

# **City of Flint, Michigan**

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



## **Meeting Agenda – FINAL**

**Wednesday, March 6, 2024**

**5:00 PM**

**CITY COUNCIL CHAMBERS**

### **GOVERNMENTAL OPERATIONS COMMITTEE**

*Eva Worthing, Chairperson, Ward 8*

*Eric Mays, Ward 1  
Quincy Murphy, Ward 3  
Jeri Winfrey-Carter, Ward 5  
Candice Mushatt, Ward 7*

*Ladel Lewis, Ward 2  
Judy Priestley, Ward 4  
Tonya Burns, Ward 6  
Dennis Pfeiffer, Ward 8*

*Davina Donahue, City Clerk*

## ROLL CALL

## REQUEST FOR CHANGES AND/OR ADDITIONS TO THE AGENDA

## PUBLIC SPEAKING

*Members of the public shall have no more than three (3) minutes to address the City Council on any subject. Only one speaking opportunity per speaker.*

## COUNCIL RESPONSE

*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 (2) minutes.*

## CONSENT AGENDA

*Per the amended Rules Governing Meetings of the Flint City Council (as adopted by the City Council on Monday, February 27, 2023), the Presiding Officer or Chair may request the adoption of a "Consent Agenda". After a motion to adopt a Consent Agenda is made and seconded, the Presiding Officer or Chair shall ask for separations. Any agenda item on a Consent Agenda shall be separated at the request of any Councilmember. After any separations, there is no debate on approving the Consent Agenda - it shall be voted on or adopted without objection.*

## APPOINTMENTS

**240048** Reappointment/City-Wide Advisory Committee/Mezon Green-Martin

Resolution resolving that the Flint City Council approves the appointment of Mezon Green-Martin, of 2110 Crocker St., Flint, MI 48503, to an at-large seat on the City-Wide Advisory Committee, to fill the remainder of a three-year term ending on May 31, 2026.

## ORDINANCES

**240052** Amendment/Ordinance/Chapter 35 (Personnel)/Section 35-112.04 (Job Description and Qualifications)/Director of Department of Public Works (DPW)

An ordinance to amend the Flint City Code of Ordinances by amending Chapter 35 (Personnel); Section 35-112.04 (Job Description and Qualifications - Director of Department of Public Works).

## ADJOURNMENT

24004B



RESOLUTION NO.: FEB 7 2024

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

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


**RESOLUTION APPROVING REAPPOINTMENT OF MEZON GREEN-MARTIN  
TO THE CITY-WIDE ADVISORY COMMITTEE**

Mayor Sheldon A. Neeley appoints Mezon Green-Martin, of 2110 Crocker St., Flint, MI 48503, to an at-large seat on the City-Wide Advisory Committee, to fill the remainder of a three-year term ending on May 31, 2026.

**BE IT RESOLVED** that the Flint City Council approves the appointment of Mezon Green-Martin, of 2110 Crocker St., Flint, MI 48503, to an at-large seat on the City-Wide Advisory Committee, to fill the remainder of a three-year term ending on May 31, 2026.

**FOR THE CITY OF FLINT:**

**APPROVED BY CITY COUNCIL:**

  
\_\_\_\_\_  
Sheldon A. Neeley, Mayor

\_\_\_\_\_

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William Kim, City Attorney

240052

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

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

Sec. 1. An Ordinance to amend the Flint City Code of Ordinances by amending Chapter 35, Personnel, by adding Sections 35-112.04 Job Description and Qualifications – City Administrator, which shall read in its entirety as follows:

**§35-112.04. JOB DESCRIPTION AND QUALIFICATION – DIRECTOR OF DEPARTMENT OF PUBLIC WORKS**

Pursuant to section 1-501(b) of the Flint City Charter, the **ATTACHED** job description and qualifications are hereby adopted by reference and attached hereto.

Sec. 2. This ordinance shall become effective immediately upon publication.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**FOR THE CITY:**

\_\_\_\_\_  
for the City Council

  
\_\_\_\_\_  
Sheldon A. Neeley, Mayor

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
William Kim, Acting City Attorney

**CITY OF FLINT**  
**Position Description**

<b>Title: Director of Dep't of Public Works</b>	<b>Job Code Number: N/A</b>
<b>Established: July 1, 2014</b>	<b>Appointed</b>

**GENERAL STATEMENT OF DUTIES:**

Under the supervision of the City Administrator, the Director of the Department of Public Woks is responsible for performing executive-level administration, supervisor, and technical work in directing the activities of a full-service public works department which includes, transportation, sanitation, and utilities/water services.

**SUPERVISION RECEIVED:**

Reports to the City Administrator.

**SUPERVISION EXERCISED:**

Exercises supervision over all staff in the Department of Public Works.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Plans, organizes, and directs all aspects of departmental operations ensuring safety, quality and efficiency.
2. Ensures that utility systems and facilities meet State and EPA requirements.
3. Supervises personnel, evaluates performance and oversees training and professional development.
4. Represents the City and Public Works Department in meetings with public officials, other public agencies, and civic groups to coordinate, develop and implement projects and programs.
5. Develops, recommends, and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, legal requirements and the city's overall strategic plan.
6. Evaluates the need for and develops plans, schedules and cost estimates for long-range capital improvement programs and maintenance of public facilities to increase efficiency and cost-effectiveness.
7. Selects and procures equipment and materials as needed in accordance with capital improvement plans and approved budgets.
8. Prepares and maintains appropriate records and reports as required.
9. Performs other duties as determined by the City Administrator.

**MINIMUM ENTRANCE REQUIREMENTS:**

- A. Bachelor's degree in STEM (Science, Technical, Math) or closely related field, and five (5) to seven (7) years of progressively responsible experience in the area of public works or utilities engineering and at least one (1) year in an administrative/supervisory capacity;  
-or-  
Associates degree in STEM (Science, Technical, Math) or closely related field, and seven (7) to ten (10) years of progressively responsible experience in the area of public works or utilities engineering, and two (2) years in an administrative/supervisory capacity.  
-or-  
High School Diploma or Equivalent AND a minimum of fifteen (15) years of progressively years of progressively responsible experience in the area of public works or utilities engineering and at least three (3) years in an administrative/supervisory capacity.
- B. Certification by the State of Michigan as a wastewater or drinking water operator, or eligibility for temporary reciprocity of certification by the State of Michigan preferred. In addition, certification by

NASSCO (National Association of Sewer Service Companies) and/or Michigan Public Service Institute is also preferred.

- C. Possession of valid State of Michigan Driver's License or ability to obtain one within three months.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to handle or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Classification History:**

Established: 7/1/2014

Last Revised: 6/7/2016

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