

# **City of Flint, Michigan**

*Third Floor, City Hall  
1101 S. Saginaw Street  
Flint, Michigan 48502  
www.cityofflint.com*



## **Meeting Agenda - Final**

**Wednesday, June 5, 2019**

**5:00 PM**

**Committee Room**

### **GRANTS COMMITTEE**

*Jerri Winfrey-Carter, Chairperson, Ward 5*

*Eric Mays, Ward 1  
Santino J. Guerra, Ward 3  
Herbert J. Winfrey, Ward 6  
Allan Griggs, Ward 8*

*Maurice D. Davis, Ward 2  
Kate Fields, Ward 4  
Monica Galloway, Ward 7  
Eva L. Worthing, Ward 9*

*Inez M. Brown, City Clerk*

## ROLL CALL

## CHANGES AND/OR ADDITIONS TO THE AGENDA

*Council shall vote on any changes to the agenda.*

## RESOLUTIONS

- 190206** FY2019-2020/Budget Amendment/Transfer of Funds/Repair Vandalism/Grant-Funded Properties/Planning & Development

Resolution resolving that the appropriate city officials are authorized to do all things necessary to process a budget amendment to move funds from Planning & Development Wages and Fringes Acct. No. 101-371.209-702.000 = \$45,000.00, Acct. No. 101-371.209-719.100 = \$5,000.00, Acct. No. 101-371.209-719.152 = \$2,000.00 and Acct. No. 101-371.209-719.200 = \$3,000.00, and allocate \$55,000.00 to non-wage and fringe items. [NOTE: To avoid repayment, additional general fund dollars are needed to repair recent vandalism to grant-funded properties.]

- 190207** CO#2/Contract/EMAR Construction/Repairs to Three (3) Single-Family Homes/Smith Village

Resolution resolving that the appropriate city officials are authorized to execute Change Order #2 to increase the EMAR Construction (Phillip Johnson) contract (for three single-family homes in Smith Village), Contract #18-108, by \$10,816.00, for a total revised amount of \$92,049.00, as requested by the Division of Community and Economic Development [Planning & Development General Fund Acct. No. 101-371.209-801.000.] [NOTE: The repair services were procured using Community Development Block Grant (CDBG) Funds, however, the properties suffered vandalism while sitting vacant and must be repaired before they can be sold. Since CDBG funds cannot be used again on the same properties, the money will come from Planning & Development's General Fund.]

- 190208** Public Hearing/Proposed Annual Action Plan/Federal Fiscal Year 2019-20 CDBG, HOME and ESG Grants

Resolution resolving that the Department of Planning & Development, Division of Community and Economic Development, will hold a public hearing at 5:30 p.m. June 24, 2019, for the purposes of allowing public review of the Proposed Annual Action Plan, and to receive public comment, in City Council Chambers, 1101 South Saginaw Street, Flint.

## DISCUSSION ITEMS

- 170071** Referral/Spent & Unspent Funds/CDBG, HOME & ESG

Referral by Councilperson Fields to ADMIN/PLANNING & DEVELOPMENT, re:

She would like monthly reports on grant funding - both spent and unspent funds - for CDBG, HOME and ESG. [Referral Action Date: 1/18/2017 @ Grants Committee Meeting.]

**170072** Referral/Unexecuted Contracts/CDBG, HOME & ESG Funds

Referral by Councilperson Fields to ADMIN/PLANNING & DEVELOPMENT, re: She would like a list of any unexecuted contracts for CDBG, HOME and ESG funds, and an explanation for why the contracts were not executed. [Referral Action Date: 1/18/2017 @ Grants Committee Meeting.]

**180013** Referral/Letters/Requests for Reprogrammed Grant Money

A referral by Councilperson Fields to PLANNING & DEVELOPMENT: She would like copies of the letters received in Planning & Development requesting reprogrammed grant funds and the staff reviews concerning the letters. [Referral Action Date: 1/22/2018 @ Special Affairs Committee Meeting.]

**180027** Referral/Copy/Letter to Metro Community Development

Referral by Councilperson Fields to PLANNING & DEVELOPMENT: She would like a copy of the letter from HUD that chastised Metro Community Development. [Referral Action Date: 1/17/2018 @ Grants Committee Meeting.]

