the department's personnel, execution of creating appropriate job function analysis for each position, negotiation of the agreements between the city and its unions, compensation for all departments and agencies, and the administration of benefits with appropriate measures taken to ensure the safety of all municipal employees.

We have consistently modified our practices to improve upon employee relation issues including administrative responsibilities with regard to managing internal investigations, harassment charges, and workplace violence allegations.

Within this plan, we have provided ways and means to carry out these functions with minimal negative transition obstacles. We have requested position changes that adequately allow for growth within the organization to move and change with technology.

The Human Resources Department is comprised of four divisions: Human Resources Services, Labor Relations, Payroll, and Risk Management. Each division works together cohesively providing services that are essential to the successful operation of all city departments and agencies. The following is a summary of the functions of each division:

HR Services is responsible for the recruitment, testing, and hiring of all new employees, maintaining employment records, creation/revision of job descriptions, administering pre-employment/promotional examinations, oversight of city policies and procedures, and coordination of city-wide training and development.

Labor Relations is responsible for negotiating and administering all bargaining unit agreements, assisting union bodies, hearing grievances from first step through the arbitration process, responses to grievances, and represents the city in various hearings.

Payroll Division is responsible for compensation processing, employment tax processing and reporting, maintaining of employment wage documentation, and regulatory wage reporting to federal, state, and local agencies.

Risk Management is responsible for monitoring all employee benefit and city insurance plans, medical claims, employee worker's compensation claims, long and short-term disability claims, personal property claims against the city, and oversees safety administration operations, which include coordination of all safety inspections of city buildings, equipment, and potentially hazardous conditions.

HUMAN RESOURCES SERVICES DIVISION

ACCOMPLISHMENTS

- The HR Services Division currently services 503 full time employees in addition to over 250 part-time temporary and seasonal employees who assist in election work activities, golf course maintenance, community center operations, special events parking, and school zone crossing guard activities.
- Over the past year, the HR Services Division has focused on contractual recruiting for the Fire department and promotional testing for Police & Fire, supporting and assisting departments managing workforce reductions, and promoting employee wellness activities.
- Promotional testing activities for the Fire department resulted in approved eligibility lists for EMS Coordinator, Fire Captain, and Fire Engineer. Promotional testing activities for the Police department produced the eligibility list for Police Sergeant.
- While assisting all departments manage workforce reductions, the division successfully recruited 48 full-time employees for critical service areas, 13 of which were employees recalled from layoff.
- In effort to minimize the effects of escalating health care costs, the HR Services division received Executive Office support in the implementation of a Wellness Initiative. In December 2006, city employees were asked to complete a wellness survey that would offer information about their interests in wellness and health-related activities. Employees selected health screenings, seminars, classes, and pamphlets as the most preferred methods of receiving health information in the workplace. Based on the survey responses, the division was able to design a program tailored especially for city employees. 2007 Wellness program activities included a large scale Wellness Fair, Flu Shot clinic, a Water & Sewer plant on-site health screening, a Cardiovascular Health workshop, and monthly newsletters. Health service providers for wellness program activities included Blue Cross Blue Shield of Michigan, Health Alliance Plan, Visiting Nurses Association and Concentra Medical Centers. The goals of the wellness initiative are to promote healthier lifestyles for employees and to assist in the control or reduction of our healthcare costs. With the continued participation of employees in wellness activities, these goals will be realized within a three to five year period through marked reductions in medical costs, absenteeism, worker's compensation and short term disability claims and improved morale.

HUMAN RESOURCES SERVICES DIVISION

GOALS & OBJECTIVES

- City-wide reductions, retirements, and voluntary separations will create vacancies in critical service areas. In order to continue to provide basic, minimum services to the community, the goal is to staff positions in critical service areas with the best talent available. To achieve this goal the HR Services division will continue to work with departments in identifying and anticipating staffing needs and changes as internal processes are improved and technological advancements are implemented, and engage in proactive recruiting and promotional activities to onboard the talent the city needs.
- As organizational changes are implemented, the HR Services division anticipates that training and development initiatives will be essential in arming managers, supervisors and employees with the tools necessary to maintain and improve employees and labor relations, and to provide adequate customer service and other skilled services to the community. To achieve this goal, the HR Services division will work with department managers to identify skill gaps, develop performance improvement plans, and facilitate training and development activities to achieve the level of service and productivity required for their service area.
- HR Services will continue to promote wellness activities for our employees through the utilization of services and programs offered by employee health insurance organizations and select health service providers. By promoting healthy lifestyles for employees, we seek to assist in minimizing the cost associated with providing health care to employees and their dependents.

LABOR RELATIONS DIVISION

ACCOMPLISHMENTS

- The Labor Relations Division of the Human Resources Department has been committed to providing as much assistance as possible to the various department and union representatives while the City has been under the direction of a budget deficit plan which outlined a significant number of manpower reductions. With only one full time person assigned to the Division, we have managed to conduct contract negotiations and arbitrations with seven different labor organizations and process thirty (30) grievances with fifteen settlements and fifteen 15 requests for arbitration.
- The Labor Relations Division is in negotiation with the Pontiac Fire Fighters Union, Local 376, (PFFU), Pontiac Professional Management Association,

Pontiac Police Officers Association, and Pontiac Police Supervisors Association regarding successor Collective Bargaining Agreements.

- We have completed Act 312 Arbitration with Pontiac Police Officers Association (PPOA) and the Pontiac Police and Fire Dispatchers Association (PPFDA). Arbitration. Although these acts have been concluded, contract periods are soon to expire and negotiations will begin again no later than this summer.
- We have concluded the fact-finding process with both the Teamsters Local 214 and AFSCME Local 2002 collective bargaining groups, both agreements are pending before Council.
- Negotiations with PPMA and PPSA are ongoing and tentative agreements with both of these groups are expected in the near future. Although pending 312 arbitration is forthcoming with the PFFU bargaining group for items which necessitated a mediator, negotiations are ongoing to resolve matters that can be brought to a close.

LABOR RELATIONS DIVISION

GOALS & OBJECTIVES

- Under this plan in FY08/09, we will negotiate agreements between the remaining bargaining units while working with the Human Resources Services arm of the department to ensure proper workforce planning is realized with respect to each bargaining unit agreement and to incorporate job functions to more effectively utilize in order to maximize the utilization of each vocation. We will cohesively work with all labor groups in order to effectively transition their memberships into the changing work environment that we are facing. We will make concerted efforts to reduce expenses wherever possible through these negotiations as well as bring forward innovative ideas to the groups for consideration.

PAYROLL DIVISION

ACCOMPLISHMENTS

- Payroll successfully completed the dissemination of departmental time entry of time worked at the department level. The completion of this act has allowed the division to appropriately audit the work time of employees under the guidelines of the Fair Labor Standards Act or where the bargaining unit agreements are more generous.
- Payroll consistently updates changes in policies, procedures, and business practices to meet compliance laws and regulatory updates. We have been

successful in part due to the availability of resources through educational opportunities and networking with other entities in the public sector.

- All applicable regulatory updates within tax law have been applied as well as the modification to utilizing technology for payment processing of payroll vendors. Wage statement processing, W2's, were generated and disseminated prior to the IRS mandated regulatory deadline as well as submitted to the Social Security Administration prior to their deadline.
- We have consistently kept up to date with changes in the financial system (Banner) to the point where other entities seek out our findings. We have had the opportunity to not only further our education regarding the system, but also to instruct at the national meeting of all client users of the Banner system.

PAYROLL DIVISION

GOALS & OBJECTIVES

- We will complete the decentralization of payroll time entry with electronic approval of time sheets at the department level by training all applicable areas, and provide them with training documentation as a reference document following training. We will investigate more efficient ways of payroll processing and auditing of all information entered in the financial system by studying ways of improving each process, networking with other communities, and appropriately analyzing our current business structure.
- Efforts of creating payroll authorization status changes through electronic approvals have already begun, which will help to eliminate bottlenecks within the current business practice.
- We will consistently continue to make appropriate adjustments to our business practices, documentation, and software products to accommodate changes in operations and regulatory mandates. We will continue to educate the payroll staff in order to keep them apprised of the most current information as it relates to IRS rules and regulations, Michigan employment law, and federal labor law standards.

RISK MANAGEMENT DIVISION

ACCOMPLISHMENTS

- A reduction in our Blue Cross Blue Shield Administrative fees was successfully negotiated resulting in an immediate savings to the City in the amount of \$680,480.

- A new prescription benefit management program was implemented for all Medicare eligible retirees and their Medicare eligible dependents, which allows the City to realize a substantial annual savings.
- In past years, the City applied for Medicare Part D subsidies reimbursements as a result of the retirees and their dependents becoming eligible and enrolling in Medicare. With this new program, we are afforded the opportunity to keep the cash flow in house, which would have otherwise been paid to our previous prescription carrier.
- Amendments were made to the contract with our dental provider. These amendments now include a network of dentist willing to accept a predetermined fee for various services, as well as eliminating suffixes that were not being utilized resulting in a reduction in the administrative fees for a projected annual saving of \$75,000.
- We have also changed our Short term/Long term benefit carrier. The new carrier was able to mirror current benefits at a reduced rate, allowing the City to realize a projected annual savings of \$81,500.

RISK MANAGEMENT DIVISION

GOALS & OBJECTIVES

- We will continue to research and implement insurance programs that will yield significant savings to the City while allowing coverage to remain the same, at the same time we will continue to seek modifications to our plans to negotiate lower premium costs, administrative fees, and greater educational opportunities for our active employees and retiree population.
- We will continue to be proactive regarding MIOSHA (safety) inspections of city facilities on a random basis, hold quarterly Safety Committee meetings involving "safety" at all levels in order to make every effort to contain costs. Aggressive monitoring of workers' compensation claims will continue in an effort to reduce lost time and contain costs in all areas.
- We will improve communications with employees regarding their benefits while competitively shopping all providers of these services and wellness programs to keep our staff healthier.
- We will seek out and take advantage of current technology to better streamline the day-to-day operations.

HUMAN RESOURCES GENERAL FUND	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	FY08-09 MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
I. REVENUE	\$684	\$0	(\$684)	\$0	(\$684)	\$0
II. DETAILS BY DEPARTMENT:						
GENERAL FUND CONTROL ACCOUNT						
Fines & Forfeitures	\$569	\$0	(\$569)	\$0	(\$569)	\$0
Miscellaneous	\$115	\$0	(\$115)	\$0	(\$115)	\$0
Total	\$684	\$0	(\$684)	\$0	(\$684)	\$0
I. EXPENSE						
	\$537,966	\$910,250	\$372,284	\$463,367	(\$74,599)	(\$446,883)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND-CONTROL ACCT.						
Personnel Services	\$463,973	\$366,266	\$97,707	\$365,817	(\$98,156)	(\$449)
Supplies	\$7,679	\$11,590	(\$3,911)	\$9,652	\$1,973	(\$1,938)
Services	\$49,380	\$508,394	(\$459,014)	\$55,263	\$5,883	(\$453,131)
Professional Services	\$153	\$0	\$153	\$0	(\$153)	\$0
Miscellaneous	\$9,345	\$24,000	(\$14,655)	\$24,486	\$15,141	\$486
Transfers to Other Funds	\$7,436	\$0	\$7,436	\$8,149	\$713	\$8,149
Total	\$537,966	\$910,250	(\$372,284)	\$463,367	(\$74,599)	(\$446,883)

*NOTE: The difference between the revenue and expense is offset by revenue generated in other General Fund departments.

