



City of Flint, Michigan

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

Meeting Agenda – FINAL Wednesday, June 4, 2025 5:00 PM

City Council Chambers

FINANCE COMMITTEE

Judy Priestley, Chairperson, Ward 4

Leon El-Alamin, Ward 1
VACANT, Ward 3
Tonya Burns, Ward 6
Dennis Pfeiffer, Ward 8

Ladel Lewis, Ward 2
Jerri Winfrey-Carter, Ward 5
Candice Mushatt, Ward 7
Jonathan Jarrett, Ward 9

Davina Donahue, City Clerk

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 will be removed from the meetings.

REQUEST FOR AGENDA CHANGES/ADDITIONS

CLOSED SESSION(S)

The Department of Law requests to address the City Council in Closed Sessions to discuss: (1) The settlement of Case No. 24-12189-FKB, Jackson v Porter.

PUBLIC COMMENT

Members of the public who wish to address the City Council or its committees must register before the meeting begins. A box will be placed at the entrance to the Council Chambers for collection of registrations. No additional speakers or slips will be accepted after the meeting begins.

Members of the public shall have no more than three (3) minutes per speaker during public comment, with only one speaking opportunity per speaker.

COUNCIL RESPONSE

Councilmembers may respond once to all public speakers only after all public speakers have spoken. An individual Councilmember's response shall be 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, April 22, 2024), the Chair may request the adoption of a "Consent Agenda". After a motion to adopt a Consent Agenda is made and seconded, the 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.

RESOLUTIONS

250131-T Prevailing Wage Standards/City-Funded Construction Projects

Resolution resolving that to stabilize the local workforce and enhance the community, the City of Flint may preferentially award construction contracts to successful bidders, to the extent provided by law, that pay their subcontractors and construction mechanics not less than the prevailing wage rates and fringe benefits, on city projects. [NOTE: the Davis-Bacon Act (DBA) was enacted by Congress on March 3, 1931, mandates that federal contracts over \$2,000 for the construction, alteration, and/or repair of public buildings or public works shall contain a clause setting forth the minimum wages to be paid to various classifications of laborers and mechanics.]

250140-T Reallocation of ARPA Funds/Youth Job Training/City of Flint Second Clean & Safe Summer Program

Resolution resolving that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account 101-728.018-801.000 to City of Flint Second Clean & Safe Summer Youth Job Training Program in the amount of \$225,000. Based on review and validation of the appropriate fund use by the City's compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations. [NOTE: The City Administration recommends reallocating \$225,000 of ARPA funds, previously obligated for revenue replacement, to provide funding to City of Flint Clean & Safe Summer Youth Job Training Program to provide a second round of summer jobs for youth ages 15-19 to eradicate the negative use of idle time and to keep them safe from crime. The program offers six (6) weeks of summer employment paid through the ARPA Youth Job Training category and for 5-7 non-profit organizations to serve as host sites.]

250175-T Reallocation ARPA Funds/Private Tree Removal Program

Resolution resolving that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account #101-287.000-963.000 to Tree Removal Match Funds Program in the amount NOT-TO-EXCEED \$200,000.00 amend FY 25 budget and make funds available for any future financial year as long as funds remain. Based on review and validation of the appropriate fund use by the City's compliance firm, implementation of these funds will be consistent and compliant with the US Department of Treasury requirements and previously approved authorizations. [NOTE: The City Administrator proposes the reallocation of an additional \$200,000 in ARPA funds to the Private Tree Removal Program.]

250176-T CO #1/Funding Phase II/Police Department/City Hall Camera Installation

Resolution resolving that the proper City Officials, upon the City Council approval, are hereby authorized to do all things necessary to amend the end date from 6/30/2024 to 6/30/2025 in an amount NOT-TO-EXCEED \$336,484.53 of ARPA funds and an additional \$14,348.84 from the City of Flint Police department FY25 budget. For a total NOT-TO-EXCEED \$350,833.37. [NOTE: The City of Flint Police Department is requesting a change order in the amount of \$14,348.84 to complete the internal camera project; due to the renovations of the South Building it was determined that more cameras were needed.]

250177-T Reallocation ARPA Funds/The Flint In Home Plumbing Program

Resolution resolving that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account #101-287.000-963.000 to Flint In Home Plumbing Program in the amount NOT-TO-EXCEED \$510,000.00 amend FY 25 budget and make funds available for any future financial year as long as funds remain. Based on review and validation of the appropriate fund use by the City's compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations. [NOTE: This grant will provide Home inspections and a total home plumbing pipe replacement and exposure prevention outreach to families while eliminating lead hazards from home faucets, water lines, water heaters etc. by replacing them with new lead-free components. The City Administrator proposes the reallocation of an \$510,000 in ARPA funds as Match funding for this program.]

250178-T CO #1/MDOT Contract/Resurfacing 12th Street/Fenton Rd. to Grand Traverse St.

Resolution resolving that appropriate City Officials are authorized to do all things necessary to enter into change order #1 to MDOT Contract No. 22-5376, Job No. 207627CON for additional work on resurfacing along 12th St. from Fenton Rd. to Grand Traverse St., in the amount NOT-TO-EXCEED the Local Share of \$21,331.00 for a total of \$121,470.00. (Major Street Fund). [NOTE: It was discovered that the curb and gutter were wider than

anticipated, causing more material and work. In addition, the bids for the project came back higher than anticipated. These costs account for approximately 6.26% of contract increase. MDOT increased the contract amount, which increased our local share by \$16,331.00, plus a contingency fee of \$5,000.00.]

250179-T Increase Flint Public Art Project/Extend Their Contract

Resolution resolving that the appropriate City Officials are hereby authorized to do all things necessary including budget amendments to process a change order to increase contract 24-005 with Flint Public Art Project by \$15,000.00 for a total contract amount of \$82,000 and to extend through 08/01/25. NOTE: [The Flint Public Art Project will continue to provide and design murals to the Smith Village/Choice Neighborhood Grant to support the CNI program.]

