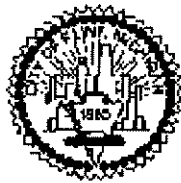


# **City of Flint, Michigan**

*Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
[www.cityofflint.com](http://www.cityofflint.com)*



## **Meeting Agenda - Final**

**Monday, February 25, 2019**

**5:30 PM**

**Council Chambers**

### **CITY COUNCIL**

*Herbert J. Winfrey, President, Ward 6  
Monica Galloway, Vice President, Ward 7*

<i>Eric Mays, Ward 1</i>	<i>Maurice D. Davis, Ward 2</i>
<i>Santino J. Guerra, Ward 3</i>	<i>Kate Fields, Ward 4</i>
<i>Jerri Winfrey-Carter, Ward 5</i>	<i>Allan Griggs, Ward 8</i>
<i>Eva L. Worthing, Ward 9</i>	

*Inez M. Brown, City Clerk*

**CALL TO ORDER****ROLL CALL****PLEDGE OF ALLEGIANCE****PRAYER OR BLESSING****READING OF DISORDERLY PERSONS CITY CODE SUBSECTION**

*Any person that persists in disrupting this meeting will be in violation of Flint City Code Section 31-10, Disorderly Conduct, Assault and Battery, and Disorderly Persons, and will be subject to arrest for a misdemeanor. Any person who prevents the peaceful and orderly conduct of any meeting will be given one warning. If they persist in disrupting the meeting, that individual will be subject to arrest. Violators shall be removed from meetings.*

**REQUESTS FOR CHANGES AND/OR ADDITIONS TO AGENDA**

*Council shall vote to adopt any amended agenda.*

**PRESENTATION OF MINUTES****PUBLIC HEARINGS****180523.6**      Public Hearing/Ordinance No. 180523.2

A public hearing for Ordinance No. 180523.2, an amended ordinance to amend Chapter 2 (Administration) by amending Article VI (City Wide Advisory Council). Adopted ordinance to become effective immediately upon publication. [NOTE: Ordinance amended to add "Sec. 2" concerning effective and adoption dates.]

**190009.6**      Public Hearing/Plant Rehabilitation District/1101 N. Center Road/Zone 2

A public hearing to consider the establishment of a Plant Rehabilitation District as requested by the owners of property legally described and commonly known as 1101 N. Center Road, Zone 2, Flint, Michigan.

**190010.6**      Public Hearing/Plant Rehabilitation District/1101 N. Center Road/Zones 3 & 4

A public hearing to consider the establishment of a Plant Rehabilitation District as requested by the owners of property legally described and commonly known as 1101 N. Center Road, Zones 3 & 4, Flint, Michigan.

**190012.6**      Public Hearing/Ordinance No. 190012

A public hearing for Ordinance No. 190012, an ordinance to amend Chapter 35 (Personnel), Article V (Working Conditions), by adding Section 35-112.14

(Adoption - Job Description and Qualifications Ombudsperson). Adopted ordinance to become effective on the thirtieth (30th) day after enactment.

## PUBLIC SPEAKING

*Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), three (3) minutes per speaker. Only one speaking opportunity per speaker. Numbered slips will be provided prior to the start of the meeting to those wishing to speak during this agenda item. No additional speakers or slips will be accepted after the meeting begins. Speakers may not allocate or "donate" their allotted time to another person. Council members may not speak during Public Speaking, nor may they make response comments to speakers. Council members may use their five (5) minutes for Final Comments to address any issues that have been addressed by Public Speakers.*

## PETITIONS AND UNOFFICIAL COMMUNICATIONS

- 190068** Revised Applications, Procedures and Fee Schedules/Genesee County Drain Commissioner's Office

Communication received February 7, 2019, from Genesee County Drain Commissioner's Office to All Local Municipalities, re: Revised applications, procedures and fee schedules (Soil Erosion and Sedimentation Control).

- 190069** Notice of Public Hearing/Mt. Morris Charter Township Planning Commission

Communication received February 15, 2019, from Mt. Morris Charter Township, re: Notice of Public Hearing for the Mt. Morris Township Planning Commission (Thursday, February 21, 2019, at 5:30 p.m., Morris Township Hall, Mt. Morris, Michigan).

- 190070** Communication/Protest, Boycott or Picket the Flint Branch NAACP Freedom Fund Dinner

Communication received February 15, 2019, from Quincy Murphy to Flint City Council, re: A request that the Flint City Council boycott, picket or protest the NAACP's annual Freedom Fund Dinner in support of the LGBTQ community and its request for the resignation or removal of 1st Vice President Arlington Dumas based on his statements against Michigan Attorney General Dana Nessel.

## COMMUNICATIONS (from Mayor and Other City Officials)

- 190071** Traffic Engineering/Closure Permits

Sidewalk, Lane and Street Closures permits (7) dated January/February 2019 for requested activities/events, with noted responsibility for the placement of the required traffic control devices, and/or personnel, for the protection of traffic and event participants.

## ADDITIONAL COMMUNICATIONS

**APPOINTMENTS****RESOLUTIONS**

- 190009.1**      Approval/Plant Rehabilitation District/1101 N. Center Road/Zone 2
- Resolution resolving that the City Council of the City of Flint hereby establishes a Plant Rehabilitation District, pursuant to the provisions of PA 198 of 1974, as amended, on real property legally described and situated within the City of Flint, County of Genesee and State of Michigan, to be known as 1101 N. Center Road, Zone 2.
- 190010.1**      Approval/Plant Rehabilitation District/1101 N. Center Road/Zones 3 & 4
- Resolution resolving that the City Council of the City of Flint hereby establishes a Plant Rehabilitation District, pursuant to the provisions of PA 198 of 1974, as amended, on real property legally described and situated within the City of Flint, County of Genesee and State of Michigan, to be known as 1101 N. Center Road, Zones 3 & 4.
- 190049**      Contract/BSB Communications, Inc./Citywide VoIP (Voice Over Internet Protocol) Based Phone System/Information Services Division
- Resolution resolving that the proper city officials, upon City Council's approval, are hereby authorized to enter into a contract with BSB Communications, Inc. for a new IP Telephony system, as requested by Information Services, in an amount NOT-TO-EXCEED \$278,962.17, AND resolving that, due to an ever-changing population and makeup of users of the system by the time of installation completion, the Information Services Division is requesting the discretion to spend an additional amount of not more than 10 percent of the requested total to BSB Communications, Inc., if required to complete the system. [Information Services Fund Acct. No. 636-228.100-977.000]. [NOTE: Information Services seeks to replace the obsolete 10-year-old Avaya Communications Manager (Telephone System).]
- 190050.1**      Change Order #2/Two-Year Contract/Modern Concrete/Additional Concrete Materials
- Resolution resolving that the Department of Purchases & Supplies, upon City Council's approval, are authorized to issue change order #2 to the purchase order to Modern Concrete for additional concrete materials, as requested by Street Maintenance, in an amount NOT-TO-EXCEED \$65,000.00, for an aggregate total of \$479,000.00 [Major Street Fund Acct. No. 202-449.201-726.000 = \$25,000.00 and Local Street Fund Acct. No. 203-449.201-726.000 = \$40,000.00.]
- 190051**      Wade Trim, Inc./Preliminary Engineering Services/Saginaw Street Rehabilitation

Resolution resolving that the proper city officials, upon City Council's approval, are hereby authorized to enter into a contract with Wade Trim, Inc. for preliminary engineering services for the Saginaw Street Rehabilitation, as requested by Transportation, in an amount NOT-TO-EXCEED \$315,000.00 [Major Streets Fund Acct. No. 202-441.702-801.000.]

**190052** Support/Transportation Improvement Program (TIP) Projects/FY2020-FY2023 Draft List/Genesee County Metropolitan Alliance

Resolution attesting to the City of Flint's support for the Draft List of Prioritized Projects for the FY2020-FY2023 Transportation Improvement Program (TIP) call for projects to secure funding for improvements to Federal-aid eligible roads within the City of Flint's jurisdiction, including the local match of \$1,093,870.00, AND, resolving that this resolution attests to the city's commitment to provide local funding for its share of projects selected for inclusion in the FY2020-FY2023 Transportation Improvement Program. [NOTE: Planned projects include: the resurfacing of Miller Road from Ballenger Highway to Hammerberg Road, the resurfacing of Robert T. Longway Boulevard from Chavez Drive to East Boulevard Drive, the resurfacing of Saginaw Street from Atherton Road to Oakley Street, and the resurfacing of Twelfth Street from Fenton Road to Grand Traverse Street, for a total cost of \$4,780,196.00.]

**190053** FY2019/Budget Amendment/Transfer of Funds/Expenses/Customer Service

Resolution resolving that the appropriate city officials are authorized to do all things necessary to process a budget amendment [in the Customer Service General Fund Accounts] to the appropriate 101 Funds accounts for the purpose of covering expenses for State tapes, reprint/postage of winter property tax bills, postage for water bill/past due letters, and printing for water bills for the remainder of the year.

**190054** Settlement/City of Flint v. Vivian Pickard

Resolution resolving that the Acting City Administrator authorizes settlement between the City of Flint and Vivian Pickard, in the amount of \$24,693.95, in satisfaction of any and all claims arising out of said matter, with payment drawn from appropriated funds in the Litigation and Suits Line Item No. 677-266.200-956.300. [NOTE: An Executive Session was requested on this matter on February 11, 2019.]

**190057** Setting Public Hearing/Reduction of Lanes/Court Street/From Four Lanes to Three Lanes

Resolution resolving that the proper city officials, upon City Council's approval, are authorized to do all things necessary to set a public hearing for \_\_\_\_\_ so that interested parties may appear and be heard regarding a reduction in the number of lanes on Court Street, from Dort Highway to Center Road, from four lanes to three lanes.

**190063** Johnson & Anderson/Engineering Services/Dort Highway/Cedar Street Pump

## Station Improvements

Resolution resolving that the Department of Purchases & Supplies, upon City Council's approval, is hereby authorized to issue a purchase order to Johnson & Anderson for engineering services at Dort Highway and Cedar Street pump station improvements, as requested by the Water Plant, in an amount NOT-TO-EXCEED \$821,853.00 [Water Infrastructure Improvements for the Nation I(WIIN) Grant Fund Acct. No. 496-551.000-801.000.]

**RESOLUTIONS (May Be Referred from Special Affairs)****180590** Approval/City of Flint Statement of Policy/Anti-Bullying

Resolution resolving that the Flint City Council agrees to adopt the Anti-Bullying Policy, as requested by Human Resources. [ [NOTE: Policy is attached.]

**180591** Approval/City of Flint Statement of Policy/Harassment and Discrimination in the Work Place/Complaint Procedure

Resolution resolving that the Flint City Council agrees to adopt the Harassment and Discrimination in the Work Place Policy, and Complaint Procedure, as requested by Human Resources. [NOTE: Policy is attached.] [NOTE: Policy last adopted on April 22, 2015.]

**180627** Approval/City of Flint Policy/Disposition of Acquired Land Bank Properties

Resolution resolving that the Flint City Council agrees to adopt the Policy of Disposition of Acquired Land Bank Properties, as requested by Legal. [NOTE: Policy is attached.]