<u>HUMAN RESOURCES</u>	FY08-09					
	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS AUDITED	ADOPTED VS ADOPTED
FUNDS						
General	\$ 537,967	\$ 910,250	\$ 372,283	\$ 463,367	\$ (74,600)	(\$446,883)
Capital Improvement	\$ 5,076	\$ 4,970	\$ (106)	\$ 4,970	\$ (106)	\$0
Insurance	\$ 394,575	\$ 534,270	\$ 139,695	\$ 479,001	\$ 84,426	(\$55,269)
Department Total	\$ 937,618	\$ 1,449,490	\$ 511,872	\$ 947,338	\$ 9,720	(\$502,152)

Departmental Position Summary Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Human Resources			
<i>HR Specialist</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Human Resource Analyst</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>HR/Labor Relations Director</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Personnel Manager</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Special Assistant</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Human Resources Administrator</i>	<i>1</i>	<i>1</i>	<i>0</i>
General Fund	5	6	1
<i>Risk Management Administrator</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>HR Specialist</i>	<i>1</i>	<i>0</i>	<i>(1)</i>
Other Funds	2	1	(1)
Total All Funds	7	7	0

POLICE DEPARTMENT
88 - \$10,609,385

Capital Improvement
\$225,000

Other Programs
\$390,585

FY 2008-2009

Mayor's Recommended: \$11,224,970

Personnel: 88

POLICE DEPARTMENT

ACCOMPLISHMENTS

- The Pontiac Police Department continues to be proactive in identifying means to increase revenue without levying an unfair financial burden on the residents of the city. Our fees for administrative services such as PBTs, records checks, etc., long lagging behind neighboring communities, have been brought in-line with fees currently charged in these neighboring communities. The process in which we conduct auctions of unclaimed or forfeited property has been privatized. The costs in man hours to prepare and conduct auctions have been eliminated and we will reach a wider prospective bidding audience which should increase revenues. A significant increase in revenues is expected.
- The revenue projections contained in this departments FY 08-09 budget will be met or exceeded.
- No police services have been consolidated.
- As a department we are learning to work smarter, not harder. Every action has a financial impact. Without jeopardizing officer safety or the safety and well being of our citizens we continue to insist on the most efficient and cost effective method of getting the job done. The end of year results with our Investigative Services Division support this approach.
- This department continues to seek ways to provide efficient police service to this community. Examples are:
- Continued involvement in our new car purchase program. While maintaining a current and viable vehicle fleet the department is spending no more than ten years ago to maintain this fleet.
- We are partnering with the Michigan State Police to begin a mentoring program. This program, a cooperative effort between this department, the Pontiac School District and the Michigan State Police, will identify thirty "at risk" students to mentor in the areas of discipline, academics, hygiene and leadership.
- Residents of Pontiac can assist this department by continuing to communicate their concerns and recommendations regarding police service. Within fiscal, manpower or legal constraints we pledge to be responsive to the public safety needs of this community.

POLICE DEPARTMENT (cont.)

GOALS & OBJECTIVES

- Improve Police visibility/presence/response times to secondary calls for service.
- Maintain existing staffing (65 sworn) assigned to first responder duties to hold the line on police response times.
- Re-institute an aggressive Deferred Police Response program (DPR)
- Continue Special Patrol Efforts i.e., park patrols.
- Conduct and Courtesy/Treatment of the general public
- Continuous examination of Pontiac Police Practices, policies and management procedures
- Increase direct community involvement in Police Department policy development.
- Partner with Executive Office and City Council to ensure an effective Police Trail Board process.
- Prepare departmental budget and recommend cost savings strategies.
- Perform internal audits on a regular basis and monitor internal financial controls.
- Facilitate accurate and timely reporting of financial information
- Monitor on a monthly basis overtime expenditures so appropriate adjustments can be made.
- Identify high crime areas early.
- Identify crime patterns pass information to the road patrol for targeting area with extra patrol.
- Set-up impact teams for continued problem area or crime patterns.
- Solve cases and arrest subjects that are the cause of problems to eliminate future problems.
- Conduct investigations, on other than narcotics items, such as prostitution stings, illegal gambling rings, illegal pornography and sale of alcohol to minors.

POLICE DEPARTMENT (cont.)

- Have quarterly meetings to discuss the need for other investigations and schedule dates to conduct necessary investigations.
- Further augment road patrol units to further reduce response time to primary and secondary calls for service.
- Develop truancy goals
- Assist with blight programs, i.e. utilizing drug forfeiture funds to assist in the demolition of abandoned houses open for trespass and drug sales.
- Target for enforcement action commercial establishments that sell alcohol and tobacco to minors.

POLICE GENERAL FUND	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	FY08-09 MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
I. REVENUE	\$827,197	\$1,308,648	\$481,451	\$580,895	(\$246,302)	(\$727,753)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND CONTROL ACCOUNT						
Federal Grants	\$214,996	\$0	(\$214,996)	\$0	(\$214,996)	\$0
State Grants	\$59,034	\$45,000	(\$14,034)	\$45,000	(\$14,034)	\$0
Charges for Services	\$459,528	\$443,150	(\$16,378)	\$448,432	(\$11,096)	\$5,282
Millage	\$0	\$735,035	\$735,035	\$0	\$0	(\$735,035)
Events Revenue	\$21,947	\$27,963	\$6,016	\$27,963	\$6,016	\$0
Miscellaneous	\$71,692	\$57,500	(\$14,192)	\$59,500	(\$12,192)	\$2,000
Total	\$827,197	\$1,308,648	\$481,451	\$580,895	(\$31,306)	(\$727,753)
1. EXPENSE	\$15,738,637	\$13,015,690	(\$2,722,947)	\$10,609,385	(\$5,129,252)	(\$2,406,305)
II. DETAILS BY DEPARTMENT:						
GENERAL FUND-CONTROL ACCT.						
Personnel Services	\$13,883,703	\$11,375,818	(\$2,507,885)	\$8,933,395	(\$4,950,308)	(\$2,442,423)
Supplies	\$288,912	\$264,700	(\$24,212)	\$289,400	\$488	\$24,700
Services	\$1,161,237	\$1,223,172	\$61,935	\$1,204,038	\$42,801	(\$19,134)
Professional Services	\$75,519	\$133,000	\$57,481	\$37,000	(\$38,519)	(\$96,000)
Capital Outlay	\$184,628	\$0	(\$184,628)	\$0	(\$184,628)	\$0
Miscellaneous	\$11,809	\$19,000	\$7,191	\$17,000	\$5,191	(\$2,000)
Transfers to Other Funds	\$132,829	\$0	(\$132,829)	\$128,552	(\$4,277)	\$128,552
Total	\$15,738,637	\$13,015,690	(\$2,722,947)	\$10,609,385	(\$5,124,975)	(\$2,406,305)

*NOTE. The difference between the revenue and expense is offset by revenue generated in other General Fund departments

<u>POLICE</u> <u>EXPENSE</u>	FY06-07					FY07-08		FY08-09		FY08-09		FY08-09	
	AUDITED		ADAPTED		BUDGET	AUDITED		MAYOR'S		MAYOR'S		MAYOR'S	
	ACTUAL					VS		RECOMMENDED		AUDITED		VS	ADOPTED
						ADOPTED						ADOPTED	
101 General Fund	\$ 15,738,639			\$ 13,015,690		\$ (2,722,949)		\$ 10,609,385		\$ (5,129,254)		\$ (2,406,305)	
232B Local Law Enfc '2004	\$ 25,496			\$ 10,991		\$ (14,505)		\$ -		\$ (25,496)		\$ (10,991)	
245 Capital Improvmt	\$ 361,713			\$ 311,034		\$ (50,679)		\$ 225,000 *		\$ (136,713)		\$ (86,034)	
270 Drug Enforcement	\$ 290,822			\$ 404,000		\$ 113,178		\$ 295,581		\$ 4,759		\$ (108,419)	
282 Training Fund	\$ 57,611			\$ 103,401		\$ 45,790		\$ 95,004		\$ 37,393		\$ (8,397)	
Department Total	\$ 16,474,281			\$ 13,845,116		\$ (2,629,165)		\$ 11,224,970		\$ (5,249,311)		\$ (2,620,146)	

* Fund 245 will change in adopted (\$4,970)

Departmental Position Summary Full Time Equivalents

<i>CLASSIFICATION TOTALS</i>	<i>FY 07-08 ADOPTED BUDGET</i>	<i>FY 08-09 MAYOR'S RECOMMENDED</i>	<i>VARIANCE</i>
POLICE			
<u>General Fund</u>			
<i>Account Clerk IV</i>	1	1	0
<i>Animal Control Officer</i>	1	1	0
<i>Captain</i>	2	3	1
<i>CDS</i>	0	2	2
<i>Chief of Police</i>	1	1	0
<i>Clerical Technical Aide</i>	1	1	0
<i>Communication Specialist</i>	12	11	(1)
<i>Detective</i>	10	4	(6)
<i>Executive Assistant</i>	1	1	0
<i>Impound Clerk</i>	1	1	0
<i>Lieutenant</i>	3	0	(3)
<i>Payroll Clerk</i>	1	1	0
<i>Personal Secretary</i>	1	1	0
<i>Police Officer</i>	67	42	(25)
<i>PSA</i>	0	1	1
<i>Record Supervisor</i>	1	0	(1)
<i>Sergeant</i>	15	15	0
<i>Terminal Operator</i>	2	2	0
	120	88	(32)

***DEPARTMENT OF
PUBLIC WORKS & UTILITIES
155 - \$74,517,150***

FY 2008-2009

Mayor's Recommended: \$ 74,517,150

Personnel: 155

DEPARTMENT OF PUBLIC WORKS & UTILITIES

1 PROJECT GOALS: Goals and objectives stated for each division on attachments The primary departmental goal stated at end of attached project/goals/objectives summary:

- With cooperation between City staff, Administration and City Council, most, if not all goals and objectives stated on the attached can be attained within 12 to 24 months
- With realization of the primary goal, a balanced budget using projected prudent expense against actual historical realized revenue will keep the City deficit at a minimum.

2 REVENUES vs. EXPENDITURES

- Various divisions within the DPW&U have applied for and received grant funding for job related activities and functions within their respective areas Also, steps have been taken to actively pursue billable charges for services rendered by the City through a cooperative effort from the Law Department and Treasurers office.
- Aside from acknowledged areas of expenditure without established budgets, all other divisional areas within the DPW&U are within anticipated percentages of their respective annual budgeted funding
- Due to cuts in DPW&U staffing, many internal operational activities and functions are presently being performed by a consolidated workforce The cross training of water and wastewater operators allows for interchangeable rotation of a manning at each facility. Similar use of DPW and DPU personnel in roadway maintenance and snow and ice control has been implemented.
- The above-mentioned consolidation has allowed the DPW&U to continue to provide expected services in certain areas as required to the citizens of Pontiac despite declining staff and resources.

3. IMPACT OF REDUCED OPERATIONS

- Services provided in the "business" areas such as the Water, Sewer, Wastewater and Sanitation Divisions continue to operate within their respective enterprise budgets while rendering more than satisfactory service to their customers However, it is becoming increasingly difficult to sustain the same quality of service in a timely manner for General Fund activities due to reduction of staff and resources.
- Realization that divisional/departmental general fund operations are dependent upon available staffing and funding. Unable to provide same level of service in expected amount of time with reduced staff and limited resource. Situation will continue beyond six months. Basic services to the residents need to be identified and prioritized.
- Overall City operations face similar realization at present and beyond six months
- Although the DPW&U attempt to sustain the same level of service as provided in the past, staff cannot provide service as timely. The department should not ignore citizen complaint or request, however, all matters must be prioritized to provide most effective use of limited workforce

4. OUTSTANDING PROJECTS

- Various projects, plans, programs and activities are identified on a divisional basis in the attached information As stated, most are attainable within a reasonable time frame (12-24 months) with cooperation of all vested stakeholders and interested parties. Roadway construction projects are moving towards spring '07 construction as weather allows. Anticipated plan to provide

DPW/U (cont.)

- wastewater treatment to outside customers will be formally presented by April '07. The golf course issue needs to be addressed.
- Condition and needs assessment of all City-owned facilities is recommended. Realistic plan prioritizing need and identifying cost and time frame would require some form of follow through over the next 3-5 years.
- The DPW&U is actively seeking outside funding assistance to leverage limited City financial resources. The divisions/department will continue proactive identification and application for available funding through staff research, governmental information, consultant reference, etc.