250180-T Contract/CDW-G/Licensing Renewal for VMware/IT Department

Resolution resolving that the Division of Purchases and Supplies, upon City Council's approval, is hereby authorized to do all things necessary to enter the contract with CDW-G to provide licensing for VMware and support for a total contract amount of \$89,733.60, allocations for FY 25 pending approval. [The IT Department needs to renew the licensing for VMware. VMware is the software currently being used for virtualization of our servers. The current license has expired. Almost all of the City's servers are virtualized in the VMware Environment and renewal is for five (5) years.]

250181-T Contract/Anytime Restoration Services/Lead Based Paint Hazard Control Abatement Service

Resolution resolving that the Proper City Officials is hereby authorized to enter into a contract for FY25 with AnyTime Restoration in an amount NOT-TO-EXCEED \$98,778.90 which accounts for the \$89,799.00 base bid plus any potential unforeseen contingencies at a 10% cost (\$8,979.90), for the abatement of four unsafe Lead Hazard Homes within the city limits.

250182-T Grant Acceptance/Continuing Professional Education (CEP)/State of Michigan Commission/Law Enforcement Standards

Resolution resolving that the appropriate City officials are hereby authorized to do all things necessary to accept the funds enacted by Michigan Legislature PA1, amend the FY25 budget, appropriate award funding for revenue and expenditures in future fiscal years as long as the funds are available from the funder, and abide by the terms and conditions of the award from the State of Michigan, in the amount of \$99,000, to grant code SMLES-CPE25. NOTE: [For the purpose of in-service training for licensed law enforcement officers employed by the City.]

250183-T Contract/Sebis Direct Inc/Printing, Sorting and Mailing/Property Taxes and Water Bills

Resolution resolving that the appropriate city officials are authorized to do all things necessary to enter into a 3-year contract with Sebis Direct Inc. for printing, sorting, mailing of property taxes and water bills along with additional postage as needed for a FY26 total amount not to exceed \$361,912.00 pending budget adoption, a FY27 total amount not to exceed \$361,912.00 pending budget adoption, and a FY28 total amount not to exceed \$363,168.00 pending budget adoption, for an aggregate (3) year grand total NOT-TO-EXCEED \$1,086,992.00 with additional postage as needed.

250184-T Settlement/Diamond M Jackson v Matthew Porter

Resolution resolving that Flint City Council approves settlement in Case Number 24-cv-12189, in the amount of \$175,000, in satisfaction of any and all claims arising from said matter. Payment shall be drawn from appropriated funds from Account Number: 677-266.200-956.300.

250185-T Reallocation ARPA Funds/Franklin Avenue/Eastside Compassionate Mission Center/St. Mark Missionary Baptist Church's Community Outreach/Christian Love Faith Center/Food Access and Food System Support

Resolution resolving that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate \$25,000.00 in funding to each of the following organizations,

Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center, for a total of \$100,000.00, for Food Access and Food System Support. Before the funds are spent, the City of Flint's ARPA administration, compliance, and implementation firm shall review and ensure compliance with the latest US Department of Treasury final rules.

250189-T Approve Lease/Portion McKinley Center/Genesee Conservation District Organization

Resolution resolving that the Flint City Council approves the lease by and between the City of Flint and the Genesee Conservation District, on the previously mentioned terms, and authorizes City of Flint official to enter in to and execute such lease.

ADJOURNMENT



250131-T

RESOLUTION NO.:

PRESENTED:

4-23-2025

ADOPTED:

BY THE MAYOR:

**RESOLUTION RECOGNIZING PREVAILING WAGE STANDARDS FOR
CITY-FUNDED CONSTRUCTION PROJECTS**

WHEREAS, Michigan Public Act 10 of 2023 in part requires that contractors and subcontractors shall pay to its construction mechanics prevailing wages and fringe benefits for State of Michigan construction projects; and

WHEREAS, the Davis-Bacon Act (DBA) was enacted by Congress on March 3, 1931, mandates that federal contracts over \$2,000 for the construction, alteration, and/or repair of public buildings or public works shall contain a clause setting forth the minimum wages to be paid to various classifications of laborers and mechanics; and

WHEREAS, a local municipality may award a contract to a successful bidder who employs construction mechanics and subcontractors and voluntarily pays prevailing wages on city-funded projects; and

WHEREAS, providing prevailing wages and benefits can stabilize the local workforce and enhance a community because of the increased compensation; and

WHEREAS, the City of Flint acknowledges that it is in the best interest of the City to award successful bidders who voluntarily pay their subcontractors and construction mechanics the established prevailing wage and fringe benefits on local construction projects.

THEREFORE, IT IS RESOLVED that to stabilize the local workforce and enhance the community, the City of Flint may preferentially award construction contracts to successful bidders, to the extent provided by law, that pay their subcontractors and construction mechanics not less than the prevailing wage rates and fringe benefits, on city projects.

FOR THE CITY:

Sheldon A. Neeley, Mayor

Clyde Edwards, City Administrator

APPROVED AS TO FINANCE:

Phillip Moore, Chief Financial Officer

FOR CITY COUNCIL:

City Council

APPROVED AS TO FORM:

JoAnne Gurley, City Attorney



RESOLUTION NO.:

250140-T

PRESENTED:

4-28-2025

ADOPTED: _____

**RESOLUTION APPROVING REALLOCATION OF ARPA FUNDS FOR YOUTH JOB
TRAINING TO CITY OF FLINT SECOND CLEAN & SAFE SUMMER YOUTH JOB
TRAINING PROGRAM FOR \$225,000**

In 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as "revenue replacement;"

The City Administration recommends reallocating \$225,000 of ARPA funds, previously obligated for revenue replacement, to provide funding to City of Flint Clean & Safe Summer Youth Job Training Program to provide a second round of summer jobs for youth ages 15-19 to eradicate the negative use of idle time and to keep them safe from crime. The program offers 6-weeks of summer employment paid through the ARPA Youth Job Training category and for 5-7 non-profit organizations to serve as host sites.