**190011** Approval/City of Flint Statement of Policy/Alcohol & Drug Free Workplace & Testing Policy

Resolution resolving that the Flint City Council agrees to adopt the Alcohol & Drug Free Workplace & Testing Policy, as requested by Human Resources. [NOTE: Policy is attached.]

**190058** Ballot Proposal/Flint City Charter/Revenue Estimation/City of Flint Primary Election Ballot/August 6, 2019

Resolution resolving that an amendment to the Flint City Charter is proposed to eliminate Charter §7-104 as follows:

**Sec. 7-104 REVENUE ESTIMATION**

A. A Revenue Estimating Commission will be established with the following members: one member appointed by a majority vote of City Council and one member appointed by the Mayor and a third member selected by the other two. The appointed members must each have experience with managing or auditing municipal finances and shall not be employees of the City of Flint. The Committee shall establish its rules and procedures, consistent with the law. The Finance Department shall provide administrative support to the

Committee.

B. Revenue Estimating Commission will make public reports to the Mayor and to City Council on the anticipated revenue for the City of Flint. The reports are to detail each source of revenue along with the purpose and/or restrictions for use of each source of revenue. The content of the report must be the consensus of all members of the Revenue Estimating Commission.

C. the Revenue Estimating Commission is to make the following public reports to the Mayor and to City Council: 1. Budget preparation report -- by the first Monday in November of each year, a report on the anticipated income for the next fiscal year budget; 2. Five-year income projection -- by the first Monday in November of each year, a report on each of five future year's estimated income from all sources; 3. Current year actual income report -- by the first Monday in February, May, August and November, a report that compares the current fiscal year actual income from each source of income to the estimated income with notations on trends that change the estimated income for the current year and future years, AND, resolving that the following ballot question by submitted to the electors of the City of Flint, at the Election to be held on Tuesday, August 6, 2019: Proposal \_\_\_\_\_ -- an amendment to eliminate Flint City Charter Section 7-104, Revenue Estimation. Shall the Flint City Charter be amended by eliminating §7-104, which would eliminate the specific requirement to establish a Revenue Estimating Commission? Yes or no?

190059

Ballot Proposal/Flint City Charter/Election for Mayor and Council Members/City of Flint Primary Election Ballot/August 6, 2019

Resolution resolving that an amendment to the Flint City Charter is proposed to eliminate Charter §9-102 as follows:

**Sec. 9-102 ELECTION FOR MAYOR AND COUNCIL MEMBERS**

A. The first primary and general election for Mayor shall be in 2019 at the time set by statute for city primaries and generals elections in the odd-numbered years. And, the first term for Mayor shall be for three (3) years. Subsequent terms shall be four (4) years, and elections commencing in 2022 shall be with the gubernatorial election.

B. Commencing in 2022, the term shall begin at 12 o'clock noon on the Monday following the certification of election and those elected shall continue [to] serve in those offices until the next gubernatorial election and until a successor is elected and qualified.

C. Commencing in 2022, pursuant to §9-102 of this Charter, the Voters of the City shall elect a Mayor in a primary election and general election to be held upon the same dates as the State of Michigan primary election and the general election in which the voters of the state normally elect a Governor for a four-year term.

D. The first primary and general election for Council shall be in 2021 at the time set by statute for city primaries and general elections in the odd numbered years. And the first term for Council Members shall be for 5 years. Subsequent terms shall be four years and elections, commencing in 2026, shall be with the gubernatorial elections.

E. Commencing in 2026, the voters of the city shall elect a Mayor and City Council members in a primary election and general election to be held upon the same dates as the State of Michigan primary election and general election

in which the voters of the state normally elect a Governor for a four-year term, and continuing thereafter.

F. The City Council shall adopt, in 2021, a resolution required to switch to even numbered year elections as authorized by MCL 168.642 and 168.642a, AND, resolving that the following ballot question be submitted to the electors of the City of Flint, at the Election to be held on Tuesday, August 6, 2019: Proposal \_\_\_\_\_ -- an amendment to eliminate Flint City Charter Section 9-102, Transition. Shall the Flint City Charter be amended by eliminating §9-102, which would eliminate the specific requirement to change the terms of the Office of Mayor and Flint City Council and require the adoption of a resolution to switch to even numbered year elections effective immediately? Yes or no?

**190060** Ballot Proposal/Flint City Charter/Time of Elections/City of Flint Primary Election Ballot/August 6, 2019

Resolution resolving that the following ballot question be submitted to the electors of the City of Flint, at the Election to be held on Tuesday, August 6, 2019: Proposal \_\_\_\_\_ -- an amendment to amend Flint City Charter Section 2-301, Time of Elections. Shall the Flint City Charter be amended by eliminating the current language in §2-301, which would eliminate the specific requirement to change the term of the office of Mayor and Flint City Council in the primary and general election to be held upon the same dates as the State of Michigan primary and general election amending this provision to hold the primary and general elections for all city offices at the same time provided by law? Yes or no?

**190061** Ballot Proposal/Flint City Charter/Term of Council Office/City of Flint Primary Election Ballot/August 6, 2019

Resolution resolving that the following ballot question be submitted to the electors of the City of Flint, at the Election to be held on Tuesday, August 6, 2019: Proposal \_\_\_\_\_ -- an amendment to amend Flint City Charter Section 3-102, Time of Council Office. Shall the Flint City Charter be amended by eliminating the current language in §3-102, which would require governance of the 2026 election as provided in §9-102 and certification of the council term with the gubernatorial general election and for council to serve until the next general gubernatorial election and until a successor is elected and qualified? Yes or no?

**190062** Ballot Proposal/Flint City Charter/Term of Office/City of Flint Primary Election Ballot/August 6, 2019

Resolution resolving that the following ballot question be submitted to the electors of the City of Flint, at the Election to be held on Tuesday, August 6, 2019: Proposal \_\_\_\_\_ -- an amendment to amend Flint City Charter Section 4-102, Term of Office. Shall the Flint City Charter be amended by eliminating the current language in §4-102, which would require governance of the 2022 election as provided in §9-102 and certification of the mayoral term with the gubernatorial general election and for the mayor to serve until the next general gubernatorial election and until a successor is elected and qualified? Yes or no?



- 190064**      Budget Amendment/Facilities Maintenance
- Resolution to amend the 2018-2019 adopted budget, as requested by the Department of Public Works (DPW), in the amount of \$65,000.00 (Facilities Maintenance).
- 190065**      Contract/Superior Cleaning Services/Janitorial Services
- Resolution resolving that the proper City Officials are authorized to enter into a contract with Superior Cleaning Services for janitorial services for various locations, for the period ending June 30, 2020, in an amount NOT-TO-EXCEED \$227,366.00.
- 190066**      Alta Equipment Co./Backup Generator Rental
- Resolution resolving that the Department of Purchases and Supplies is authorized to issue a purchase order to Alta Equipment Co. for a backup generator rental at the Cedar Street pump station, in an amount NOT-TO-EXCEED \$114,000.00.
- 190067**      Settlement/City of Flint and Richard Kraw/Worker's Compensation Claim No. W15001666
- Resolution resolving that the City Administrator authorizes settlement, in the amount of \$72,020.00, in satisfaction of any and all claims arising out of the litigation matter of City of Flint and Richard Kraw, Claim No. W15001666, with payment drawn from the appropriated funds in the Litigation and Suits Line Item No. 677-266.200-956.300.

## **LIQUOR LICENSES**

## **INTRODUCTION AND FIRST READING OF ORDINANCES**

## **SECOND READING AND ADOPTION OF ORDINANCES**

- 180523.2**      Amended Ordinance/Amendment/Ordinance/Chapter 2 (Administration)/Article VI (City Wide Advisory Committee)
- An amended ordinance to amend Chapter 2 (Administration), Article VI (City Wide Advisory Council/COMMITTEE), of the Code of the City of Flint by amending Sections 2-26 through 2-26.4, and adding new sections 2-26.5 (Conflicts of Interests) and 2-26.6 (Disqualification). [NOTE: Ordinance amended to add "Sec. 2" concerning effective and adoption dates.]
- 190012**      Amendment/Ordinance/Article VI/Chapter 35 (Personnel)/Section 35-112.13 (Adoption-Job Description & Qualifications)/Ombudsperson
- An ordinance to amend the Flint City Code of Ordinances by amending Article VI, Chapter 35 (Personnel); Section 35-112.13 (Adoption - Job Description and

Qualifications), to add Ombudsperson.

## **FINAL COUNCIL COMMENTS**

## **ADJOURNMENT**

190009.1

Resolution No.: \_\_\_\_\_

Presented: 2-20-19

Adopted: \_\_\_\_\_

**Resolution Approving the Establishment of a Plant Rehabilitation District**  
(1101 N. Center Road, Zone 2 - P.A. 198 of 1974)

**By the Mayor**

Pursuant to Public Act No. 198 of 1974, as amended, the City of Flint has the authority to establish a Plant Rehabilitation District within its boundaries. The owners of property at 1101 N. Center Road, Zone 2 have requested the City of Flint establish a Plant Rehabilitation District at said property and legally described in the Attachment.

Construction, acquisition, alteration, or installation of a proposed facility has not commenced at the receipt of the request to establish the district.

Written notice of the hearing on the establishment of the district, was given by mail to all owners of real property located within the district and published in the Flint Journal, a newspaper of general circulation.

A public hearing was held on \_\_\_\_\_ of \_\_\_\_\_, 2019, at which time all owners of real property within the proposed Plant Rehabilitation District and all residents and taxpayers of the City of Flint were afforded an opportunity to be heard thereon.

The Flint City Council deems it to be in the public interest of the City of Flint to establish the Plant Rehabilitation District as proposed.

It is determined that the property comprising not less than 50 percent of the state equalized valuation of the property within the proposed Plant Rehabilitation District is obsolete.

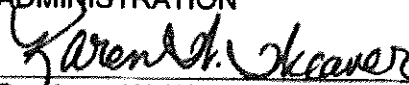
**IT IS RESOLVED** by City Council of the City of Flint, that the real property legally described in the Attachment and situated within the City of Flint, County of Genesee, and State of Michigan is hereby established as a Plant Rehabilitation District pursuant to the provisions of PA 198 of 1974, as amended, to be known as 1101 N. Center Road, Zone 2 Rehabilitation District.

APPROVED AS TO FORM

  
Angela Wheeler, Chief Legal Officer

CITY COUNCIL

ADMINISTRATION

  
Dr. Karen W. Weaver, Mayor

Herbert J. Winfrey, City Council President

## RESOLUTION STAFF REVIEW FORM

**DATE** – December 20, 2018

**Agenda Item Title:**

1. Resolution Setting a Hearing Date to Establish a Plant Rehabilitation District (1101 N. Center Rd., Zone 2 - P.A. 198 of 1974, as amended)
- ✓ 2. Resolution Approving the Establishment of a Plant Rehabilitation District (1101 N. Center Rd., Zone 2 – P.A. 198 of 1974, as amended)

**Prepared By**

Department of Planning and Development - Community and Economic Development Division

**Background/Summary of Proposed Action:**

These resolutions are to 1.) set a public hearing date on which to allow for public comments on the establishment of a Plant Rehabilitation District (PRD) and 2.) subsequent approval of the district.

