

# PONTIAC CITY COUNCIL

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



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

*It is this Council's mission "To serve the citizens of Pontiac by committing to help provide an enhanced quality of life for its residents, fostering the vision of a family-friendly community that is a great place to live, work and play."*

Website: <http://pontiaccityclerk.com/city-council-meetings>

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

## **SPECIAL MEETING on the BUDGET**

**June 1, 2021**

**3:00 P.M.**

**232<sup>nd</sup> Session of the 10<sup>th</sup> Council**

**Call to order**

**Roll Call**

**Authorization to Excuse Councilmembers**

**Amendments to and Approval of the Agenda**

### **Department Hearings**

- |                         |           |
|-------------------------|-----------|
| 1. Building (Wade Trim) | 3:00 p.m. |
| 2. City Clerk           | 4:00 p.m. |
| Elections               |           |
| Marihuana Regulations   |           |

### **Public Hearing**

- |   |           |
|---|-----------|
| 3. Public Hearing on the Proposed 2021-2022 Annual Budget and City Tax Rate | 5:00 p.m. |
|---|-----------|

**Public Comment**

**Adjournment**

**#1**

**BUILDING  
(WADE TRIM)  
BUDGET  
HEARING**

05/19/2021

BUDGET REPORT FOR CITY OF PONTIAC  
Calculations as of 04/30/2021

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 04/30/21	2020-21 PROJECTED ACTIVITY	2021-22 DEPARTMENT REQ. BUDGET	2021-22 MAYOR REC. BUDGET
<b>DEPARTMENT: BUILDING INSPECTOR</b>								
<b>Fund 249 - BUILDING INSPECTION FUND</b>								
<b>ESTIMATED REVENUES</b>								
Function: Unclassified								
Dept 000								
<b>LICENSES AND PERMITS</b>								
249-000-456.000	Multi registrations	80,000	108,500	108,500	51,000	55,334	81,800	81,800
249-000-456.001	Single family	350,000	290,600	290,600	210,166	247,322	220,000	220,000
249-000-468.003	Registration Builders	3,500	4,000	4,000	2,560	2,807	3,500	3,500
249-000-468.004	Registration Plumbing	300			0			
249-000-468.005	Registration Reciprocal Heating	1,000	1,300	1,300	1,382	1,623	1,500	1,500
249-000-468.008	Registration Electrical License	3,000	3,800	3,800	2,695	3,034	3,500	3,300
249-000-477.003	Insp Building Permit	1,300,000	1,608,415	1,608,415	1,840,076	2,096,873	1,900,800	1,900,800
249-000-477.004	Insp Plumbing Permit	90,000	90,000	90,000	149,556	207,183	151,500	151,500
249-000-477.005	Insp Heating Permit	120,000	125,000	125,000	374,427	510,329	330,000	323,000
249-000-477.007	Insp Signs Permit	5,000	1,800	1,800	3,900	5,850	3,500	3,700
249-000-477.008	Insp Electrical Permit	140,000	261,692	261,692	246,616	319,037	256,700	256,700
249-000-477.010	Insp Demolition Permit	25,000	30,000	30,000	9,790	13,054	25,000	34,400
249-000-477.011	FIRE ALARM PERMIT	20,000	20,000	20,000	8,900	10,467	10,000	14,600
<b>LICENSES AND PERMITS</b>		<b>2,137,800</b>	<b>2,545,107</b>	<b>2,545,107</b>	<b>2,901,068</b>	<b>3,472,913</b>	<b>2,987,800</b>	<b>2,994,800</b>
<b>CHARGES FOR SERVICES</b>								
249-000-614.005	PLANNING REVIEW FEES				100	100		
249-000-614.371	PLAN REVIEW FEE	75,000	272,023	272,023	119,760	157,550	120,000	120,000
249-000-625.016	10% Late Penalty	1,500	1,200	1,200	725	967		1,300
<b>CHARGES FOR SERVICES</b>		<b>76,500</b>	<b>273,223</b>	<b>273,223</b>	<b>120,585</b>	<b>158,617</b>	<b>120,000</b>	<b>121,300</b>
<b>OTHER REVENUE</b>								
249-000-671.000	MISCELLANEOUS REVENUE				25	25		
<b>OTHER REVENUE</b>					<b>25</b>	<b>25</b>		
<b>INTEREST AND RENTS</b>								
249-000-665.001	Investments Income	2,500	2,500	2,500	989	1,363		2,600
<b>INTEREST AND RENTS</b>		<b>2,500</b>	<b>2,500</b>	<b>2,500</b>	<b>989</b>	<b>1,363</b>		<b>2,600</b>
<b>Totals for dept 000 -</b>		<b>2,216,800</b>	<b>2,820,830</b>	<b>2,820,830</b>	<b>3,022,667</b>	<b>3,632,918</b>	<b>3,107,800</b>	<b>3,118,700</b>
<b>Total - Function Unclassified</b>		<b>2,216,800</b>	<b>2,820,830</b>	<b>2,820,830</b>	<b>3,022,667</b>	<b>3,632,918</b>	<b>3,107,800</b>	<b>3,118,700</b>
<b>Function: TRANSFERS (OUT) AND OTHER SOURCES</b>								
Dept 966 - Transfers To / From Other Funds								
<b>OPERATING TRANSFERS IN</b>								
249-966-699.101	TRANSFER IN FROM FUND 101	250,000						