Reallocated funds will be moved from #101-287.000-963.000 as follows:

Account	Description	Amount
██████████	Second City of Flint Clean & Safe Summer Youth Job Training Program/Youth Job Training	\$225,000

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account ██████████ to City of Flint Second Clean & Safe Summer Youth Job Training Program in the amount of \$225,000. Based on review and validation of the appropriate fund use by the City's compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations.

For the City:

For the City Council:

Clyde D. Edwards, City Administrator

Approved as to Form:

Approved as to Finance:

Joanne Gurley, City Attorney_____
Phillip Moore, Chief Financial Officer

TODAY'S DATE: 3/12/2025

BID/PROPOSAL#

AGENDA ITEM TITLE: RESOLUTION APPROVING REALLOCATION OF GENERAL FUNDS FOR YOUTH JOB TRAINING TO CITY OF FLINT FOR THE SECOND CLEAN & SAFE SUMMER YOUTH JOB TRAINING PROGRAM FOR \$225,000

PREPARED BY: Shelly Sparks-Green

VENDOR NAME: City of Flint

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

City of Flint Clean & Safe Summer Program – is a program created by Mayor Sheldon Neeley for the purpose of controlling youth crime activities during the summer months of June – July 2025. This initiative is part of a larger crime fighting platform that is funded through the Department of Justice CVIPI grant in partnership with the City of Flint Police and Fire departments. CVIPI has funded several organizations that focus on crime reduction and gun violence including Peacekeepers, Mans Movement, WOW Outreach, and Hurley Trauma Recovery Center.

Flint is facing serious challenges related to youth violence, as evidenced by increasing crime rates and a high incidence of violent crime among youth. According to the Flint Police Department's Crime Report (2024), youth under 18 account for 30% of all violent crime arrests in the city, which is significantly higher than the national average for cities of similar size and socio-economic demographics. Flint also faces critical levels of poverty, with approximately 40% of Flint's youth living below the federal poverty line, making them more vulnerable to involvement in crime. Poverty is one of the key risk factors associated with youth violence (Kaufman, 2017). Flint has a long-standing history of underfunded education systems and limited access to mental health services, exacerbating the situation for at-risk youth (Harvey et al., 2019). This initiative not only provides youth with pocket cash but serves as another source of family income that was lost by the numerous deaths of caregivers caused by the water crisis and COVID. Below is a recap of the First Summer Youth initiative:

2024 Recap: Building Skills Through Service

Latrese Brown Reported, throughout the summer, seven local organizations collaborated with the program, offering diverse job opportunities to 91 youth participants tailored to help them gain

practical experience while contributing positively to their community. The program received 171 applicants but the funding received only allowed the City to employ 91 youths.

- Latinx Technology and Community Center – Community clean-up projects
- North Flint Neighborhood Action Council – Community clean-up projects
- Cathedral of Faith – Childcare services
- Department of Public Works (DPW) – Various city jobs
- McCree Theatre – Plays and stagecraft
- Flint Community Water Laboratory – Water testing and science projects
- Faith Foundation – Various tasks and acted as the program's fiduciary

The program focused on professional development over profit, emphasizing the cultivation of essential skills like social interaction, interpersonal workplace communication, office culture, and community engagement. Youth participants earned \$11/hour while working 29 hours per week in a structured, supportive environment designed to promote learning and growth rather than productivity alone. The program went so well that some organizations like McCree Theater and Flint NAC asked to have an additional week of participation. (please see attached budget)

The Department of Public Works utilized their youth in various ways to improve the viability of fire hydrogen in neighborhoods by painting them the different color codes while learning the importance of what each color fire hydrogen means to a community.

The McCree Theater gave youth an insight into theater and the various career opportunities that a field such as the Arts can offer. They participated in plays, costume design, and stage presence to get an idea of what it takes to produce community story telling.

Latinx provided cultural experiences that combined clean-up projects with diverse groups, discussion sessions, and neighborhood diversity.

NAC provided history with their cleanup projects around the significance of the SBEV building and original use and the street names and significance.

Flint Community Water Lab youth learned about science and career opportunities that it produces. They learned about water testing and the Flint Water Crisis, community support, and importance of clean air and water.

Faith Foundation placed their youth in various businesses to learn job skills, business etiquette, and a variety of employment types.

Cathedral of Faith taught the importance of Faith and confidence when navigating through life experiences through cleanup and mentorship.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)
 *Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services
- ☐ (3) Quotes (please attach all quotes to your requisition)

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
2024	ARPA Youth Job Training	101-728.018-801.000	\$200,000	\$200,000	240124

The 2025 Second City of Flint Clean & Safe Summer Youth Job Training Program will provide summer jobs, business learning experiences, and a fantastic opportunity for Flint youth to formulate career goals and to build a brighter future for our youth. The program will serve between 100-110 youth aged 15-19 in efforts to make use of idle time and keep them safe from crime. The program will offer 6-weeks of summer employment, paid through the ARPA Youth Job Training category, for 5-7 non-profit organizations to serve as host sites for 10 youth participants. Each organization will be awarded up to a maximum of \$25,000 for administrative reporting, materials, swag, and program costs. The youth participants will be paid \$11.00 per hour for 29 hours each week beginning June 09, 2025, and ending on July 4, 2025.

Lessons learned have the program administrators rethinking and planning a few changes to our approach. We are attempting to partner with Youth Quest to provide a higher-level orientation for both youth and hosting organizations. We also are looking for alternative solutions for fiduciary services to pass on some of that cost to employ more youth participants. It is the goal of the programming to utilize most of the funding to support youth by lowering operating cost.