Once established, a PRD allows the eligible applicant to apply for an Industrial Facilities Exemption Certificate. If approved, the taxes on the building within the district is frozen at the assessed value of the building prior to improvement.

**Financial Implications:** - None

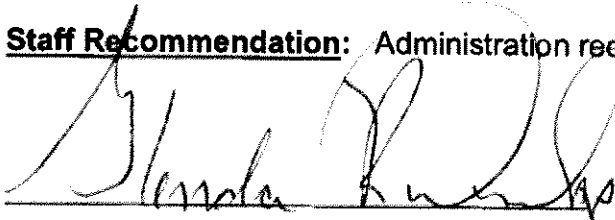
**Budgeted Expenditure:** Yes   X   No        **Please explain, if no:**

**Account #:** Reviewed and approved by C. Dotson   N/A    
Date

**Pre-encumbered:** Yes        No        **Requisition #**                     

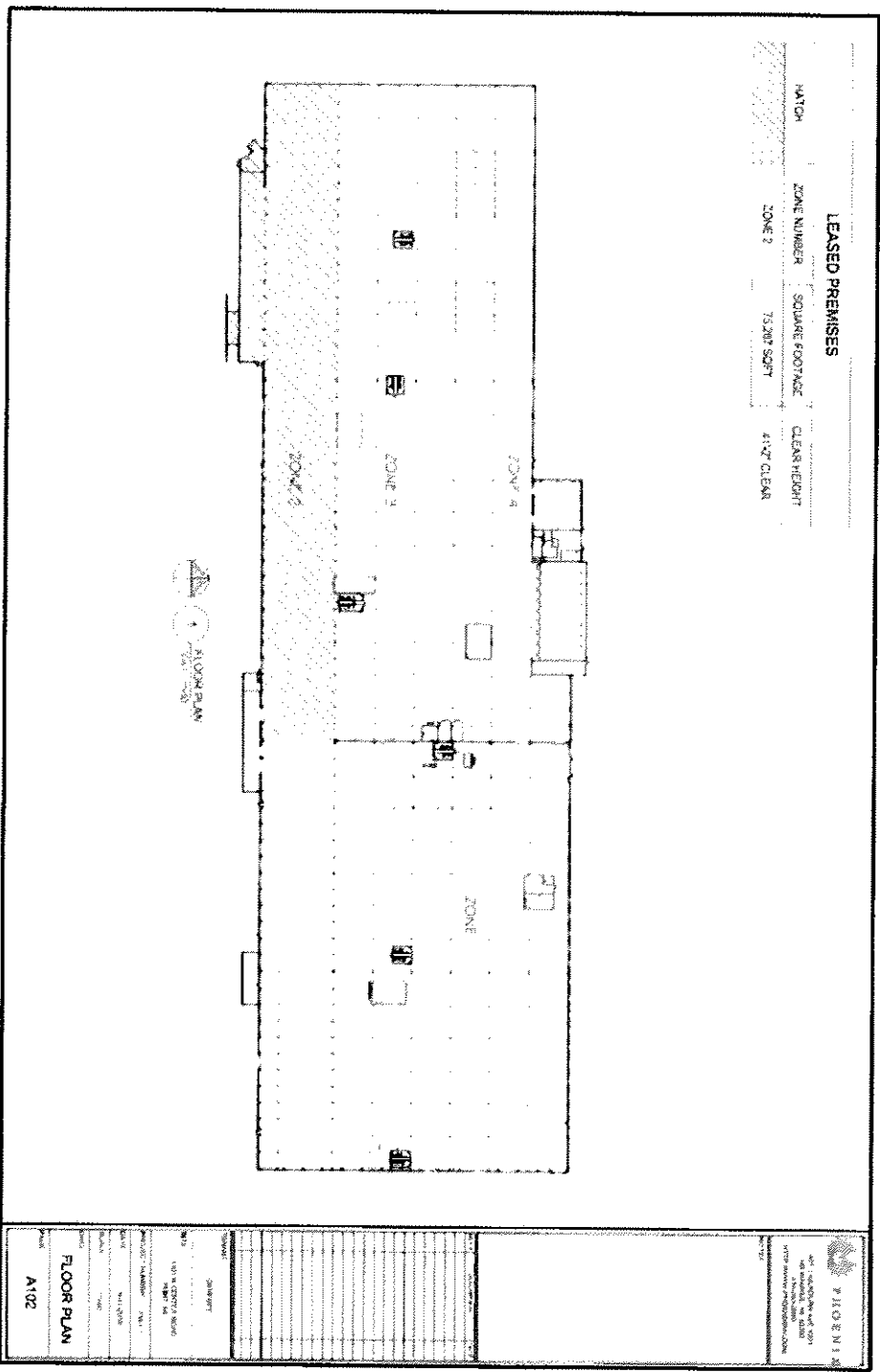
**Other Implications (i.e., collective bargaining:** None known

**Staff Recommendation:** Administration recommends approval.



Glenda R. Dunlap, Program Manager

EXHIBIT A  
SITE PLAN OF PREMISES



[Exhibit A to Lease by and between Phoenix Flint, LLC and Genesee Packaging, Inc. for certain premises located at 1101 N. Center Road in Flint, Michigan]

## **1101 N. CENTER ROAD – LEGAL DESCRIPTIONS**

### **PROPERTY**

#### **Parcel B:**

The South 1/2 of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, Except that part owned and occupied by the Grand Trunk Railway Company. Also Except the West 40 feet of the South 1/2 of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, lying North of the Grand Trunk Western Railroad Company right of way, and Also Except the West 40 feet of the South 1/2 of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, lying South of the Grand Trunk Western Railroad Company Right of Way. Also Except part of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, described as BEGINNING at the intersection of the Northerly line of Robert T. Longway Boulevard (previously referred to as Kearsley Street), with the Easterly line of Averill Avenue, said point being N01°29'W along the North and South 1/4 line, 33.0 feet and N87°52'E, 40.0 feet from the interior 1/4 corner of said Section 9; Thence N01°29'W along said Easterly line, 17.36 feet to the intersection of said Easterly line of Averill Avenue and the Southerly line of the Grand Trunk Western Railroad Right of Way; Thence N89°26'E along said Southerly line, 10.0 feet; Thence S62°18'42"E, 34.40 feet to the Northerly line of Robert T. Longway Boulevard; Thence S87°52'W along said Northerly line, 40.0 feet to the POINT OF BEGINNING.

#### **LEASE AREA 1 – Genesee Packaging, Inc. 215,000sf**

Land over the above described Parcel B, being part of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, more particularly described as: Commencing at the North 1/4 Corner of said Section 9; thence along the North line of said Section 9, S89°05'51"E, 40.00 feet; thence S00°44'47"W, 40.00 feet to the intersection of the South line of Davison Road (40 foot half width - public) and the East line of N Averill Avenue (80 foot wide - public); thence along said East line S00°44'47"W, 1281.89 feet to the Northwest corner of said Parcel B; thence continuing along said East line, also being the West line of said Parcel B, S00°44'47"W, 758.22 feet; thence S88°23'50"E, 118.00 feet to the POINT OF BEGINNING; thence continuing S88°23'50"E, 483.15 feet; thence N01°36'10"E, 59.98 feet; thence S88°23'50"E, 99.65 feet; thence N01°36'10"E, 6.89 feet; thence S88°23'50"E, 138.26 feet; thence S01°36'10"W, 18.85 feet; thence S88°23'50"E, 83.60 feet; thence S01°36'10"W, 288.64 feet; thence N88°23'50"W, 804.67 feet; thence N01°36'10"E, 240.63 feet to the POINT OF BEGINNING. Containing ±212,863 square feet of land.

#### **LEASE AREA 2 – Genesee Packaging, Inc. 75,267sf**

Land over the above described Parcel B, being part of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, more particularly described as: Commencing at the North 1/4 Corner of said Section 9; thence along the North line of said Section 9, S89°05'51"E, 40.00 feet; thence S00°44'47"W, 40.00 feet to the intersection of the South line of Davison Road (40 foot half width - public) and the East line of N Averill Avenue (80 foot wide - public); thence along said East line S00°44'47"W, 1281.89 feet to the Northwest corner of said Parcel B; thence continuing along said East

line, also being the West line of said Parcel B, S00°44'47"W, 758.22 feet; thence S88°23'50"E, 118.00 feet; thence S01°36'10"W, 240.63 feet to the POINT OF BEGINNING; thence S88°23'50"E, 804.67 feet; thence S01°36'10"W, 91.32 feet; thence N88°23'50"W, 804.67 feet; thence N01°36'10"E, 91.32 feet to the POINT OF BEGINNING. Containing ±73,486 square feet of land.

**RESOLUTION REVIEW FORM**

FROM: DCED/- GRD  
Department/Author

DATE  
NO.

December 20, 2018  
18-6497  
Law Office Login #

RESOLUTION NAME: Reso Approving Plant Rehab District - 1101 N. Center Rd. Zone 2

Date In:

**1. RESOLUTION REVIEW - PLANNING AND DEVELOPMENT DIRECTOR**

By: Suzanne Wilcox  
Planning and Development Director

DATE: 12/20/18  
(Date)

Date In:

**2. RESOLUTION REVIEW - LEGAL**

The attached RESOLUTION is submitted to the Legal Department for Approval as to FORM ONLY.  
The Legal Department has reviewed the RESOLUTION as to Form on  
this form approves as to FORM ONLY.

12-21-18  
(Date) and by signing

By:  
Legal Officer

DATE: 12-21-18



190010.1

Resolution No.: \_\_\_\_\_

Presented: 2-20-19

Adopted: \_\_\_\_\_

**Resolution Approving the Establishment of a Plant Rehabilitation District**

(1101 N. Center Road, Zones 3 & 4 - P.A. 198 of 1974)

**By the Mayor**

Pursuant to Public Act No. 198 of 1974, as amended, the City of Flint has the authority to establish a Plant Rehabilitation District within its boundaries. The owners of property at 1101 N. Center Road, Zones 3 & 4 have requested the City of Flint establish a Plant Rehabilitation District at said property and legally described in the Attachment.

Construction, acquisition, alteration, or installation of a proposed facility has not commenced at the receipt of the request to establish the district.

Written notice of the hearing on the establishment of the district, was given by mail to all owners of real property located within the district and published in the Flint Journal, a newspaper of general circulation.

A public hearing was held on \_\_\_\_\_ of \_\_\_\_\_, 2019, at which time all owners of real property within the proposed Plant Rehabilitation District and all residents and taxpayers of the City of Flint were afforded an opportunity to be heard thereon.

The Flint City Council deems it to be in the public interest of the City of Flint to establish the Plant Rehabilitation District as proposed.

It is determined that the property comprising not less than 50 percent of the state equalized valuation of the property within the proposed Plant Rehabilitation District is obsolete.