5. PROBLEMS, CHALLENGES & DIFFICULTIES

- Immediate direction from the administration and city council to move forward relative to the Golf Course lease/management agreement. Maintenance and repair of City-owned buildings, as needed, to prolong useful life of the facilities. Serious/rational consideration of significant administration/staff issues, as presented to council, needs to happen. Effectiveness of council subcommittee should be evaluated.
- Most departmental issues could be addressed/resolved within 12-24 months with cooperative efforts of all involved.
- The most significant challenge for DPW&U operations is providing the expected level of service in general fund areas while staff and resource are being cut. Basic services need to be prioritized and direction/policy established accordingly.
- Residents should be apprised of the current state of City financial challenges. It should be made clear that we face additional hardship and difficulty in attaining a truly balanced budget. Cuts from the present annual budget will be needed to balance next fiscal year. It is with their help, cooperation and understanding that the City will continue to move towards "righting" the ship.

ENGINEERING:

- GM North Project: - Substantially completed with some restoration & punch list items to address in spring of 2008. This project consisted of intersection improvements at Walton and Telegraph, Walton and Baldwin, Saginaw at Montcalm and the complete reconstruction and widening of Montcalm between Perry and Joslyn.
- Community Development Block Grant City Wide Demolition Program: This \$400,000 project started in April of 2007 and completed in summer of 2007.
- Phase II Storm water permit requirement: Implemented EPA-mandated storm water monitoring and public awareness program. Plans are being developed with other Clinton River Agencies to improve surface water quality.
- The resurfacing of Baldwin Road from Walton to Montcalm and resurfacing of Montcalm from Oakland to Joslyn. Completed in summer 2007.
- The reconstruction and re-alignment of Auburn/Orchard Lake Road between northbound Woodward and southbound Woodward was designed in-house, bid and constructed in 2007.
- The resurfacing of South Boulevard from Bagley to Franklin designed in-house, bid and constructed in 2007 with the only cost to the City being the cost of construction oversight by a consultant.
- The continuation of a Geographic Information Systems (GIS) conversion project that will/has convert(ed) traditional (paper) records into an electronic format. With the loss of our GIS technician, the use of a consultant on an as-needed basis keeps the City moving forward with the progression to fully utilize the GIS.

DPW/U (cont)

- Completed design of the Clinton River Trail Phase II Plans that will begin construction in the spring of 2008 and complete yet another section of what will be a trail that will link municipalities from West Bloomfield to Rochester.
- Completed the required MDOT biennial bridge inspections of 17 City owned bridges.
- Partnering with MDOT on the reconstruction of Woodward Avenue, the resurfacing of M-59 (Huron) from Woodward to Woodward, and the resurfacing of M-59 from Telegraph to Johnson Street.
- Project awarded for the reconstruction of Baldwin Road from Montcalm to Cesar Chavez Project to be constructed in the Spring of 2008.
- Resurfacing of local roads Ann Arbor and Beverly. The project was designed, bid, and administered in-house. The project is half complete with the remaining work to be completed in Spring 2008.

2007/08 GOALS SURPASSED:

- The City was awarded Congestion Mitigation Air Quality (CMAQ) funding (\$47,000) for the signal upgrade at South Boulevard and Franklin roads.
- The City was awarded Congestion Mitigation Air Quality (CMAQ) funding (\$59,000) for the signal upgrade at Auburn and Paddock roads.
- Paddock Bridge reconstruction has been added to an existing MDOT project to be designed by Spalding DeDecker for construction in 2010.

2008 FUTURE GOALS:

- Utilize the Governor's Local Jobs Today program to advance construct South Boulevard from Martin Luther King to Opdyke.
- In light of the short comings in revenue sharing, we continue to explore alternative funding sources and creative partnerships to leverage City dollars. Applications to MDOT for Category A (Economic Development) funding, Traffic & Safety applications to MDOT, and CMAQ applications to SEMCOG.

PROJECTED TWO-YEAR GOALS:

- 2009 Critical Bridge funding was awarded to City for the Paddock Bridge over the Clinton River.
- Partner with the Michigan Department of Transportation on addressing the following State Trunk Lines:

GENERAL SERVICES:

- Maintained 250 miles of streets; trunklines, majors, and local streets - including permanent and temporary concrete/asphalt repair, snow and ice control, street sweeping, leaf removal, curb/gutter, sidewalks, right-of-way.
- Swept the central business district on a weekly basis, state trunklines on a monthly basis, major streets monthly from March through November, and local streets a minimum of two times from March through November.
- Graded, unpaved streets, public improved alleys, and shoulders, a minimum of two times a year to ensure public safety.
- Inspect/maintain/replacement (as needed) of 15,000+ traffic control signs throughout the City to ensure public safety.

DPW/U (cont)

- Maintained 1665 street lights, 117 intersections with traffic signals, modernization of traffic signals relating to four intersections, all walk and wait pedestrian crossings, including all electrical wiring relating thereto, routine maintenance of 117 traffic signal controllers.
- Provide traffic control support to the Police Department, Special Events, detours, and road closures.

2008 FUTURE GOALS:

- Continue a 5-year fleet reduction, rotation, & replacement program to reduce fleet costs for the Equipment Revolving Fund.
- Improve routine maintenance relating to city equipment.
- Improve local street surface maintenance, signage and striping functions through improved inspection/repair practices and products.
- Prioritize major repair needs of City buildings and identify funding sources.
- Replace DPW Roof
- Replace Police Headquarters Roof
- Improve DPW – General Service’s web site to allow users access to more general information and to allow users the ability to report concerns to & ask questions of designated DPW staff.
- Replace City Hall Roof.
- Demolish dangerous surplus city building at Montcalm & Glenwood
- Demolish dangerous surplus city building at 235 Wessen St
- Replace un-insulated windows in Library, Police Headquarters, City Hall, & DPW buildings with insulated versions. This would reduce energy costs.
- Improve HVAC system in City hall to better control room temperatures. This would increase occupant comfort and reduce energy costs
- Improve DPW site security through perimeter fence & gate improvements and through improvement of security camera system.
- Improve DPW emergency incident response management through communications improvements & planning improvements in partnership with other communities, Oakland County & the State of Michigan.
- Development & fund a pavement crack sealing program. This program would help maximize the long term life of pavement through investing more in preventative maintenance of pavement cracks. Sealing pavement cracks helps keep moisture out of the pavement which helps prevent further cracks, pavement break up & potholes.

SANITATION:

- Provided safe & reliable solid waste collection services to Pontiac residents, Pontiac municipal buildings, & many Pontiac businesses.
- Successfully completed, in partnership with Veolia, development and opening of the new solid waste transfer station at 575 Collier Rd. This development assures Pontiac residents & businesses of a local disposal alternative for their solid waste far into the future.
- Maintained a recycling drop-off service that is available free to Pontiac residents at the Collier Rd Landfill six days a week.
- As founding partner, continued support of NOHAZ which enabled Pontiac residents to safely, and without cost, dispose of their unwanted household hazardous waste.
- Abated environmental violations on City rights-of way and on City and private property in FY 07-08.
- Provided annual three Saturday “Free Landfill Day” event to Pontiac residents

DPW/U (cont)

- Complete permanent closure of Collier Rd Landfill

2008 FUTURE GOALS:

- Assure that refuse collection services continue to be provided reliably and in accordance with the Pontiac/Veolia service contract.
- Manage 30 year post closure obligations at the Collier Road Landfill in accordance with state and federal regulations
- Educate citizens on solid waste services and proper disposal of household hazardous waste.
- Continue support of NOHAZ.
- Provide annual three Saturday "Free Landfill Day" event to Pontiac Residents
- Continue to provide for a six day per week recycling drop off service for Pontiac residents
- Continue to manage & plan the Sanitation budget within Sanitation funds available to allow Sanitation services to be provided to Pontiac residents far into the future

FORESTRY & GROUNDS:

- Planted of over 300 new trees throughout the city to replace Ash trees lost to the Emerald Ash Borer.
- Hawthorne Park Picnic Facility With Community Block Grant funds, completed a \$26,000 Picnic Facility Development at Hawthorn Park, with shelter, tables and grills.
- Identified over 300 dead or diseased trees through out the City that required removal. Developed bid specifications, solicited bids, received bids. Recommended a contract with a local contractor to have trees removed.
- Completed an appraisal of the Pontiac Cemeteries. Prepared specifications for the possible lease or sale of the Oak Hill and Ottawa Park Cemetery. Solicited & received proposals
- Prepared specifications for the possible sale or lease of the Pontiac Municipal Golf Course. Solicited & received proposals.
- Prepared specifications for the possible management of 2 senior centers, 3 community centers, and the organization and implementation of youth sports programs. Solicited proposals & received proposals
- Contracted with independent contractors to manage Bowen Community Center activities through use of senior millage funds.
- Prepared bid specification for Janitorial services for the senior and community centers. Solicited bids & received bids. Contracted with a local company to provide janitorial services for Bowen and Ruth Peterson.
- Continued to run the Municipal Golf Course with retired contractual employee and seasonal staff. Continued with existing concessions and maintenance contractors.
- Successfully ran a youth baseball program with 15 teams and over 150 participants using contractual & seasonal city employees
- Organized and ran a youth girls basketball program with 6 teams and over 60 players using contractual & seasonal city employees.
- Continued to maintain parkland, city grounds, and medians (mowing, fertilizer, weed abatement, trash etc) under existing contracts and with existing grounds personnel
- Prepared bid specifications for snow plowing of city facilities. Solicited bids and awarded contract.

DPW/U (cont)

- Assisted with a community wide effort to weed the planting beds in the medians of Woodward Avenue with over 60 volunteers and city staff
- Provided coordination and assistance with several community events such as the Woodward Dream Cruise, The Hmong Festival, Arts, Beats, & Eats, Holiday Basket Program, and Holiday Parade and others.
- Worked with local Joblink Career Center to provide summer employment opportunities for young adults.
- Worked with the Michigan Department of Transportation and JobCorp to provide summer employment opportunities for young adults
- Worked with the State of Michigan to place young adults required to work community service hours.
- Continued regular maintenance activities at parks and facilities.

2008/09 FUTURE GOALS:

- Develop realistic Budgets for Recreation and Grounds Maintenance. Strive to work within those budgets while continuing to provide necessary services to the community.
- Work with local volunteer groups such as the Master Gardeners to assist the City with the maintenance and improvement of landscapes at City Hall, the medians, and traffic triangles.
- Seek out different funding sources to assist in recreational and grounds activities.
- Continue to identify and remove dead and diseased trees on public property
- Apply for additional funding from the DNR for tree placement.
- Continue to work with Neighborhood Groups and Volunteer with Community Wide Cleanup Projects

WASTEWATER TREATMENT:

- Operate the City's two class A Wastewater Treatment plants in conformance with the NPDES permit.
- Status: The City has complied with all the NPDES permit requirements, awaiting response from the DEQ on the City's letter dated 2/25/2007.
- Daily treatment of wastewater from the citizens, businesses and industries of the City of Pontiac and Sylvan Lake.
- Daily removal and disposal of 29 tons of biosolids through incineration process.
- Recruit flow for the plant from the neighboring communities

Status: The City has contracted URS to study the Technical and Economic Feasibility on the City's Wastewater plant's capacity to recruit more flows from surrounding communities. The study is nearing completion, awaiting result of the stress test as part of the study.

Financial Resources: \$127,000 is budgeted on the completion of this study under 590-548-977-01

- Maintain the fiscal soundness of the Sewage Fund by being proactive in cutting operations cost:
 - Will work on the replacement of some equipment that is original with the plant to avoid rising cost of parts and supplies and the cost of contracted services for maintenance and repair. (List below)

- Will utilize maintenance staff for in house repair, rebuilt of several pumps at both the Auburn and East Boulevard plants.
- Modernizing equipment if possible.
- Currently working on filling-in vacant positions
- Replacement of the Digester Sludge Heat Exchangers at the Auburn plant. This heater is original with the plant and is leaking Replacement is necessary,
Financial Resources: Budgeted \$250,000 under 590-551-97303
- Replace our (1800 gallons) Sodium Bisulfite Storage tanks

Status: The storage tank we have is 9 years old; a replacement is required this year since it's getting to the very end of its life cycle.