After council approval the process will be as follows (please see the attached forms):

- applications will become available for organizations and youth to apply
- The organizations will be selected by a scoring process through the City of Flint

- The youth will be selected as a first come first serve basis and selected only if they meet the requirements put forth.
- The organizations and the youth will be mandated to attend orientation and information sessions to understand the expectations of the program.

Qualifying Youth - Eligible applicants must live within the city limits of Flint, be at or below 300% of Federal Poverty Limits, and have a hardship that is a direct result of COVID-19. Documentation for income verification is required. Must be between the ages of 15-19.

300% of Federal Poverty Guidelines – Adjusted for Family Size

Family Size	1	2	3	4	5	6	7	8+
Income	\$40,770	\$54,930	\$69,090	\$83,250	\$97,410	\$111,570	\$125,730	\$139,890

Qualifying Organizations: Each organization will be required to submit a two-page application, proof of non-profit status, must be insured, have been in business for 2 years or more, and have qualified staff to be selected as a host for the Clean & Safe Summer Youth Job Training site.

In the past the host organizations were responsible for the promotion and hiring of the summer youth participants and reporting under the standard ARPA reporting requirements, this year we are working towards absorbing more of this responsibility in-house to cut operating cost. The applications will be disseminated to schools, youth program facilities, and through host organizations and City of Flint social media websites and online portals.

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

This initiative gives youth in Flint the chance to gain valuable skills, build their confidence, and contribute to their community in meaningful ways. By providing structured work opportunities, mentorship, and a safe space to grow, we're helping them stay focused, positive, and engaged, keeping them on a path toward success as opposed to alternatives that lead to street violence, crime, death, and incarceration. It's more than just a job; it's about giving our youth the tools they need to lead and create lasting change in their own lives and in the city they call home.

Section IV: FINANCIAL IMPLICATIONS:**IF ARPA related Expenditure:**

Has this request been reviewed by E&Y Firm: YES ☐ NO ☒ IF NO, PLEASE EXPLAIN:

It was approved last year, and it has the same activities

BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
City of Flint Admin	General Fund Youth Job training			\$225,000
		FY25 GRAND TOTAL		

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES ☐ NO ☐ **REQUISITION NO:**

ACCOUNTING APPROVAL: _____ **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Shelly Sparks-Green	810.880.3404
2		
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☐ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:

(Name, Title)

ADMINISTRATION APPROVAL:

(for \$20,000 or above spending authorizations)

YOUTH SUMMER JOB PROGRAM

2024 Recap:

171 Youth Applied; 91 Participated

7 organizations:

Latinx Technology and Community Center (clean-up)
North Flint Neighborhood Action Council (clean-up)
Cathedral of Faith (Child care)
DPW (various city jobs)
McCree Theatre (plays and stagecraft)
Flint Community Water Laboratory (water testing/science)
Faith Foundation (various, also acted as fiduciary)

Gave Flint Youth something constructive to do during the downtime of Summer, giving them skills through service to their community while avoiding more negative activities. Youth learned valuable life skills such as social skills, interpersonal work communication, office culture, community engagement, and other professional development skills.

\$11/hour, 29 hours/week

Professional development over profit; the skills acquisition and cultivation of social skills trumped the actual work being performed. Layers of oversight ensured an environment of learning versus one in which a business came first

QUOTE: Latrese

2025 Preview:

Restarting in June, ending in August
Sign-up to be held at the City of Flint Service Center.

Funding: ARPA

Flint Youth Summer Job Program: 2024 Recap and 2025 Preview

The Flint Youth Summer Job Program has successfully wrapped up another impactful season in 2024, providing local youth with valuable work experience and life skills while serving their community. This year, the program saw an impressive turnout with **171 youth applicants**, out of which **91 participated** across various community organizations.

2024 Recap: Building Skills Through Service

Throughout the summer, seven local organizations collaborated with the program, offering diverse job opportunities tailored to help youth gain practical experience while contributing positively to their community:

- **Latinx Technology and Community Center** – Community clean-up projects
- **North Flint Neighborhood Action Council** – Community clean-up projects
- **Cathedral of Faith** – Childcare services
- **Department of Public Works (DPW)** – Various city jobs
- **McCree Theatre** – Plays and stagecraft
- **Flint Community Water Laboratory** – Water testing and science projects
- **Faith Foundation** – Various tasks and acted as the program's fiduciary

The program focused on **professional development over profit**, emphasizing the cultivation of essential skills like social interaction, interpersonal workplace communication, office culture, and community engagement. Youth participants earned **\$11/hour** while working **29 hours per week** in a structured, supportive environment designed to promote learning and growth rather than productivity alone.

"As the Program Director for Community Violence Intervention and Prevention Initiative, I'm excited to see how the Flint Youth Summer Job Program continues to make a difference in the Flint Community. This initiative gives youth in Flint the chance to gain valuable skills, build their confidence, and contribute to their community in meaningful ways. By providing structured work opportunities, mentorship, and a safe space to grow, we're helping them stay focused, positive, and engaged keeping them on a path toward success. It's more than just a job; it's about giving our youth the tools they need to lead and create lasting change in their own lives and in the city they call home."

Looking Ahead: 2025 Summer Job Program

The Flint Youth Summer Job Program is set to return in **June 2025**, running through **August**. Sign-ups will take place at the **City of Flint Service Center**. This continued initiative aims to provide even more Flint youth with constructive opportunities to build life skills, engage with their community, and avoid negative summer distractions.

Stay tuned for more updates and help spread the word about this impactful program that continues to empower the next generation of Flint leaders.