**IT IS RESOLVED** by City Council of the City of Flint, that the real property legally described in the Attachment and situated within the City of Flint, County of Genesee, and State of Michigan is hereby established as a Plant Rehabilitation District pursuant to the provisions of PA 198 of 1974, as amended, to be known as 1101 N. Center Road, Zones 3 & 4 Rehabilitation District.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Angela Wheeler, Chief Legal Officer

CITY COUNCIL

ADMINISTRATION

  
\_\_\_\_\_  
Dr. Karen W. Weaver, Mayor

\_\_\_\_\_  
Herbert J. Winfrey, City Council President

## RESOLUTION STAFF REVIEW FORM

**DATE** – December 20, 2018

**Agenda Item Title:**

1. Resolution Setting a Hearing Date to Establish a Plant Rehabilitation District  
(1101 N. Center Rd., Zones 3 & 4 - P.A. 198 of 1974, as amended)
- ✓ 2. Resolution Approving the Establishment of a Plant Rehabilitation District  
(1101 N. Center Rd., Zones 3 & 4 – P.A. 198 of 1974, as amended)

**Prepared By**

Department of Planning and Development - Community and Economic Development  
Division

**Background/Summary of Proposed Action:**

These resolutions are to 1.) set a public hearing date on which to allow for public comments on the establishment of a Plant Rehabilitation District (PRD) and 2.) subsequent approval of the district.

Once established, a PRD allows the eligible applicant to apply for an Industrial Facilities Exemption Certificate. If approved, the taxes on the building within the district is frozen at the assessed value of the building prior to improvement.

**Financial Implications:** - None

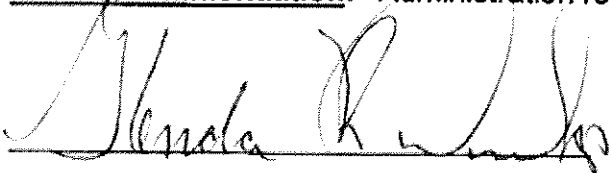
**Budgeted Expenditure:** Yes X No \_\_\_\_\_ **Please explain, if no:**

**Account #:** Reviewed and approved by C. Dotson N/A  
Date

**Pre-encumbered:** Yes \_\_\_\_\_ No \_\_\_\_\_ **Requisition #** \_\_\_\_\_

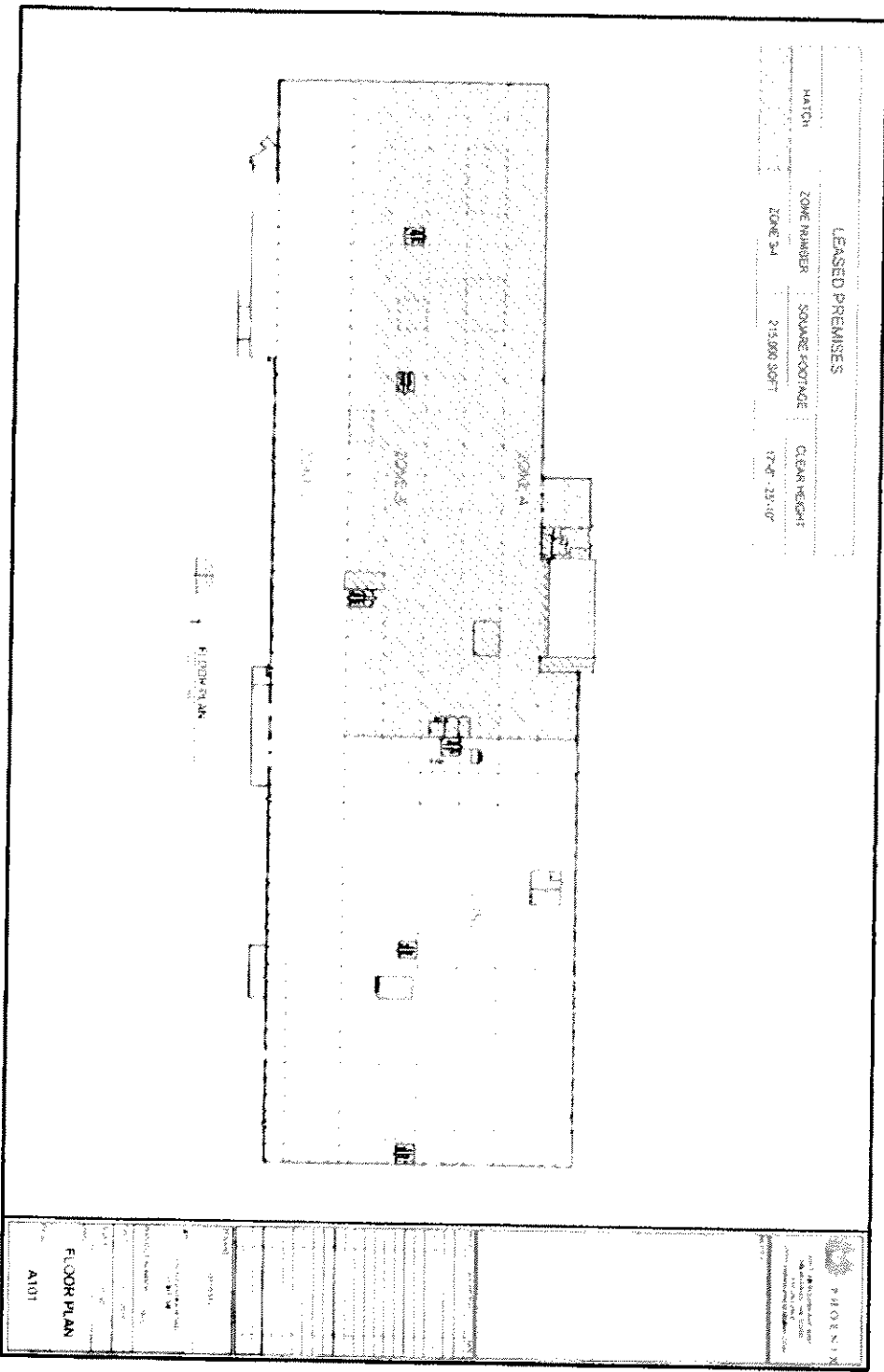
**Other Implications (i.e., collective bargaining):** None known

**Staff Recommendation:** Administration recommends approval.



Glenda R. Dunlap, Program Manager

# EXHIBIT A SITE PLAN OF PREMISES



[Exhibit A to Lease by and between Phoenix Flint, LLC and Genesee Packaging, Inc. for certain premises located at 1101 N. Center Road in Flint, Michigan]

## **1101 N. CENTER ROAD – LEGAL DESCRIPTIONS**

### **PROPERTY**

#### **Parcel B:**

The South 1/2 of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, Except that part owned and occupied by the Grand Trunk Railway Company. Also Except the West 40 feet of the South 1/2 of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, lying North of the Grand Trunk Western Railroad Company right of way, and Also Except the West 40 feet of the South 1/2 of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, lying South of the Grand Trunk Western Railroad Company Right of Way. Also Except part of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, described as BEGINNING at the intersection of the Northerly line of Robert T. Longway Boulevard (previously referred to as Kearsley Street), with the Easterly line of Averill Avenue, said point being N01°29'W along the North and South 1/4 line, 33.0 feet and N87°52'E, 40.0 feet from the interior 1/4 corner of said Section 9; Thence N01°29'W along said Easterly line, 17.36 feet to the intersection of said Easterly line of Averill Avenue and the Southerly line of the Grand Trunk Western Railroad Right of Way; Thence N89°26'E along said Southerly line, 10.0 feet; Thence S62°18'42"E, 34.40 feet to the Northerly line of Robert T. Longway Boulevard; Thence S87°52'W along said Northerly line, 40.0 feet to the POINT OF BEGINNING.

#### **LEASE AREA 1 – Genesee Packaging, Inc. 215,000sf**

Land over the above described Parcel B, being part of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, more particularly described as: Commencing at the North 1/4 Corner of said Section 9; thence along the North line of said Section 9, S89°05'51"E, 40.00 feet; thence S00°44'47"W, 40.00 feet to the intersection of the South line of Davison Road (40 foot half width - public) and the East line of N Averill Avenue (80 foot wide - public); thence along said East line S00°44'47"W, 1281.89 feet to the Northwest corner of said Parcel B; thence continuing along said East line, also being the West line of said Parcel B, S00°44'47"W, 758.22 feet; thence S88°23'50"E, 118.00 feet to the POINT OF BEGINNING; thence continuing S88°23'50"E, 483.15 feet; thence N01°36'10"E, 59.98 feet; thence S88°23'50"E, 99.65 feet; thence N01°36'10"E, 6.89 feet; thence S88°23'50"E, 138.26 feet; thence S01°36'10"W, 18.85 feet; thence S88°23'50"E, 83.60 feet; thence S01°36'10"W, 288.64 feet; thence N88°23'50"W, 804.67 feet; thence N01°36'10"E, 240.63 feet to the POINT OF BEGINNING. Containing ±212,863 square feet of land.

#### **LEASE AREA 2 – Genesee Packaging, Inc. 75,267sf**

Land over the above described Parcel B, being part of the Northeast 1/4 of Section 9, Town 7 North, Range 7 East, City of Flint, Genesee County, Michigan, more particularly described as: Commencing at the North 1/4 Corner of said Section 9; thence along the North line of said Section 9, S89°05'51"E, 40.00 feet; thence S00°44'47"W, 40.00 feet to the intersection of the South line of Davison Road (40 foot half width - public) and the East line of N Averill Avenue (80 foot wide - public); thence along said East line S00°44'47"W, 1281.89 feet to the Northwest corner of said Parcel B; thence continuing along said East

line, also being the West line of said Parcel B, S00°44'47"W, 758.22 feet; thence S88°23'50"E, 118.00 feet; thence S01°36'10"W, 240.63 feet to the POINT OF BEGINNING; thence S88°23'50"E, 804.67 feet; thence S01°36'10"W, 91.32 feet; thence N88°23'50"W, 804.67 feet; thence N01°36'10"E, 91.32 feet to the POINT OF BEGINNING. Containing ±73,486 square feet of land.

**RESOLUTION REVIEW FORM**

FROM: DCED/- GRD  
Department/Author

DATE  
NO.

December 20, 2018  
18-6495  
Law Office Login #

RESOLUTION NAME: **Reso Approving Plant Rehab District - 1101 N. Center Rd. Zones 3 & 4**

Date in:

**1. RESOLUTION REVIEW - PLANNING AND DEVELOPMENT DIRECTOR**

By: Suzanne Wilcox  
Planning and Development Director

DATE: 12/20/18  
(Date)

Date in:

**2. RESOLUTION REVIEW - LEGAL**

The attached RESOLUTION is submitted to the Legal Department for Approval as to FORM ONLY.  
The Legal Department has reviewed the RESOLUTION as to Form on  
this form approves as to FORM ONLY.

