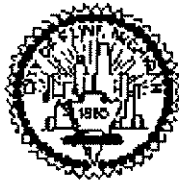


City of Flint, Michigan

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



Meeting Agenda - Final

Monday, January 14, 2019

4:30 PM

Committee Room

SPECIAL AFFAIRS COMMITTEE

Monica Galloway, Chairperson, Ward 7

***Eric Mays, Ward 1
Santino J. Guerra, Ward 3
Jerri Winfrey-Carter, Ward 5
Allan Griggs, Ward 8***

***Maurice D. Davis, Ward 2
Kate Fields, Ward 4
Herbert J. Winfrey, Ward 6
Eva L. Worthing, Ward 9***

Inez M. Brown, City Clerk

ROLL CALL**REQUEST FOR CHANGES OR ADDITIONS TO AGENDA**

Council shall vote to adopt any amended agenda.

RESOLUTIONS (POSTPONED)

[NOTE: Resolutions No. 180590, 180591, 180627, and 190001 were POSTPONED from the January 9, 2019 Committees to today's Special Affairs Committee agenda DUE TO THE LACK OF A QUORUM.]

- 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.]
- 190001** Policies & Guidelines/Consideration of Poverty Exemption Applications
- Resolution resolving that to be eligible for consideration of a hardship exemption pursuant to MCL 211.7u in the City of Flint that a person must be the owner and must occupy the property as a homestead, as defined, for which the exemption is requested; file a completed and notarized application; submit copies of federal and state income tax returns for all persons that resided in the homestead, including property tax credit forms and/or Statement of Benefits paid from the Michigan Department of Social Services or Social Security Administration; and meet City of Flint poverty income standards (which is part of this resolution), AND, resolving that the applicant and all qualifying persons that resided in the home must have an annual adjusted income less than the amounts shown (in this resolution), AND, resolving that the applicant's asset level, excluding the homestead, may not exceed \$10,000.00, regardless of income level, AND, resolving that the applicant may not have ownership interest in any real estate other than the homestead, nor shall anyone else living outside of the household have interest in this homestead and (the applicant) must own the home for at least one calendar year, AND, resolving that a hardship exemption may be granted for only one year at a time, AND,

resolving that the City of Flint Board of Review shall request identification of the applicant and/or proof of ownership of the homestead under consideration for hardship exemption, AND, resolving that the board of review may request from the applicant any supporting documents which may be utilized in determining a hardship exemption request, AND, resolving that the completed hardship exemption application must be filed after January 1, but before the day prior to the last day of the board of review in the year for which exemption is sought, AND, resolving that the board of review shall administer an oath wherein the applicant testifies as to the accuracy of the information provided, AND, resolving that the board of review may deviate from the established policy and guidelines only for substantial and compelling reasons, and that the applicant will be notified in writing the reasons for deviating from the policy and guidelines for hardship exemption, AND, resolving that to conform with the provisions of Public Act 390 of 1994, this resolution is hereby given immediate effect, as requested by the Assessments.

RESOLUTIONS

190005 Budget Amendment/Genesee County Health Department/Healthy Start Lead Expansion Grant

Resolution resolving that the appropriate City Officials are authorized to do all things necessary to amend the 2018-19 adopted budget to move revenue and expenditure appropriation for the Council of Genesee Healthy Start Lead Expansion grant for the Genesee County Health Department, in the amount of \$154,000.00, and an aggregate total of \$616,000.00, to comply with the associated grant agreement, and to make remaining funds available in any subsequent fiscal years that the funds remain available by the grantor.

190006 Contract/Complete Auto & Truck Parts/Towing and Storage of Vehicles

Resolution resolving that the proper City Officials are authorized to enter into a contract with Complete Auto & Truck Parts, Inc. for the towing and storage of vehicles, for the period ending June 30, 2019, in an amount NOT-TO-EXCEED \$298,370.00.

APPOINTMENTS

190007 Appointment/Ethics and Accountability Board/Bob Gallagher

Resolution resolving that 9th Ward Flint City Councilperson Eva L. Worthing hereby appoints Bob Gallagher (718 Vermilya Avenue, Flint, Michigan, 48507) to the Ethics and Accountability Board for the remainder of a six-year term of office, commencing January 14, 2019, and expiring June 25, 2024. [NOTE: Eric Roebuck resigned from his position on the EAB Board effective January 7, 2019.]

ORDINANCES (POSTPONED)

[NOTE: Ordinance No. 180523 was POSTPONED from the January 9, 2019 Legislative Committee to today's Special Affairs Committee agenda DUE TO THE LACK OF A QUORUM.]

180523 Amendment/Ordinance/Chapter 2 (Administration)/Article VI (City Wide Advisory Council) [CWAC]

An ordinance to amend Chapter 2 (Administration), Article VI (City Wide Advisory Council), 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).

ORDINANCES

DISCUSSION ITEMS

ADDITIONAL COUNCIL DISCUSSION

ADJOURNMENT

180590

RESOLUTION NO.: _____

PRESENTED: 11-20-18

ADOPTED: _____

RESOLUTION TO ADOPT THE ANTI-BULLYING POLICY

BY THE MAYOR:

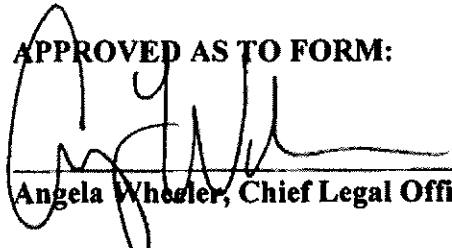
WHEREAS, The City of Flint intends to protect the rights of public servants and employees by adopting policies and procedures regarding bullying.

WHEREAS, The City has prepared an Anti-Bullying Policy. The policy is attached.

WHEREAS, Mayor, Karen W. Weaver recommends adopting the Anti-Bullying Policy.


THEREFORE, BE IT RESOLVED that the Flint City Council agrees to adopt the Anti-Bullying Policy.

APPROVED AS TO FORM:



Angela Wheeler, Chief Legal Officer

FOR THE CITY OF FLINT:



Dr. Karen W. Weaver, Mayor

APPROVED AS TO FINANCE:



Hughey Newsome, Chief Financial Officer

APPROVED BY CITY COUNCIL:

Herbert Winfrey, City Council President

Resolution Routing

TO: Resolution Signatories
FROM: **Law Department**
SUBJECT: RESOLUTION FOR APPROVAL

This RESOLUTION has been forwarded to you for your respective review and approval.

Date recorded:

11/15/2018

18-6470

All documents should be reviewed within three working days after receipt by your office.

Anti-Bullying Policy

The attached resolution is submitted to the Legal Dept. for approval as to form only:

Review and Approval:

IN

OUT

Approval

1. City Attorney (Form Only):
2. Finance
3. City Administrator

11/15/2018
11/15/2018

Please call Jennifer at ex. 2082



City of Flint

Policy: Anti-Bullying Policy	Original Date:
Issued by the City of Flint Legal Department and the Human Resources & Labor Relations Department	Revision Date:

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees or to establish an exception to the employment-at-will doctrine beyond that specified in contracts or pertinent collective bargaining agreements. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

INTRODUCTION

The following is the City of Flint's policy prohibiting bullying of City public servants¹, employees or job applicants. The Complaint/Report Procedure described in this policy should be utilized to report bullying. The City will take appropriate action to prevent bullying and will protect the rights of public servants and employees who file complaints.

PURPOSE

The City of Flint ("City") considers workplace bullying unacceptable and will not tolerate it under any circumstances. This policy shall apply to all public servants, employees, contractors, interns, externs, and volunteers. Any employee found in violation of this policy will be disciplined, up to and including discharge.