Clean & Safe Summer Youth Job Training Program, Round 1 Expenditures charged to the allocation of ARPA funding per resolution #240124			
Total Contracts	Expensed	Rem. Allocated Funds	Vendor
\$ 28,000.00	\$ 26,000.00	\$ -	CATHEDRAL OF FAITH CHURCH
\$ 2,200.00	\$ 2,200.00	\$ -	COMMUNITEE PRINTING LLC
\$ 51,950.00	\$ 51,740.00	\$ 210.00	FAITH FOUNDATION RESOURCES
\$ 26,000.00	\$ 26,000.00	\$ -	FLOYD J MCCREE THEATRE
\$ 26,000.00	\$ 26,000.00	\$ -	GOOD CHURCH INC
\$ 26,000.00	\$ 25,999.98	\$ 0.02	HISPANIC TECHNOLOGY & COMMUNITY CTR
\$ 31,000.00	\$ 31,000.00	\$ -	NORTH FLINT NEIGHBORHOOD ACTION
\$ 10,850.00	\$ -	\$ 10,850.00	Unallocated
\$ 200,000.00	\$ 188,939.98	\$ 11,060.02	Remaing Balance



August 13, 2024

Ms. Angela Lots
Faith Foundation Resources
1053 Professional Drive
Flint, MI 48532

Dear Ms. Lots,

Please accept this as our final report regarding our Safe Summer Youth Employees:

McCree Theatre initially began with 10 youth. One youth found employment elsewhere and never reported to McCree Theatre. The nine remaining youth included: Josiah Grays, Briana Gray, Makayla McComb, Serenity Stephen, Jazmyn Leak, Amari Robinson, Michael Brown, Jazmine Brown, and Destiny Rawls.

Job Description: Summer youth workers performed in accordance with the following job description: "Summer youth will be expected to engage in all that is transpiring at McCree Theatre during their term of employment, including participating in building improvement activities as well as participating in our summer theatre camp for youth. Duties may range from light maintenance, janitorial, to participating on-stage or backstage in our summer youth production of *The Lion King, Jr.*"

- Assist the building maintenance director in light maintenance and janitorial duties.
- Assist instructional staff in the management of their respective classrooms.
- Assist kitchen staff with feeding summer camp participants breakfast and lunch.
- Become involved in the theatre's summer camp production of *The Lion King, Jr.*
- Assist in marketing activities for *The Lion King, Jr.*
- Performing other duties as required.

For the most part, all summer youth workers performed their duties responsibly.

Attendance: Every summer youth worker assigned to McCree Theatre showed up for work on the dates and times required. There were no absences for the duration of their assignment.

Disciplinary Actions: No disciplinary action was necessary during the course of their assignment here.

Summary: The nine safe summer youth workers assigned to McCree Theatre performed admirably. We were able to extend all nine workers an additional week due to the absence of the tenth worker and hours not used during the 4th of July Holiday. They engaged with the more than 50 youth, ages 5 – 17, enrolled in our Summer Theatre Camp, assisting our workshop leaders in various capacities and assisting in serving breakfast and lunch to our campers. Five of the youth also took active roles in our production of The Lion King, Jr., three on stage in leading roles, one in the booth, and the other backstage assisting in managing our littles. They were extended for an additional week at McCree Theatre's expense. The production took place on August 9 and 10 for three performances to over 500 audience participants.

Please do not hesitate to reach out to me if questions should arise.

Respectfully Submitted

Charles Winfrey

Charles H. Winfrey



Shelly Sparks-Green <ssgreen@cityofflint.com>

Fwd: Upcoming Summer Job Host Meeting

2 messages

Angela Lots <Angela@theffr.org>
To: Shelly Sparks-Green <ssgreen@cityofflint.com>

Wed, Jun 5, 2024 at 5:53 AM

Begin forwarded message:

From: Angela Lots <Angela@theffr.org>
Subject: Upcoming Summer Job Host Meeting
Date: June 4, 2024 at 6:51:01 PM EDT
To: Angela Lots <Angela@theffr.org>

Good Evening City of Flint Summer Job Hosting Sites!

I hope this email finds you well! The upcoming Summer Jobs meeting for hosts will take place this Friday June 7, 2024 at 1:00pm at the City of Flint Satellite Center, located at 4805 Clio Road Flint, MI.

Please plan to be there to sign your hosting contract, and receive important information. You will also need to send Mrs. Shelly Sparks the required documents for participation by Thursday June 6, 2024, via electronic.

We look forward to seeing you Friday and working with you this Summer! If you have any questions please feel free to contact me.

Best,
Angela Lots, MS
Executive Director
Faith Foundation Resources

Vanessa Pringle <vpringle@cityofflint.com>
To: Tiffany Rodriguez <trodriguez@cityofflint.com>, Shelly Sparks-Green <ssgreen@cityofflint.com>

Fri, Jun 7, 2024 at 12:58 PM

----- Forwarded message -----

From: Angela Lots <Angela@theffr.org>
Date: Thu, Jun 6, 2024 at 9:37 AM
Subject: Fwd: Upcoming Summer Job Host Meeting
To: VPringle@cityofflint.com <VPringle@cityofflint.com>

Good Morning Ms. Vanessa and Happy Thursday!

I'm not sure if your are to receive this for the Mayor's schedule, but just in case.

Best,
Angela Lots, MS
Executive Director
Faith Foundation Resources
[Quoted text hidden]

-

Vanessa Pringle, Executive Assistant to the Mayor
City of Flint, Mayor's Office, Rm 101
1101 Saginaw Street
Flint, MI 48502
VPringle@cityofflint.com
"Ignite the Flint in you!"
(810) 237-2058

Parent Permission Slip

I give my child permission to participate in the city of flint under the leadership of Mayor Shelton Neeley Summer Job Youth Program. I understand my child will be working and reporting to Faith Foundation Resources for work assignments and compensation. I understand the details of the program, including the schedules, responsibilities, and expectation outline for the participants.

I acknowledge that my responsibility is to ensure that my child:

- Attends the program on time.
- Picked up promptly at the end of each workday.
- Follows all appropriate behavior expectations.
- Followed all rules, regulations, and guidelines set forth by the program coordinators and staff.
- Follows directions given and participates fully.

Parent Agreement:

I give my child _____ permission to work with Faith Foundation Resources during the Flint Summer Job Youth Program. I understand Faith Foundation Resources is not responsible for any injuries or stolen property that may occur during the program.