12-21-18, and by signing  
(Date)

By:  
Legal Officer

DATE: 12-21-18

190049

(Bid #19000007)

SUBMISSION NO.: \_\_\_\_\_

PRESENTED: 2-20-19

ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

RESOLUTION TO BSB COMMUNICATIONS, INC. FOR A NEW CITYWIDE IP PHONE SYSTEM

RESOLUTION

The Department of Purchases & Supplies has solicited proposals for a new IP Telephony system as requested by the Finance Department Division of Information Services to replace the obsolete (10 - year old) Avaya Communications Manager, S8720 with G700 and G250 gateways system with an up-to-date VoIP (Voice over Internet Protocol) based system, and

After soliciting competitive proposals, BSB Communications, Inc., 41150 Technology Park Drive, Suite 101, Sterling Heights, Michigan is the recommended IP Telephony System provider based upon the most responsive proposal with the highest recommendation at the lowest cost. Funding for said IP Telephony System will come from the following account: 636-228.100-977.000, and

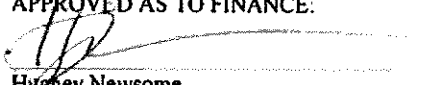
IT IS RESOLVED, that the Proper City Officials, upon City Council's approval, are hereby authorized to enter into a contract with BSB Communications, Inc. for a new IP Telephony system in the amount of \$278,962.17. (Information Services Fund)

BE IT FURTHER RESOLVED, that due to an ever-changing population and makeup of users of the system by the time of installation completion, the Information Services Division is requesting the discretion to spend an additional amount of not more than 10% of the requested total to BSB Communications, Inc. if required to complete the system.

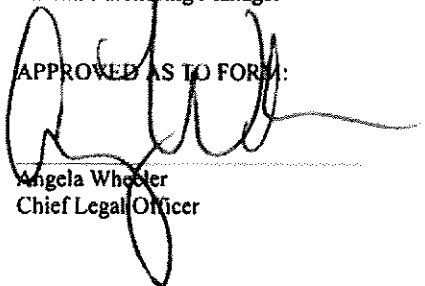
APPROVED PURCHASING DEPT.:

  
Bryan D. Bond  
Interim Purchasing Manager

APPROVED AS TO FINANCE:

  
Hughey Newsome  
Chief Financial Officer

APPROVED AS TO FORM:

  
Angela Wheeler  
Chief Legal Officer

  
Steve Branch, City Administrator

FY 19 - BDB-

## RESOLUTION STAFF REVIEW

**DATE:** 2/13/19

**Agenda Item Title:** BSB Communications (New telephone system)

**Prepared By:** Jeff Keen

**Background/Summary of Proposed Action:**

Our current telephone system is very outdated. The vendor, Avaya, was unable to supply parts the last time we had a failure. It is critical that we replace our phone system before we have a major failure that can not be fixed easily and inexpensively. This new system will provide not only the support we need, but the latest technology and features that will allow us to better meet the needs of the City of Flint personnel.

**Financial Implications** None

**Budgeted Expenditure?** Yes

**Account No.:** 636-228.100-977.000

**Pre-encumbered?** Yes

**Other Implications (i.e., collective bargaining):**

**Staff Recommendation:**

After completing an in depth bid process, I recommend we move forward with the new telephone system as proposed by BSB Communications.

**Staff Person:** 

**Approval:** 



February 13, 2019

Selection Committee,

As your telecommunications consultants, we have enjoyed working together with you to improve telecommunications services and lower costs during the past 5 years. For this project, we were engaged to assist the City to replace the existing telephone system. Our sub-committee included Bryan (Interim Purchasing Manager), Jeff Keen and Cathy Young from IT and Abilita, independent telecommunications consultants (Dan Aylward and Paul Anker).

We assisted the City with the technical specifications to issue a Request for Proposal document and evaluated the bids that were submitted by eight local telecommunications firms. (We have included the attached spreadsheet which includes the original bids received on 9/29/2018.) After a process that involved presentations by four semi-finalists in November and two finalists in January, the sub-committee unanimously recommends BSB Communications Inc. for the following reasons:

- The proposed system, the Mitel MiVoice Platform, is a proven state of the art telephone system from a world class manufacturer that has been installed in thousands of sites around the country and BSB has implemented many systems locally.
- The total BSB Communications bid price, including options detailed below is \$278,962.17.
- BSB Communications has a long track record of supporting local government installations throughout Michigan from their various offices. They have excellent references, including Genesee County.
- The bid price for BSB Communications (\$245,260.40) was within an acceptable range over the first 5 years of ownership. While meeting all the bid specifications, the company demonstrated ease of use for both end users and ongoing system administration to City management and the sub-committee at their presentations.
- The purchase price includes materials, installation of equipment, on-site training, one year of hardware and labor warranty and pre-paid software assurance for five years (by pre-paying for support, receive the highest discount possible) and has been added to their base bid.
- We also recommend the addition of a Block of technical support hours from BSB Communications for \$5,000 for additional support hours at a discounted hourly rate (by pre-paying, receive 10% discount from standard hourly rates, support never expires and can be used until it is gone). This is a common practice for support on phone systems to avoid additional maintenance costs to cover technical assistance and programming changes that cannot be accomplished by the IT Department (otherwise IT will perform all support changes as they do today.) The Mitel system offers advantages over current Avaya system by integrating with existing Active Directory functions so that IT only must make changes on the network once.

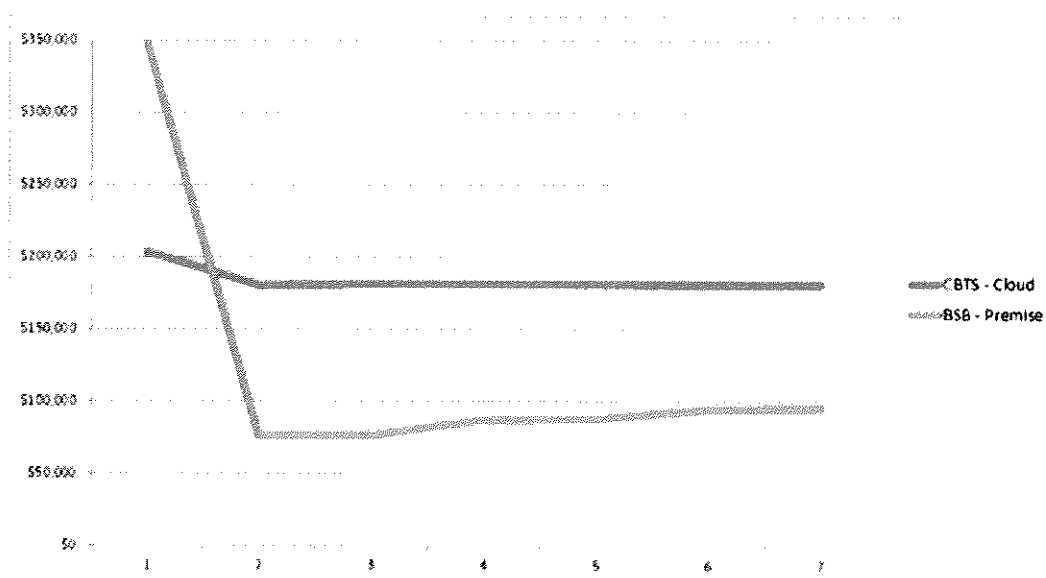
- In addition, the sub-committee evaluated the option for Mass Notification and recommends the addition of the base package. This will allow notification of emergency and non-emergency "events" to go out to predetermined City email, SMS texts and desktop alerts.

We assisted the City with evaluating the two finalists, CBTS and BSB Communications, to estimate the Total Cost of Ownership (TCO) since CBTS was a monthly cost with primary service in the Cloud (other than on-site phones) and BSB Communications offering the phone system as software loaded on the City's servers (using VMWare). We considered network costs and estimates on support costs (both from the vendor and the City). The following graph provides estimates over seven years although we expect the system will last longer.



### City of Flint TCO Analysis

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	5 Year Total (Estimate)	7 Year Total (Estimate)
Hosted	\$202,922.44	\$180,547.44	\$180,678.69	\$180,816.50	\$180,961.21	\$181,113.14	\$181,272.68	\$925,926.28	\$1,288,317.10
On Premise	\$347,522.17	\$75,793.00	\$76,318.00	\$87,141.25	\$87,720.06	\$94,904.16	\$95,542.30	\$674,494.48	\$864,940.93
	(\$144,599.73)	\$104,754.44	\$104,360.69	\$93,675.25	\$93,241.14	\$86,208.99	\$85,730.38	\$251,431.80	\$423,371.17



If you have any questions regarding this information, please let us know

Yours truly,

*Dan*

Dan Aylward  
Consultant  
Abilita

*Paul*

Paul Anker  
Consultant  
Abilita

City of Flint RFP Analysis

Product	BSB Communications Inc. (Mitel)	CTL (NEC)	CBIS (Cisco)	Frontier (Mitel)	ChoiceTel (Mitel)	Telnet Group (Mitel)	Telnet Worldwide (Hosted/Polycom ?)	Verizon (Hosted/Polycom)
Essential Cost Information-Hosted Solutions								
One time cost (NRC)	N/A	N/A	Hosted Enterprise Unified Communications	N/A	Mitel Flex	N/A		One Talk
Monthly Recurring Costs (MRC)			\$ 22,500.00		\$ 48,700.00		\$ 9,710.00	\$ 83,984.60
Term Quoted?			\$ 14,706.87		\$ 15,420.49		\$ 11,357.00	\$ 18,867.50
Hosted Cost - 60 Months			60 month		60 month		36 month	?
Hosted Cost - 60 Months			\$ 904,912.00		\$ 973,929.40		\$ 691,130.00	\$ 1,215,634.60
Essential Cost Information-Premise Solutions								
Product	Mitel MiVoice	NEC UNIVERGE SV9100	N/A	Mitel MiVoice	N/A	Mitel Connect system		N/A
Bid Price	\$245,260.40	\$312,931.93	N/A	\$228,042.66	N/A	\$270,995.00		N/A
Additional 4 Years of Parts & Labor Warranty	\$20,112.00			\$38,320.80		included		
Warranty Information	Includes 1 year. (Excluding Phones) Parts & Labor warranty	Includes 5 year NEC Parts & 2 Year Labor Warranty		Includes One Year Parts & Labor Warranty		included		
Software assurance (or the equivalent over 5 Years)	\$21,616.92	included	included	included	included	included	included	included
Premise Cost - 60 Months	\$286,989.32	\$312,931.93		\$266,363.46		\$270,995.00		
Estimated Overall Costs (Includes 5 year Parts & Labor warranty, plus Estimated cost of PRI circuits & POTS lines for 5 years)	\$600,333.32	\$626,275.93	\$904,912.00	\$579,707.46	\$973,929.40	\$584,339.00	Incomplete bid documentation	\$1,215,634.60

Detail of additional costs for options chosen.