A. Work Place Bullying Defined

The City defines bullying as persistent, malicious, unwelcome, severe and pervasive mistreatment that harms, intimidates, offends, degrades or humiliates an employee, whether verbal, physical or otherwise, at the place of work and/or in the course of employment.

The City promotes a healthy workplace culture where all employees are able to work in an environment free of bullying behavior.

The City encourages all public servants and employees to report any instance of bullying behavior. Any reports of this type will be treated seriously, investigated promptly and impartially. The complaint and procedure policy will be followed as found in this policy.

B. Work Place Bullying Behavior

The City considers the following types of behavior as workplace bullying. Please note, this list is not meant to be exhaustive and is only offered by way of example:

1. Exclusion or social isolation;
2. Excessive monitoring or micro-managing;
3. Personal attacks (angry outbursts, excessive profanity, or name-calling);
4. Encouragement of others to turn against the targeted employee;
5. Sabotage of a co-worker's work product or undermining of an employee's work performance;
6. Stalking;

¹ Public Servants: All persons employed or otherwise engaged by the Corporation of the City of Flint to conduct business on its behalf including but not limited to elected officials, appointed employees, members of boards and commissions, classified employees, contractual employees, and volunteers. Flint City Charter §1-405

7. Unwelcome touching or uncontested-to touching;
8. Invasion of another's person's personal space;
9. Unreasonable interference with an employee's ability to do his or her work (i.e., overloading of emails);
10. Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets; and
11. Conduct a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests

C. Complaint/Report Procedure

The following procedure shall be utilized by the City public servants and employees for the processing of complaints relating to bullying in the work place. This procedure shall apply only to those complaints directed against a person who at the time of the filing of the complaint is a City of Flint employee or public servant. The procedure may be utilized with regard to complaints covering administrators, supervisory personnel and co-employees. While the procedure itself is not directly applicable to complaints involving non-employees of the City of Flint, any bullying from such individuals in the City of Flint work place should be brought to the attention of the employee's supervisor and/or the Human Resources Director.

1. City of Flint Fact Finding Procedure

- i. An employee, regardless of position, who feels he or she is being or has been subjected to bullying is expected to notify the Human Resources Director or his/her supervisor (or a higher level supervisor if the immediate supervisor is the offending party) immediately by issuing their complaint in writing or verbally. All complaints will be forwarded to the Human Resources Director if the offending party. If the Human Resources Director is believed to have violated the City's Anti-Bullying Policy, the employee should immediately file a written or verbal complaint with the City Attorney.
- ii. The written complaint must provide the following:
 - a. The dates and times the instances of bullying have occurred;
 - b. The identity of the perpetrators;
 - c. Any known witnesses;
 - d. The nature of the conduct amounting to bullying; and
 - e. A request for an investigation.
- iii. If a verbal complaint is made then the person who took the complaint must reduce the complaint to writing and provide the requirements listed under Section E(1)(ii)

The Human Resources/Labor Relations Director then assigns an Investigator to the complaint. Information received during the complaint process will be treated as confidentially as may be permitted under the circumstances, giving due regard to an employee's right to be apprised of and respond to allegations made against him or her.

2. Investigation Process

- i. During the investigation a statement of public servants and/or employees or others with any possible knowledge of the situation are obtained through interviews. The statement may be reduced to writing for signature by the maker of the statement recorded or transcribed at the discretion of the Investigator.
- ii. The complainant and the accused employee may be accompanied at the time of the statement by his or her union steward. Other persons may not be allowed at the time the statement is made.
- iii. Any physical and/or documentary evidence is collected or secured.
- iv. Upon completion of the investigation, a summary report of the findings and the Investigator's recommendation is prepared and submitted to the Human Resources Director.
- v. The Human Resources Director in consultation with the City Administrator will issue the final determination as to whether the City's Anti-Bullying Policy has been violated.
- vi. If it is found the Policy has been violated, the Human Resources and Labor Relations Director in consultation with the City Administrator will determine what amount of disciplinary action is appropriate, and initiate implementation of discipline.

Although confidentiality will be maintained to the extent practicable throughout the investigation process, notification to the accused may occur at any step of this investigation process.

At any stage in the process an investigation may be discontinued or held in abeyance due to conflicting or insufficient evidence, improper motivation or lack of jurisdiction as determined by the investigator. The Human Resources Director, in consultation with the City Administrator, shall have final authority to determine whether an investigation proceeds or is discontinued. If the Human Resources Director is the subject of such investigation, final authority shall rest with the City Attorney.

3. Unsubstantiated Complaints

- i. If, as a result of the investigation, it is determined no violation of the policy has occurred, or there is insufficient information from which to make a determination whether a violation has occurred: The complaint and alleged bully shall be notified of the finding and the reason(s) therefore.

D. False Allegations

- i. If after an investigation the City of Flint finds clear and convincing evidence a complainant knowingly made false complaints, the complainant may be subject to disciplinary action up to and including termination.

DRAFT

180591

RESOLUTION NO.: _____

PRESENTED: 11-20-18

ADOPTED: _____

**RESOLUTION TO ADOPT HARASSMENT AND DISCRIMINATION IN THE WORK
PLACE POLICY AND COMPLAINT PROCEDURE**

BY THE MAYOR:

WHEREAS, The City of Flint intends to protect the rights of public servants and employees by adopting policies and procedures regarding discrimination and harassment.

WHEREAS, The City has prepared a Harassment and Discrimination in the Work Place Policy and Complaint Procedure. The policy is attached.

WHEREAS, Mayor, Karen W. Weaver recommends adopting the Harassment and Discrimination in the Work Place Policy and Complaint Procedure.


THEREFORE, BE IT RESOLVED that the Flint City Council agrees to adopt the Harassment and Discrimination in the Work Place Policy and Complaint Procedure.

APPROVED AS TO FORM:



Angela Wheeler, Chief Legal Officer

FOR THE CITY OF FLINT:



Dr. Karen W. Weaver, Mayor

APPROVED AS TO FINANCE:



Hughey Newsome, Chief Financial Officer

APPROVED BY CITY COUNCIL:

Herbert Winfrey, City Council President

Resolution Routing

TO: Resolution Signatories
FROM: **Law Department**
SUBJECT: RESOLUTION FOR APPROVAL

This RESOLUTION has been forwarded to you for your respective review and approval.

Date recorded: 11/15/2018 18-6469

All documents should be reviewed within three working days after receipt by your office.

Harassment and Discrimination Policy

The attached resolution is submitted to the Legal Dept. for approval as to form only:

Review and Approval:	IN	OUT	<u>Approval</u>
1. City Attorney (Form Only):		11/15/2018	
2. Finance		11/15/2018	
3. City Administrator			

Please call Jennifer at ex. 2082



City of Flint

Policy: Harassment and Discrimination in the Work Place Policy and Complaint Procedure	Original Date:
Issued by the City of Flint Legal Department and the Human Resources & Labor Relations Department	Revision Date:

Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees or to establish an exception to the employment-at-will doctrine beyond that specified in contracts or pertinent collective bargaining agreements. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.

INTRODUCTION

The following is the City of Flint's policy prohibiting discrimination and harassment of City public servants¹, employees or job applicants on any basis protected by federal, state or local law. The Complaint/Report Procedure described in this policy should be utilized to report discrimination and harassment. The City will take appropriate action to prevent discrimination and harassment and will protect the rights of public servants and employees who file complaints.

PURPOSE

Because the City of Flint ("the City") is an equal opportunity employer, it is the policy of the City that public servants, officials, employees and applicants shall receive consideration and treatment consistent with all equal employment opportunity laws in all terms and all conditions of work. This includes a workplace free of discriminatory and harassing conduct as those terms are defined. The City does not discriminate against anyone on the basis of race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, gender identity, gender expression, familial status, age, or non-disqualifying physical or mental disability, or any basis protected by federal, state, or local law.