Parent signature _____

Date: _____

Student Agreement:

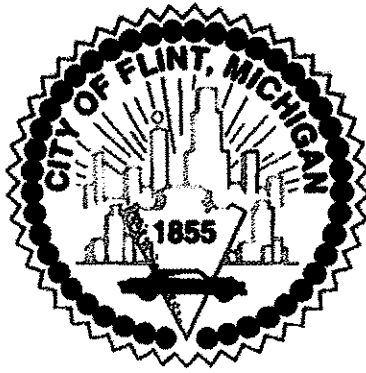
I _____ agree to follow Faith Foundation Resources rules and understand that if my behavior is unacceptable, I may lose the right to participate and complete *the* activities and events hosted by Faith Foundation Resources.

Student Signature _____ Date: _____

PLEASE REVIEW TO MAKE SURE ALL INFORMATION IS CORRECT

4225 Miller Road #176 Flint, Michigan 48507

Business number 810 766-9335 fax (810) 222-0399 www.faithfoundationresources.org



Dear Student Name,

Congratulations on being selected to participate in the City of Flint Safe Summer Youth Job Training program under the leadership of Mayor Sheldon Neeley Summer Job Training Program! We are thrilled to have you on board and look forward to working with you over the next five weeks.

Starting on June 17, you will be working 28 hours a week, for five weeks at your designated job sites, earning a rate of \$11 an hour. This program will provide you with valuable work experience, skills, and knowledge that will benefit you in your future endeavors.

We welcome you to this opportunity and encourage you to make the most of it. Take advantage of the resources available to you, ask questions, and engage with your colleagues and supervisors. This program is designed to help you grow and succeed, and we believe that you have the potential to thrive in this environment.

Again, congratulations on being selected for this program. We are excited to see all that you will accomplish during your time with us.

Best of luck,

Mayor Sheldon Neeley

City of Flint



Shelly Sparks-Green <ssgreen@cityofflint.com>

Today's Youth Summer Job Orientation

1 message

Angela Lots <Angela@theffr.org>

Mon, Jun 24, 2024 at 8:56 AM

To: Angela Lots <Angela@theffr.org>, "cwinfrey@mccreetheatre.com" <cwinfrey@mccreetheatre.com>, "pastormartincof@yahoo.com" <pastormartincof@yahoo.com>, "leor@goodchurch.life" <leor@goodchurch.life>, "info@northflintnac.org" <info@northflintnac.org>, Asa Zuccaro <azuccaro@latinxfint.org>, Shelly Sparks-Green <ssgreen@cityofflint.com>

Good morning Organizations and Happy Monday!

A friendly reminder of today's Youth Summer Job training orientation held at Cathedral of Faith Church located 6031 Dupont St., Flint, MI @ 5 PM today. All participants must bring their parents or guardian to this important meeting.

Please be prepared to bring and give your participants their W9 tax form to fill out along with the parent authorization form, you should have received in you're on boarding package from Mrs. Shelly Sparks-Green. The youth would be giving their T-shirts today, along with the rules and regulations of the program. Please be prepared to give your participants the point of contact person from your organization to report absents, late, or any emergencies. We will be encouraging no lates or absences in these five weeks. We do not foresee any complications, however if any arrive lets try to solve them quickly, efficiently, and together with less drama as possible.

Let's make it a great summer for our Flint youth and your individual organizations!

In His Service,
Angela Lots, MS
Executive Director
Faith Foundation Resources

Date: _____

Class: _____

**Information Sheet - Please Print ALL Information
Student Information**

Full Name: _____

Street Address: _____ Apt/Unit: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Number (____) _____ Social Security: _____

Email Address: _____ Date of Birth: ____/____/____

How Did You Hear about us? (Circle One) Another Client, Billboard, Flyer, Internet, Local Ad/News, Radio

Name of School: _____ Current Grade: _____

Parent/Guardian Information — Must be filled out completely

Name: _____

Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

Home/Cell Number (____) _____ Work Number: _____

Emergency Contact Alternate

Name: _____

Relationship to student: _____

Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

Home/Cell Number (____) _____

How many people within your Household (Circle One): 1 2 3 4 5 6 7 8 9

Race (Circle One): Black White Asian Indian Other Head of Household: Yes ____ No ____

Household Income (Circle One): ☐ \$12,600 - \$24,600 ☐ \$25,150 - \$34,600 ☐ \$35,750 - \$50,000

(a) Free/Reduced Lunch Eligibility: Yes ____ No ____ (b) Are you eligible for Snap: Yes ____ No ____

Do you have transportation to and from the Program site? Yes ____ No ____

Signature: _____

PLEASE REVIEW TO MAKE SURE ALL INFORMATION IS CORRECT

Date: _____

Class: _____

**Information Sheet - Please Print ALL Information
Student Information**

Full Name: _____

Street Address: _____ Apt/Unit: _____

City: _____ State: _____ Zip Code: _____

Home/Cell Number (____) _____ Social Security: _____

Email Address: _____ Date of Birth: ____/____/____

How Did You Hear about us? (Circle One) Another Client, Billboard, Flyer, Internet, Local Ad/News, Radio

Name of School: _____ Current Grade: _____

Parent/Guardian Information — Must be filled out completely

Name: _____

Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

Home/Cell Number (____) _____ Work Number: _____

Emergency Contact Alternate

Name: _____

Relationship to student: _____

Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

Home/Cell Number (____) _____

How many people within your Household (Circle One): 1 2 3 4 5 6 7 8 9

Race (Circle One): Black White Asian Indian Other Head of Household: Yes ____ No ____

Household Income (Circle One): ☐ \$12,600 - \$24,600 ☐ \$25,150 - \$34,600 ☐ \$35,750 - \$50,000

(a) Free/Reduced Lunch Eligibility: Yes ____ No ____ (b) Are you eligible for Snap: Yes ____ No ____

