

City of Flint, Michigan

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



Meeting Agenda - Final

Monday, December 5, 2022

5:30 PM

Council Chambers

SPECIAL CITY COUNCIL

*Allie Herkenroder, President, Ward 7
Ladel Lewis, Vice President, Ward 2*

*Eric Mays, Ward 1
Judy Priestley, Ward 4
Tonya Burns, Ward 6*

*Quincy Murphy, Ward 3
Jeri Winfrey-Carter, Ward 5
Dennis Pfeiffer, Ward 8*

Eva L. Worthing, Ward 9

Davina Donahue, Interim City Clerk

This Special City Council meeting was called by Council President Allie Herkenroder and Vice President Ladel Lewis for the purpose of conducting interviews for the position of City Clerk, and other related matters.

CALL TO ORDER

ROLL CALL

READING OF DISORDERLY PERSONS CITY CODE SUBSECTION

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

PLEDGE OF ALLEGIANCE

PRAYER OR BLESSING

PURPOSE OF MEETING - INTERVIEWS FOR CITY CLERK

Per Resolution No. 220479.1, Resolution Regarding Interviews for City Clerk, as adopted by City Council on November 14, 2022: For the interview, each Councilmember present will have 5 minutes (inclusive of candidate responses) to ask each candidate questions. After all Councilmembers have had an opportunity to ask questions, each Councilmember will have an additional 2 minutes (inclusive of candidate responses) in which to ask follow-up questions. The order of questioning will be determined by random draw in each round, excepting the Council President, who shall go last.

Candidates for Interview(s):

- 1. Davina G. Donahue*

PUBLIC SPEAKING

Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), three (3) minutes per speaker. Only one speaking opportunity per speaker.

COUNCIL RESPONSE

Per the amended Rules Governing Meetings of the Council (as adopted by the City Council on Monday, June 12, 2017), Councilpersons may respond to any public speaker, but only one response and only when all public speakers have been heard. Individual council response is limited to two minutes.

FINAL COUNCIL COMMENTS

ADJOURNMENT

DAVINA G. DONAHUE

5148 Pasadena Avenue

Flushing, MI 48433

PROFILE SUMMARY

Proactive, service-focused administrative professional with a demonstrated history of supporting governmental environments by serving as a senior level administrator and supervisor. Maintain and utilize highly confidential and legal information toward compliance with Federal, State and local laws and regulations. Recognized and valued as a discreet, fair and knowledgeable employee with the ability to juggle and prioritize needs while ensuring exceptional responses to logistics and departmental/division concerns. Strong planner and problem solver with broad skills in developing, implementing and communicating policies and objectives. Expert in building departmental databases, optimizing financial processes, and crafting high-impact proposals and presentations.

PROFESSIONAL HISTORY

- ***City of Flint – INTERIM CITY CLERK (10/2022 – present)***
Administer all city of Flint elections in accordance with Federal, State and local laws. Serve as the Clerk to the City Council. Plan, organize and direct all aspects of the City Clerk and City Council departmental operations including, but not limited to, personnel, budgeting and general administration. Exercise supervision over professional and support staff in the Clerk and Council Offices. All other essential duties and responsibilities of the City Clerk by way of position description, the Flint City Charter and the Flint City Code.
- ***City of Flint – DEPUTY CITY CLERK (10/2019 – 09/2022)***
Acted as City Clerk in her absence. Worked as an executive assistant to the City Clerk and City Council by implementing the Flint City Charter, the Flint City Code, Robert's Rules of Order, Michigan Election Law, the Michigan Home Rule City Act, the Michigan Uniform Budgeting and Accounting Act, the Michigan Open Meetings Act, the Michigan Freedom of Information Act, Rules Governing Meetings of the Council, and many other related laws, codes and regulations. Assisted the City Clerk in the performance of duties relative to the City Clerk's Office, the supervision of City Clerk and City Council staff, and the ongoing conduct of election activities through the

maintenance of election records, the processing of election payroll, and preparing reports. Worked a number of election positions including the Receiving Board, the AV Counting Board, Tech Support, and Election Inspector Payroll Clerk. Established and maintained effective working relationships with election officials, city administrators, elected officials, and the general public in an impartial and honest manner. Assistant custodian to the City Seal and its responsibility to numerous City documents. Prepared complex, technical and accurate reports for the City Clerk and City Council members to assist with their due diligence towards elections, budgets and the consideration of resolutions and ordinances. Coordinated actions of the City Council office, including overseeing indexing systems for City Council proceedings and other vital City records, and the planning, organizing and delegating of advanced administrative and technical duties. Helped to maintain expenditures and revenues, accounts payables and receivables, and inventory control for municipal elections and the Clerk and Council offices generally. Drafted and prepared ordinances and resolutions independently and per Clerk and/or Council members' request for consideration by the City Council.