The City strives to provide a work environment which promotes respect and in which each employee has the opportunity to develop to his or her full potential. Discrimination and harassment are strictly prohibited, not only because they violate the law, but also because they are contrary to the City's interest in attracting, retaining and promoting the most talented, effective and dedicated employees.

The City has an internal Complaint/Report Procedure to address and resolve complaints of discrimination and harassment. The City will take appropriate action to prevent discrimination and harassment, and to protect the rights of public servants who file complaints.

A. Discrimination is Prohibited

¹ Public Servants: All persons employed or otherwise engaged by the Corporation of the City of Flint to conduct business on its behalf including but not limited to elected officials, appointed employees, members of boards and commissions, classified employees, contractual employees, and volunteers. Flint City Charter §1-405

The City requires all applicants, public servants, and employees be treated as individuals, on the basis of their own qualifications, skills, abilities, conduct and performance.

Discrimination on account of any status protected by law, including but not limited to those identified in the first paragraph above, is prohibited. This Policy applies to all employment practices, including recruitment, hiring, evaluation, promotion, transfer, discipline and termination, as well as to all forms of compensation and benefits.

All personnel working for the City, including public servants, contractors, students, interns, externs and volunteers are required to comply with this Policy, including the Complaint/Report procedure. All personnel must behave in a non-discriminatory and business-like manner in all dealings with co-workers and all non-employees of the City contracted in the course of employment. The Policy also prohibits discrimination and harassment by persons doing business with the City, including vendors.

B. Harassment is Prohibited

Additionally, this Policy prohibits harassment, both in the workplace and in other work-related activities, such as business trips and business-related meetings and social events. No employee should have to tolerate harassment of the type described in this Policy and the City takes allegations of harassment seriously. The City will promptly investigate all reports and complaints of prohibited harassment. If it is determined inappropriate conduct has occurred, the City will take corrective and remedial action appropriate to the situation. If any public servant or employee engages in harassment prohibited by this Policy, they will be subject to disciplinary action, up to and including discharge.

C. Sexual Harassment is Prohibited

Sexual harassment in the workplace or in other work-related settings is illegal and is prohibited by this Policy. Sexual harassment is typically defined as unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when:

- Submission to that conduct is made explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of that conduct is used as a basis for employment decisions; or
- The conduct has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

For the purpose of this Policy "unwelcome" means "unwanted." An employee should never assume any such conduct is welcomed by others.

Under the definition given above, sexual harassment includes a direct or implied request by a supervisor for sexual favors in exchange for favorable job action (such as a favorable review, a salary increase or promotion) or in exchange for avoiding unfavorable job action (such as demotion, discipline or discharge). Any such requests are strictly prohibited and will result in disciplinary action or discharge. If any supervisor or manager makes any such direct or implied request, it must be reported as described in the policy. The City will take actions appropriate to fully investigate allegations of harassment.

The legal definition of sexual harassment also includes other types of conduct. While it is not possible to describe all circumstances which may constitute sexual harassment, the following are examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity and pervasiveness of the conduct:

- Sexual advances and propositions, with or without physical contact;
- Making or threatening reprisal for a negative response to sexual advances;
- Sexual epithets and jokes and written or oral remarks about a person's sex life, body or sexual activities, sexual deficiencies or prowess;
- Displaying or circulating obscene or sexually suggestive objects, pictures, cartoons, internet materials or screen-savers;
- Gossip or questions about someone's sexual experiences, gender identification, or orientation or talking about sexual experiences;
- Assaults, pinching, hugging, kissing or touching of an offensive or sexual nature or rubbing up against the body or impeding or blocking movement;
- Leering, wolf whistles, catcalls, sexual slurs or gestures, or sexually suggestive, insulting or degrading comments;
- Sexually suggestive or obscene letters, notes, e-mails or invitations; and
- Repeated flirtation, requests for dates and the like by anyone to someone who has indicated such attentions are not welcome.

Whether such conduct is deemed to be illegal or not, unwelcome and offensive conduct of these types by any individual toward anyone is prohibited by this Policy. Anyone found to be in violation of this policy is subject to disciplinary action up to and including termination and any other penalties recognized by Federal, State and Local law.

D. Other Types of Harassment are Prohibited

Not all harassment is sexual. This Policy also prohibits verbal or physical harassment of any person because of his or her race, color, religion, ancestry, national origin, place of birth, sex, sexual orientation, gender identity, gender expression, familial status, age, disability, height, weight, marital status, or protected status or exercise of legal rights, including the right to report violations of this Policy, where such conduct is unwelcome and has the effect

of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. Whether any such conduct is deemed to be illegal or not, conduct such as that described below is prohibited:

- Epithets, slurs, ridicule, insults, or threatening, intimidating or hostile acts, including those that purport to be "jokes" or "pranks," made to or about someone because of his or her membership in a protected class or exercise of legal rights;
- Stereotyping or offensive comments, cartoons, pictures or objects that denigrate or insult members of a protected class or those who exercise legal rights; and
- Demeaning, hostile or derogatory remarks directed at someone because of his or her protected class status or exercise of legal rights.

These are just some examples of conduct which may constitute harassment, depending upon the totality of circumstances, including the severity and pervasiveness of the conduct.

E. Complaint/Report Procedure

The following procedure shall be utilized by the City public servants and employees for the processing of complaints relating to discrimination and harassment. This procedure shall apply only to those complaints directed against a person who at the time of the filing of the complaint is a City of Flint employee or public servant. The procedure may be utilized with regard to complaints covering administrators, supervisory personnel and co-employees. While the procedure itself is not directly applicable to complaints involving non-employees of the City of Flint, any discrimination or harassment from such individuals in the City of Flint work place should be brought to the attention of the employee's supervisor and/or the Human Resources Director.

1. City of Flint Fact Finding Procedure

- i. An employee, regardless of position, who feels he or she is being or has been subjected to illegal discrimination or harassment by another person on the basis of their race, color, sex, religion, ancestry, national origin, place of birth, sex, sexual orientation, gender identity, gender expression, familial status, age, disability height, weight, marital status, is expected to notify the Human Resources Director or his/her supervisor (or a higher level supervisor if the immediate supervisor is the offending party) immediately by issuing their complaint in writing or verbally. All complaints will be forwarded to the Human Resources Director unless the Human Resources Director is the offending party. If the Human Resources Director is believed to have violated the City's No Harassment and Discrimination in the Work Place Policy, the employee should immediately file a written or verbal complaint with the City Attorney.

- ii. The written complaint must provide the following:
 - a. The dates and times the instances of discrimination or harassment have occurred;
 - b. The identity of the perpetrators;
 - c. Any known witnesses;
 - d. The nature of the conduct amounting to the discrimination or harassment; and
 - e. A request for an investigation
- iii. If a verbal complaint is made then the person who took the complaint must reduce the complaint to writing and provide the requirements listed under Section E(1)(ii).

The Human Resources/Labor Relations Director then assigns an investigator to the complaint. Information received during the complaint process will be treated as confidentially as may be permitted under the circumstances, giving due regard to an employee's right to be apprised of and respond to allegations made against him or her.