05/19/2021

BUDGET REPORT FOR CITY OF PONTIAC  
Calculations as of 04/30/2021

☐

GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 04/30/21	2020-21 PROJECTED ACTIVITY	2021-22 DEPARTMENT REQ. BUDGET	2021-22 MAYOR REC. BUDGET
OPERATING TRANSFERS IN		250,000						
Totals for dept 966 - Transfers To / From Other Funds		250,000						
Total - Function TRANSFERS (OUT) AND OTHER SOURCES		250,000						
TOTAL ESTIMATED REVENUES		2,466,800	2,820,830	2,820,830	3,022,667	3,632,918	3,107,800	3,118,700
APPROPRIATIONS								
Function: PUBLIC SAFETY								
Dept 371 - BUILDING INSPECTION DEPARTMENT								
SUPPLIES								
249-371-727.000	Office Supplies	2,500	2,500	2,500	604	2,500	2,500	2,500
249-371-728.000	Postage	6,000	9,000	9,000	3,694	5,535	7,500	7,500
249-371-729.001	Printed Forms	350	350	350	0	350	350	350
249-371-730.000	Publications & Maps	500	500	500	0	500	500	500
249-371-731.003	COMPUTER EQUIPMENT	3,000	3,000	3,000	260	3,000	10,000	10,000
SUPPLIES		12,350	15,350	15,350	4,558	11,885	20,850	20,850
OTHER SERVICES AND CHARGES								
249-371-804.018	Legal Services-Giarmarco Mullins	4,635	4,500	4,500	0		4,500	4,500
249-371-807.000	Services - Membership Dues	575	1,000	1,000	700	1,000	1,000	1,000
249-371-813.000	Services - Hearing Officer	1,200	1,500	1,500	1,215	1,500	1,500	1,500
249-371-813.010	SERVICES - BOARD OF APPEALS	3,500	3,500	3,500	1,600	3,760	4,000	4,000
249-371-816.004	SERVICES - FOIA	500	500	500	0			500
249-371-818.000	Other Professional Services	10,500	10,000	10,000	0			10,000
249-371-818.001	PROFESSIONAL SERVICES-WADE TRIM	1,675,110	2,413,603	2,413,603	1,692,576	2,413,603	2,000,000	1,742,796
249-371-818.012	PROFESSIONAL SERVICES- MEDICAL MARIJUANA		25,017	25,017	0			25,000
249-371-818.080	PROF. SERV - BS&A	21,620	22,030	22,030	72	22,092	22,530	22,530
249-371-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	731	2,240	2,240	2,387	2,780	2,330	2,330
249-371-852.010	SERVICES - CABLE TV/INTERNET	5,118	2,790	2,790	3,646	4,786	2,790	2,790
249-371-942.000	Services - Equipment Rentl Non-City	2,600	2,600	2,600	1,736	2,600	2,600	2,600
249-371-942.001	Copier Lease				852	1,217	1,300	1,300
249-371-942.002	COPIER SUPPLIES	1,500	1,500	1,500	394	1,500	1,500	1,500
249-371-962.022	101 Admin Allocation-To Other Funds	287,888	287,888	287,888	221,197	293,170	293,170	287,888
249-371-967.010	DPW SUPPORT SERVICES	50,877	48,310	48,310	36,232	48,310	48,310	47,326
OTHER SERVICES AND CHARGES		2,066,354	2,826,978	2,826,978	1,962,607	2,796,318	2,385,530	2,157,560
Totals for dept 371 - BUILDING INSPECTION DEPARTMENT		2,078,704	2,842,328	2,842,328	1,967,165	2,808,203	2,406,380	2,178,410
Total - Function PUBLIC SAFETY		2,078,704	2,842,328	2,842,328	1,967,165	2,808,203	2,406,380	2,178,410
TOTAL APPROPRIATIONS		2,078,704	2,842,328	2,842,328	1,967,165	2,808,203	2,406,380	2,178,410

05/19/2021

BUDGET REPORT FOR CITY OF PONTIAC  
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	NET OF REVENUES/APPROPRIATIONS - FUND 249	388,096	(21,498)	(21,498)	1,055,502	824,715	701,420	940,290
	BEGINNING FUND BALANCE	924,180	3,082,769	3,082,769	3,082,769	3,082,769	3,907,484	3,907,484
	ENDING FUND BALANCE	1,312,276	3,061,271	3,061,271	4,138,271	3,907,484	4,608,904	4,847,774



**#2**

**CITY CLERK,  
ELECTIONS and  
MARIHUANA  
REGULATIONS  
BUDGET  
HEARING**



Office of the City Clerk  
Elections Division  
Marihuana Regulations Division  
Budget Hearing

June 1, 2021  
4:00 p.m.