Do you have transportation to and from the Program site? Yes ____ No ____

Signature: _____

PLEASE REVIEW TO MAKE SURE ALL INFORMATION IS CORRECT

Flint Clean and Safe Summer Youth Jobs

McCree

Donzel Walker	924 Cedar Street Flint MI. 48503.	810 882-8777
Jazmine Brown	3116 Mallery St. Flint. MI. 48504	810 884-3812
Michael Brown	2321 Berkeley St. Flint MI. 48504	810 830-5240
Destiny Rowls	206 W. Newall St. Flint MI. 48505	810 430-2267
SeRenity Stephen	1216 Millcreek Court Flint MI.48502	810 447-7408
Josiah Grays	3283 Spring Valley Drive Flint MI. 48504	810 339-2440
Briana Gray	3283 Spring Valley Drive Flint MI. 48504	810 874-4447
Malkayla McCombs	2436 Thomas Street Flint MI. 48504	810 288-4217
Amari Robinson	3783 Spring Valley Drive Flint MI. 48504	810 955-7154
Jazman Leak	2332 Nolen Drive Flint MI. 48504	810 964-9990

Good Church

Trevon Wilson	1022 Foss Ave. Flint MI. 48505	810 218-0091
Antonio Clemons	1110 West Hamilton Ave. Flint MI. 48504	810 285-5653
Keira Bates	3160 Caralene Dr. Flint MI. 48504	810 241-9683
Alana Gibson	3342 Brookgate Dr. Flint MI. 48507	810 291-5342
A'myla Thompkus	1356Knickobooker Ave. 48505	810 406-6656
Ayiana Sisco-Shields	2602 Ridgeview Ct. Flint MI 48505	810 936-3941
Zavier Wilson	1022 E. Foss Flint MI. 48505	810 295-6812
Zion Robinson	1821 Lincoln Drive flint MI. 48503	810 610-4523
Dyian Jackson	5402 Winthop Blvd. Flint MI. 48505	810 358-0377

Cathedral of Faith

Malachi Evans	3401 Dearborn Ave. Flint MI.48507	810 282-1404
Matthew Evans	3401 Dearborn Ave. Flint MI. 48507	810 282-1404
*Xakera Garland	7194 Glenmeadow Ct.	810 493-5495
Koara Balknight	3015 Linden Lanes Flint MI. 48507	810 308-9374
Keon Williams	5210 Susan Stree Flint MI. 48505	810 252-1524
Edrecee Taylor	316 W. Dewey St. Flint MI. 48505	810 221-2585
Nadia Callaway	1809 Copeman Blvd. Flint MI. 48504	810 297-3385
Caleb Duckworth	8205 Shavelm Flint MI. 48504	810 553-0014
Co'Mora Evans	214 W. Austin Ave. Flint MI. 48505	810 221-2877
*La'Tazia D. Lewis	1435 Chissom Flint MI. 48533	810 553-2306

NANAC (Patrick)

E'Marion Lewis	5702 Leslie Drive Flint MI. 48504	810 569-7569
Camaron Green	417 E. Patterson Street Flint MI. 48505	810 247-0970
-Deniro Rawls	1260 Glibert Street Flint MI. 48532	810 577-7552
Teevarius Brown	1811 Cussett Flint MI. 48504	810 504-5585
Antonio Moor Jr.	3301 Begole Stree Flint MI.48504	810 391-4900
Ja'Vea Nunley	418 E. Parkway Ave. Flint MI. 48505	313 968-8419
Tanajza Tapplin	2324 Lapeer Rd. Flint MI. 48503	810 252-5587
Harmony Pearson	4227 Kellar Ave. Flint MI. 48504	810 830-4310
Takayia Criss	2606 Pennsylvania Ave. Flint MI. 58506	810 484-7555
Nyaisa Coleman	2400 N. Saginaw Flint MI. 48505	810 938-9172

LatinX

Franciso Hernandez	3510 W. Parkway Ave. Flint MI. 48504	810 835-9731
Sima Gutierrez	2515 Windemere Ave. Flint MI. 48503	810 241-6620
Esperanza Hernandez	1730 Wisconsin Ave. Flint MI. 48506	810 484-9632
-Medina		
Thomas Hernandez	1730 Wisconsin Ave. Flint MI 48506	810 484-9632
-Medina		
*Gabrielle Moran	1315 Westwood Drive Flint MI. 48532	810 814-6053
Ailya Padilla	2820 Thom St. Flint MI. 48506	810 813-8596

Faith Foundation Resources

My'Asia Bradley	2321 Berkeley St. Flint MI. 48504	810 335-7706
Torreontee Thomas	424 E. Wood Street Flint MI. 48503	810 254-4392
Taywine Thoma	424 E. Wood Street Flint Mi. 48503	810 254-0773
Jesse Drakeford	2014 Concord Street Flint MI. 48504	810 268-1481
Kim'Ida Martin	1809 Shamrock Ln. Flint MI. 48504	810 525-3531
Marvan Martin	1809 Shamrock Ln. Flint MI. 48504	810 610-3192
Quinn Veasey	519 W. Hamilton Ave. Flint MI. 48503	810 908-5390
Roleahia Washington	1312 Mackin Road Flint MI. 48503	810 348-9224
Deshwan Williams	324 W. Jackson Ave. Flint MI 48505	810 908-5390
Samaya Johnson	1910 Coleman Blvd, Flint MI. 48504	810 293-2633



FAITH FOUNDATION RESOURCES

Bridging the Gaps in LIFE | MIND | & TIME

Teen Cafe'

City of Flint Graduation Luncheon

Youth Job Training Program

Saturday, September 21, 2024 12:00-2:30

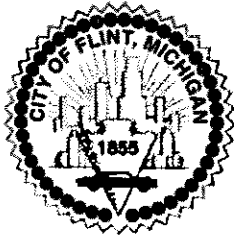
Cathedral of Faith Church
6031 Dupont Street, FLINT, MI 48505