2. Investigation Process

- i. During the investigation a statement of public servants and/or employees or others with any possible knowledge of the situation are obtained through interviews. The statement may be reduced to writing for signature by the maker of the statement recorded or transcribed at the discretion of the investigator.
- ii. The complainant and the accused employee may be accompanied at the time of the statement by his or her union steward. Other persons may not be allowed at the time the statement is made.
- iii. Any physical and/or documentary evidence is collected or secured.
- iv. Upon completion of the investigation, a summary report of the findings and the Investigator's recommendation is prepared and submitted to the Human Resources Director.
- v. The Human Resources Director in consultation with the City Administrator will issue the final determination as to whether the City's No Harassment and Discrimination in the Work Place Policy has been violated.

- vi. If it is found the Policy has been violated, the Human Resources and Labor Relations Director in consultation with the City Administrator will determine what amount of disciplinary action is appropriate, and initiate implementation of discipline.

Although confidentiality will be maintained to the extent practicable throughout the investigation process, notification to the accused may occur at any step of this investigation process.

At any stage in the process an investigation may be discontinued or held in abeyance due to conflicting or insufficient evidence, improper motivation or lack of jurisdiction as determined by the investigator. The Human Resources Director, in consultation with the City Administrator, shall have final authority to determine whether an investigation proceeds or is discontinued. If the Human Resources Director is the subject of such investigation, final authority shall rest with the City Attorney.

3. Unsubstantiated Complaints

- i. If, as a result of the investigation, it is determined no violation of the policy has occurred, or there is insufficient information from which to make a determination whether a violation has occurred: The complainant and alleged harasser shall be notified of the finding and the reason(s) therefore.

F. Federal, State and Local Laws

Federal, state and local laws prohibit illegal discrimination, harassment and retaliation. It is the policy of the City to comply with all state and federal laws which prohibit illegal harassment and discrimination in the workplace, including the Elliott-Larson Civil Rights Act and Title VII of the 1964 Civil Rights Act.

G. False allegations

If after an investigation the City of Flint finds clear and convincing evidence a complainant knowingly made false complaints, the complainant may be subject to disciplinary action up to and including termination.

180627

RESOLUTION NO.: _____

PRESENTED: 11-20-18

ADOPTED: _____

**RESOLUTION ADOPTING THE POLICY OF DISPOSITION OF ACQUIRED LAND
BANK PROPERTIES**

BY THE MAYOR:

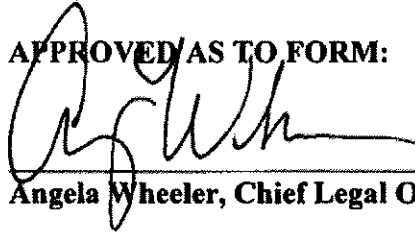
WHEREAS, The City of Flint from time to time will retain the right to properties transferred to the Genesee County Land Bank. Some of the properties may have existing occupants residing at the property.

WHEREAS, The City has prepared a policy in order to dispose of these properties. The policy is attached.

WHEREAS, Mayor, Karen W. Weaver recommends adopting the Policy of Disposition of Acquired Land Bank Properties.

THEREFORE, BE IT RESOLVED that the Flint City Council agrees to adopt the Policy of Disposition of Acquired Land Bank Properties.

APPROVED AS TO FORM:



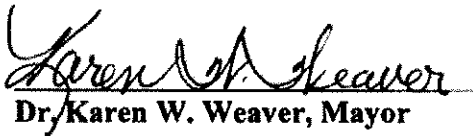
Angela Wheeler, Chief Legal Officer

APPROVED AS TO FINANCE:



Hughey Newsome, Chief Financial Officer

FOR THE CITY OF FLINT:


Dr. Karen W. Weaver, Mayor

APPROVED BY CITY COUNCIL:

Herbert Winfrey, City Council President



CITY OF FLINT, MICHIGAN

Dr. Karen W. Weaver
Mayor

CITY OF FLINT POLICY OF DISPOSITION OF ACQUIRED LAND BANK PROPERTIES

The City of Flint from time to time will retain the right to properties transferred to the Genesee County Land Bank. At times some of the properties retained may have existing occupants residing in the property. Therefore, to dispose of these properties, recognizing that residents of the City are occupying the property, the City establishes the policy below.

Current occupants shall have "Right Of First Refusal" to obtain ownership providing they are or were the owner or occupant of said property when the property was transferred to Genesee County Land Bank.

To complete disposition and transaction process; the occupant must meet the following requirements, subject to Flint City Council approval by resolution:

REQUIREMENTS FOR PROPERTY DISPOSITION AND OCCUPANT OWNERSHIP TRANSACTION

All of the following requirements must be met to qualify for ownership:

- a). Owner or Occupant of the property on the date of transfer or reversion to the City;
- b). The property will transfer "as is";
- c). Water bills **MUST** be current, with the expectation that the current tenant/homeowner shall be responsible for the water bill dating back to January 1, 2018 to the present;
- d). Provide letter from Land Bank detailing offer to purchase including the amount;

- e). Verify the ability to purchase said property;
- f). Provide proof and length of occupancy; must be continuous and uninterrupted;
- g). Occupant must be in good standing in the community; no outstanding warrants or criminal charges pending;
- h). If property is vacant / unoccupied then the property may go on the market and be sold to the highest bidder.

Upon completion of the above requirements; the City of Flint will meet with each occupant owner to complete the transaction, and issue a Quit Claim Deed, subject to Flint City Council approval.

Resolution Routing

TO: Resolution Signatories
FROM: **Law Department**
SUBJECT: RESOLUTION FOR APPROVAL

This RESOLUTION has been forwarded to you for your respective review and approval.

Date recorded:

11/19/2018

18-6477

All documents should be reviewed within three working days after receipt by your office.

Amendment to Adopt Land Bank Properties Policy

The attached resolution is submitted to the Legal Dept. for approval as to form only:

Review and Approval:

IN

OUT

Approval

1. City Attorney (Form Only):
2. Finance
3. City Administrator

11/19/2018
11/19/2018

Please call Jennifer at ex. 2082

190001

RESOLUTION NO : _____
PRESENTED: 1 - 9 - 19
ADOPTED: _____

**RESOLUTION ESTABLISHING GUIDELINES FOR GRANTING OF HARDSHIP
EXEMPTIONS FROM PROPERTY TAXES PURSUANT TO MCL 211.7u AND
ESTABLISHING BEGINNING DATE FOR THE BOARD OF REVIEW**

WHEREAS, P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being section 211.7u of the Michigan Compiled Laws, requires the governing body of the assessing unit to determine and make available to the public the policy and guidelines for granting of poverty exemptions under MCL 211.70;

THEREFORE, BE IT RESOLVED, That to be eligible for consideration of a hardship exemption pursuant to MCL 211.7u in the City of Flint, a person must be the owner and must occupy the property as a homestead, as defined, for which the exemption is requested; file a completed and notarized application; submit copies of federal and state income tax returns for ALL persons that resided in the homestead including property tax credit forms and/or Statement of Benefits paid from Michigan Department of Social Services or Social Security Administration; and meet City of Flint poverty income standards;

BE IT FURTHER RESOLVED, That the applicant and ALL qualifying persons that resided in the home must have an annual adjusted income less than the amounts shown in Attachment A;

BE IT FURTHER RESOLVED, That the applicant's asset level, excluding the homestead, may not exceed \$10,000; regardless of income level, as shown in Attachment A of this resolution.