Garland Doyle, M.P.A, Interim City Clerk  
Sheila Grandison, MIPMC, Deputy City Clerk  
JoLynn Williams, Assistant City Clerk/Elections Administrator  
Jonathan Starks, Special Assistant to the City Clerk  
Mary Castro, Elections Specialist



# OFFICE ACCOMPLISHMENTS

- Launched Pontiacityclerk.com website as a information resource to the community
- Updated City Charter to include all charter amendments approved by the voters since 1982
- Clerk's Office was open an additional 85.5 hours (extended & weekend hours) to serve the public during the 2020 election
- City Clerk Service Team visited residences, shelters, hospitals and senior communities. The Service Team serviced 48 voters with absentee ballots.
- Establish 7 Drive Up Ballot Drop Boxes (one box in each district)
- Monthly Medical Marihuana Application Review Process Updates
- Issued Conditional Approvals (3 Grower, 1 Processor)
- Release the Cesar Chavez and Downtown Provisioning Center Application Rankings



# MAILINGS

## AV Postcard

## Sample Ballot

**Remember Don't Delay Return Your Ballot Early!**

Flip the card over for an important message from the City Clerk about your Absentee Ballot.



**Remember to return your Absentee Ballot to the Clerk's Office or dropbox no later than 8:00p.m. on November 3rd Election Day to count.**

Garland K. Doyle, Pontiac City Clerk  
4745D Woodward  
Pontiac, MI 48134

**VOTE NOV 3RD OR BY ABSENTEE BALLOT**

Garland S. Doyle, Pontiac City Clerk  
4745D Woodward  
Pontiac, MI 48134

**Vote November 3<sup>RD</sup> at your assigned polling location or by absentee ballot now through November 2<sup>ND</sup> at 4:00pm**

**Important message from the City Clerk**

Dear Voter:

You can choose to vote by absentee ballot now thru November 2nd at 4:00 p.m. or at your assigned polling location on Election Day November 3rd between 7:00 a.m.-8:00 p.m.

In order to vote by absentee ballot, you will need to complete an absentee voter application. After you complete your application, please return it to the City Clerk's Office so you can be issued an absentee ballot by mail or in-person.

We have extended our office hours to make it for more convenient for you to vote in-person.

If you choose to wait and vote at your assigned polling location on Election Day November 3rd, we will be practicing social distancing at each one of our polling locations. In addition, we will be regularly sanitizing our polling stations.

On the other side of this card is a sample ballot for you to review prior to voting.

I encourage everyone to vote.

**Your one vote matters.**

**Contact Your City Clerk (248) 758-3200**

clerk@pontiac.mi.us  
/PontiacClerk  
/PontiacCityClerk  
Pontiac City Clerk  
http://pontiaccityclerk.com

**Extended Office Hours**  
Mon-Fri 8:30am-8:00pm  
Sat & Sun 9:00am-4:00pm

Where's my polling place?  
visit [Michigan.gov/vote](http://Michigan.gov/vote)  
or call (248) 758-3200

**Drive-Up Official Ballot Drop-Box Locations:**

- Bowens Center 52 Bagley
- City Hall 4745D Woodward
- Fire Station 787 W Huron
- Herrington Elementary 541 Bay
- Kennedy/Owen School 1700 Baldwin
- Ruth Peterson Center 990 Joslyn
- Walt Whitman Elementary 125 W Montcalm

**DROP BOXES OPEN 24 HOURS A DAY**  
Herrington Elementary Mon-Fri 6:00am-6:00pm


Garland Doyle  
Pontiac City Clerk

**PONTIAC SAMPLE BALLOT**

Official Ballot  
General Election, Tuesday, November 3, 2020  
Oakland County, Michigan  
Polling Station 1

Official Ballot  
General Election, Tuesday, November 3, 2020  
Oakland County, Michigan  
Polling Station 2

When voting by absentee ballot or at your assigned polling location, remember to completely fill in the box next to your choice with a black or blue ink pen only.



Read Both Sides

# ABSENTEE AND POLLS VOTER TURNOUT

AV BALLOTS	AUG Ballots Issued	AUG Ballots Returned	AUG Return Rate	NOV Ballots Issued	NOV Ballots Returned	NOV Return Rate
<b>2016 - Presidential</b>	1859	1647	89%	4769	4604	97%
<b>2020 - Presidential</b>	8004	5925	74%	16,501	15,177	92%

Voter Turnout	AUG AV	AUG Polls	TOTAL	Primary Voter Turnout	NOV AV	NOV AV %	NOV Polls	NOV Polls %	TOTAL	General Voter Turnout
<b>2016 - Presidential</b>	1647	2287	3934	8.54%	4604	23%	15,539	77%	20,143	43.73%
<b>2020 - Presidential</b>	5925	3008	8933	19.39%	<b>15,177</b>	<b>67%</b>	<b>7,370</b>	<b>33%</b>	<b>22,547</b>	<b>46.69%</b>

Number of Registered Voters in Pontiac – 48,296



## FY 22 Positions

Position	FY 21 Budget Current Salary	FY 22 Dept. Request	FY 22 Mayor's Recommended
City Clerk (Interim)	\$92,700.00	\$92,700.00	\$92,700.00
DPW Director	\$92,700.00	\$101,970.00	\$99,189.00
City Treasurer	\$91,052.00	\$91,052.00	\$97,425.64
Planning Manager	\$91,052.00	\$91,052.00	\$97,425.00
Economic/Community Development Director 1	\$88,000.00	\$88,000.00	\$94,160.00
Cable Director	\$71,984.64	\$71,984.64	\$77,023.56

All Department Heads were recommended for a 7% raise except for the City Clerk

No current positions in the Clerk's Office were recommended for a raise.