Financial Resources: Budgeted under 590-543-97303-\$10,000
- Maintain the plant's Buildings and Grounds:
 - Repair and resealing of roof over the Conference Room in the Administration Building
 - Repaving of driveways from the Blower building to the pump house at the Auburn plant
 - Replace windows at the Incinerator Building
 - Replace roll-up door at the Filter Press Building, East Boulevard Administration Building and Screen Room.
 - Asbestos removal at the Administration Building and Blower building at the Auburn plant.
 - Roof repair at the Auburn Digester Heater room and garage
 - Continue on the concrete and metal railing repair and maintenance.
 - Installation of a secondary heat source at the Blower Building
Financial Resources: \$350,000 budgeted under 590-551-97303 and \$130,000 budgeted under 590-551-93101
- Continue on the upgrade of the remainder of approximately 200 flow meters at the Auburn and East Boulevard plant

Financial Resources: Part of the \$500,000 Budgeted under 590-551-78201
- Incinerator Refractory Work
Financial Resources: Budgeted \$75,000 under 590-551-97303
- Replacement of 100 & 125 HP Roots Blower for the Auburn plant.
Financial Resources: Budgeted \$65,000 under 590-551-97303
- Upgrade of the Supervisory Control and Data Acquisition (SCADA). This will allow the Wastewater's personnel to monitor the Wastewater treatment process from different locations on both the Auburn and East Boulevard plant.

Status: Will begin installation of the tower at the Auburn plant beginning at the back of the Administration Building to the back of the Blower Building as well as the laying of the fiber optic cable. Most of the supplies have already been purchased from the previous fiscal year. Our maintenance personnel will handle the above work. Additional resources will be required for the assembly and programming, possibly outsourcing this work.

Financial Resources: \$100,000 Budgeted under 590-547-97303

PROJECTED TWO-YEAR GOALS:

- Completion of the upgrade on the Supervisory Control Acquisition Data System.
- Recruit flow from other communities.
- Continue to survey and upgrade plant's weak points.
- Finish the replacement of the Anaerobic Digester Heating Equipment.
- Upgrade on the CEMS unit equipment. This equipment monitors the incinerator smoke stack emission from the incineration process as mandated by the EPA.

STRENGTH:

- Well-trained and dedicated operational staff.
- Well-maintained plant equipment.
- Sewer fund is in sound financial shape.
- Ability to educate citizenry by providing plant tours to various schools in the surrounding communities (OCC-Rochester Hills, Waterford, Ferndale, Berkeley, Royal Oak, Holly, etc.)
- Working closely with the DEQ in order to provide safe drinking water.

WATER & SEWER MAINTENANCE DIVISION:

- Implemented Division administrative group processes, including monthly meetings, budget actions, standardized processes, and policies.
- Completed and brought to closure the 2004, 2005 and 2006 Water Main Improvement Program Projects. Successfully implementing half of the 2007 Improvements. The balance to be built in 2008. Working on investigation of using the SRF program through the MDEQ for funding the balance of the other remaining \$20 million in needed improvements.
- Completing the final segment on the Edna Sanitary Sewer Improvement upgrade as part of the City's SSES Program per MDEQ.
- Involved in the development of the new DWSD Model rate contract including participation in the work groups and program input and attendance. Completed a recommendation to increase water and sewer rates. Working on a program to complete water and sewer rate analysis, last one done in 2001.
- Development of a 5-10 year Capital Improvement Program for the rolling equipment with our Division includes an evaluation of our needs, use and existing equipment.
- Developed a 5-10 year Capital Improvement Program for the Water & Sewer Buildings Maintenance by our Division.

DPW/U (cont)

- Identifying and worked on the removal and replacement of various water valves within the limits of the Woodward Loop Project and other City Engineering projects in order to save money on individual contracted Water/Sewer Projects.
- Completed an evaluation and obtained bids on the removal and repair of the existing entranceway stairs for the Water Admin. Building and minor repairs to the Vactor Building
- Completed the cleaning of each catch basin within and under the jurisdiction of the City (+/-8,000) and the placement of larvicide within each
- Played a major role on moving forward the development and completion toward the City's Enhanced SSES and Stress Test Programs for the City's Sanitary and Wastewater Systems.
- Played a major role on the development and completion of the document to provide insight to capacity and future flow to the City's WWTP from other communities. Completed recommendation on Phase II of the WWTP Feasibility Study
- Major player on recommendation and ensuring the development of a stress test for the evaluation of the capacity of the WWTP system for use within the Enhanced SSES and Feasibility Study documents.
- Development of a 5-10 year Capital Improvement Program for the maintenance of the Sanitary Lift Stations
- Completed repairs on the Water Admin Building roof, Opdyke Lift Station, Maintenance & Vactor Garages.
- Successfully moved the Pumping Station Improvement Project forward after being started in 2004. In design with a Spring 2008 Bid Letting. Project includes development of major pump, motor, and control improvements to the water pumping stations.
- Successfully moved the SCATA System Project forward after being started in 2004. Bids have been obtained and construction to start early 2008. Project includes development of a monitoring program to monitor the various lift stations and water storage tanks with the City's systems
- Successfully moved the Pumping Station Emergency Generator Project forward on design with the need to expend the CDBG Funds by May 2008. Project includes development of emergency back up power source for the Water Pumping Stations.
- Completed a sanitary discharge program on the remediation cleanup with GM resulting in a \$3,500 of increased, additional monthly revenue.
- Continuing on working to resolution of outstanding billing/cleanup issues with Oakland County. Resolved various maintenance, pressure and billing issues on County owned facilities which have been ongoing for 3-4 years.
- Completed water and sewer service installations for MDOT Transportation Center Project
- Disconnection of existing major water and sewer services to the demo/de-serviced facilities of General Motors.
- Continued with transponder and meter change program. Projected 7,000 transponder/small water meter change outs for FY 07/08 with the City's Water System. Total of 8,000 to remain for the FY 08/09
- Valve Inspection/Turning Program to develop and CIP for the various major valves within the City's Water System.
- Continuing with a recommendation of award of contract under the OCDC bid for a Water Audit/Leak Detection Program. Program would include a report for identifying the cause, locations for the major water loss within the City's system. Implemented a Water Template Program which addressed over 200 + outstanding temporary connections which resulted in the savings and collection of \$100,000 in lost revenue on the system.

DPW/U (cont)

- Development of a short term and long term plan for the facilities maintained by our Division including housekeeping and PM Program Re-organization of various inventory parts and materials.
- Development of a program and implementation of this to recover, improve on collection of outstanding water & sewer billings. This has resulted in collection of over \$1.5 million dollars in outstanding billings which had been outstanding for over 3 years.
- Implementation and closure of the start-up contract and ongoing service contract with New World for the water and sewer billing process within our Division.
- Implemented a program to address heavy cleaning of various sanitary sewers (8" to 48") of debris, roots and obstructions many of which had not been cleaned in over 6-7 years. This will greatly increase system capacity once completed in early 2008
- Developed the Water Reliability Study, per the MDEQ, for the demand, hydraulic and analysis and modeling of the City's water distribution system and master water system plan Study to be completed by the Spring 2008. Note: This is required every 5 years and was last completed in 1999
- Developed a sampling site plan for compliance with the MDEQ for the City on the water distribution program. Note: Last completed in 1999
- Developed an updated Contingency Plan for use within the Division and the City for implementing emergency measures related to the Water Distribution System. Note: Should be done every 5 years, last updated in 1999.
- Completed a final agreement with the City on rental of the City's elevated tower for cell phone service resulted in \$14,400 annually
- Developed and completed an annual cathodic protection program for the City's metal facilities which has never been addressed, ensuring longer life of these facilities.

DEPARTMENT STRENGTHS:

- Well experienced, dedicated, and informed staff
- Staff's knowledge and exceptional relationships with surrounding communities and other transportation related agencies

DEPARTMENT OF PUBLIC WORKS & UTILITIES/COMMUNITY & HUMAN SERVICES

GENERAL FUND	FY08-09			
	MAYOR'S RECOMMENDED		VS	
	AUDITED	VS	AUDITED	ADOPTED
I. REVENUE	\$2,364,863	\$2,595,571	\$230,708	
II. DETAILS BY DEPARTMENT:				
GENERAL FUND CONTROL ACCOUNT				
Licenses & Permits	\$6,307	\$0	(\$6,307)	\$0
State Grants	\$244,267	\$196,063	(\$48,204)	\$0
Charges For Services	\$351,198	\$564,000	\$212,802	\$321,200
Fines	\$106,671	\$0	(\$106,671)	\$0
Rents	\$9,850	\$0	(\$9,850)	\$0
Contributions & Donations	\$1,000	\$59,949	\$58,949	\$36,500
Event Revenue	\$43,904	\$0	(\$43,904)	\$0
Miscellaneous	\$82,900	\$85,500	\$2,600	\$81,500
Transfers from Other Funds	\$1,518,766	\$1,690,059	\$171,293	\$1,734,254
Total	\$2,364,863	\$2,595,571	\$230,708	\$2,369,517
I. EXPENSE				
	\$ 5,833,098	\$ 4,400,000	(\$1,433,098)	\$ 4,817,983
II. DETAILS BY DEPARTMENT:				
GENERAL FUND-CONTROL ACCT.				
Personnel Services	\$2,750,487	\$1,891,260	(\$859,227)	\$1,980,639
Supplies	\$164,141	\$90,809	(\$73,332)	\$100,925
Services	\$1,919,263	\$1,625,050	(\$294,213)	\$1,578,911
Professional Services	\$897,580	\$789,881	(\$107,699)	\$1,118,812
Capital Outlay	\$4,010	\$0	(\$4,010)	\$0
Miscellaneous	\$1,100	\$2,000	\$900	\$500
Transfers to Other Funds	\$96,517	\$1,000	(\$95,517)	\$38,196
Total	\$ 5,833,098	\$ 4,400,000	(\$1,433,098)	\$ 4,817,983
			\$ (1,015,115)	\$ 417,983

*NOTE. The difference between the revenue and expense is offset by revenue generated in other General Fund departments.