BE IT FURTHER RESOLVED, That the applicant may not have ownership interest in any real estate other than the homestead, nor shall anyone else living outside of the household have interest in this homestead and must own the home for at least one calendar year;

BE IT FURTHER RESOLVED, That a hardship exemption may be granted for only one year at a time;

BE IT FURTHER RESOLVED, That the board of review shall request identification of the applicant and/or proof of ownership of the homestead under consideration for hardship exemption;

BE IT FURTHER RESOLVED, That the board of review may request from the applicant any supporting documents which may be utilized in determining a hardship exemption request;

BE IT FURTHER RESOLVED, That the completed hardship exemption application must be filed after January 1, but before the day prior to the last day of the board of review in the year for which exemption is sought;

BE IT FURTHER RESOLVED, That the board of review shall administer an oath wherein the applicant testifies as to the accuracy of the information provided;

BE IT FURTHER RESOLVED, That the board of review may deviate from the established policy and guidelines only for substantial and compelling reasons. The applicant will be notified, in writing, the reasons for deviating from the policy and guidelines for hardship exemption;

BE IT FINALLY RESOLVED, That to conform with the provisions of P.A. 390 of 1994, this resolution is hereby given immediate effect.

ATTACHMENT A

POVERTY LEVEL GUIDELINES

Household allowance is the number of persons dwelling under one roof

Family Unit:	Gross Annual Income Can Not Exceed:	Adjusted Annual Household Income Can Not Exceed:
Family unit of 1 member	\$20,000	\$17,000
Family unit of 2 members	\$22,500	\$19,125
Family unit of 3 members	\$25,000	\$21,250
Family unit of 4 members	\$27,500	\$23,375
Family unit of 5 members	\$29,300	\$24,905
Family unit of 6 members	\$32,960	\$28,016
Family unit of 7 members	\$37,140	\$31,569
Family unit of 8 members	\$41,320	\$35,122
Each family member greater than 8	\$5,000	\$4,250

BE IT RESOLVED,

APPROVED AS TO FORM:



Angela Wheeler, City Attorney


Dr. Karen W. Weaver, Mayor

APPROVED AS TO FINANCE:


Hughey Newsome, Chief Financial
Officer

CITY COUNCIL:


Herbert Winfrey, Council President

RESOLUTION STAFF REVIEW

DATE: 11/28/2018

Agenda Item Title: Poverty Exemption

Prepared By: Stacey Kaake

Background/Summary of Proposed Action:

Criteria in accordance with P.A. 390 of 1994, which amended Section 7u of Act 206 of the Public Acts of 1893, as amended by Act 313 of the Public Acts of 1993, being section 211.7u of the Michigan Compiled Laws, for Poverty Exemption Guidelines and Asset Test to be used by the Board of Review. This year there were no requests from the Board of Review to make changes to the guidelines. The only changes were the adjustment to the income level that is set by the Federal Poverty guidelines and then the City of Flint decreases by an additional 15%. Their income is used to calculate the taxable value for a tax bill at no more than 3.5% of their income.

Financial Implications:

This is a tool for the Board of Review that gives guidance when considering qualifications for a hardship exemption from property taxes for residents who own and occupy their home. This exemption does not apply to commercial or industrial properties.

Budgeted Expenditure? No Please explain if no: This is a standard application and guidelines that must be set annually.

Account No.:

Pre-encumbered? No Requisition #

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

Staff Recommendation: Approval

Staff Person: Stacey Kaake
Stacey Kaake, Assessor

Approval: Hughey Newsome
Hughey Newsome, Director of Finance

2019 HARDSHIP EXEMPTION APPLICATION INSTRUCTIONS

THIS APPLICATION SHOULD BE RETURNED TO:

City of Flint, Assessing Division, 1101 S Saginaw St, Flint MI 48502

2019 City of Flint

To be considered for a hardship exemption, **the following steps must be followed:**

1. The Petitioner must complete this application in full, including signatures on the last page and those signatures **must be notarized**. Return the application and attachments to the Assessing Department at least 5 days prior to the beginning of the Board of Review.
2. Per City of Flint Resolution, **you must attach signed copies of the following for all persons living in the household AND all owners of the residence:**
 - ___ 2018 FEDERAL INCOME TAX RETURN (1040)
 - ___ 2018 W 2's & 1099's.
 - ___ 2018 MICHIGAN INCOME TAX RETURN (MI-1040)
 - ___ 2018 HOMESTEAD PROPERTY TAX CREDIT FORM (MI-1040CR)
 - ___ 2018 SOCIAL SECURITY BENEFIT STATEMENT (SSA-1099)
 - ___ YEAR END STATEMENTS FOR ASSET INFORMATION (SEE LIST ON PG 5 OF 8)
 - ___ IF YOU'RE CLAIMING NO INCOME, YOU MUST SUBMIT A DETAILED & NOTARIZED LETTER EXPLAINING HOW EXPENSES ARE BEING MET.
 - ___ IF BILLS ARE PAID BY FRIEND/FAMILY MEMBER OR YOU RECEIVED MONEY FROM A FRIEND OR FAMILY MEMBER, YOU MUST PROVIDE A SIGNED AND NOTARIZED LETTER FROM THAT PERSON(S) STATING HOW MUCH FINANCIAL SUPPORT THEY GIVE
3. Produce a valid driver's license or other form of picture identification;
4. Be able to produce a deed, land contract, or other evidence of ownership of the property for which the exemption is being requested, **if not in Assessor's records**;
5. Meet the federal poverty income guidelines for the household, which are updated annually in the federal register by the United States Department of Health and Human Services; and
6. Meet the claimant and total household **asset levels** set by the Flint City Council.

If your application does not include copies of the above documents or if your signature is not notarized, it will be considered incomplete and therefore ineligible for a Hardship Exemption.

Hardship Exemption as defined by the Michigan Compiled Laws is as follows:

Section 211.7u: The homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act.

Please be aware that as an applicant for Hardship Exemption, you must also comply with the following sections of the Michigan Compiled Laws:

Section 211.116 Perjury: Any person who, under any of the proceedings required or permitted by this act, shall willfully swear falsely, will be guilty of perjury and subject to its penalties.

If received timely, your application will be presented at the next scheduled Board of Review. The Board of Review schedule for 2019 is as follows:

March: Begins on Monday, March 11, 2019
July: Tuesday, July 16, 2019
December: Tuesday, December 10, 2019

If you have any questions, feel free to contact the Assessing Department at 810-766-7255

INCOME & ASSET GUIDELINES FOR HARDSHIP EXEMPTIONS

If your income exceeds the amounts shown or your assets exceed the amounts shown, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from this policy and guidelines, you are **NOT** eligible for a Hardship Exemption.

The applicant **shall not** be eligible for consideration, if 85% of the total household income exceeds the current income standards developed by the Flint City Council. The excluded 15% of the total household income shall be earmarked for family medical needs.
For 2019, the limits are:

Family Unit:	Gross Annual Income Can Not Exceed:	Adjusted Annual Household Income Can Not Exceed:
Family unit of 1 member	\$20,000	\$17,000
Family unit of 2 members	\$22,500	\$19,125
Family unit of 3 members	\$25,000	\$21,250
Family unit of 4 members	\$27,500	\$23,375
Family unit of 5 members	\$29,500	\$24,905
Family unit of 6 members	\$32,960	\$28,016
Family unit of 7 members	\$37,140	\$31,569
Family unit of 8 members	\$41,320	\$35,122
Each family member greater than 8	\$5,000	\$4,250

When determining any poverty exemption, all assets of the family unit, as well as all available sources of income or funds shall be considered. The value of additional assets shall not exceed three (3) times the annual household income of the applicant.

Asset Eligibility

Applicants can have **no more than \$10,000 in assets** to be eligible for consideration and no more cash than an amount equal to one month's gross household income. Assets do not include the homestead or one (1) automobile. Assets do include: stocks, bonds, mutual funds, insurance policies, coin collections, boats, ORVs, motorcycles, recreational vehicles, second homes or sellable property, retirement accounts, jewelry, etc.