\$245,260.40	Original Bid price (from 9/29/18)
( \$6,576.34)	Software Assurance Year One (deduct from Bid price, adding back in with 5 Year Pre-pay)
\$ 28,193.26	Software Assurance 5 Year Pre-pay
\$ 7,084.85	Mass Notification Base Package option
<u>\$ 5,000.00</u>	Block Hours (Discounted 10% - beyond Parts & Labor Warranty)
-	
\$278,962.17	

190050.1

(Purchasing No. 1800006)

SUBMISSION NO.: \_\_\_\_\_

PRESENTED: 2-20-19

ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO MODERN CONCRETE FOR CONCRETE**

**RESOLUTION**

On March 1, 2018, the Department of Purchases & Supplies were authorized to issue change order #1 (resolution #180110) to the purchase order with Modern Concrete, 4067 Commerce Dr., Flushing, Michigan for additional concrete materials in the amount not to exceed \$65,000.00 and an aggregate total of \$414,000.00 as requested by Street Maintenance; and

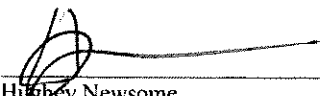
Street Maintenance is requesting additional concrete for sidewalk repairs, pavement break repairs and any other concrete repairs in the City's right-of-way for the remainder of the FY19 budget year. Funding for said services will come from the following accounts: 202-449.201-726.000 (\$25,000), 203-449.201-726.000 (\$40,000); and

IT IS RESOLVED, that the Department of Purchases & Supplies, upon City Council's approval, are authorized to issue change order #2 to the purchase order to Modern Concrete for additional concrete materials in an amount not to exceed \$65,000.00 and an aggregate total of \$479,000.00. (Major Street Fund, Local Street Fund)

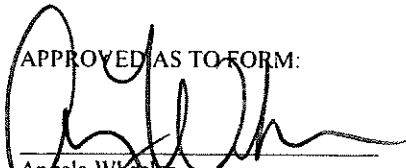
APPROVED PURCHASING DEPT.:

  
Bryan D. Bond  
Interim Purchasing Manager

APPROVED AS TO FINANCE:

  
Huey Newsome  
Chief Financial Officer

APPROVED AS TO FORM:

  
Angela Wheeler  
Chief Legal Officer

  
Steve Branch, City Administrator

## RESOLUTION STAFF REVIEW

**DATE:** 2-6-19

**Agenda Item Title:** Modern Industries

**Prepared By:** Betty Wideman

**Background/Summary of Proposed Action:** Purchase of concrete for the remainder of FY19 for sidewalk repairs, pavement break repairs, and any other concrete repairs in the City's right-of-way.

**Financial Implications:** None

**Budgeted Expenditure?** Yes ☒ No ☐ Please explain if no:

**Account No.:** 202-449.201-726.000 - \$25,000; 203-449.201-726.000 - \$40,000

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**Pre-encumbered?** Yes ☒ No ☐ Requisition# 190001430

**Other Implications (i.e., collective bargaining):**

Without this purchase order the Street Maintenance Division will not be able to continue repairing water cuts, sidewalks, sectional repairs, curb/gutter repairs or do lead line restoration.

**Staff Recommendation:** Recommend Approval

**Staff Person:**



Betty Wideman

190051

(Proposal 19000546)

SUBMISSION NO.: \_\_\_\_\_

PRESENTED: 2-20-19

ADOPTED: \_\_\_\_\_

**RESOLUTION TO WADE TRIM, INC. FOR PRELIMINARY ENGINEERING SERVICES FOR  
SAGINAW STREET REHABILITATION**

BY THE MAYOR

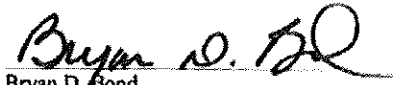
**RESOLUTION**

The Department of Purchases and Supplies solicited a proposal for preliminary engineering services for Saginaw St. rehabilitation and reconstruction; and


Wade Trim, Inc., 555 S. Saginaw Street, Suite 201, Flint, Michigan scored the highest and was the most responsive bidder from five solicitations received for said requirements. Funding for said services will come from the following account: 202-441.702-801.000; and

IT IS RESOLVED, that the Proper City Officials, upon City Council's approval, are hereby authorized to enter into a contract with Wade Trim for preliminary engineering services for the Saginaw St. rehabilitation and reconstruction in an amount not to exceed \$315,000.00. (Major Street Fund – in the account listed above)

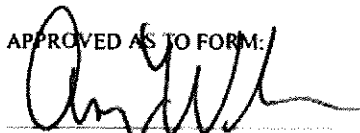
APPROVED PURCHASING DEPT.:

  
Bryan D. Bond  
Interim Purchasing Manager

APPROVED AS TO FINANCE:

  
Hughes Newsome  
Chief Financial Officer

APPROVED AS TO FORM:

  
Angela Wheeler  
Chief Legal Officer

  
Steve Branch, City Administrator

FY 19 – KRN

## RESOLUTION STAFF REVIEW

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**DATE:** February 11, 2019

**Agenda Item Title:** Wade Trim, Inc. for Professional Engineering Services for Saginaw St. (Court St. to Flint River) Rehabilitation Project

**Prepared By:** Betty Wideman

**Background/Summary of Proposed Action:** The City of Flint solicited bids for professional engineering services for the Saginaw St. rehabilitation project from the Flint River south to Court St. This project also includes watermain design. There were five engineering firms that submitted bids and they were scored and selected according to MDOT guidelines.

The scores are ranked from highest to lowest. Wade-Trim, Inc. is the overall highest ranked firm for both road and watermain design. The project is to be funded with both TIP funding and WIIN funding.

**Financial Implications:** None

**Budgeted Expenditure?** Yes ☒ No ☐ Please explain if no:

**Account No.:** 202-441.702-801.000



**Pre-encumbered?** Yes ☒ No ☐ Requisition 90001452

**Other Implications (i.e., collective bargaining):**

Without this purchase order the Transportation Department will not be able to have the design work for the road work or watermain completed within the MDOT proposed timeline and there will be the potential to lose the funding for the rehabilitation.

**Staff Recommendation:** Recommend Approval\_

**Staff Person:**

  
Betty Wideman 



SEALED BIDS RECEIVED PURCHASING DEPARTMENT ON NOVEMBER 29, 2018  
FOR PE SERVICES FOR SAGINAW ST REHABILITATION AND RECONSTRUCTION  
PROPOSAL #19000546

WADE TRIM 555 S. Saginaw St. Flint, MI	ROWE ENGINEERING 540 S. Saginaw St. Flint, MI	DLZ 1425 Keystone Ave. Lansing, MI	FLEIS & VANDENBRINK 9475 Holly Rd. Grand Blanc, MI	WILLIAMS & WORKS, INC 549 Ottawa Av. Grand Rapids, MI
Score: 224.42	Score: 210.40	Score: 199.83	Score: 191.33	Score: 165.92

190052  
2-20-19

**Resolution of Support for FY2020-2023 Transportation Improvement Program (TIP) Projects to Secure Funding for Improvements to Federal Aid Eligible Roads within the City of Flint's Jurisdiction**

**BY THE MAYOR:**

The Genesee County Metropolitan Alliance, along with staff from the Genesee County Metropolitan Planning Commission (GCMPC) issued a call for projects to be submitted for funding consideration under the FY2020-2023 Genesee County Transportation Improvement Program (TIP).

The City of Flint, Transportation Division, submitted six (6) applications and four (4) projects were selected and included in the Draft List of Prioritized Projects.

The Department of Public Works, Transportation Division, is requesting that this resolution be adopted to attest the city's support for the following projects and certifies that it will provide the estimated local match dollars. They are: the resurfacing of Miller Rd. from Ballenger Hwy. to Hammerberg Rd.; the resurfacing of Robert T. Longway Blvd. from Chavez Dr. to E. Boulevard Dr.; resurfacing of Saginaw St. from Atherton Rd. to Oakley St., and the resurfacing of Twelfth St. from Fenton Rd. to Grand Traverse St. for a total cost of \$4,780,196.00.

**IT IS RESOLVED**, That this resolution is adopted to attest the City's support for the Draft List of Prioritized Projects for the FY2020-2023 Transportation Improvement Program (TIP) call for projects to secure funding for improvements to Federal-aid eligible roads within the City of Flint's jurisdiction. The City of Flint's local match is in the amount of \$1,093,870.00

**IT IS FURTHER RESOLVED**, That this resolution attests the City's commitment to providing local funding for its share of projects selected for inclusion in the FY2020-2023 Transportation Improvement Program.

**APPROVED AS TO FINANCE:**


  
Hugh Newsome  
Chief Financial Officer

**APPROVED AS TO FORM:**

  
Angela Wheeler  
Chief Legal Officer

**CITY COUNCIL:**

  
Steve Branch, City Administrator

  
Herbert J. Winfrey, Council President

FY19 - KRN

## RESOLUTION STAFF REVIEW

**DATE:** 18:57

**Agenda Item Title:** Resolution of Support for FY2020-2023 Transportation Improvement program (TIP) Projects to Secure Funding for Improvements to Federal Aid Eligible Roads within the City of Flint's Jurisdiction

**Prepared By:** Mark Adas for Betty Wideman, Director of Transportation

**Background/Summary of Proposed Action:**

Pursuant to Federal law, monies have been provided for the performance of certain improvements on public roads. Proposed road projects that will be paid with the use of Federal funds must be programmed with the Federal Highway Administration (FHWA) for implementation with the use of Federal funds under Federal programs.

Federal law requires that a Metropolitan Planning Organizations (MPO) be designed for each metropolitan urbanized area. The MPO is responsible for overseeing transportation projects and the processes that make them happen. The Genesee County Metropolitan Planning Commission (GCMPC) is the Metropolitan Planning Organization (MPO) for the region that includes the City of Flint. The Genesee County Metropolitan Alliance, along with staff from the Genesee County Metropolitan Planning Commission (GCMPC) issued a call for projects to be submitted for Federal funding consideration under the FY2020-2023 Genesee County Transportation Improvement Program (TIP). The City of Flint, Department of Transportation, submitted six applications in response to the call for projects and four were accepted (resurfacing of Miller Road from Ballenger Highway to Hammerberg Road, the resurfacing of Robert T Longway Boulevard from Chavez Drive to E Boulevard Drive, a one and a half inch mill and resurface of Saginaw Street from Atherton Road to Oakley Street and a one and a half inch mill and resurface of Twelve Street from Fenton Road to Grand Traverse Street).

The Department of Public Works, Transportation Division, is requesting that this resolution be adopted to attest the City's support for the Draft List of Prioritized Projects for the FY2020-2023 Transportation Improvement Program (TIP) call for projects to secure funding for improvements to Federal-aid eligible roads within the City of Flint's jurisdiction.

**Financial Implications:** Millions of dollars in Federal funds have been secured for various road projects and four were selected in the City of Flint to be included in the TIP for FY2020-2023.