DPW&U

EXPENSE

FUNDS

	FY06-07 Audited	FY07-08 Adopted BUDGET	Audited		FY08-09 Mayor's Recommended	FY08-09 Mayor's Recommended		VS	Adopted
			VS	Adopted		VS	Adopted		
101 General	\$ 5,833,098	\$ 4,400,000		\$ (1,433,098)	\$ 4,817,983	\$ (1,015,115)	\$ 417,983		\$ 417,983
202 Major Streets	\$ 2,944,213	\$ 3,832,727		\$ 888,514	\$ 4,263,022	\$ 1,318,809	\$ 430,295		\$ 430,295
203 Local Streets	\$ 1,186,960	\$ 1,052,547		\$ (134,413)	\$ 1,362,884	\$ 175,924	\$ 310,337		\$ 310,337
208 Recreation Millage	\$ -	\$ 619,300		\$ -	\$ -	\$ -	\$ (619,300)		\$ (619,300)
209 Cemetery	\$ 1,052,950	\$ 1,128,528		\$ 75,578	\$ 1,056,635	\$ 3,685	\$ (71,893)		\$ (71,893)
212 Senior Activities Millage	\$ -	\$ 506,000		\$ 506,000	\$ 592,498	\$ 592,498	\$ 86,498		\$ 86,498
219 Clinton River Trail	\$ 199	\$ 418,150		\$ 417,951	\$ 429,792	\$ 429,593	\$ 11,642		\$ 11,642
226 Sanitation	\$ 6,861,765	\$ 5,531,994		\$ (1,329,771)	\$ 4,457,452	\$ (2,404,313)	\$ (1,074,542)		\$ (1,074,542)
229 MDEQ Grant Pontiac Creek	\$ 58,507	\$ 202,088		\$ 143,581	\$ 209,817	\$ 151,310	\$ 7,729		\$ 7,729
245 Capital Improvement Fund	\$ 84,065	\$ 619,733		\$ 535,668	\$ 880,427	\$ 796,362	\$ 260,694		\$ 260,694
247 GM Pontiac North Dev	\$ 571,725	\$ 1,799,493		\$ 1,227,768	\$ 266,249	\$ (305,476)	\$ (1,533,244)		\$ (1,533,244)
264 University Drive Widening	\$ 1,195,813	\$ 808,233		\$ (387,580)	\$ 353,233	\$ (842,580)	\$ (455,000)		\$ (455,000)
266 Orchard Lake Road Construction	\$ 883,072	\$ -		\$ (883,072)	\$ -	\$ (883,072)	\$ -		\$ -
268 Library Millage	\$ -	\$ 1,122,000		\$ 1,122,000	\$ 1,295,701	\$ 1,295,701	\$ 173,701		\$ 173,701
269 North Telegraph Extension	\$ 131,790	\$ 785,334		\$ 653,544	\$ -	\$ (131,790)	\$ (785,334)		\$ (785,334)
296 Trunkline BUO10	\$ 34,370	\$ 62,396		\$ 28,026	\$ 66,077	\$ 31,707	\$ 3,681		\$ 3,681
297 Trunkline BI075	\$ 88,796	\$ 140,645		\$ 51,849	\$ 137,693	\$ 48,897	\$ (2,952)		\$ (2,952)
298 Trunkline M0059	\$ 187,479	\$ 83,439		\$ (104,040)	\$ 108,358	\$ (79,121)	\$ 24,919		\$ 24,919
455 TIFA Bonds GM Project	\$ 456	\$ 581,080		\$ 580,624	\$ 581,080	\$ 580,624	\$ -		\$ -
464 Construction MLKing	\$ 61,297	\$ 1,085,820		\$ 1,024,523	\$ 1,083,086	\$ 1,021,789	\$ (2,734)		\$ (2,734)
465 Caesar Chavez Enhancement	\$ 512,272	\$ 53,660		\$ (458,612)	\$ -	\$ (512,272)	\$ (53,660)		\$ (53,660)
466 TIFA 2 Major St. Improvement	\$ 201,653	\$ 837,688		\$ 636,035	\$ -	\$ (201,653)	\$ (837,688)		\$ (837,688)
468 MTF Bond Construction	\$ -	\$ 633,831		\$ 633,831	\$ -	\$ -	\$ (633,831)		\$ (633,831)
469 Kennett Rd Bridge Recon	\$ 262,229	\$ 445,969		\$ 183,740	\$ -	\$ (262,229)	\$ (445,969)		\$ (445,969)
474 Pontiac Woods Dev - frm CVC	\$ -	\$ 282,049		\$ 282,049	\$ 282,049	\$ 282,049	\$ -		\$ -
479 Highwood East	\$ -	\$ 296,928		\$ 296,928	\$ -	\$ -	\$ (296,928)		\$ (296,928)
480 PA 48 Telecommunications	\$ 60	\$ 635,720		\$ 635,660	\$ 240,696	\$ 240,636	\$ (395,024)		\$ (395,024)
495 Gen Stormwater	\$ 87,410	\$ 123,203		\$ 35,793	\$ 61,269	\$ (26,141)	\$ (61,934)		\$ (61,934)
584 Golf Course Operations	\$ 1,067,078	\$ 792,250		\$ (274,828)	\$ 830,759	\$ (236,319)	\$ 38,509		\$ 38,509
590 Sewerage	\$ 10,201,432	\$ 19,372,472		\$ 9,171,040	\$ 20,873,444	\$ 10,672,012	\$ 1,500,972		\$ 1,500,972
591 Water	\$ 12,525,451	\$ 25,888,244		\$ 13,362,793	\$ 27,152,347	\$ 14,626,896	\$ 1,264,103		\$ 1,264,103
592 Public Utilities Administration	\$ 341,908	\$ 945,000		\$ 603,092	\$ 945,000	\$ 603,092	\$ -		\$ -
640 Equipment Revolving	\$ 1,967,971	\$ 2,050,000		\$ 82,029	\$ 1,979,360	\$ 11,389	\$ (70,640)		\$ (70,640)
715 Oak Hill Endowment	\$ 12,191	\$ 114,069		\$ 101,878	\$ 114,069	\$ 101,878	\$ -		\$ -
716 Ottawa Park Endowment	\$ 16,210	\$ 76,170		\$ 59,960	\$ 76,170	\$ 59,960	\$ -		\$ -
Department Total	\$ 48,372,420	\$ 77,326,760		\$ 28,335,040	\$ 74,517,150	\$ 26,144,730	\$ (2,809,610)		\$ (2,809,610)

Departmental Position Summary
Full Time Equivalents

DPW&U/C&HS			
Classification	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Building Maintenance Foreman	1	1	0
Building Systems Technician	3	3	0
Civil Engineer III	1	1	0
Clerk (CHS)	1	1	0
Deputy City Engineer	1	1	0
Electrical/Sign Shop Supervisor	1	1	0
Foreman	1	0	(1)
Highway Maintenance Supervisor	0	1	1
Journeyman Electrician	2	2	0
Park Maintenance Worker III	2	2	0
Personal Secretary	1	0	(1)
Televan Dispatcher (CHS)	1	1	0
Televan Driver (CHS)	2	2	0
Traffic Control Technician II	1	1	0
Traffic Svc Wkr I	0	1	1
Utility Equipment Operator	8	8	0
Utility Laborer III	4	3	(1)
General Fund	30	29	(1)
Accountant	1	1	0
Account Clerk II	1	1	0
Account Clerk III	5	3	(2)
Account Clerk IV	3	2	(1)
Assistant Superintendent	1	1	0
Chemist/IPP Coordinator	1	1	0
City Engineer	1	0	(1)
Director DPW/DPU	0	1	1
Executive Assistant	3	1	(2)
Executive Secretary	2	3	1
Foreman	4	4	0
GIS Technician	1	1	0
Journeyman Electrician	1	1	0
Laboratory Technician	5	5	0
Librarian - Children's	1	1	0
Librarian I	1	1	0
Librarian Aide I	2	1	(1)
Librarian Aide II	1	1	0
Library Director	1	1	0
Master Mechanic	9	9	0
Mechanic Foreman	1	1	0
Office Coordinator	0	1	1
Operations Assistant	1	1	0
Park Maintenance Worker II	2	2	0
Park Maintenance Worker III	3	2	(1)
Process Control Technician	2	2	0
Public Information Specialist	0	1	1
Public Utilities Administrator	2	2	0
Public Works Supervisor	2	2	0
Right-of-Way Permit Inspector	1	1	0
Sanitation Services Coordinator	1	1	0
Senior Engineering Assistant	1	1	0

DPW&U/C&HS (cont.)

Classification	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Superintendent			
Cemetery	1	1	0
Forestry & Grounds	1	1	0
General Services	1	1	0
Utility Equipment Operator	4	4	0
Utility Laborer III	3	3	0
Wastewater/Water Mechanical Repairer	4	4	0
Wastewater/Water Plant Operator	18	18	0
Wastewater/Water Plant Maintenance Spvsr	1	1	0
Wastewater/Water Plant Supervisor	3	3	0
Water Meter/Connection Inspector	1	1	0
Water Meter/Connection Supervisor	1	1	0
Water & Sanitary Maintenance Worker I	8	9	1
Water & Sanitary Maintenance Worker II	13	12	(1)
Water Billing Specialist	1	3	2
Water Billing Supervisor	0	1	1
Water Meter Servicer	6	6	0
Welder Mechanic - Senior	1	1	0
Non-General Fund	127	126	(1)
TOTAL	157	155	(2)

***General & Special Programs
(General Fund)
\$15,706,202***

***Other Programs
\$24,244,457***

***Capital Improvement
\$200,000***

FY 2008-2009

Mayor's Recommended: \$40,150,659

Personnel: 0

General & Special Programs GENERAL FUND	FY08-09					
				MAYORS RECOMMENDED VS		
				AUDITED	ADOPTED	
I.REVENUE	FY06-07 AUDITED	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYORS RECOMMENDED		
	\$3,889,356	\$975,000	(\$2,914,356)	\$1,274,185	(\$2,615,171)	\$299,185
II. DETAILS BY DEPARTMENT: GENERAL FUND CONTROL ACCOUNT						
Charges for Services	\$0	\$0	\$0	\$0	\$0	\$0
Interest Earned on Investments	\$660,000	\$0	(\$660,000)	\$0	(\$660,000)	\$0
Contributions & Donations	\$0	\$250,000	\$250,000	\$250,000	\$250,000	\$0
Miscellaneous	\$420,264	\$425,000	\$4,736	\$460,000	\$39,736	\$35,000
Transfers From Other Funds	\$2,809,092	\$300,000	(\$2,509,092)	\$564,185	(\$2,244,907)	\$264,185
Total	\$3,889,356	\$975,000	(\$2,914,356)	\$1,274,185	(\$2,615,171)	\$299,185
I. EXPENSE	\$13,344,076	\$13,834,550	\$490,474	\$15,706,202	\$2,362,126	\$1,871,652
II. DETAILS BY DEPARTMENT: GENERAL FUND-CONTROL ACCT.						
Personnel Services	\$8,346,856	\$8,916,333	\$569,477	\$7,638,296	(\$708,560)	(\$1,278,037)
Services	\$447,542	\$650,000	\$202,458	\$213,200	(\$234,342)	(\$436,800)
Professional Services	\$222,443	\$80,000	(\$142,443)	\$188,500	(\$33,943)	\$108,500
Principal on Debt	\$0	\$1,130,000	\$1,130,000	\$1,175,000	\$1,175,000	\$45,000
Interest on Debt	\$1,200,917	\$1,026,912	(\$174,005)	\$981,713	(\$219,204)	(\$45,199)
Miscellaneous	\$444,496	(\$129,034)	(\$573,530)	\$2,273,124	\$1,828,628	\$2,402,158
Transfer To Other Funds	\$2,681,822	\$2,160,339	\$1,011,957	\$3,236,369	\$1,807,579	\$1,076,030
Total	\$13,344,076	\$13,834,550	\$490,474	\$15,706,202	\$2,362,126	\$1,871,652

General and Special Programs

General and Special Programs					FY08-09	
EXPENSE	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09	FY08-09	
				MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS ADOPTED	
FUNDS						
101 General	\$ 13,344,076	\$ 13,834,550	\$ 490,474	\$ 15,706,202	\$ 2,362,126	
213 Drain Fund	\$ 99,236	\$ -	\$ (99,236)	\$ 135,000	\$ 35,764	
217 Computer Fund	\$ 241,278	\$ 295,000	\$ 53,722	\$ 303,413	\$ 62,135	
245 Capital Improvement	\$ 38,679	\$ 200,000	\$ 161,321	\$ 200,000	\$ 161,321	
351 MI Transport bond	\$ 138,750	\$ 143,000	\$ 4,250	\$ 141,875	\$ 3,125	
353 1993 State of MI bond In	\$ 321,362	\$ 323,977	\$ 2,615	\$ -	\$ (321,362)	
376 Refinance Golf course bon	\$ 753,384	\$ 758,289	\$ 4,905	\$ 754,586	\$ 1,202	
377 Phoenix Plaza Renov.	\$ 328,242	\$ 326,680	\$ (1,562)	\$ 329,655	\$ 1,413	
677 Workmans Comp	\$ 830,438	\$ 651,862	\$ (178,576)	\$ 625,881	\$ (204,557)	
678 Dental	\$ 1,118,989	\$ 1,312,108	\$ 193,119	\$ 1,341,667	\$ 222,678	
680 Optical and Hearing	\$ 85,926	\$ 100,130	\$ 14,204	\$ 86,922	\$ 996	
729 Sick and Vacation fund	\$ 513,174	\$ -	\$ (513,174)	\$ 627,006	\$ 113,832	
759 Insurance w/o risk mgmt	\$ 22,238,937	\$ 24,188,312	\$ 1,949,375	\$ 19,448,452	\$ (2,790,485)	
798 Sale of Land	\$ 2,941	\$ 435,143	\$ 432,202	\$ 450,000	\$ 447,059	
Department Total	\$ 40,055,412	\$ 42,569,051	\$ 2,513,639	\$ 40,150,659	\$ 95,247	
					\$ (2,418,392)	

50TH DISTRICT COURT
41 - \$4,501,425

FY 2008-2009

Mayor's Recommended: \$4,501,425

Personnel: 41

50th DISTRICT COURT

SUMMARY OF SERVICES

The 50th District Court is a limited jurisdiction district court handling matters arising in the City of Pontiac. The Court has jurisdiction over criminal misdemeanors, general civil cases in which the amount in controversy is \$25,000 or less, civil infractions, parking violations, landlord-tenant disputes, and small claims matters. In addition the 50th District Court has initial jurisdiction on criminal felony cases for the purposes of determining probable cause.