GUIDELINES BY WHICH HARDSHIP EXEMPTIONS ARE DETERMINED

1. Completed application form and all required documents and attachments **MUST** be filed with the City Assessor's Office no later than:

March 13, 2019 for action by the March Board of Review; or

July 12, 2019 for action by the July Board of Review; or

December 6, 2019 for action by the December Board of Review.

Sign the form when you return it to the City Assessor's Office. It **MUST** be notarized **OR** witnessed by a member of the City Assessor's staff.

NOTE: The filing of a claim constitutes an appearance before the Board of Review. Also, the dates for filing will be updated annually in accordance with the State of Michigan Property Tax Calendar.

2. The Board of Review determines if Income Standards have been met.
3. The Board of Review determines if Asset limits have been met.
 - a. Cash assets to the total household may not exceed an amount equal to one month's gross household income. Cash assets are defined as cash, money held in checking or savings accounts, money markets and other financial institution accounts, and/or instruments or securities which can be readily converted to cash.
 - b. Non-cash assets to the total household may not exceed \$10,000. Non-cash assets are defined as those which are not considered to be cash assets, as defined above. The following assets are excluded from this limit:
 1. Applicant's homestead
 2. Applicant's household personal property
 3. Assets not accessible by the applicant, co-owner or any member of the applicant's household.
 4. All applicants, if approved by the Board of Review, shall pay taxes equal to 3.5% of household income. ***This does not include any special assessments that are assessed to the property.***
 5. The Board of Review will consider all revenue and non-revenue producing assets of the owner, co-owner and all members of the household. Any attempt to hide and/or shift assets to another person, business or corporation shall be grounds for denial.

4. The Board of Review will consider the effect of all Michigan Income Tax Credits the applicant receives or can receive. Credits include Homestead Property Tax credits, Senior Citizen Prescription Drug credits and Home Heating credits.
5. If no income is submitted then the Board of Review will use monthly expenses to determine annual income.
6. Applications must be filed every year. If granted, the exemption is for current year only.
7. **Applicant may not have ownership interest in any real estate other than the homestead and must own the homestead for, at least, one (1) calendar year.** Also, no person living outside the household shall have interest in the homestead.
8. All applications will be reviewed by the Board of Review. The Board may ask applicants, or their authorized agents, to be physically present to answer questions. Teleconferencing for the purpose of asking questions of the applicant is allowable if the applicant is not able to attend.
9. Applicants, or their authorized agents, may have to answer questions regarding such subject as financial affairs, health and/or the status of people living in the principal residence at a meeting that is open to the public.
10. All applications will be evaluated based on data and statements given to the Board by the applicant. The Board can also use information gathered from any other source.
11. The Board of Review shall follow the policy and guidelines established herein when granting or denying an exemption.
12. The Board of Review may deviate from the guidelines if it determines there are substantial and compelling reasons which are to be communicated, in writing, to the applicant. Compelling reasons include, but are not limited to, excessive medical expenses or excessive expenses necessary for the care of elderly or handicapped persons.
13. Applicants may be subject to investigation of their entire financial and property records by the City. This would be done to verify information given or statements made to the Board of Review or assessor in regards to the poverty tax claim.
14. Household income limits are adjusted each year to comply with the Federal Poverty Guidelines.
15. Applicants will be sent a written notice of the Board of Review's final decision. An applicant may appeal the Board of Review's decision to the Michigan Tax Tribunal. An assessor may also appeal the Board of Review's decision. Appeals must be filed with the Michigan Tax Tribunal by the following dates:

July 31st for a decision made by the March Board of Review
35 days from the decision of the July or December Board of Review

THE GENERAL PROPERTY TAX ACT (EXCERPT)

Act 206 of 1893

211.7u Principal residence of persons in poverty; exemption from taxation; applicability of section to property of corporation; eligibility for exemption; application; policy and guidelines to be used by local assessing unit; duties of board of review; appeal of property assessment; "principal residence" defined.

Sec. 7u. (1) The principal residence of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute toward the public charges is eligible for exemption in whole or in part from taxation under this act. This section does not apply to the property of a corporation.

(2) To be eligible for exemption under this section, a person shall do all of the following on an annual basis:

(a) Be an owner of and occupy as a principal residence the property for which an exemption is requested.

(b) File a claim with the supervisor or board of review on a form provided by the local assessing unit, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns, filed in the immediately preceding year or in the current year. The filing of a claim under this subsection constitutes an appearance before the board of review for the purpose of preserving the claimant's right to appeal the decision of the board of review regarding the claim.

(c) Produce a valid driver's license or other form of identification if requested by the supervisor or board of review.

(d) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if required by the supervisor or board of review.

(e) Meet the federal poverty guidelines updated annually in the federal register by the United States department of health and human services under authority of section 673 of subtitle B of title VI of the omnibus budget reconciliation act of 1981, Public Law 97-35, 42 U.S.C. 9902, or alternative guidelines adopted by the governing body of the local assessing unit provided the alternative guidelines do not provide income eligibility requirements less than the federal guidelines.

(3) The application for exemption under this section shall be filed after January 1 but before the day prior to the last day of the board of review.

(4) The governing body of the local assessing unit shall determine and make available to the public the policy and guidelines the local assessing unit uses for the granting of exemptions under this section. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and total household income and assets.

(5) The board of review shall follow the policy and guidelines of the local assessing unit in granting or denying an exemption under this section unless the board of review determines there is substantial and compelling reasons why there should be a deviation from the policy and guidelines and the substantial and compelling reasons are communicated in writing to the claimant.

(6) A person who files a claim under this section is not prohibited from also appealing the assessment on the property for which that claim is made before the board of review in the same year.

(7) As used in the section, "principal residence" means principal residence or qualified agricultural property as those terms are defined in section 7dd.

History: Add. 1980, Act 142, Imd. Eff. June 2, 1980; -- Am. 1993, Act 313, Eff. Mar. 15, 1994; -- Am. 1994, Act 390, Imd. Eff. Dec. 29, 1994; -- Am. 2002, Act 620, Imd. Eff. Dec. 23, 2002; -- Am. 2003, Act 140, Eff. Jan 1, 2004.

Popular name: Act 206



YEAR 2019

PARCEL NO. _____

HARDSHIP EXEMPTION APPLICATION

***** Confidential Information *****

PETITIONER INFORMATION

Name _____ Date of Birth _____

Phone Number: Daytime: () _____ Evening: () _____

Cell Phone: () _____

Property Address for Which Relief is Being Sought: _____ Marital Status _____ No. of Years _____

☐ Married

☐ Divorced

☐ Widowed

☐ Separated

☐ Single

Spouse Name: _____

PETITIONER EMPLOYMENT STATUS:

- ☐ Disabled – No of years _____
☐ Do you qualify for disability benefits? ☐ Yes ☐ No
☐ Employed Full-time
☐ Employed Part-time
☐ Retired – No. of Years _____
☐ Unemployed – No. of Years _____
☐ Laid-off – No. of Years _____
☐ Other _____

Occupation: _____
(If employed)

Employer: _____

Address: _____

Telephone: () _____

SPOUSE EMPLOYMENT STATUS:

- ☐ Disabled – No of years _____
☐ Do you qualify for disability benefits? ☐ Yes ☐ No
☐ Employed Full-time
☐ Employed Part-time
☐ Retired – No. of Years _____
☐ Unemployed – No. of Years _____
☐ Laid-off – No. of Years _____
☐ Other _____

Occupation: _____
(If employed)

Spouse's

Employer: _____

Address: _____

Telephone: () _____

Describe your disability or health problems: _____ Describe spouse's disability or health problems: _____