**180028** Referral/Copy/Expenditures/Smith Village

Referral by Councilperson Fields to PLANNING & DEVELOPMENT: She would like a breakdown of expenditures in Smith Village, including date, amount spent and what was paid for with HOME dollars. She would also like to know why Smith Village was moved from HOME to Neighborhood Stabilization funds and who in Planning and Development monitored Smith Village activity that got the city into disallowed costs. She also asks for bid results. [Referral Action Date: 1/22/2018 @ City Council Meeting.]

**180184** Referral/Available Grant Money/Demolition of Mobile Home Park

A referral as requested by Councilperson Guerra to Planning & Development: He would like to know if there is grant money available to demolish Shady Acres Mobile Home Park. [Referral Action Date: 4/4/2018 @ Governmental Operations Committee Meeting.]

## **NEW BUSINESS**

## **ADJOURNMENT**

190206

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

PRESENTED: 6-5-19

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

**RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO MOVE 55,000.00 from 101-371.209 WAGE and FRINGE ACCOUNTS to NON-WAGE AND FRINGE EXPENSE LINE ITEMS**

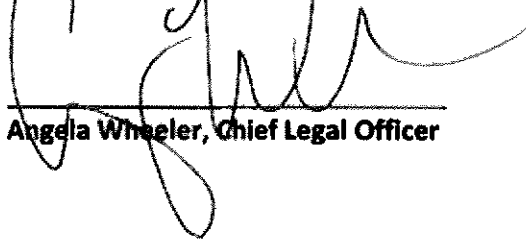
**BY THE MAYOR:**

The City of Flint Planning and Development Department, desires to make adjustments to budgeted line items in the 101-371.209 wage, fringe and expense accounts for the purpose of funding professional services, and other line items; and

Sufficient funding exists in 101-371.209 wage and fringe accounts 702.000 (45,000.00), 719.100 (5,000.00), 719.152 (2,000.00) and 719.200 (3,000.00) to process a budget amendment to fund non-wage and fringe line items

IT IS RESOLVED, That appropriate City Officials are authorized to do all things necessary to process a budget amendment to move funds from 101-371.209-702.000 (45,000.00), 101-371.209-719.100 (5,000.00), 101-371.209-719.152 (2,000.00) and 101-371.209-719.200 (3,000.00) and allocate \$55,000.00 to non-wage and fringe items

APPROVED AS TO FORM:



Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:



Tamar Lewis, Deputy Finance Director

\_\_\_\_\_  
Dr. Karen W. Weaver, Mayor, City of Flint

CITY COUNCIL:

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

RESOLUTION STAFF REVIEW

DATE: May 10, 2019

Agenda Item Title: RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO TRANSFER \$171,309.67 FROM 101 FUND BALANCE TO 101-371.209 EXPENSE ACCOUNTS

Prepared By: Suzanne Wilcox, DPD

Background/Summary of Proposed Action:

To avoid repayment, additional general fund dollars are needed to repair recent vandalism to grant funded properties. The Blight Division is also in need of equipment to assist in the remediation of blight throughout the city.

Based on current projections, wage and fringe line items in the 101-371.209 have sufficient balance to complete a budget amendment in the amount of \$55,000.00. This budget amendment will prevent a request from Fund Balance.

Financial Implications: Funding will be moved from 101 Fund to appropriate FY18 budget accounts.

Budgeted Expenditure? Yes  No  Please explain if no:

From: 101-371.209-702.000	\$45,000.00
101-371.209-719.000	\$ 5,000.00
101-371.209-719.152	\$ 2,000.00
101-371.209-719.200	\$ 3,000.00
	\$55,000.00

To: 101-371.209-801.000	\$29,000.00
101-371.209-958.000	\$ 1,000.00
101-371.209-977.000	\$25,000.00

Amounts to be updated when repair estimates and quotations for equipment finalized.

Account Nos: Reviewed and approved by C. Dotson *[Signature]* PER CD Date 5/31/19

Pre-encumbered? Yes  No  Requisition # N/A

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

Staff Recommendation: Recommend Approval.