The Court's Probation Division actively assesses and monitors certain criminal offenders who have been sentenced to a term of probation. It also provides the Court with criminal background histories on offenders and makes appropriate recommendations to the judge on convicted offenders prior to sentencing.

ACCOMPLISHMENTS

- Developed a more user-friendly court, i.e., staff training and signage
- Pursued grant information and other outside funding to assist in technological upgrades, staff training and court operation
- Increased the collection of outstanding traffic fees and fines
- Reduced the disposition time for sentences
- Reduced the disposition time for case files and tickets
- Made major improvements and renovations on the physical interior and exterior courthouse building in a cost effective manner
- Improved the disposition time for case handling
- Increased the professionalism of all employees at the court
- Improved public service to all customers using the court
- Increased organization and case management of supervisors at court

GOALS AND OBJECTIVES

- Pursue grants and other outside funding to assist in staff training, technological upgrades, and court operations
- Further reduce disposition time for sentences
- Increase volunteers/interns for the probation department, as well as, the clerks' office
- Continue pursuing collection of outstanding sentences, fees and fines
- Continue to develop a more "user-friendly" and public oriented courthouse
- To strive for excellence in delivery of our public service to the citizens of the State of Michigan, particularly within the City of Pontiac

<u>50TH DISTRICT COURT</u>		FY08-09					
EXPENSE		FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS	
						AUDITED	ADOPTED
FUNDS							
	District Court	\$ 3,620,233	\$ 3,492,474	\$ (127,759)	\$ 4,501,425	\$ 881,192	\$1,008,951
Department Total		\$ 3,620,233	\$ 3,492,474	\$ (127,759)	\$ 4,501,425	\$ 881,192	\$1,008,951

FY08-09

50TH DISTRICT COURT	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED (\$1,127,760)	FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS ADOPTED	
					AUDITED (\$118,809)	VS ADOPTED \$1,008,951
I. REVENUE	\$4,620,234	\$3,492,474	(\$1,127,760)	\$4,501,425		
II. DETAILS BY DEPARTMENT:						
CONTROL ACCOUNT						
State Grants	\$175,876	\$196,696	\$20,820	\$196,696	\$20,820	\$0
Charges For Services	\$91,422	\$110,000	\$18,578	\$110,000	\$18,578	\$0
Fines	\$1,230,112	\$1,484,000	\$253,888	\$1,405,000	\$174,888	(\$79,000)
Interest on Investments	(\$28,487)	\$45,000	\$73,487	\$45,000	\$73,487	\$0
Rents	(\$2,345)	\$0	\$2,345	\$0	\$2,345	\$0
Miscellaneous	\$125,967	\$68,000	(\$57,967)	\$48,500	(\$77,467)	(\$19,500)
* Transfers From Other Funds	\$3,027,689	\$1,588,778	(\$1,438,911)	\$2,696,229	(\$331,460)	\$1,107,451
Total	\$4,620,234	\$3,492,474	(\$1,127,760)	\$4,501,425	(\$118,809)	\$1,008,951
*General Fund Contribution						
I. EXPENSE	\$3,620,233	\$3,492,474	(\$127,759)	\$4,501,425	\$881,192	\$1,008,951
II. DETAILS BY DEPARTMENT:						
CONTROL ACCT.						
Personnel Services	\$2,232,249	\$2,061,251	\$170,998	\$2,890,345	\$658,096	\$829,094
Supplies	\$25,272	\$32,500	(\$7,228)	\$116,500	\$91,228	\$84,000
Services	\$183,172	\$261,794	(\$78,622)	\$318,430	\$135,258	\$56,636
Professional Services	\$703,867	\$688,395	\$15,472	\$689,600	(\$14,267)	\$1,205
Admin Serv	\$367,875	\$367,875	\$0	\$367,875	\$0	\$0
Miscellaneous	\$1,446	\$600	\$846	\$3,304	\$1,858	\$2,704
Transfers To Other Funds	\$106,352	\$80,059	\$26,293	\$115,371	\$9,019	\$35,312
Total	\$3,620,233	\$3,492,474	\$127,759	\$4,501,425	\$881,192	\$1,008,951

Departmental Position Summary Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
District Court			
Assignment Clerk	1	1	0
Assistant Court Administrator	1	0	(1)
Chief Account Clerk	1	1	0
Chief Court Officer	1	1	0
Chief Probation Officer	1	1	0
Court Administrator	1	1	0
Court Cashier I	1	1	0
Court Clerk I	7	11	4
Court Officer	5	12	7
Court Recorder	0	4	4
Court Secretary	2	2	0
Judge	3	4	1
Office Manager	0	1	1
Probation Officer I	1	1	0
TOTAL	25	41	16

PONTIAC SILVERDOME
0 - \$1,480,000

FY 2008-2009

Mayor's Recommended: \$1,480,000

Personnel: 0

FY08-09

PONTIAC SILVERDOME	FY06-07 AUDITED ACTUAL	FY07-08 ADOPTED BUDGET	AUDITED VS ADOPTED	FY08-09 MAYOR'S RECOMMENDED	MAYOR'S RECOMMENDED VS	
					AUDITED	ADOPTED
I. REVENUE	\$649,234	\$2,842,795	\$2,193,561	\$1,480,000	\$830,766	(\$1,362,795)
II. DETAILS BY DEPARTMENT:						
CONTROL ACCOUNT						
Interest on Investments	\$349,166	\$15,000	(\$334,166)	\$45,000	(\$304,166)	\$30,000
Rents	\$217,123	\$114,000	(\$103,123)	\$135,000	(\$82,123)	\$21,000
Events Revenue	\$610	\$0	(\$610)	\$0	(\$610)	\$0
Miscellaneous	\$82,335	\$2,713,795	\$2,631,460	\$1,300,000	\$1,217,665	(\$1,413,795)
Total	\$649,234	\$2,842,795	\$2,193,561	\$1,480,000	\$830,766	(\$1,362,795)
I. EXPENSE						
	\$2,403,942	\$2,842,795	\$438,853	\$1,480,000	(\$923,942)	(\$1,362,795)
II. DETAILS BY DEPARTMENT:						
CONTROL ACCT.						
Personnel Services	\$377,039	\$406,607	(\$29,568)	\$352,640	(\$24,399)	(\$53,967)
Supplies	\$574	\$10,350	(\$9,776)	\$1,150	\$576	(\$9,200)
Services	\$1,454,249	\$1,864,771	(\$410,522)	\$894,501	(\$559,748)	(\$970,270)
Professional Services	\$198,489	\$187,709	\$10,780	\$231,709	\$33,220	\$44,000
Admin Serv	\$373,358	\$373,358	\$0	\$0	(\$373,358)	(\$373,358)
Miscellaneous	\$233	\$0	\$233	\$0	(\$233)	\$0
Total	\$2,403,942	\$2,842,795	(\$438,853)	\$1,480,000	(\$923,942)	(\$1,362,795)

FY08-09

EXPENSE	FY06-07		FY07-08		AUDITED VS		FY08-09		MAYOR'S RECOMMENDED VS	
	ACTUAL	ADOPTED	ADOPTED	BUDGET	ADOPTED	ADOPTED	RECOMMENDED	AUDITED	ADOPTED	
FUNDS										
Silverdome	\$ 2,403,942	\$ 2,842,795	\$ 438,853	\$ 1,480,000	\$ (923,942)					
Department Total	\$ 2,403,942	\$ 2,842,795	\$ 438,853	\$ 1,480,000	\$ (923,942)					

Departmental Position Summary **Full Time Equivalents**

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
Silverdome			
<i>Assistant Event Supervisor</i>	0	0	0
<i>Box Office Manager</i>	0	0	0
<i>Director of Admin. Services</i>	0	0	0
<i>Electrician</i>	0	0	0
<i>Event Supervisor</i>	0	0	0
<i>Laborer/ Utility</i>	0	0	0
<i>Marketing Secretary</i>	0	0	0
<i>Mechanic- Plumber</i>	0	0	0
<i>Operations Office Coordinator</i>	0	0	0
<i>Programmer/Analyst</i>	0	0	0
TOTAL	0	0	0

**COMMERCIAL AND INDUSTRIAL
DEVELOPMENT
8 - \$18,121,304**

FY 2008-2009

Mayor's Recommended: \$18,121,304

Personnel: 8

PONTIAC GROWTH GROUP

GOALS AND OBJECTIVES

1. Project Goals, which can be completed in a 12-24 month period

COMPREHENSIVE ECONOMIC DEVELOPMENT PLAN

The primary project goal of the Growth Group is to **create a Comprehensive Economic Development Strategy (CEDS)**. A CEDS is a plan that emerges from a broad-based continuous planning process addressing the economic opportunities and constraints of a municipality. The CEDS document should be short and easily accessible. The general public, government decision makers, and business investors should be able to use it as a guide to understanding the regional economy and to taking action to improve it. The CEDS should take into account, and where appropriate, incorporate, other planning efforts in the community. Its quality should be judged by its usefulness as a guide to local decision-making. This written strategy or "plan" will include step-by-step information on opening a commercial/ industrial operation in the City of Pontiac. The plan will also include guidelines for recommending tax abatements, brownfield plans, etc. We would like to retain a professional firm to help us in the creation of this plan.

STRAND THEATRE

By July 1, we should either be in full control of the strand or shall be in litigation to gain such control.

OAKLAND PLAZA (DOCO)

The developer was unable meet the criteria negotiated by the board and we have regained control of the property. We will be working aggressively with two developers over the next sixty days to try and bring a new deal to the table. If this is not possible, the remainder of the bond money will be split between paying for street lights in the Stonegate development and paying down the principal of the original issue.

PHOENIX PLAZA AMPHITHEATRE

The permanent seats are now installed and a new roof should be engineered and installed by May 26, 2008. By May 27, 2009 we hope to have identified a full time venue operator.

SILVERDOME

The City Council has recently received six new bids and we await their decision as to which bid shall be further pursued. We stand ready to aid in everyway possible and expect that the Brownfield Redevelopment Authority will be called in to participate in this endeavor.

PONTIAC GROWTH GROUP (cont.)

2. Revenue Vs. Expenditure

a. What steps are you taking to increase revenue streams in your department?

Along with utilizing the recently implemented fee schedule, we are actively attempting to market vacant industrial and commercial parcels. We are also working diligently to maintain existing revenue streams.

b. Are revenues in line with expenditures?

In all cases except one expenditures are well inside of revenues. In the TIFA 2, there have been a number of unexpected tax shortfalls that may cause a deficit. Even so, there is sufficient revenue carry forward to cover the district's expenses this year.

The PGG staff will continue to perform monthly reconciliations to alleviate exaggerated expectations in projected revenues and assure that expenses stay in line with "real" revenues. We are currently in the process of bringing on a new staff member to handle this vital area.

c. Have you consolidated any services?

No new service consolidations

d. What is the impact of the consolidation?