MORTGAGE INFORMATION

- A. Purchase Date: _____ Amount Paid: _____
B. Mortgage/Land Contract Balance: _____
C. Monthly Payment: _____ Does this payment include taxes? ☐ Yes ☐ No
D. Number of Years Remaining on the mortgage/land contract: _____
E. Are your property taxes paid? ☐ Yes ☐ No
F. Did you apply for a poverty exemption last year? ☐ Yes ☐ No
G. Do you have an ownership interest in any other real estate in Michigan or anywhere else?
☐ Yes ☐ No
If yes, please list:
Location: _____ Tax I.D. No: _____
Current State Equalized Value: _____ Estimated Current Value: _____
Purchase Date: _____ Purchase Price: _____
Attach additional sheet if necessary

- I. Are you and/or your spouse the sole owners of the subject property? ☐ Yes ☐ No
If no, list all owners and their percentage of ownership:

- J. Have any improvements, changes or additions been made to the property in the last two (2) years?
☐ Yes ☐ No If yes, please explain:

- K. Do you anticipate selling the homestead property for which relief is sought in the next year?
☐ Yes ☐ No Explain:

- L. Does anyone contribute to your support? ☐ Yes-Amount \$ _____
☐ No, Explain:

- M. Is anyone able to contribute to your support? ☐ Yes ☐ No, Explain:

RESIDENT STATUS

Please list ALL people currently living in your household other than yourself and your spouse:

	1	2	3	4
Name				
Age				
Relationship				
Occupation				
Annual Income				
Claimed as Dependent	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Heir to Estate?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

ASSET INFORMATION

What are your current assets in addition to the real estate noted previously?

Cash	\$	_____
Savings Accounts/Certificates & Money Markets	\$	_____
Checking Accounts	\$	_____
Stocks/Bonds/Treasury Bills	\$	_____
Insurance	\$	_____
Other	\$	_____
Investments	\$	_____
IRA, Keogh, Annuities, Deferred Compensation	\$	_____
Personal property held as an investment	\$	_____
(i.e. gems, jewelry, coin collection, antiques cars etc)	\$	_____
TOTAL:	\$	_____

Vehicles, Cars, Trucks, Boats, Trailers, etc.

	#1	#2	#3
Make			
Model			
Year			
Value			
Balance Owed			

LOAN DEBT

Do you have other loans or land contracts outstanding? (attach additional sheet if necessary)

To Whom	
Address	
Monthly Payment	
Current Balance	

To Whom	
Address	
Monthly Payment	
Current Balance	

EXPENSE INFORMATIONAverage **M-o-n-t-h-l-y** Expenses:**MONTHLY AMOUNT**

Rent/House Payment (Principal & Interest)	\$ _____
Life Insurance	\$ _____
Health Insurance	\$ _____
Home Insurance	\$ _____
Auto Insurance	\$ _____
Taxes (Principal Residence)	\$ _____
Taxes on other property	\$ _____
Car Payment	\$ _____
Special Assessment	\$ _____
Utilities:	
Gas/Oil	\$ _____
Electricity	\$ _____
Telephone	\$ _____
Water/Sewer	\$ _____
Child Care	\$ _____
Food/Clothing	\$ _____
Other Loans	\$ _____
Medical	\$ _____
Lawn care/snow removal	\$ _____
Cable/Dish	\$ _____
Other (Specify) Examples: Newspaper, Gasoline Disposal Service, Water Softener, Pet Food, License Plates, Church, Christmas Giving	\$ _____
TOTAL MONTHLY EXPENSES:	\$ _____

VERIFICATION OF EXPENSES MAY BE REQUIRED

Do you have any major or unusual expenses? ☐ Yes ☐ No
If yes, please explain:

(Attach additional sheet if necessary)

INCOME INFORMATION

Please list all sources of your personal income. Please indicate the amount from each source on an **A-n-n-u-a-l** basis.

ANNUALLY

Wages, salaries, tips, sick, strike and subpay, etc.	\$ _____
All interest and dividend income (including non-taxable interest)	\$ _____
Net rent, business or royalty income	\$ _____
Retirement pension and annuity benefits Name of Payer _____	\$ _____
Net farm income	\$ _____
Capital gains less capital losses	\$ _____
Alimony and other taxable income	\$ _____
Social Security, SSI or railroad retirement benefits	\$ _____
Child support, WIC	\$ _____
Unemployment compensation and TRA benefits	\$ _____
Workers' compensation, veterans' disability compensation	\$ _____
ADC and GA benefits	\$ _____
All other public assistance payments Describe _____	\$ _____
Other Non-taxable income Describe _____	\$ _____
TOTAL ANNUAL INCOME:	\$ _____

What was the total income from all sources of everyone living in your household for the past two (2) years?

Last Year _____ Prior Year _____

Do you anticipate any major changes in income for the coming year: ☐ Yes ☐ No

If yes, please explain: _____

PLEASE READ CAREFULLY:

I/We, am/are unable to pay the full property taxes on the above described property and hereby make application for property tax relief in accordance with Section 211.7u Michigan Compiled Laws.

I/We have read this application and fully understand the contents thereof. I/We declare that the statements made herein are complete, true, and correct to the best of my/our knowledge. I/We further understand that if any information contained herein is found to be false or incomplete, any and all relief granted by this application will be forfeited and placed back on the assessment roll with penalties and interest occurring on the additional tax liability in accordance with Section 211.119 Michigan Compiled Laws.

Petitioner's Signature: _____

Spouse's Signature: _____

Subscribed and sworn to before me this _____ day of _____,
20_____.

Notary Public/Assessing Office Staff

_____ County,

My Commission Expires: _____

RESOLUTION REVIEW FORM

FROM: Finance Department

NO. 18-6483

RESOLUTION NAME:

Resolution establishing guidelines for granting hardship exemptions from property taxes pursuant to MCL 211.7u and establishing beginning date for the Board of Review.

1. RESOLUTION REVIEW – LEGAL

Date in: 12/01/18

The attached Resolution and Staff Review is submitted to the Legal Department for approval. The Legal Department reviewed this Resolution as to form and content and by signing this form approves as to form and content.

BY:

(see signature on resolution)

Angela Wheeler, Interim Chief Legal Officer

Date: 12/01/18

2. RESOLUTION REVIEW – FINANCE

Date in: 11/30/18

The attached Resolution and Staff Review is submitted to the Finance Department for approval. The Finance Department reviewed this Resolution as to finance compliance and by signing this form approves as to finance compliance.

BY:

(see signature on resolution)

Hughey Newsome, Chief Financial Officer

Date: 11/30/18

3. RESOLUTION REVIEW – MAYOR

Date in: 12/01/18

The attached Resolution is submitted to the Mayor for approval. The Mayor reviewed this Resolution as to administration compliance and by signing this form approves as to administration compliance.

BY:

Dr. Karen W. Weaver, Mayor

Date: _____

190005

SUBMISSION NO.: _____

PRESENTED: 1 - 14 - 2019

ADOPTED: _____

**RESOLUTION AUTHORIZING AMENDMENT OF THE 2018-19 ADOPTED BUDGET TO
MOVE FUNDS FOR THE HEALTHY START LEAD EXPANSION GRANT IN THE
AMOUNT OF \$154,000.00 TO THE PROPER ACCOUNTS**

BY THE MAYOR:

WHEREAS, resolution 180495, approved by the City Council to accept the award from the Genesee County Health Department, through the US Department of Health and Human Services, in the amount of \$154,000.00 and renewable up to four (4) years, based on performance, for a total of \$616,000, in order to implement the Healthy Start Lead Program;

WHEREAS, the resolution was approved on September 24, 2018 and the funds would be allocated to the Grant Fund 296-171.500 under the City Grant Code FUSDHHS-18;

WHEREAS, the funds are available to be moved from Grant Fund 296-171.500 to Grant Fund 296-171.510;

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary to amend the 2018-19 adopted budget to move revenue and expenditure appropriation for the County of Genesee *Healthy Start Lead Expansion* grant for the Genesee County Health Department in the amount of \$154,000, and an aggregate total of \$616,000, in the Grant Fund 296-171.500, to Grant Fund 296-171.510 under City of Flint Grant Code FUSDHHS-18, to comply with the associated grant agreement, and to make remaining funds available in any subsequent fiscal years that the funds remain available by the grantor.