- ***City of Flint – ADMINISTRATIVE SECRETARY TO CITY COUNCIL (02/2015 – 09/2019)***

Operated as a clerk for the City Council by maintaining the Council's calendar and meeting schedule, publishing and publicizing notice of all City Council meetings, preparing meeting agendas and minutes, attending all Council meetings as a recording secretary for the Council, and gathering and maintain a record of Council meeting proceedings and the actions of the City Council. Acted as a City Council liaison with the Mayor, City Administrator, department heads, elected officials and members of the public. Helped to maintain the City Council and City Clerk's online presence by providing accurate posting information with respect to election and legislative laws, including updating the City of Flint's webpage by proxy on its official Flint City Code publisher's website. Assisted with the preparation of the annual City Clerk and City Council budgets. Recommended new equipment, software and hardware regarding the legislative record and its maintenance. Helped to establish Standard Operating Procedures and Office Methods and Plans of Action for the City Clerk and City Council offices.

- ***City of Flint – PRINCIPAL CLERK TYPIST (04/2014 – 01/2015)***

Assisted the **Department of Community and Economic Development** with gathering and organizing information and statistics on specific topics and preparing an analysis of the findings. Compiled and maintained office files

and tracking systems for a variety of grant-related and other projects. Performed miscellaneous clerical work such as developing forms, composing correspondence, reports, fliers, and other documents. Received and interviewed visitors, maintained staff appointments and calendars, and arranged meetings. Assisted with all administrative functions of the office.

- ***City of Flint – OFFICE MANAGER (07/2012 – 12-2014)***

Provided administrative support to the **Legal Department** and City Attorney, including correspondence, legal documents and financial management. Handled accounts payable/receivable and assisted in the preparation of the annual budget for the department. Checked and verified information used as supporting records for legal referrals and Freedom of Information Act requests. Created and maintained confidential legal case files by filing index, pleading, correspondence, legal research, and attorney notes. Maintained and secured records per City established procedures and policies. Prepared resolutions and ordinances for legislation according to City established processes. Acted as a liaison and maintained open lines of communication among attorneys and administrative staff.

- ***City of Flint – ADMINISTRATIVE SECRETARY TO CITY COUNCIL (04/2006 – 06/2012)***

Performed complex and varied administrative work and technical functions requiring a high degree of decision and precision. Provided support to nine City Council members and the City Clerk, including correspondence, referrals, legal documents and financial management. Assisted in the preparation of the annual budget for the department and maintained control of expenditures and revenues. Prepared resolutions and ordinances for legislation according to the City established pattern. Created highly effective organizational and filing systems, including quick and thorough indexing, filing and offsite storage. Entrusted to manage office in the absence of the City Clerk. Provided support, orientation and oversight to staff when implementing a digital library. Recorded and transcribed difficult and/or technical dictation from rough draft, letters, memoranda, reports and other materials.

- ***City of Flint – PRINCIPAL CLERK TYPIST (06/2005 – 03/2006)***

Assisted the **Flint Police Department's** Detective, Patrol and Special Operations Divisions with all administrative responsibilities, including financial reporting, payroll, correspondence, records and reports. Duties included receiving visitors and telephone calls, and generating, copying, mailing and/or faxing memoranda, letters, referrals and documents.

- ***City of Flint – WSC AUTOMATION CLERK (02/2005 - 05/2005)***
Worked for the City's **Water Service Center** by creating and maintaining a database of street cuts/repairs within the jurisdiction. Updated address location cards for all City water connections. Received visitors and telephone calls, and generated, copied, mailed and/or faxed memoranda, letters and documents.
- ***City of Flint – FIRE PAYROLL AND PERSONNEL CLERK (04/1999 – 06/2004)***
Assisted the **Flint Fire Department** cost center managers in the preparation of annual budgets. Assisted in the preparation of the annual budget for the department and maintained control of expenditures and revenues. Researched and analyzed information on a variety of projects. Processed employee pay reports/time sheets and confidential employee records for 200+ employees, to include salary changes, vacation/sick reports and discipline histories. Maintained various databases regarding station/shift personnel and continuing education. Performed all general clerical functions.

EDUCATION

Eastern Michigan University, Ypsilanti, Michigan (08/1994 – 06/1997)

Major: Secondary Education (45 hours)

Minor: English Language and Literature (45 hours)

Mott Community College, Flint, Michigan (01/1993 – 07/1994)

Major: Liberal Arts (60 hours)

Associates Degree: General