Staff Person: *[Signature]*  
Suzanne Wilcox  
Planning and Development Director

**RESOLUTION REVIEW FORM**

FROM: CEJ  
Division

DATE NO. 5-22-19  
19-8074  
Law Office Login #

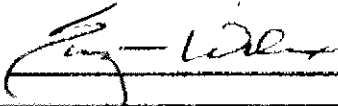
**RESOLUTION AUTHORIZING A BUDGET AMENDMENT TO MOVE 55,000.00 from 101-371.209 WAGE and FRINGE ACCOUNTS to NON-WAGE AND FRINGE EXPENSE LINE ITEMS**

RESOLUTION NAME:

Date in:

**1. RESOLUTION REVIEW - P&D / CED**

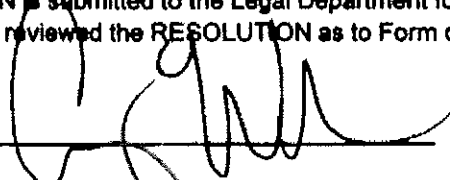
The attached RESOLUTION is approved by the P&D Director. By signing, the Director approves this resolution to be processed for signatures.

By: Suzanne Wilcox  DATE: 5/22/19  
Director (Date)

Date in:

**2. RESOLUTION REVIEW - LAW DEPARTMENT**

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 5-22-19 and by signing  
this form approves as to its (Date)

By: Angela Wheeler  DATE: 5-22-19  
City Attorney

Date in:

**3. RESOLUTION REVIEW - FINANCE**

The attached RESOLUTION is submitted to the FINANCE Department for approval as to **FINANCE COMPLIANCE**:  
The Finance Department reviewed this RESOLUTION, on \_\_\_\_\_ and by signing  
this form approves as to FINANCE COMPLIANCE. (Date)

By: Tamar Lewis Reso signed by Tamar DATE: 5/28/19  
Deputy Finance Director

190207

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

PRESENTED: 6-5-19

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

Resolution Authorizing the Division of Community and Economic Development to execute Change Order #2 to increase the existing EMAR Construction(Phillip Johnson) contract 18-108 for repairs of original construction and vandalism at 1405 Chippewa and 1508 Donald by \$10,816.00 for a total contract of \$92,049.00.

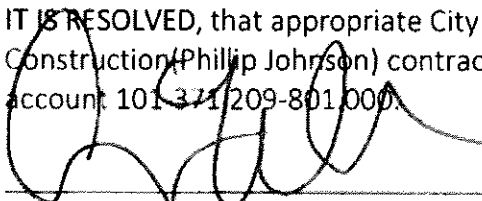
BY CITY COUNCIL:


The Division of Community and Economic Development procured repair services for three (3) single-family homes located in Smith Village in the City of Flint. While completing the repair work to the homes to the construction specifications as written, the contractor has identified additional work that is needed prior the closing of sale on the remaining addresses, all of which are set to close as soon as these repairs are completed. The amount of the current contract is \$81,233.00.

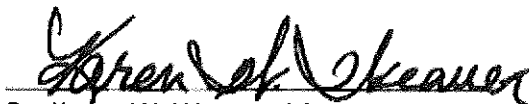
1508 Donald suffered vandalism in from of a vehicle driving through the garage door, as well as the air conditioning unit being stolen, necessitating replacement of both items. 1405 Chippewa has a drainage issue at the egress window due to an issue with initial construction. This work is required to bring the properties to close with all repairs complete and to code. Prior work was done utilizing Federal Grant Funds, preventing the use of further Federal Grant Funds for the same work. It is necessary to utilize general funds to allow for completion of the work, the homes sold to the identified income-qualified buyers, and the grant activity to subsequently be closed out, preventing a repayment of any federal funds already put into the homes.

Funds in the amount of \$10,816.00 are available for the required repairs in the Planning and Development account number 101-371.209-801.000.

IT IS RESOLVED, that appropriate City officials are authorized to execute Change Order #2 to increase the EMAR Construction(Phillip Johnson) contract 18-108 by \$10,816.00 for a total revised amount of \$92,049.00 in account 101-371.209-801.000.

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

  
\_\_\_\_\_  
Tamar Lewis  
Acting Chief Financial Officer

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

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

RESOLUTION STAFF REVIEW FORM

DATE: May 1, 2019

Agenda Item Title:

Resolution Authorizing the Division of Community and Economic Development to execute Change Order #2 to increase the existing EMAR Construction(Phillip Johnson) contract 18-108 for repairs of original construction and vandalism at 1405 Chippewa and 1508 Donald by \$10,816.00 for a total contract of \$92,049.00

Prepared By: Sarah Quellmalz, HOME Program Manager

Requestor: Department of Planning and Development

Background/Summary of Proposed Action:


The Division of Community and Economic Development procured repair services for Three (3) single family homes located in Smith Village in the City of Flint. While completing the repair work to the homes, the contractor has identified additional work that is needed prior the closing of sale on the remaining addresses, all of which are set to close as soon as these repairs are completed. The amount of the current contract is \$92,049.00.