ADMINISTRATION:

Approved as to Form:



Angela Wheeler, Chief Legal Officer



Steve Branch, City Administrator

Approved as to Finances:



Hughéy Newsome, Chief Financial Officer



Dr. Karen W. Weaver, Mayor

CITY COUNCIL:

Herbert Winfrey, Council President

190006

(Proposal #18000578)

SUBMISSION NO.: _____

PRESENTED: 1-14-2019

ADOPTED: _____

BY THE CITY ADMINISTRATOR:

RESOLUTION TO COMPLETE AUTO & TRUCK PARTS FOR
THE TOWING AND STORAGE OF VEHICLES

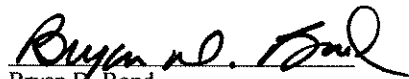
RESOLUTION

The Department of Purchases & Supplies has solicited proposals towing and storage of vehicles for the period of one year with the option to renew an additional two years as requested by the Police Department; and

Complete Auto & Truck Parts, Inc., 3401 N. Dort Hwy., Flint, Michigan was the lowest responsive bidder from four solicitations for said requirements. Funding for said services will come from the following account: 101-305.206-801.000; and

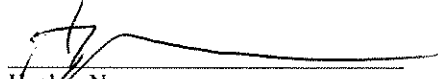
IT IS RESOLVED, that the Proper City Officials are hereby authorized to enter into a contract with Complete Auto & Truck Parts, Inc. for the towing and storage of vehicles for the period ending June 30, 2019 in an amount not to exceed \$298,370.00. (General Fund - in the account reference above)

APPROVED PURCHASING DEPT.:



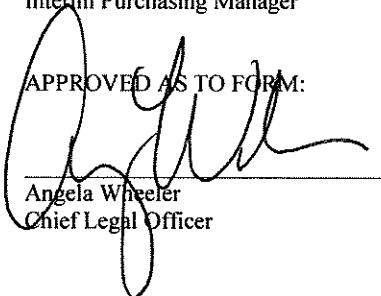
Bryan D. Bond
Interim Purchasing Manager

APPROVED AS TO FINANCE:



Hughey Newsome
Chief Financial Officer

APPROVED AS TO FORM:



Angela Wheeler
Chief Legal Officer



Steve Branch, City Administrator

RESOLUTION STAFF REVIEW FORM

Date: 01/11/19

Agenda Item Title: Complete Towing - Towing & Storage & Auctions

Prepared By: Rick Johnson, Police Financial Coordinator

Background/Summary of Proposed Action: The City of Flint Police Department has received bids for towing, Storage & Auction services with Complete Towing coming in as low bidder. The Police Department is asking for a resolution authorizing the Flint Police Department to enter into a contract with Complete Towing in the amount of \$298,370.00 for FY-19.

Financial Implications: Funding is available in the FY-19 Police Budget

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

Account No.: 101-305.206-801.000

Pre-encumbered? Yes ☒ No ☐ Requisition # 190001384 - \$298,370.00

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

Staff Recommendation: Recommend Approval

Staff Person: _____
Timothy Johnson, Chief of Police

RESOLUTION: 190007

PRESENTED: 1-14-19

ADOPTED:

**RESOLUTION OF APPOINTMENT
TO THE ETHICS & ACCOUNTABILITY BOARD**

BY THE CITY COUNCIL:

WHEREAS, Erick Roebuck resigned his position on the Ethics & Accountability Board, effective January 7, 2019; and

WHEREAS, 9th Ward Councilwoman Eva Worthing recommends the appointment of Bob Gallagher (718 Vermilya Avenue, Flint, MI 48507) to fill Mr. Roebuck's unexpired term.

THEREFORE, BE IT RESOLVED that the Flint City Council approves the appointment of Bob Gallagher to serve Mr. Roebuck's remaining six-year term on the Ethics and Accountability Board, commencing January 14, 2019, and expiring June 25, 2024.

APPROVED AS TO FORM:

Angela Wheeler, Chief Legal Officer

APPROVED BY FLINT CITY COUNCIL:

Bob Gallagher

718 Vermilya Ave, Flint, Michigan
bobgallagher123@yahoo.com

Employment History

Loudon Steel

Press Operator
Millington, Michigan
January 1995 – January 2000

Q Lube Inc

Assistant Manager
Davison, Michigan
January 1988 – February 1995

References

Alberta Douglas

Supervisor
1305 Campbell St, Flint, Mi, 48507
(810) 262-0722

Pastor Horn

Acquaintance
Lincoln Park United Methodist Church
3410 Fenton Rd, Flint, MI 48507
(313) 550-5810

Officer Kevin Smith

Acquaintance
Flint Police Department
(810) 691-9667

Volunteering

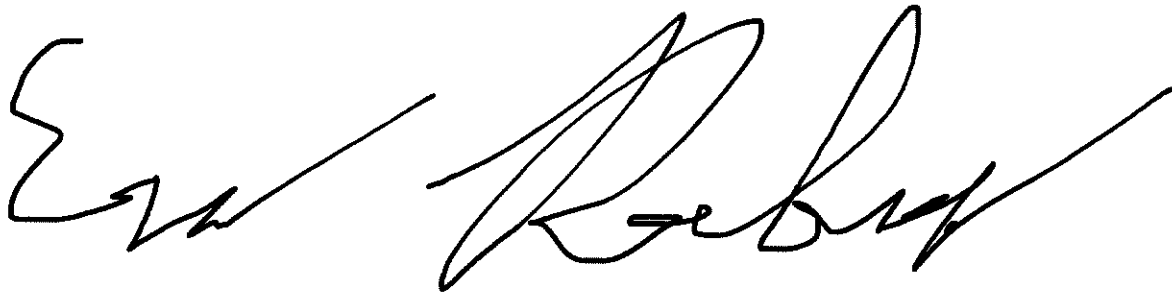
I'm a volunteer for the south side neighborhood crime watch which I am currently a co-chair for the group. I have been a member of the south side crime watch since 2009 to the current date. I volunteer my time driving the neighborhoods on the south end and report what I have seen to the police department and group.

I also was a volunteer for the south side mini-station that was located on Fenton Rd in the basement of Lincoln Park United Methodist Church. We took non-emergency calls and complaints then made a report to the Flint Police Department.

Dear E&A Board

I wanted to reach out to the Ethics and Accountability Board and let you know that I am resigning from my position on 01/07/19. While it has only been a short period of time, I enjoyed getting to know you all. Unfortunately, at the moment work has put me out of the State and I have been In California for the last few months. While I would love to stay on the board it is not fair to the city and all of you on the board if I am of no service. I wish you all the best and truly hope that you make the best decisions possible for the city

Best Wishes,
-Eric Roebuck

A handwritten signature in black ink, appearing to read "Eric Roebuck". The signature is fluid and cursive, with a long horizontal line extending from the end of the name.

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 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 1st. 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 1st. Appointments made after June 1st shall be given retroactive effect to June 1. The term of an appointment shall expire on May 31st 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.

FOR THE CITY:

Dr. Karen W. Weaver, Mayor

Inez M. Brown, City Clerk

APPROVED AS TO FORM:

Angela Wheeler, City Attorney