**Budgeted Expenditure?** Yes ☒ No ☐ Please explain if no:

**Account No.:** 202-441.702-801.000

**Pre-encumbered?** Yes ☐ No ☒ Requisition #

**Other Implications (i.e., collective bargaining):** None

**Staff Recommendation:** Recommend Approval

**Staff Person:** 

Betty Wideman, Transportation Division Manager

190053

SUBMISSION NO. \_\_\_\_\_

PRESENTED: 2-20-19

ADOPTED: \_\_\_\_\_

**RESOLUTION**

**Resolution Authorizing Appropriate City of Flint Officials to Do All Things Necessary to Process a Budget Amendment to move \$50,005.00 from the following 101 General Fund Expenditure Accounts 101-253.200-801.100 (\$10,400.00), 101-253.202-702.000 (\$12,500.00), 101-253.202-801.100 (\$2,000.00), 101-253.203-702.000 (3,300.00), and 101-253.204-702.000 (\$21,805.00)**

**BY THE MAYOR:**

The City of Flint Customer Service Department desires to make an amendment in an amount not to exceed \$50,005.00 in the 101 General Fund Expenditure Accounts to other 101 General Fund Expenditure Accounts for the purpose of covering expenses for State Tapes, Reprint/Postage of Winter Property Tax Bills, Postage for Water Bill/Past Due Letters, and Printing for Water Bills for the remainder of the year.

The City of Flint recently amended the budget for Customer Service (101-253.202 & 101-253.203) to move \$24,500.00 from Wages & Salaries (702.000) to Supplies (729.000) in the amount of \$12,450.00 per department code.


**The Budget Amendment**

YEAR	FUND	DEPT/ACTIVITY	EXPENSE	AMOUNT
				Increase/(Decrease)
2019	101	- 253 200	- 801 100	(10,400.00)
2019	101	- 253 200	- 729 000	10,400.00
2019	101	- 253 202	- 702 000	(12,500.00)
2019	101	- 253 202	- 900 000	12,500.00
2019	101	- 253 202	- 801 100	(2,000.00)
2019	101	- 253 202	- 709 000	2,000.00
2019	101	- 253 204	- 702 000	(21,805.00)
2019	101	- 253 204	- 801 000	21,805.00
2019	101	- 253 203	- 702 000	(3,300.00)
2019	101	- 253 203	- 900 000	3,300.00

**IT IS RESOLVED**, that appropriate City Officials are authorized to do all things necessary to process a budget amendment of line items in the aforementioned table, to the appropriate 101 Fund accounts for the purpose of covering expenses for State Tapes, Reprint/Postage of Winter Property Tax Bills, Postage for Water Bill/Past Due Letters, and Printing for Water Bills for the remainder of the year.

**APPROVED AS TO FORM:**

  
Angela Wheeler, Chief Legal Officer

  
Dr. Karen W. Weaver, Mayor

**APPROVED AS TO FINANCE:**

  
Hughey Newsome, Chief Financial Officer

**CITY COUNCIL:**

  
Herbert J. Winfrey, Council President

## RESOLUTION STAFF REVIEW

**Date:** February 8, 2019

**Agenda Item Title:** Resolution Authorizing Appropriate City of Flint Officials to Do All Things Necessary to Process a Budget Amendment to move \$50,005.00 from the following 101 General Fund Expenditure Accounts 101-253.200-801.100 (\$10,400.00), 101-253.202-702.000 (\$12,500.00), 101-253.202-801.100 (\$2,000.00), 101-253.203-702.000 (3,300.00), and 101-253.204-702.000 (\$21,805.00)

**Prepared by:**

Martita Moffett-Page, Budget & Grants Administrator 

**Summary of Proposed Action:**

The Customer Service Department is requesting a Budget Amendment to cover expenses for State Tapes, Reprint/Postage of Winter Property Tax Bills, Postage for Water Bill/Past Due Letters, and Printing for Water Bills for the remainder of the year.

YEAR	FUND	DEPT/ACTIVITY	EXPENSE	AMOUNT
				Increase/(Decrease)
2019	101	- 253 200	- 801 100	(10,400.00)
2019	101	- 253 200	- 729 000	10,400.00
2019	101	- 253 202	- 702 000	(12,500.00)
2019	101	- 253 202	- 900 000	12,500.00
2019	101	- 253 202	- 801 100	(2,000.00)
2019	101	- 253 202	- 709 000	2,000.00
2019	101	- 253 204	- 702 000	(21,805.00)
2019	101	- 253 204	- 801 000	21,805.00
2019	101	- 253 203	- 702 000	(3,300.00)
2019	101	- 253 203	- 900 000	3,300.00

**Financial Implications:**

**Pre-encumbered:** Yes \_\_\_\_\_ No X \_\_\_\_\_ Requisition:


**Account No.** Various Accounts under 101-253.200, 101-253-202, 101-253-204, and 101-253-203

**Other implications (i.e. collective bargaining):**

No other implications are known.

**Staff Recommendation:** Approval of this resolution is recommended.

**APPROVAL**

  
Amanda Trujillo  
City Treasurer

190054

RESOLUTION NO.: \_\_\_\_\_

PRESENTED: \_\_\_\_\_

ADOPTED: \_\_\_\_\_

**RESOLUTION TO APPROVE SETTLEMENT BETWEEN THE CITY OF FLINT AND  
VIVIAN PICKARD**

**BY THE CITY ADMINISTRATOR:**


Executive Session was requested in this matter on February 11, 2019; and

Although the City of Flint admits no liability in the claims filed by Vivian Pickard, the Department of Law recommends settlement of this matter.

All parties have agreed to settlement in this matter in the amount of \$24,693.95; and

**IT IS RESOLVED** that the City Administrator hereby authorizes settlement between the City of Flint and Vivian Pickard, in the amount of \$24,693.95, in satisfaction of any and all claims arising out of said matter. Payment shall be drawn from appropriated funds in the Litigation and Suits line item 677-266.200-956.300.

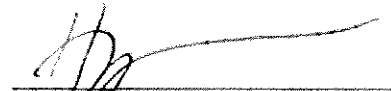
**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Angela Wheeler, Chief Legal Officer

**FOR THE CITY OF FLINT:**

  
\_\_\_\_\_  
Steve Branch, City Administrator

**APPROVED AS TO FINANCE:**

  
\_\_\_\_\_  
Hughey Newsome, Chief Financial Officer

**APPROVED BY CITY COUNCIL:**

\_\_\_\_\_  
Herbert Winfrey, City Council President

190057

SUBMISSION NO.: \_\_\_\_\_

PRESENTED: 2-20-19

ADOPTED: \_\_\_\_\_

**RESOLUTION SETTING A PUBLIC HEARING DATE TO CONSIDER THE  
REDUCTION OF LANES ON COURT STREET FROM FOUR LANES TO THREE LANES**

**BY THE MAYOR:**

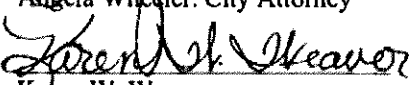
The City of Flint is considering a reduction of the number of lanes on Court Street from four to three; and

Specifically, this project is scheduled for construction starting in the spring of 2019, and is located along Court Street from Dort Highway to Center Road in the City of Flint, Genesee County. This project involves pavement milling, new asphalt pavement, removal and replacement of concrete curb and gutter, removal and replacement of various driveways, removal and replacement of sidewalk, pavement markings and other miscellaneous items of work.

**IT IS RESOLVED**, that the Proper City Officials are now authorized to do all things necessary to set a public hearing for \_\_\_\_\_ so that interested parties may appear and be heard regarding a reduction in the number of lanes on Court Street from four to three, from Dort Highway to Center Road.

APPROVED AS TO FORM: \_\_\_\_\_

  
Angela Wheeler, City Attorney

  
Karen W. Weaver  
Mayor

2019 - KRN



190063

(Proposal #19000553)

SUBMISSION NO. \_\_\_\_\_

PRESENTED: 2-2019

ADOPTED: \_\_\_\_\_

BY THE CITY ADMINISTRATOR:

RESOLUTION TO JOHNSON & ANDERSON FOR ENGINEERING SERVICES  
- DORT HWY AND CEDAR STREET PUMPING STATION IMPROVEMENTS

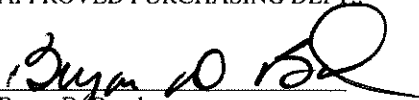
RESOLUTION

The Department of Purchases & Supplies has solicited proposals for engineering services at Dort Hwy. and Cedar St. pumping station improvements as requested by the Water Plant; and


Johnson & Anderson, 2387 S. Linden Rd., Flint, Michigan was the lowest responsive bidder from seven solicitations for said requirements based on highest score and lowest price. Funding for said services will come from the following account: 496-551.000-801.000; and

IT IS RESOLVED, that the Department of Purchases and Supplies is authorized to issue a purchase order to Johnson & Anderson for engineering services at Dort Hwy. and Cedar St. pumping station improvements in an amount not to exceed \$821,853.00. (Water Infrastructure Improvements for the Nation (WIIN) grant fund 496-551.000-801.000)

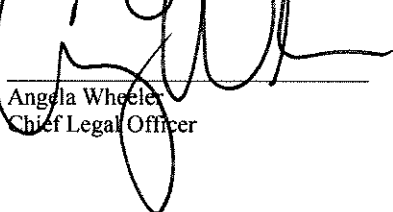
APPROVED PURCHASING DEPT.:

  
Bryan D. Bond  
Interim Purchasing Manager

APPROVED AS TO FINANCE:

  
Hughey Newsome  
Chief Financial Officer

APPROVED AS TO FORM:

  
Angela Wheeler  
Chief Legal Officer

  
Steve Branch, City Administrator

FY 19 – KRN

## RESOLUTION STAFF REVIEW

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**DATE:** 19:41

**Agenda Item Title:** Dort and Cedar St. Reservoir and Pump Station Renovations

**Prepared By:** Kathryn Neumann/Robert Bincsik

**Background/Summary of Proposed Action:**

As outlined in the WIIN Funding Project Plan the City of Flint identified a need to renovate both the Dort Reservoir and Cedar St Reservoirs and pump stations. The process for selection was to assess and score all proposals submitted without price being a factor first. The pricing was as follows: Johnson and Anderson (\$821,853) Wade-Trim (\$1,599,800), Metro Consulting was deemed non responsive because they didn't respond properly to the RFP. Based on both the scoring and the prices submitted we are awarding the design of the Dort and Cedar Street Reservoir and pump station renovations to Johnson and Anderson as the lowest responsive bidder.

**Financial Implications:** Funding is available in the account listed below.

**Budgeted Expenditure?** Yes ☒ No ☐ Please explain if no:

**Account No.:** 496-551.000-801.000

**Pre-encumbered?** Yes ☒ No ☐ Requisition # 190001424

**Other Implications (i.e., collective bargaining):** None

**Staff Recommendation:** Recommend Approval\_

**Staff Person:**   
Robert Bincsik, Director of Public Works

SEALED BIDS RECEIVED PURCHASING DEPARTMENT ON JANUARY 24, 2019  
FOR ENGINEERING SERVICES FOR DORT HWY. & CEDAR ST. PUMPING STATION IMPROVEMENTS  
PROPOSAL #19-553

JOHNSON & ANDERSON 2387 S. Linden Rd. Flint, MI	WADE TRIM, INC. 555 S. Saginaw St., Suite 201 Flint, MI
\$821,853.00  Score: 92.8	\$1,599,800.00  Score: 86.5

ORDINANCE NO. \_\_\_\_\_

An Ordinance to amend the City of Flint Code of Ordinances by amending Chapter 2, Article VI, City Wide Advisory Committee.

IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF FLINT:

Sec. 1. That the Ordinances of the City of Flint shall be amended by amending Chapter 2, Article VI, City Wide Advisory Committee, by amending sections 2-26 through 2-26.4, such Article VI to read in its entirety as follows:

**ARTICLE VI. CITY WIDE ADVISORY COUNCIL COMMITTEE**

**§ 2-26 CREATED.**

There is hereby created a City Wide Advisory COMMITTEE (CWAC) to act in an advisory capacity to the City of Flint in connection with all community and economic development programs. A major purpose is to fulfill grant requirements for citizen input on the use of federal and state funds.

Among the major duties of the CWAC is to: 1) Adopt and utilize an objective review and ranking process of subrecipient applications; and 2) Review and rank all application for subrecipient entitlement and discretionary federal and state grant awards and contracts including "reprogrammed" funds, and make recommendations to City Council and the Mayor for funding allocations. ~~This it to include use of funds by all city of Flint Departments.~~ THE CWAC IS AN ADVISORY BODY AND CAN MAKE NO FINAL FUNDING DECISIONS.

**§2-26.1 COMPOSITION; APPOINTMENT AND REMOVAL OF MEMBERS.**

- (a) The CWAC shall, except as otherwise provided herein, consist of 11 members. There shall be one member from each of the nine wards of the City serving on the CWAC. City Councilpersons of each of the nine (9) wards shall appoint one (1) member. The Mayor shall appoint two (2) members to the CWAC.
- (b) A member of the CWAC shall be a registered voter and a resident of the ward in which he or she is appointed.
- (c) ~~Removal as a member of the CWAC shall be for cause upon recommendation of the City Council, MAYOR AND IN ACCORDANCE WITH SECTION 6-101(B)(3) OF THE FLINT CITY CHARTER. The failure to attend at least seven (7) meetings annually shall be a cause for removal.~~
- (d) Members of the CWAC shall serve until their term of appointment shall expire, unless prior thereto, they should die, resign, accept appointment as one of the "initial appointments" as provided in §2-26.2, or are removed as herein provided. Once the present term of a current member expires, he or she shall not serve on the CWAC beyond that term unless appointed as provided in §2-26.2.

**§2-26.2 Term of Members**

The terms of the initial appointments to the CWAC from each ward shall be as follows:

Three (3) members shall serve a term of three (3) years; Four (4) members

shall serve a term of two (2) years; and Four (4) members shall serve a term of one (1) year. The initial terms of the members from each ward shall be determined by lot. Following the terms of the initial appointments, all terms of appointment shall be for three (3) years, provided however, that an appointment to fill a vacancy during a term shall be for the unexpired balance of that term. For purposes of this section "initial appointments" shall mean the first eleven (11) members appointed to the CWAC following the adoption of this ordinance establishing an 11-member CWAC. All successor appointments shall be made in the same manner as provided for in §2-26.1. A member of the CWAC may be reappointed to succeed him/herself.

Except for initial appointments, the effective date of all appointments shall be June 1<sup>st</sup>. For the initial appointments, the effective date of each such appointment shall be the date of City Council approval of said initial appointments, provided said approval is on or before June 1<sup>st</sup>. Appointments made after June 1<sup>st</sup> shall be given retroactive effect to June 1. The term of an appointment shall expire on May 31<sup>st</sup> of the year in which the appointment would expire. Members, may continue to serve beyond the expiration of their term, until their reappointment, the appointment of a successor, or their removal, whichever should occur first.

#### **§2-26.3 ORGANIZATIONS; TECHNICAL ASSISTANCE.**

The CWAC shall within thirty (30) days following the appointment of all members, organize, adopt a regular schedule of meetings, elect officers and

adopt such administrative procedures pursuant to §6-101 of the Flint City Charter as are necessary to accomplish the purposes mentioned in §2-26 hereof.

The Department of Planning and Development shall provide technical assistance to the CWAC in the performance of its duties.

#### **§2-26.4 COMPENSATION OF MEMBERS**

Members of the CWAC shall serve without compensation from the City or from any trust, donation or legacy to the City for their services as such members, but this limitation shall not preclude a member or his firm from receiving compensation from the City under contract or otherwise, for services rendered outside his duties as a member of the CWAC.

#### **§2-26.5 CONFLICTS OF INTERESTS**

ANY MEMBER OF THE CWAC WHO HAS A SUBSTANTIAL PERSONAL OR PRIVATE INTEREST IN ANY MATTER PROPOSED OR PENDING BEFORE THE CWAC MUST DISCLOSE THAT INTEREST PURSUANT TO THE ETHICS AND DISCLOSURE RULES SET FORTH IN THE CITY OF FLINT CHARTER SECTION 1-602(D)(1)-(3).

#### **§2-26.6 DISQUALIFICATION**

ANY CWAC MEMBER WHO HAS A PERSONAL OR PRIVATE INTEREST IN AN ORGANIZATION AND/OR PARTY THAT IS REQUESTING FUNDING FROM THE CITY OF FLINT IS DISQUALIFIED

FROM VOTING ON A FUNDING  
RECOMMENDATION FOR THE  
IMMEDIATE FUNDING PERIOD  
UNDER REVIEW IN THAT SAME  
FUNDING CATEGORY.

Sec. 2. This ordinance shall  
become effective this \_\_\_\_\_  
day of \_\_\_\_\_, 2019.

Adopted this \_\_\_\_\_ day of  
\_\_\_\_\_, A.D., 2019.

\_\_\_\_\_  
Karen W. Weaver, Mayor

\_\_\_\_\_  
Inez M. Brown, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Angela Wheeler, City Attorney

ORDINANCE NO. \_\_\_\_\_

An Ordinance to amend the Flint City Code of Ordinances by adopting Article VI Chapter 35, Personnel; Section 35-112.14, Adoption-Job Description and Qualifications-Ombudsperson.

**IT IS HEREBY ORDAINED BY THE PEOPLE OF THE CITY OF FLINT:**

**Sec. 112. That Section 35-112 of the Code of the City of Flint shall be amended as follows.**

***ARTICLE VI. PERSONNEL CODE***

**§ 35-112.14 ADOPTION – JOB DESCRIPTION AND QUALIFICATIONS OMBUDSPERSON**

Pursuant to the provisions of Flint City Charter 1-501(B), the job description and qualifications are hereby adopted by reference **AND ATTACHED HERETO.**

**Sec. 2. This ordinance shall become effective this \_\_\_\_ day of \_\_\_\_\_ 2019.**

Adopted this \_\_\_\_\_ day of

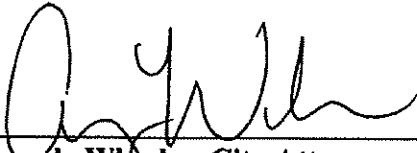
\_\_\_\_\_, A.D., 2019.

\_\_\_\_\_  
**Karen W. Weaver, Mayor**

\_\_\_\_\_  
**Inez M. Brown, City Clerk**

190012

APPROVED AS TO FORM:

  
\_\_\_\_\_  
**Angela Wheeler, City Attorney**

S:\Ordinance Files\Principal Officers Job Descriptions\Ombudsperson  
35-112.14.docx

City of Flint  
Position Description

**OMBUDSPERSON**

**GENERAL STATEMENT OF DUTIES**

Receives and initiates investigations of complaints, concerns, reports and issues arising under the ethics provisions of the City of Flint Charter, from any person against public servants and City of Flint agencies for failure to adequately perform services as required by the City of Flint Charter, ordinances, regulations and policies; and for dereliction of duty and/or misconduct in office by public servants.

**SALARY**

**\$70,817.7600**

**SUPERVISION RECEIVED**

The Ombudsperson is an at-will position appointed by and serving at the will of the City of Flint Ethics and Accountability Board.

**SUPERVISION EXERCISED**

Exercises supervision over professional and clerical staff of the Ombudsperson's office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Establish rules for receiving and processing complaints, conducting investigations, hearings, and reporting findings;
2. Provide an informal internal avenue for resolution of complaints, and attempts to resolve issues in lieu of formal proceedings;
3. Must possess a high level of integrity;
4. Handles all inquiries, complaints, investigations, etc. in a professional and confidential manner;
5. Works to promote a relationship of trust and cooperation;
6. May subpoena witnesses, administer oaths, take testimony, and require production of evidence relevant to a matter under investigation;
7. May delegate in writing to a member of his/her staff the power to administer oaths and take testimony;
8. Provides an annual public report on complaints received and actions taken by the Ombudsperson's office.

**MINIMUM ENTRANCE REQUIREMENTS**

- A. Bachelor's Degree from an accredited college or university in Public Administration, Dispute Resolution, Psychology, Social Work, Human Services, or related field. Master's Degree preferred;
- B. Five years of experience in municipal or state government;
- C. Ability and willingness to work with both legislative and executive branches of government;
- D. Knowledge of pertinent laws and regulations;
- E. Five years of experience in counseling and/or alternative dispute resolution (examples: Mediation, Negotiations);
- F. Demonstrated investigative and analytical skills;
- G. Demonstrated ability to manage multiple tasks, in a professional and timely manner;
- H. Strong professional, civic or community service background;
- I. Demonstrated ability to supervise the staff of the office of the Ombudsperson; and
- K. Computer literate with excellent written and oral communication skills.

**NECESSARY SPECIAL REQUIREMENTS**

- A. Must pass a required criminal background check;
- B. Must pass a required drug test;



- C. No person shall be eligible to appointment to the office of Ombudsperson who has held any elective City office within two (2) years prior to the time of appointment;
- D. Upon acceptance of the position of Ombudsperson, the Ombudsperson cannot hold any office of trust or profit other than that of Ombudsperson or engage in any occupation for profit outside the duties of the Ombudsperson; and
- E. Upon acceptance of this position, the Ombudsperson, must operate and perform her/his duties in accordance with the United States Ombudsman Association Governmental Ombudsman Standards, and the City of Flint Personnel Rules policies and regulations.

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The noise level in the work environment is usually quiet.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

#### **APPLICATION PROCESS**

You must meet the minimum entrance requirements and attach supporting documentation to be considered for employment.

A formal application packet, including (1) a resume, (2) a writing sample (of at least 2 pages in length), and (3) an application must be completed and submitted electronically through the City of Flint's website for consideration. Please be sure to complete the application in full. Writing samples and resumes may be uploaded with your application, but will not be accepted in lieu of a fully completed application and will not be considered for qualifying credit. Such statements as: "see resume" or "see attachment", will not be accepted. Failure to supply required documentation (i.e. transcripts, driver's license, etc.) will result in disqualification for consideration. **Applications are available at [www.cityofflint.com](http://www.cityofflint.com).** Phone calls, letters of interest, or other contacts will not be accepted or considered as a formal application or in compliance with the application process.

**ALL questions regarding the position of Ombudsperson and/or the submission of an application, MUST be directed solely to the Human Resources and Labor Relations Department (HRLR). The HRLR Department can be reached by email at [hr@cityofflint.com](mailto:hr@cityofflint.com).**