

EFM SUBMISSION NO.: 2013EFM063

PRESENTED: 2-4-13

ADOPTED: 2-21-13

BY THE EMERGENCY FINANCIAL MANAGER:

**RESOLUTION TO EMPLOY THE SERVICES OF**  
**ADRIAN MONTAGUE AS MASTER PLANNING ADMINISTRATIVE ASSISTANT**

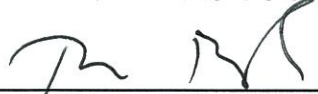
Pursuant to the authority granted the Emergency Financial Manager by Public Act 72, Adrian Montague shall be employed by the City of Flint in the Master Planning Division performing assignments related to administrative support to the Chief Planning Officer. Ms. Montague's employment with the City of Flint shall be at the will of the Chief Planning Officer until such time as she determines that her employment shall cease or until the grant funding is no longer available. The C.S. Mott Master Plan Grant currently ends as of February 28, 2013.

Ms. Montague shall be compensated at an hourly rate of \$18.100 per hour budgeted and funded from the C.S. Mott Master Plan Grant (296-690.402.702.100) on a bi-weekly basis. The total compensation amount shall not exceed \$3,000.

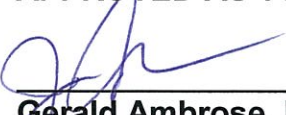
Ms. Montague shall receive fringe benefits at a rate of 10.49% of wages coming from line item "Other Non-departmental Fringes" (296-690.402.719.100). No other benefits shall be provided. Standard deductions will be taken (FICA taxes, etc),

**IT IS RESOLVED**, that the Emergency Manager shall, on behalf of the City of Flint, appoint Adrian Montague under the terms and conditions stated above.

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Peter M. Bade, Chief Legal Officer

**APPROVED AS TO FINANCE:**

  
\_\_\_\_\_  
Gerald Ambrose, Finance Director

**EM DISPOSITION:**

ENACT ☒          FAIL         

DATED 2-21-13

  
\_\_\_\_\_  
Edward J. Kurtz, Emergency Financial Manager

**DATE:** January 31, 2013

**Prepared By:** Diane L. Shock, Infrastructure and Development Administrative Assistant  
for Howard Croft, Director

The Chief Planning Officer has requested administrative support due to a critical juncture in their schedule as the community engagement process has really ramped up. Additional assistance is needed in order to carry out these engagement activities and move the Master Plan process forward expeditiously. Ms. Montague will assist in sending out information packets to community volunteers, provide logistical support for community meetings, mail/email invitations to workshops, organize the documents library, set up a public information kiosk at City Hall, coordinate the Project Studio located in downtown, and keep track of the Master Plan in-kind match requirements.

The temporary administrative assistant would work an average of 24-32 hours per week and would not be paid benefits. A wage of \$20.00 per hour has been allocated for this position with the understanding that some of the funds have to cover associated mandatory statutory benefits (FICA taxes).

This position is budgeted and funded from the C.S. Mott Master Plan Grant, which currently ends as of February 28, 2013. Ms. Montague shall be compensated at an hourly rate of \$20.00 to include mandatory statutory benefits (FICA taxes), paid in biweekly installments consistent with established written policies and procedures of the City of Flint. The total compensation amount shall not exceed \$3,000.00.

**Budgeted Expenditure:** Yes ☒ No ☐ Please explain, if no: \_\_\_\_\_

**Pre-encumbered:** Yes   X   No        C.S. Mott Master Plan Grant (Dept. 296-690.402 and C.S. Mott Master Plan Accounts from 702.000 to 719.400)

The Director of Department of Infrastructure and Development, along with the Community Development Administrator, and the Chief Planning Officer, recommend approval of this resolution.

**Staff Person:** David A. Solis  
David A. Solis, Administrator  
I & D - Community Development

**Staff Person:** Howard Croft, Director  
Infrastructure and Development