No new service consolidations

3. Impact of Reduced Operations

a. Strengths & Weaknesses

Reduced staff levels have created a "bottleneck" on workflow. While individual employees are developing stronger skills and increasing the depth and breadth of their knowledge, the department can only process a limited number of tasks per day with the number of people that are on staff.

b. Impact on departmental operations now, six-month projection

The reduction in operations has led the department to become reactive instead of proactive. Reactive meaning that the staff needs to spend considerable amounts of its limited time to address and fix old problems. This in turn, puts a strain on the more proactive and productive work that the staff needs to perform in the next six months, like generating new jobs, new business, and tax base growth.

c. Impact on city operations now, six-month projection

The immediate impact on city operations is minimal as the potential tax generation and grant revenue would not be realized before July 1. The long-term impact is substantial. If the department continues to spend its time in reactive activities and does not proactively build business, then there will be a loss of potential tax base growth, not only in the TIF districts, but throughout the city as a whole.

PONTIAC GROWTH GROUP (cont.)

d Impact of reduced revenues/budget on services to the citizens

There is not an immediate (visible in six months) impact to citizens from our department. If the department functions properly, however, there is a huge impact on the citizenry every fiscal year; increased tax revenue. Please see section 2 a for more detail. When the budget and or revenues to this department are cut, it make it very difficult for all of the work of economic development to be carried out in a timely and accurate manner, which can directly translate into lost business opportunities and decreased tax revenue from the business community. The City then is faced with the choice of cutting services or raising taxes on the general public (citizens). Please see section 3 a for more detail.

4. Outstanding Projects

a Identify any project, programs, plans or specific activities that are outstanding and in need of completion;

PROPOSED REORGANIZATION

We would like to complete the implementation of a departmental reorganization, which will entail the rewriting of job descriptions and the hiring of additional staff. This will allow for a smoother process and larger work production. This objective began in 2007.

GENERAL MOTORS-PONTIAC PARTNERSHIP

We will collaborate with General Motors Corporation to determine which GM facilities in the City of Pontiac will be made available for sale/ redevelopment to the public. We will then aid the corporation/ purchaser in redeveloping these sites and thus retaining as much tax capture in the municipality as possible. This is an ongoing endeavor which began in 2007.

SW QUADRANT

This area now falls under the City of promise Signature Project designation and is the focus of targeted slum and blight removal.

SCATTERED SITES

We would like to have an approved marketing plan for the disposal of scattered lots in the near future. We will continue to dispose of municipally owned property as required by the executive and legislative branches in their attempts to address the deficit reduction plan.

KENNETT LANDFILL

This Landfill is currently under option with a developer, who is now in his due diligence phase. As he completes this phase or requests an extension we will provide updates.

PONTIAC GROWTH GROUP (cont.)

b. Recommendations for future projects

As we have not even begun to list all of the projects currently at hand in this department, we do not recommend embarking on any future projects before the above-mentioned projects are complete.

5. Problems, Challenges & Difficulties

a. What Problems or difficulties exist that need immediate resolution?

An immediate need of the department is to have the various boards updated. We need new appointments to facilitate creating a quorum on each of our boards. We also need additional professionals (business owners, engineers, lawyers, accountants, etc.) to be appointed. An additional immediate need is staffing. Without proper staffing, the department can not perform efficiently.

b. What problems or difficulties exist that could be resolved in 12-24 months?

Staffing. We currently have several positions that are not staffed. If these positions were staffed, the workflow in the department would be much smoother and we could take on many more projects.

c. What are the greatest challenges to departmental operation now?

Please see sections 5.a. and 5.b.

d. How can we involve the residents of Pontiac to help problems, challenges and difficulties?

We can solicit citizens who believe that they have the credentials to serve on any of our boards or special committees (such as the Cool Cities or Cities of Promise subcommittees) to apply.

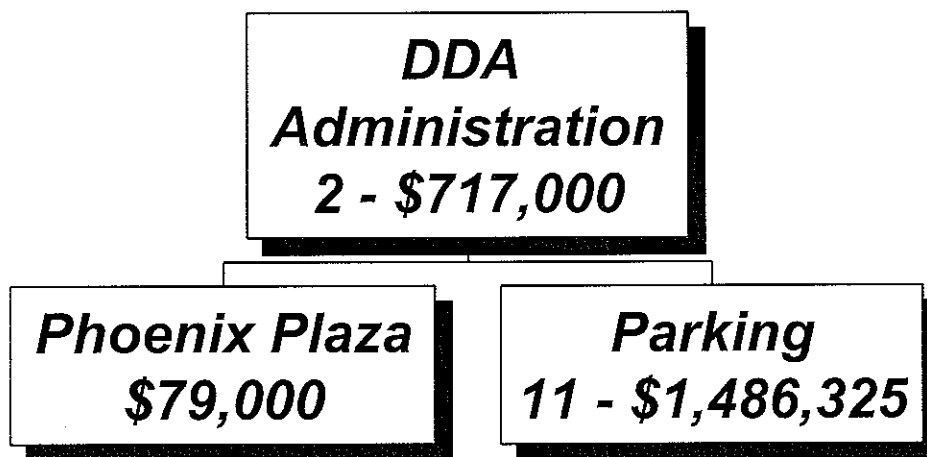
Commercial & Industrial Dev.

EXPENSE	FUNDS	FY08-09				FY08-09			
		FY06-07		FY07-08		FY08-09		FY08-09	
		AUDITED ACTUAL	ADOPTED BUDGET	AUDITED VS ADOPTED		MAYOR'S RECOMMENDED	MAYOR'S VS AUDITED	MAYOR'S RECOMMENDED VS ADOPTED	
	140 PGG Admin	\$ 1,201,451	\$ 2,013,581	\$ 812,130	\$	1,756,757	\$ 555,306	\$ (256,824)	
	150 EDC	\$ 51,394	\$ 86,041	\$ 34,647	\$	38,717	\$ (12,677)	\$ (47,324)	
	224 EDC Loans	\$ 12,839	\$ 510,394	\$ 497,555	\$	514,160	\$ 501,321	\$ 3,766	
	233 EDC/EDA	\$ 13,990	\$ 1,134,000	\$ 1,120,010	\$	312,700	\$ 298,710	\$ (821,300)	
	235 Brownfield	\$ 15,861	\$ 556,906	\$ 541,045	\$	314,144	\$ 298,283	\$ (242,762)	
	239 TIFA #2	\$ 5,845,905	\$ 5,892,174	\$ 46,269	\$	4,341,098	\$ (1,504,807)	\$ (1,551,076)	
	240 TIFA #3	\$ 2,615,221	\$ 3,498,728	\$ 883,507	\$	3,706,443	\$ 1,091,222	\$ 207,715	
	241 TIFA #4	\$ 768,367	\$ 882,941	\$ 114,574	\$	929,367	\$ 161,000	\$ 46,426	
	472 CVC Infrastructure	\$ -	\$ 679,865	\$ 679,865	\$	412,381	\$ 412,381	\$ (267,484)	
	475 Phoenix Plaza Renov.	\$ -	\$ 665,585	\$ 665,585	\$	665,585	\$ 665,585	\$ -	
	478 Oakland Plaza (Lk.A)	\$ -	\$ 4,693,050	\$ 4,693,050	\$	4,693,050	\$ 4,693,050	\$ -	
	488 Strand Theatre	\$ 435	\$ 455,684	\$ 455,249	\$	436,902	\$ 436,467	\$ (18,782)	
				\$ -					
	Department Total	\$ 10,525,463	\$ 21,068,949	\$ 10,543,486	\$	18,121,304	\$ 7,595,841	\$ (2,947,645)	

Departmental Position Summary Full Time Equivalents

<i>CLASSIFICATION TOTALS</i>	<i>FY 07-08 ADOPTED BUDGET</i>	<i>FY 08-09 MAYOR'S RECOMMENDED</i>	<i>VARIANCE</i>
Commercial & Ind. Development			
<i><u>Administration</u></i>			
<i>Account Clerk IV</i>	<i>1</i>	<i>0</i>	<i>(1)</i>
<i>Administrative Assistant</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Chief Asst. to Director</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Econ Retention & Compliance</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Economic Dev Admin</i>	<i>1</i>	<i>0</i>	<i>(1)</i>
<i>Economic Dev Research Analyst</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Executive Assistant</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Executive Director</i>	<i>1</i>	<i>1</i>	<i>0</i>
<i>Financial Analyst/Comptroller</i>	<i>0</i>	<i>1</i>	<i>1</i>
<i>Junior Accountant</i>	<i>0</i>	<i>1</i>	<i>1</i>
DEPARTMENT TOTAL	8	8	0

DOWNTOWN DEVELOPMENT AUTHORITY



FY 2008-2009

Mayor's Recommended: \$2,282,325

Personnel: 13

DOWNTOWN DEVELOPMENT AUTHORITY

ACCOMPLISHMENTS/CHALLENGES

This past year, in addition to the last two years, have seen many accomplishments for the DDA. The completion of Streetscape, more than 16 façade improvements, 5 properties with complete rehabilitation, over 97% of the properties removed blighted boards and the addition of more than 7 new businesses in the Downtown including, I3 Logic from Troy, the State of Michigan Department of Human Services, and GM On-Star. The DDA was also named as a Nationally Certified Main Street Program.

With these accomplishments we still have some challenges that include, no new development in the downtown district in over 20 years, excessive number of homeless and panhandling remains in our district, and we have yet to attract the necessary signature or featured business or dining? The DDA is still operating annually less \$200,000 as part of the Deficit Elimination Plan, a major challenge.

Parking also continues to be one of the major challenges as revenue has been reduced by more than \$300,000 since 2004. Though we have made adjustments in operation and have removed the previous contractor (Central Parking) from providing the service, as a savings we are still looking at reducing operations by \$160,000 this proposed fiscal year.

With the reduction in operation along with the Fee Increase from 2007 and the completion of streetscape, we can move towards consistent writing of violations, which will also lead to more revenue. We did however collect more than \$12,000 over the projected revenue for last year.

Parking has also moved from a full time employee and part time employee in Lot #6 in exchange for a Pay Display operation. Parking will be closely monitored this year as GM has moved more vehicles into the Phoenix Plaza, in addition to approximately #150 - #200 new monthly parkers since last year. This should show some new revenue to assist with the necessary improvements required in order to maintain the lots and equipment but more importantly, to reduce and/or eliminate any subsidy that may be required from the General Fund. Parking will be making a request for \$250,000 from Capital Outlay for new equipment that will give better controls and accountability for collections from the meters as well as the lots. This will be the last of the recommendations made from the WHAL Group report as well as the DDA Independent Audit.

GOALS & OBJECTIVES

The Goals and Objectives for the DDA in 2008/2009 are to maintain a Clean, Safe and Marketable Downtown.

Cleanliness: The DDA along with the City has invested considerable dollars over the past 3 years to improve the look, cleanliness of the downtown district. Our plan is to use our limited resources to maintain a clean downtown 24/7. The DDA will support the maintenance staff of parking in order to make sure that the sweeper is used for the sidewalks as well as the lots. In actuality, the maintenance staff will no longer be called or used strictly for Parking Maintenance. Maintenance will now be used as a Downtown Priority. Maintenance will be responsible for daily cleaning of the entire area inside the Woodward Loop. The DDA has worked with more than 20-property owners over the past 3 years to improve Facades as well as complete rehabilitations of 5 properties. The DDA has also worked successfully with our Property owners to remove "boards" off

Facades and properties in the district. We are hoping that prior to the upcoming Developer Showcase at the end of May the same can be said for the Strand Theater as well as 37 & 41 N. Saginaw. These are the last remaining properties with boarded facades. We will also work with Code Enforcement to make sure that the area surrounding all properties remain clean as well as the property themselves remains in compliance. The DDA will aggressively enforce the City Ordinance dealing with Graffiti as well. Graffiti has once again become a major issue. As you recall we had the one incident by which two individuals were caught and were required to remove Graffiti from the majority of the properties in the downtown district. Unfortunately, Graffiti is back. We will be looking into surveillance cameras to protect the properties and our alleys. In the meantime, we will send out communication to all property owners of their responsibility to remove Graffiti off their properties and maintenance will remove it from DDA or City owned property.