# STAFF PROFESSIONAL DEVELOPMENT

## **Garland Doyle**

### Attended

- National Medical Cannabis Unity Conference (virtual)
- International Institute of Municipal Clerk's Annual Conference

### Attending

- Michigan Association of Municipal Clerks – Clerks Institute
  - Pursuing MiPMC Certification

## **Sheila Grandison**

- MiPMC Certification

## **Jonathan Starks**

### Attended

- National Medical Cannabis Unity Conference (virtual)

### Attending

- Michigan Association of Municipal Clerks – Clerks Institute
  - Pursuing MiPMC Certification

**All Staff including Mary Castro and JoLynn Williams are now notaries.**

## FY 22 Positions

Position	FY 21 Budget Current Salary	FY 22 Dept. Request	FY 22 Mayor's Recommended
<b>Elections</b>			
Assistant City Clerk/Elections Administrator	\$65,000.00	\$65,000.00	\$65,000.00
Clerk/Elections Specialist	\$10,800.00	\$19,260.80	\$19,260.80
<b>Clerk</b>			
City Clerk (Interim)	\$92,700.00	\$92,700.00	\$92,700.00
Deputy City Clerk	\$66,414.40	\$66,414.00	\$66,414.40
Special Assistant to the City Clerk	\$30,000.00		
Clerk/Elections Specialist		\$19,260.00	\$19,260.80
<b>Marihuana Marijuana</b>			
Regulatory Analyst		\$57,000.00	\$57,000.00
Special Assistant to the City Clerk	\$15,000.00		

## Changes Proposed by the Clerk

Position	FY 21 Budget Current Salary	FY 22 Dept. Request	FY 22 Mayor's Recommended
<b>Elections</b>			
Assistant City Clerk/Elections Administrator	\$65,000.00	\$67,000.00	\$65,000.00
Elections Specialist (Grant Funded in FY21)	\$19,260.80		
Clerk/Elections Specialist		\$21,424.00	\$19,260.80
<b>Clerk</b>			
City Clerk (Interim)	\$92,700.00	\$99,189.00	\$92,700.00
Deputy City Clerk	\$66,414.40	\$68,500.00	\$66,414.40
Special Assistant to the City Clerk	\$30,000.00		
Clerk/Elections Specialist		\$21,424.00	\$19,260.80
<b>Marihuana Regulations</b>			
Assistant City Clerk/Regulatory Analyst		\$57,000.00	\$57,000.00
Special Assistant to the City Clerk	\$15,000.00		



# PART TIME POSITIONS NOT LISTED FY 22 POSITIONS

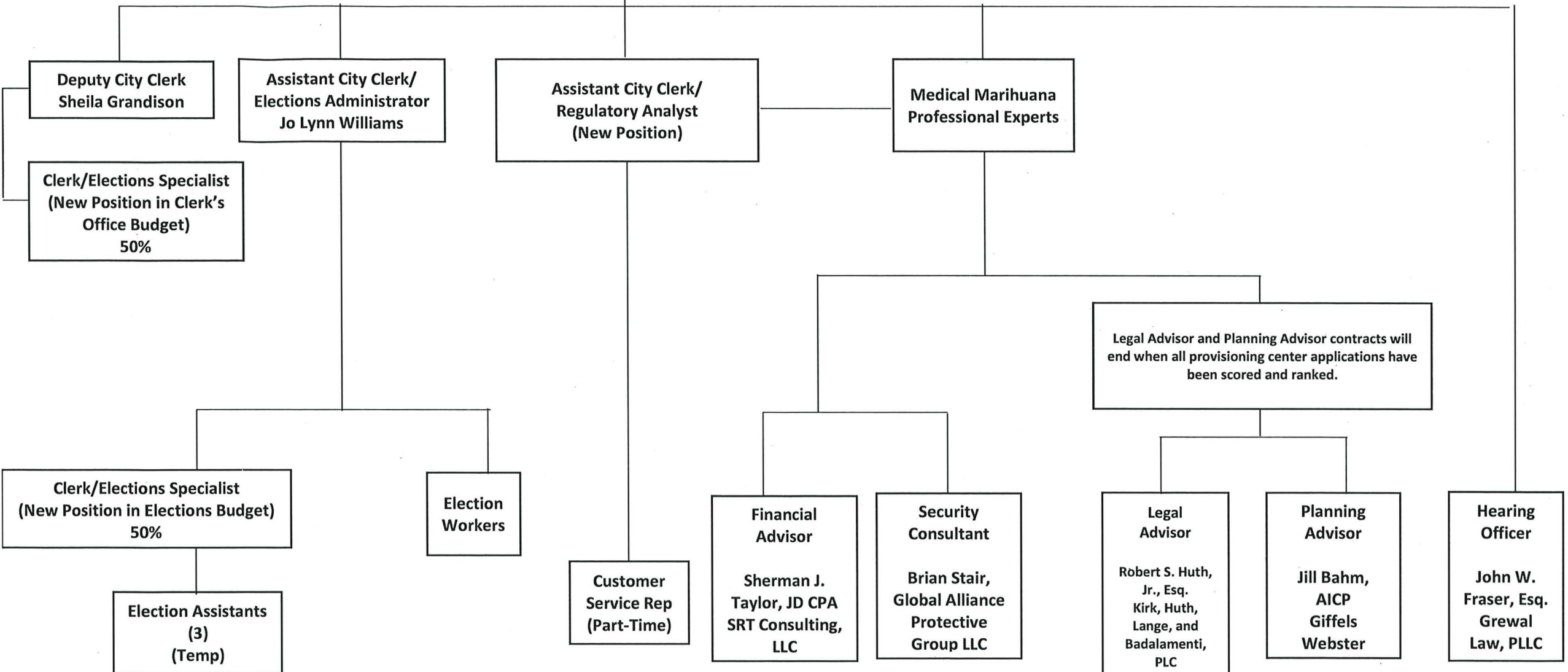
- Elections Assistants
- Customer Service Representative