1508 Donald suffered vandalism in from of a vehicle driving through the garage door, necessitating replacement. 1405 Chippewa has a drainage issue at the egress window due to an issue with initial construction work. This work is required to bring the properties to close with all repairs complete and to code. Prior work was done utilizing Federal Grant Funds, preventing the use of further Federal Grant Funds for the same work. It is necessary to utilize general funds to allow for completion of the work, the homes sold to the identified income-qualified buyers, and the grant activity to subsequently be closed out, preventing a repayment of any federal funds already put into the homes.

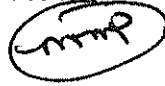
Financial Implications:

Funding in the amount of \$10,816.00 is available in Planning & Development General Fund accounts.

Budgeted Expenditure: Yes  No  Please explain, if no:

Account #: Reviewed and approved by C. Dotson  \$10,816.00 is currently available in 101-371.209-801.000.


Upon adoption of the resolution, specific accounts will be created to identify the agency and activity

Pre-encumbered: Yes  No  Requisition #: 190001848 

Other Implications: There are no other known implications at this time.

Staff Recommendation: Staff recommends approval of this resolution.

APPROVAL

  
Suzanne Wilcox, Director, Planning and Development



**RESOLUTION REVIEW FORM**

19-8067

FROM:                       
                    **CED**  
                    Division

DATE NO.                       
                    May 1, 2019  
                    Law Office Login #

Resolution Authorizing the Division of Community and Economic Development to execute Change Order #2 to increase the existing EMAR Construction(Phillip Johnson) contract 18-108 for repairs of original construction and vandalism at 1405 Chippewa and 1508 Donald by \$10,816.00 for a total contract of \$92,049.00.

RESOLUTION NAME:

Date in:                     

**1. RESOLUTION REVIEW - CED PROGRAM MANAGER**

The attached RESOLUTION is approved by a Program Manager in the Division. By signing, the Program Manager approves this resolution to be processed for signatures.

By: Sarah Quellmatz                       
Program Manager

DATE: 5/2/19  
                    (Date)

Date in:                     

**2. RESOLUTION REVIEW - DEPT OF PLANNING AND DEV DIRECTOR**

The attached RESOLUTION is approved by the DPD Director. By signing, the DPD Director approved this resolution to be processed for signatures.

By: Suzanne Wilcox                       
Director

DATE: 5/3/19  
                    (Date)

Date in:                     

**3. 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.                      and by signing

By: Angela Wheeler                       
Chief Legal Officer

DATE: 5/15/19  
                    (Date)

Date in:                     

**4. RESOLUTION REVIEW - FINANCE**

The attached RESOLUTION is submitted to the FINANCE Department for approval as to FINANCE COMPLIANCE: The Finance Department reviewed this RESOLUTION, on                      and by signing this form approves as to FINANCE COMPLIANCE.

By: Reso signed by Jamar  
Chief Financial Officer

DATE: 5-16-19

RESOLUTION NUMBER: 190208

PRESENTED: 6-5-19

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

**Resolution to Set a Public Hearing on June 24, 2019 in the City of Flint Council Chambers, 1101 S. Saginaw Street, Flint, Michigan, to Allow Review and Receive Public Comment on the Annual Action Plan.**

**BY THE MAYOR:**

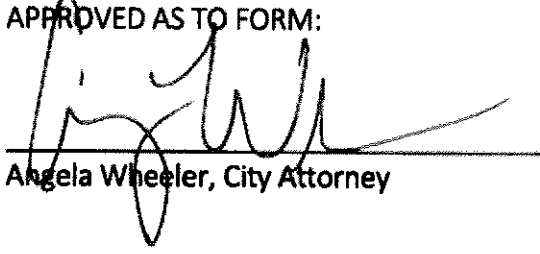
The City of Flint receives Community Development Block Grant (CDBG); HOME Investment Partnerships Program funds (HOME), and Emergency Solutions Grant (ESG) from the U.S. Department of Housing and Urban Development and is required to report on the use of such CDBG, HOME, and ESG funds each year. The City is also required to provide interested citizens the opportunity to examine the Annual Action Plan and to make comments on the use of these funds.

