

EM SUBMISSION NO.: EMA 0042015

PRESENTED: 1-14-15

ADOPTED: 1-15-15

BY THE EMERGENCY MANAGER:


**RESOLUTION TO EMPLOY THE SERVICES OF JOZYANE HAYEK AS A
TEMPORARY BLIGHT MANAGEMENT ASSISTANT**

Pursuant to the authority granted the Emergency Manager by Public Act 72, Jozyane Hayek shall be employed by the City of Flint Planning and Development Department performing assignments related to blight management and neighborhood stabilization activities and providing outreach support to the Planning and Development Department. Ms. Hayek's employment with the City of Flint shall be at the will of the Director of Planning and Development until such time as she determines that her employment shall cease or until the permanent position has been posted and filled. Employment will be limited to no more than 29 hours/week.

Ms. Hayek shall be compensated at a rate of \$17.20. Blight Management Assistant wages will come CDBG funds, from Account #274-748.222-702.000, grant code FHUD13CDBG. Ms. Hayek will receive fringe benefits at a rate of 10.49% of wages, with direct fringes coming from Account #274-748.222-719. No other benefits shall be provided.

IT IS RESOLVED, that the Emergency Manager shall, on behalf of the City of Flint, appoint Jozyane Hayek under the terms and conditions as stated above.

APPROVED AS TO FORM:



Peter M. Bade, Chief Legal Officer

APPROVED AS TO FINANCE:


Dawn Steele, Deputy Finance
Director

EM DISPOSITION:

ENACT X


Gerald Ambrose, Emergency Manager

FAIL _____

DATED: 1/15/15

RESOLUTION STAFF REVIEW FORM

DATE: January 9, 2015

Agenda Item Title: Resolution to Employ the Services of Jozyane Hayek as Temporary Blight Management Assistant

Prepared By: Jonathan Moore, Planning & Development Management Assistant

Background/Summary of Proposed Action:

The Blight Elimination & Neighborhood Stabilization Division needs to increase its capacity to face its enormous task in Flint. Ms. Hayek's advanced degree in Public Administration, related experience and excellent communication skills will allow her to play a key role in expanding the division's ability to tackle the hundreds of complaints it receives each month.

Ms. Hayek's job will involve: fielding incoming calls and emails, developing and implementing a detailed tracking system for complaints, prioritizing complaints and resources, creation of reports and outreach materials, research and support, and assistance in applying for grants and other funding sources.

The Blight Management Assistant will (BMA) report to the Blight Manager. The BMA will not work more than 29 hours per week and will not be paid benefits.

Financial Implications:

This position is budgeted and funded through grants from CDBG account #274-748.222-702.000, grant code FHUD13CDBG. Ms. Hayek shall be compensated at an hourly rate of \$17.20. Fringe benefits (FICA taxes) will come from from account # Account #274-748.222-719. Ms. Hayek shall be paid in biweekly installments consistent with established written policies and procedures of the City of Flint and subject to customary withholdings.

Budgeted Expenditure: Yes ☒ No ☐ Please explain, if no: _____

Pre-encumbered: Yes ☐ No ☒

Staff Recommendation:

The Director of Department of Planning and Development

Staff Person: 
Megan Hunter, Director of Planning and Development