# Office of the City Clerk 2021-22

**City Clerk (Interim)**  
Garland Doyle

Note: We are following the Lansing, MI model



	GL Number	Description	2020-21 Amended Budget	2020-21 Activity THRU 4/30/21	Grant Expenditures	Total	2021-22 Dept. Req. Budget	Updated Dept. Req Budget	2021-22 Mayor Rec. Budget
Department - Clerk									
Dept 191 - Elections									
PERSONNEL SERVICES									
	101-191-702.000	Salaries & Wages	\$65,000.00	\$40,819.00			\$84,261.00	\$88,424.00	\$84,261.00
	101-191-702.020	Salaries & Wages (Non FICA)	\$60,000.00	\$7,374.00	\$109,771.49	\$117,145.49	\$115,000.00		\$115,000.00
	101-191-702.100	Maintenance Wages	\$1,972.00	\$0.00			\$2,000.00		\$1,972.00
	101-191-702.104	Maintenance (Overtime)	\$1,080.00	\$0.00			\$1,100.00		\$1,080.00
	101-191-705.002	Part-Time Wages	\$13,300.00	\$3,203.00	\$48,941.65	\$52,144.65	\$35,000.00		\$5,000.00
SUPPLIES									
	101-191-727.000	Office Supplies (Elections will be combined w/Clerk)	\$2,650.00	\$709.00	\$2,080.50	\$2,789.50	\$0.00		\$2,650.00
	101-191-728.000	Postage	\$40,000.00	\$27,440.00	\$13,668.00	\$41,108.00	\$42,000.00		\$40,000.00
	101-191-729.001	Printed Forms	\$12,000.00	\$394.00			\$0.00		\$500.00
	101-191-740.000	Operating Supplies	\$9,500.00	\$5,363.00			\$9,000.00		\$9,500.00
OTHER SERVICES AND CHARGES									
	101-191-809.000	Services - Elections	\$15,000.00	\$4,350.00			\$20,000.00		\$20,000.00
	101-191-809.001	COVID 19 Expenditures	\$5,000.00	\$218.00			\$5,000.00		\$5,000.00
	101-191-818.000	Other Professional Services	\$5,000.00	\$4,950.00					\$5,000.00
	101-191-818.013	Election Grant Expenditures	\$405,640.00	\$249,570.00					
	101-191-861.000	Travel Expenses	\$1,000.00	\$0.00			\$2,500.00		\$2,500.00
	101-191-882.000	Prof Services - Public Relations	\$2,500.00	\$600.00			\$2,500.00		\$2,500.00
	101-191-901.000	Printing & Bindery Service	\$4,260.00	\$0.00	\$4,050.00	\$4,050.00	\$8,500.00		\$4,500.00
	101-191-902.005	Public Notices	\$6,000.00	\$3,401.00	\$6,382.00	\$9,783.00	\$10,000.00		\$6,000.00
	101-191-957.002	Training Expense	\$2,500.00	\$1,172.00			\$2,500.00		\$2,500.00
	101-191-959.000	Miscellaneous Expenses	\$824.00	\$85.00			\$800.00		\$800.00
OTHER SERVICES AND CHARGES			\$448,838.00	\$265,650.00			\$58,100.00		\$51,120.00
Dept 215 - City Clerk									
PERSONNEL SERVICES									
	101-215-702.000	Salaries & Wages	\$189,114.00	\$123,005.00			\$178,375.00	\$189,113.00	\$178,375.00
	101-215-705.002	Part-Time Wages	\$5,000.00	\$0.00			\$5,000.00		\$5,000.00
SUPPLIES									
	101-215-727.000	Office Supplies	\$4,000.00	\$1,642.00		(\$2,789 + \$1,642 = \$4,431.50)	\$5,000.00		\$4,000.00
	101-215-728.000	Postage	\$1,030.00	\$1,153.00			\$2,500.00		\$2,500.00
	101-215-731.003	Computer Equipment	\$700.00	\$0.00			\$1,000.00		\$1,000.00
OTHER SERVICES AND CHARGES									
	101-215-816.005	Prof Services - Public Relations		\$0.00			\$1,000.00		\$1,000.00
	101-215-901.000	Printing and Bindery Service	\$1,000.00	\$409.00			\$1,000.00		\$1,000.00
	101-215-902.004	Ordinances	\$30,000.00	\$18,577.00			\$30,000.00		\$30,000.00
	101-215-902.005	Public Notices	\$12,960.00	\$2,960.00			\$14,000.00		\$14,000.00
	101-215-942.002	Copier Supplies	\$2,000.00	\$387.00					\$1,500.00
	101-215-957.002	Training Expense	\$2,500.00	\$1,500.00			\$2,500.00		\$2,500.00