The City of Flint will make copies of the report available to the public in the main branch of the Flint Public Library, Flint Housing Commission, Genesee County Metropolitan Planning Commission, the Division of Community and Economic Development, and the Office of the City Clerk.

A public hearing will be held on the 24th day of June 2019 at 5:00 p.m. in the City of Flint Council Chambers, 1101 S. Saginaw Street, Flint, Michigan, to allow review and receive public comment on the Annual Action Plan.

IT IS RESOLVED, that the Department of Planning and Development, Division of Community and Economic Development, will hold a Public Hearing on June 24, 2019 for the purposes of allowing review of the Annual Action Plan and to receive public comment.

**APPROVED AS TO FORM:**

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

**ADMINISTRATION:**

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

**CITY COUNCIL:**

\_\_\_\_\_  
Flint City Council

RESOLUTION STAFF REVIEW

Date: May 28, 2019

Agenda Item Title: Resolution to set a public hearing on June 24, 2019 at 5:00 p.m. in the City of Flint Council Chambers, 1101 S. Saginaw Street, Flint, Michigan, to allow review and receive public comment on the Annual Action Plan.

Prepared by:  
DCED

Summary of Proposed Action:

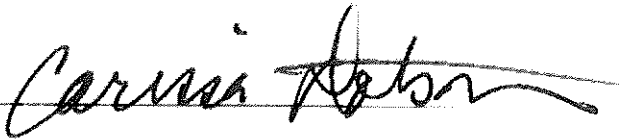
The Department of Planning and Development, Division of Community and Economic Development, is required to hold a public hearing each year to all review and receive public comment on the Annual Action Plan. This resolution authorizes setting the public hearing.

Financial Implications:  
None

Pre-encumbered?: Yes \_\_\_ No \_\_\_ NA \_\_\_      Requisition:

Account No.

Accounting Coordinator Signature:



Other implications (i.e. collective bargaining):  
No other implications are known at this time.

Staff Recommendation: Recommend Approval

Approval:



Suzanne Wilcox  
Planning and Development Director

**RESOLUTION REVIEW FORM**

19-8079

FROM: DCED  
Division

DATE NO. May 29, 2019

Law Office Login #

Resolution to Set a Public Hearing on June 24, 2019 in the City of Flint Council Chambers, 1101 S. Saginaw Street, Flint, Michigan, to Allow Review and Receive Public Comment on the Annual Action Plan.

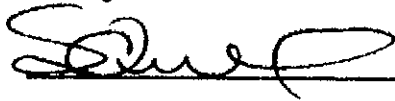
RESOLUTION NAME:

Date in:

**1. RESOLUTION REVIEW - CED PROGRAM MANAGER**

The attached RESOLUTION is approved by a Program Manager in the Division. By signing, the Program Manager approves this resolution to be processed for signatures.

By: Sarah Quellmatz  
Program Manager



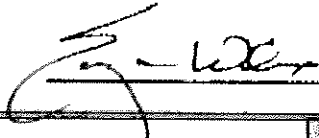
DATE: 5/29/19  
(Date)

Date in:

**2. RESOLUTION REVIEW - DEPT OF PLANNING AND DEV DIRECTOR**

The attached RESOLUTION is approved by the DPD Director. By signing, the DPD Director approved this resolution to be processed for signatures.

By: Suzanne Wilcox  
Director



DATE: 5/29/19  
(Date)

Date in:

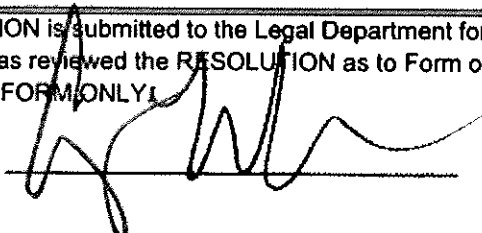
**3. RESOLUTION REVIEW - LEGAL**

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.

5/29/19 and by signing  
(Date)

By: Angela Wheeler  
Chief Legal Officer



DATE: 5/29/19

Date in:

**4. RESOLUTION REVIEW - FINANCE**

The attached RESOLUTION is submitted to the FINANCE Department for approval as to FINANCE COMPLIANCE:

The Finance Department reviewed this RESOLUTION, on \_\_\_\_\_ and by signing this form approves as to FINANCE COMPLIANCE. (Date)

By: Tamar Lewis  
Deputy Finance Director

not applicable

DATE: \_\_\_\_\_