Safety: Safety has unfortunately grown to become an issue in the downtown district. The primary concern last season was the number of reported vandalism of car windows at the end of the Club night. The DDA will be supporting parking to the tune of \$40,000 this year to add to security for the evenings of Thursday thru Sunday. Security efforts for the time of closing of the Clubs will have to be coordinated with the Police department to assure that traffic flows smooth at the end of the evening. The suggestions would be to utilize the Police presences during the end of the evening and Security throughout the evening. Security will be used for the entire district on those evenings and not just the club district. We have also met with the Club, Bar and Restaurant Owners and ask that they consider hiring additional Security if not Off Duty or laid-off Officers for their venues? We have explained that they too have responsibility for their customer, including the customer they deny entrance as well as the customers they remove from the club for a violation.

DOWNTOWN DEVELOPMENT AUTHORITY (cont.)

Marketable: With the strides that have been made in the downtown over the past 3 years including the property rehabilitation, streetscape improvements, commercial inventory, housing market analysis, and the new businesses that have moved in, it is now time for the DDA to strategically target and market the district for specific business growth. At the conclusion of the upcoming Developer Showcase in May, it is the intent of the Economic Restructuring Committee of the DDA to aggressively go after new business. Our plan is to use the most recent market analysis, business analysis, conference and workshops as a means of going and telling our story and recruiting new business and development. Plans to attend the International Council of Shopping Centers, International Downtown Association Conference, National Main Street Conference, as well as one on one recruitment throughout Southeast Michigan will begin this summer.

DOWNTOWN DEVELOPMENT AUTH

<u>DOWNTOWN DEVELOPMENT AUTH</u>												
EXPENSE	FY06-07		FY07-08		AUDITED VS		FY08-09 MAYOR'S RECOMMENDED		FY08-09 MAYOR'S RECOMMENDED VS		ADOPTED	
	AUDITED	ACTUAL	ADOPTED	BUDGET	ADOPTED		RECOMMENDED		AUDITED		ADOPTED	
112 Phoenix Plaza	\$ 116,265		\$ 123,500		\$ 7,235		\$ 79,000		\$ (37,265)		\$ (44,500)	
244 DDA	\$ 1,027,532		\$ 767,000		\$ (260,532)		\$ 717,000		\$ (310,532)		\$ (50,000)	
585 Parking	\$ 2,007,455		\$ 1,557,950		\$ (449,505)		\$ 1,486,325		\$ (521,130)		\$ (71,625)	
Department Total	\$ 3,151,252		\$ 2,448,450		\$ (702,802)		\$ 2,282,325		\$ (868,927)		\$ (\$166,125)	
11												

Departmental Position Summary Full Time Equivalents

CLASSIFICATION TOTALS	FY 07-08 ADOPTED BUDGET	FY 08-09 MAYOR'S RECOMMENDED	VARIANCE
<u>Downtown Development Auth.</u>			
<u>Downtown Dev Authority</u>			
DDA Director	1	1	0
Executive Assistant	1	1	0
Total	2	2	0
<u>Parking Fund 585</u>			
Account Clerk III	1	1	0
Office Technician	1	1	0
Parking Lot Attendant	2	1	(1)
Parking Lot Foreman	2	2	0
Parking Maintenance Aide	4	3	(1)
Parking Supervisor	1	1	0
Parking Warden	1	1	0
Prkg Mtr Repairer	1	1	0
Total	13	11	(2)
DEPARTMENT TOTAL	15	13	(2)

**Annual Appropriation Ordinance
FY 2008/2009**

AN ORDINANCE TO APPROPRIATE THE SUMS OF MONEY NECESSARY TO MEET THE EXPENDITURES SET FORTH IN THE BUDGET RECOMMENDED FOR THE OPERATION OF THE CITY OF PONTIAC, MICHIGAN TO DEFRAY THE DEBTS, EXPENDITURES AND LIABILITIES OF SAID CITY FOR THE FISCAL YEAR ENDING THE 30TH DAY OF JUNE, 2009, AND REQUIRING AND AUTHORIZING THE LEVYING OF THE CITY TAX LEVY UPON ALL TAXABLE PROPERTY IN THE CITY OF PONTIAC MICHIGAN ON THE ROLL AS OF JULY, 2008, AND ALSO REQUIRING AND AUTHORIZING THE RETURN OF THE 2008, CITY SCHOOL AND COUNTY DELINQUENT TAXES AND UNPAID SPECIAL ASSESSMENTS ON THE DELINQUENT TAX ROLL IN ACCORDANCE WITH THE CHARTER OF THE CITY OF PONTIAC AND THE GENERAL LAWS OF THE STATE OF MICHIGAN

Adopted: June 26, 2008

Effective: July 1 2008

THE CITY OF PONTIAC ORDAINS:

Section 1 That there shall be appropriated the sum of one seventy-seven million seven hundred forty thousand, five hundred sixty-three dollars (\$177,740,563) for the purpose of defraying the debts, expenditures and liabilities of the City of Pontiac for the fiscal year ending the 30th day of June, 2009, in accordance with the fiscal year 2009 budget of said city; which debts, expenditures and liabilities of the said city for the said fiscal year are hereinafter set forth as follows:

<u>City Council</u>			
General Fund	\$	565,437	
Capital Improvement Fund	\$	4,970	
Cable	\$	80,000	
Revitalization Fund	\$	164,185	
			\$ 814,592
<u>District Court</u>			
District Court Fund			\$ 4,501,425
<u>City Clerk</u>			
General Fund	\$	475,975	
Capital Improvement Fund	\$	8,059	
			\$ 484,034
<u>Attorney</u>			
General Fund	\$	839,085	
Capital Improvement Fund	\$	4,970	
			\$ 844,055
<u>Finance</u>			
General Fund	\$	2,473,217	
Capital Improvement Fund	\$	24,850	
Retirement Fund	\$	437,337	
			\$ 2,935,404
<u>Executive Office</u>			
General Fund	\$	564,685	
Capital Improvement Fund	\$	4,970	
			\$ 569,655
<u>Community Development</u>			
General Fund	\$	1,553,719	
Capital Improvement	\$	-	
Woodcrest Commons Loan 262	\$	740	
CDBG Various	\$	1,293,181	
Home Buyers Assistance 263	\$	2,400,000	
			\$ 5,247,640
<u>Fire Department</u>			
General Fund	\$	13,382,728	
Capital Improvement	\$	237,284	
			\$ 13,620,012
<u>Human Resources</u>			
General Fund	\$	463,367	
Insurance Fund	\$	479,001	
Capital Improvement Fund	\$	4,970	
			\$ 947,338
<u>Police</u>			
General Fund	\$	10,609,385	
Capital Improvement Fund	\$	225,000	
Drug Fund 270	\$	295,581	
Training Fund 282	\$	95,004	
			\$ 11,224,970

**Annual Appropriation Ordinance
FY 2008/2009**

Department of Public Works & Utilities/Community and Human Services

General Fund	\$	4,817,983
Major Street Fund	\$	4,263,022
Local Street Fund	\$	1,362,884
Cemetery	\$	1,056,635
Senior Activities Millage	\$	592,498
Clinton River Trail	\$	429,792
Sanitation	\$	4,457,452
MDEQ Grant Pontiac Crook	\$	209,817
Capital Improvement Fund	\$	880,427
GM Pontiac North Dev.	\$	266,249
University Widening	\$	353,233
Library Millage	\$	1,295,701
Trunk Line BUO10	\$	66,077
Trunk line BI075	\$	137,693
Trunk line M0059	\$	108,358
TIFA Bonds GM Project	\$	581,080
Construction ML King	\$	1,083,086
Pontiac Woods Dev. from CVC	\$	282,049
PA 48 Telecommunications	\$	240,696
General Stormwater	\$	61,269
Golf Course Fund	\$	830,759
Sewerage Fund	\$	20,873,444
Water Fund	\$	27,152,347
Public Utilities Administration	\$	945,000
Equipment Revolving	\$	1,979,360
Cemetery Endowments	\$	190,239

\$ 74,517,150

General & Special Programs

General Fund	\$	15,706,202
Drain Fund	\$	135,000
Computer Fund	\$	303,413
Capital Improvement	\$	200,000
MI Transp Bonds 1995	\$	141,875
Refin Golf Bonds	\$	754,586
Phoenix Plaza Renovations	\$	329,655
Self-Insur WC	\$	625,881
Self-Insurance Dental	\$	1,341,667
Self-Insurance O&H	\$	86,922
Sick and Vacation Fund	\$	627,006
Insurance Fund w/o Risk Mgmt	\$	19,448,452
Sale of Land Fund	\$	450,000

\$ 40,150,659

Stadium Authority Operating

Stadium Authority Operating

\$ 1,480,000

Commercial & Industrial Development

PGG Admin. 140	\$	1,756,757
EDC 150	\$	38,717
EDC Loans	\$	514,160
EDC/EDA	\$	312,700
Brownsfield Redevelopment Authority	\$	314,144
TIFA #2	\$	4,341,098
TIFA #3	\$	3,706,443
TIFA #4	\$	929,367
CVC	\$	412,381
Phoenix Plaza	\$	665,585
Oakland Plaza Lake Angelus	\$	4,693,050
Strand Theatre	\$	436,902

\$ 18,121,304

Downtown Development Authority

Plaza Events	\$	79,000
DDA Administration	\$	717,000
Parking Fund	\$	1,486,325

\$ 2,282,325

Total Appropriation

\$177,740,563

**Annual Appropriation Ordinance
FY 2008/2009**

Section 2 --- That the sum of one hundred fifty million nine hundred twenty-eight five hundred seventy-three (\$150,928,573) shall be derived from regular revenue sources, other than property taxes, during fiscal 2009 and disbursements received by said city under State and Local Fiscal Assistance Act of 1972 as amended, which together with the surplus reserves established in various funds and the revenue received from the collection of property taxes levied in July 2008 shall defray the debts and portion of expenditures and liabilities of said city for the fiscal year

Section 3 --- That the sum of twenty-six million eight hundred eleven, nine hundred ninety dollars (\$26,811,990), which has been included in the appropriation of several funds for said city for the fiscal year June 30, 2009, herein above mentioned in section 1 shall be forthwith certified by the Clerk to the City Assessor, and that the same shall be levied and collected upon the assessed valuation of all taxable property within said City of Pontiac, in accordance with the provisions of the laws of the State of Michigan and the Charter of said city for the levying and collection of taxes upon the July 2008 tax roll as follows:

General Property Tax	\$ 13,202,550
Refuse Collection & Disposal Tax	\$ 3,388,694
Capital Improvement Tax	\$ 1,595,500
TIFAs and DDA	\$ 8,625,248
Total	\$ 26,811,990

Section 4 --- That the City Treasurer of the City of Pontiac is hereby authorized directed and instructed to cause to be prepared a delinquent tax roll for the 2008 city school and county delinquent taxes and delinquent special assessment, adding thereto all penalties required by the Charter of this city and the laws of the State of Michigan and in accordance with said City Charter and statutes of the State of Michigan

Section 5 --- This appropriation adopts by reference the schedules titled "Departmental Position Summary (Full Time Equivalents)" included in the Mayor's Recommended Budget FY08/09. No classification shall be filled unless the necessary funding is included in the FY 08/09 Departmental Budget or except as amended by the City Council.

Section 6 --- This ordinance, if not effective until ten (10) days after its adoption, would severely curtail the preservation of public peace, property, health and safety. The funds needed to continue city operations make it necessary for this ordinance to become effective immediately in accordance with the City of Pontiac Charter Article III Chapter 1, Section 3.112(e) and therefore is declared to be an emergency ordinance effective immediately.

Section 7 --- Providing meals and refreshments for the Pontiac City Council prior to City Council meetings has been an established past practice for many years. The basis was to begin meetings as soon as possible after the normal business workday. In order to continue having meetings as early as possible for the public's benefit, this past practice is now officially recognized as a Fringe Benefit for City Council Members.

Section 8 --- Capital projects budgeted in previous year not completed in that fiscal year, may be an adjustment to the subsequent fiscal year. The Finance Director shall notify Council of these adjustments by October 1st of the budget year. After October 1st, any adjustments will follow the normal Charter Amendment procedure.