Note: Printing & Bindery Service

Mailings were done for General Election Only. This year, we plan to do mailings for both the Primary and General Elections.

	GL Number	Description	2020-21 Amended Budget	2020-21 Activity THRU 4/30/21	Grant Expenditures	Total	2021-22 Dept. Req. Budget	Updated Dept. Req Budget	2021-22 Mayor Rec. Budget
Dept 255 - Marihuana Regulations									
PERSONNEL SERVICES									
	101-255-702.000	Salaries & Wages		\$0.00			\$57,000.00		\$57,000.00
SUPPLIES									
	101-255-727.000	Office Supplies	\$718.00	\$0.00			\$1,000.00		\$1,000.00
	101-255-728.000	Postage	\$400.00	\$266.00			\$6,000.00		\$500.00
	101-255-731.003	Computer Equipment	\$500.00	\$0.00			\$1,000.00		\$1,000.00
OTHER SERVICES AND CHARGES									
	101-255-804.000	Legal Services - Substitute Counsel	\$6,750.00	\$0.00			\$10,000.00		\$6,750.00
	101-255-804.026	Legal Services - Legal Advisor to CC	\$85,000.00	\$21,040.00			\$85,000.00	\$63,960.00	\$85,000.00
	101-255-816.007	Prof Services - Financial Advisor to CC	\$75,000.00	\$13,980.00			\$61,020.00		\$61,020.00
	101-255-816.008	Prof Services - Hearing Officer	\$44,000.00	\$571.00			\$39,000.00		\$44,000.00
	101-255-816.011	Prof Services - Planning Advisor to City Clerk	\$75,000.00	\$16,200.00			\$58,000.00		\$60,000.00
	101-255-818.012	Prof Services - Security Consultan	\$29,286.00	\$4,800.00			\$24,490.00		\$25,000.00
	101-255-902.004	Ordinances	\$100.00	\$0.00					\$100.00
	101-255-902.005	Public Notices	\$100.00	\$0.00			\$2,500.00		\$100.00
	101-255-942.002	Copier Supplies	\$100.00	\$0.00					\$100.00
Dept. Request not include in the budget									
	101-255-818.000	Professional Services - Steriographer					\$5,000.00		\$0.00
	101-255-957.002	Training					\$1,000.00		\$0.00

Note: The division only had a .33 Full-time equivalent (FTE) during Fiscal Year 20-21. Since January 2021, I have allocated one staff member full-time to Medical Marihuana when only .33 FTE was budgeted. 1 FTE is budgeted for 21-22.



**Website: <http://pontiaccityclerk.com>**



Pontiac City Clerk



PontiacClerk



Pontiac City Clerk



Pontiac City Clerk

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BUDGET REPORT FOR CITY OF PONTIAC  
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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 04/30/21	2020-21 PROJECTED ACTIVITY	2021-22 DEPARTMENT REQ. BUDGET	2021-22 MAYOR REC. BUDGET
<b>DEPARTMENT: CLERK</b>								
<b>Dept 191 - Elections</b>								
<b>PERSONNEL SERVICES</b>								
101-191-702.000	Salaries & Wages	21,837	65,000	65,000	40,819	55,290	84,261	84,261
101-191-702.002	Temporary Employee Wages				25	40		
101-191-702.004	Overtime Wages				5	10	1,473	1,500
101-191-702.008	COVID 19 SALARIES				322	480		
101-191-702.020	SALARIES & WAGES (NON FICA)	31,475	60,000	60,000	7,374	11,060	65,260	115,000
101-191-702.100	MAINTENANCE WAGES	1,596	1,972	1,972	0		2,000	1,972
101-191-702.104	MAINTENANCE - OVERTIME	3,198	1,080	1,080	0		1,100	1,080
101-191-705.002	PART-TIME WAGES	5,415	13,300	13,300	3,209	4,810	35,000	5,000
101-191-715.000	F.I.C.A. - City Contribution	6,881	6,070	6,070	7,071	10,320		5,252
101-191-716.000	MEDICAL INSURANCE	18,393	18,795	18,795	0			18,795
101-191-717.000	Life Insurance	730	929	929	209	290		831
101-191-718.500	MERS EMPLOYER CONTRIBUTIONS	3,897	4,512	4,512	1,087	1,440		4,315
101-191-719.000	Workers Compensation Insurance	3,913	512	512	218	310		527
101-191-719.001	Dental Insurance	416	902	902	105	140		901
101-191-721.010	Health Care Waiver	7,293			0			
	<b>PERSONNEL SERVICES</b>	<b>105,044</b>	<b>173,072</b>	<b>173,072</b>	<b>60,444</b>	<b>84,190</b>	<b>189,094</b>	<b>239,434</b>
<b>SUPPLIES</b>								
101-191-727.000	Office Supplies	3,650	2,650	2,650	709	2,650		2,650
101-191-728.000	Postage	15,945	40,000	40,000	27,440	40,000	42,000	40,000
101-191-729.001	Printed Forms	4,905	12,000	12,000	394	12,000		500
101-191-731.003	COMPUTER EQUIPMENT	13,000			0		1,000	1,000
101-191-740.000	Operating Supplies	5,150	9,500	9,500	5,363	9,500	9,000	9,500
	<b>SUPPLIES</b>	<b>42,650</b>	<b>64,150</b>	<b>64,150</b>	<b>33,906</b>	<b>64,150</b>	<b>52,000</b>	<b>53,650</b>
<b>OTHER SERVICES AND CHARGES</b>								
101-191-809.000	Services-Elections	18,630	15,000	15,000	4,350	15,000	20,000	20,000
101-191-809.001	COVID 19 EXPENDITURES		5,000	5,000	218	5,000	5,000	5,000
101-191-818.000	Other Professional Services		5,000	5,000	4,950	5,000		5,000
101-191-818.013	ELECTION GRANT EXPENDITURES			405,640	249,570	405,640		
101-191-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	818	100	100	467	628	110	110
101-191-852.010	SERVICES - CABLE TV/INTERNET	481	190	190	380	499	190	190
101-191-861.000	Travel Expenses	1,030	1,000	1,000	0	1,000	2,500	2,500
101-191-882.000	Prof Services - Public Relations		2,500	2,500	600	2,500	2,500	2,500
101-191-901.000	Printing and Bindery Service		4,260	4,260	0	4,260	8,500	4,500
101-191-902.005	Public Notices	5,150	6,000	6,000	3,401	6,000	10,000	6,000
101-191-932.010	Services - Maintenance-All Other Eq	2,884						
101-191-942.000	Services - Equipment Rentl Non-City	824	824	824	457	820		820
101-191-957.002	Training Expense	5,150	2,500	2,500	1,172	2,500	2,500	2,500
101-191-957.003	POLLWORKER MEALS - COMMISSION FOOD	824			0		6,000	1,200
101-191-959.000	Miscellaneous Expenses		824	824	85	820	800	800



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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 04/30/21	2020-21 PROJECTED ACTIVITY	2021-22 DEPARTMENT REQ. BUDGET	2021-22 MAYOR REC. BUDGET
OTHER SERVICES AND CHARGES		35,791	43,198	448,838	265,650	449,667	58,100	51,120
Totals for dept 191 - Elections		183,485	280,420	686,060	360,000	598,007	299,194	344,204
Dept 215 - City Clerk								
PERSONNEL SERVICES								
101-215-702.000	Salaries & Wages	189,841	189,114	189,114	123,005	172,540	178,375	178,375
101-215-702.004	Overtime Wages	1,260			0			
101-215-702.008	COVID 19 SALARIES				2,631	3,950		
101-215-705.002	PART-TIME WAGES		5,000	5,000	0		5,000	5,000
101-215-707.003	CELL PHONE STIPEND		600	600	300	380	600	600
101-215-715.000	F.I.C.A. - City Contribution	14,523	14,850	14,850	9,617	13,510		14,958
101-215-716.000	MEDICAL INSURANCE	32,823	29,961	29,961	13,925	19,560		32,234
101-215-717.000	Life Insurance	2,554	2,652	2,652	0			2,863
101-215-718.500	MERS EMPLOYER CONTRIBUTIONS	11,145	3,942	3,942	2,563	3,600	4,195	4,000
101-215-719.000	Workers Compensation Insurance	553	497	497	367	520		429
101-215-719.001	Dental Insurance	1,989	1,606	1,606	822	1,150		1,709
PERSONNEL SERVICES		254,688	248,222	248,222	153,230	215,210	188,170	240,168
SUPPLIES								
101-215-727.000	Office Supplies	4,243	4,000	4,000	1,642	4,000	5,000	4,000
101-215-728.000	Postage	1,030	1,030	1,030	1,153	1,500	2,500	2,500
101-215-731.003	COMPUTER EQUIPMENT	412	700	700	0	700	1,000	1,000
SUPPLIES		5,685	5,730	5,730	2,795	6,200	8,500	7,500
OTHER SERVICES AND CHARGES								
101-215-807.000	Services - Membership Dues						750	750
101-215-816.005	PROFESSIONAL SERVICES - PUBLIC RELATIONS	1,000			0		1,000	1,000
101-215-818.000	Other Professional Services	1,000			0			
101-215-851.000	SERVICES - COMMUNICATIONS-TELEPHONE	819	680	680	624	628	710	710
101-215-852.010	SERVICES - CABLE TV/INTERNET	2,393	560	560	380	499	560	560
101-215-901.000	Printing and Bindery Service	1,000	1,000	1,000	409	1,000	1,000	1,000
101-215-902.004	Ordinances	50,035	30,000	30,000	18,577	30,000	30,000	30,000
101-215-902.005	Public Notices	9,000	12,960	12,960	2,960	12,960	14,000	14,000
101-215-902.006	FOIA				0		500	500
101-215-914.000	Insurance Property Coverage	25,394	24,637	24,637	18,478	24,640		24,640
101-215-942.000	Services - Equipment Rent/ Non-City	103			41	40		
101-215-942.001	Copier Lease				783	840		840
101-215-942.002	COPIER SUPPLES	1,952	2,000	2,000	387	2,000		1,500
101-215-957.002	Training Expense	4,120	2,500	2,500	1,500	2,500	2,500	2,500
101-215-959.000	Miscellaneous Expenses				0		1,000	
OTHER SERVICES AND CHARGES		96,816	74,337	74,337	44,139	75,107	52,020	78,000
Totals for dept 215 - City Clerk		357,189	328,289	328,289	200,164	296,517	248,690	325,668

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GL NUMBER	DESCRIPTION	2019-20 AMENDED BUDGET	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 ACTIVITY THRU 04/30/21	2020-21 PROJECTED ACTIVITY	2021-22 DEPARTMENT REQ. BUDGET	2021-22 MAYOR REC. BUDGET
Dept 255 - MARIHUANA REGULATIONS								
PERSONNEL SERVICES								
101-255-702.000	Salaries & Wages		15,000		0		57,000	57,000
101-255-702.009	SALARIES & WAGES - MEDICAL MARIJUANA			15,000	669	1,000		
101-255-715.000	F.I.C.A. - City Contribution		1,148	1,148	0			
101-255-716.000	MEDICAL INSURANCE		2,273	2,273	0			
101-255-717.000	Life Insurance		210	210	0			
101-255-718.500	MERS EMPLOYER CONTRIBUTIONS		253	253	0			
101-255-719.000	Workers Compensation Insurance		32	32	0			
101-255-719.001	Dental Insurance		103	103	0			
	PERSONNEL SERVICES		19,019	19,019	669	1,000	57,000	57,000
SUPPLIES								
101-255-727.000	Office Supplies	2,500	718	718	0	720	1,000	1,000
101-255-728.000	Postage	100	400	400	266	400	6,000	500
101-255-731.003	COMPUTER EQUIPMENT	100	500	500	0	500	1,000	1,000
	SUPPLIES	2,700	1,618	1,618	266	1,620	8,000	2,500
OTHER SERVICES AND CHARGES								
101-255-804.000	LEGAL SERVICES-SUBSTITUTE COUNSEL	10,500	6,750	6,750	0	6,750	10,000	6,750
101-255-804.018	Legal Services-Giarmarco Mullins	50,000			0			
101-255-804.026	LEGAL SERVICES - LEGAL ADVISOR TO CC	16,000	85,000	85,000	21,040	85,000	85,000	85,000
101-255-816.005	PROFESSIONAL SERVICES - PUBLIC RELATIONS				0		2,500	2,500
101-255-816.006	PROF. SERV. -MED MARIHUANA APPLICATION	8,395			0			
101-255-816.007	PROF. SERV. -FINANCIAL ADVISOR TO CC	85,200	75,000	75,000	13,980	75,000	61,020	61,020
101-255-816.008	PROF. SERV. -HEARING OFFICER	30,000	44,000	44,000	571	44,000	39,000	44,000
101-255-816.011	PROF SERV - PLANNING ADV TO CITY CLERK	15,000	75,000	75,000	16,200	75,000	58,800	60,000
101-255-816.012	PROF SERV-COMPLIANCE LEGAL ADVISOR				0		66,600	6,000
101-255-818.000	Other Professional Services				0		5,000	5,000
101-255-818.012	PROFESSIONAL SERVICES-SECURITY CONSULTAN		29,286	29,286	4,800	29,290	24,490	25,000
101-255-851.000	SERVICES - COMMUNICATIONS-TELEPHONE		100	100	0			
101-255-852.010	SERVICES - CABLE TV/INTERNET		100	100	0			
101-255-861.000	Travel Expenses				0		1,000	1,000
101-255-901.000	Printing and Bindery Service				0		5,000	5,000
101-255-902.004	Ordinances		100	100	0	100		100
101-255-902.005	Public Notices	1,000	100	100	0	100	2,500	100
101-255-942.002	COPIER SUPPLES	100	100	100	0	100		100
101-255-957.002	Training Expense				0		1,000	
	OTHER SERVICES AND CHARGES	216,195	315,536	315,536	56,591	315,340	361,910	301,570
Totals for dept 255 - MARIHUANA REGULATIONS		218,895	336,173	336,173	57,526	317,960	426,910	361,070