For More Info PLEASE CONTACT:

MRS. ANGELA LOTS

(810) 869-0164

**Food, Music, Games & Prizes
And Much More!!**



RESOLUTION NO.: 250175-T
PRESENTED: 6-4-2025
ADOPTED: _____

**RESOLUTION APPROVING REALLOCATION OF \$200,000 IN ARPA FUNDS TO
PRIVATE TREE REMOVAL PROGRAM**

BY THE CITY ADMINISTRATOR:

Whereas, in 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as “revenue replacement” on December 20, 2023; and

Whereas, the City Council adopted resolution 240405.1-T which approved the reallocation of \$324,000 to the Private Tree Removal Program; and

Whereas, the City Administration proposes the reallocation of an additional \$200,000 in ARPA funds to the Private Tree Removal Program; and

Reallocated funds will be moved from Acct #101-287.000-963.000 *as* follows:

Account	Description	Amount
101-728.020-801.000	Tree Removal Match Funds Program	\$200,000

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account #101-287.000-963.000 to Tree Removal Match Funds Program in the amount not to exceed \$200,000.00 amend FY 25 budget and make funds available for any future financial year as long as funds remain. Based on review and validation of the appropriate fund use by the City’s compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations.

For the City:

Clyde D. Edwards / A0475

Clyde D. Edwards / A0475 (May 30, 2025 14:07 EDT)

Clyde D. Edwards, City Administrator

For the City Council:

Approved as to Form:

JoAnne Gurley
JoAnne Gurley (May 30, 2025 13:52 EDT)

JoAnne Gurley , City Attorney

Approved as to Finance:

Phillip Moore
Phillip Moore (May 29, 2025 15:48 EDT)

Phillip Moore, Chief Financial Officer



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE:

BID/PROPOSAL#

AGENDA ITEM TITLE:

PREPARED BY:

VENDOR NAME:

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint Tree Removal Match Funds program will enhance public safety and protect property. Through this initiative, the city will provide up to \$1,000.00 in matching funds to residents who invest in removing hazardous trees on their properties. Residents that meet HOPE program criteria will be given up to \$1,000 towards removal of a hazardous tree. The program aims to address the risks posed by trees that threaten both people and structures. By partnering with residents, Flint seeks to encourage proactive maintenance and reduce potential hazards. The matching funds will cover a portion of the expenses incurred by homeowners for tree removal. This collaborative effort is designed to improve overall community safety and mitigate risks associated with dangerous trees. The initiative reflects Flint's commitment to investing in the well-being and security of its residents.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
25	101-728.020-801.000	\$324,000.00			240405.1-T

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

The Private Tree Removal program will significantly enhance the safety of Flint residents by reducing the risk of dangerous trees falling on homes or infrastructure. By sharing the cost of tree removal with residents, the program makes it more affordable for homeowners to address potential hazards. This proactive approach helps prevent property damage and personal injury, contributing to a safer community environment. Additionally, the program encourages property upkeep, which can improve neighborhood aesthetics and overall property values. Ultimately, this initiative fosters a collaborative effort between the city and its residents to create a more secure and visually appealing urban landscape.



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

In 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as "revenue replacement;". The City Council adopted resolution 240405.1-T which approved the reallocation of \$324,000 to the Private Tree Removal Program. The City Administration proposes the reallocation of an additional \$200,000 in ARPA funds to the Private Tree Removal Program

BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
DPW	Private Tree Removal Program	101-728.020-801.000		\$200,000.00
		FY25 GRAND TOTAL		\$200,000.00

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

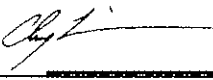


CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO: _____

ACCOUNTING APPROVAL:  Date: _____


WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

Section V: RESOLUTION DEFENSE TEAM:

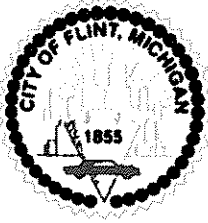
(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Heather Griffin / Seamus Bannon	
2		
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE:  Seamus Bannon (May 29, 2025 15:42 EDT)
(Name, Title)

ADMINISTRATION APPROVAL: _____
(for \$20,000 or above spending authorizations)



250176-T

RESOLUTION NO.: _____

PRESENTED: 6-4-2025

ADOPTED: _____

BY THE CITY ADMINISTRATOR:

RESOLUTION TO AUTHORIZE AN AMENDMENT TO RESOLUTION 230406 FOR FUNDING FOR PHASE II OF POLICE DEPARTMENT CITY HALL CAMERA INSTALLATION FROM FY2024 TO FY2025

WHEREAS, The City of Flint Police Department is requesting an extension to use the ARPA funds that were allocated to the City of Flint Police Department from the ARPA Contingency Fund for Phase II of New Camera Installation City Hall Complex Interior; the end date would be amended from June 30, 2024, to June 30, 2025, and

WHEREAS The City Council adopted resolution 230406 on November 27, 2023, approving a contract in an amount not to exceed \$336,484.53 and

Whereas, according to adopted resolution 220464.1 the ARPA allocation plan allocated funds to a Contingency Fund, and

WHEREAS The City of Flint Police Department is requesting a change order in the amount of \$14,348.84 to complete the internal camera project; due to the renovations of the South Building it was determined that more cameras were needed; and

Account Number	Account Name	Amount
287-305.701-977.810 FY24	Equipment – Police - ARPA	\$334,017.37
287-305.701-977.810 FY25	Equipment – Police - ARPA	\$2,467.16
265-310.206-977.000 FY25	Equipment	\$14,348.84
	Grand Total	\$350,833.37

IT IS RESOLVED That the proper City Officials, upon the City Council approval, are hereby authorized to do all things necessary to amend the end date from 6/30/2024 to 6/30/2025 in an amount not to exceed \$336,484.53 of ARPA funds and an additional \$14,348.84 from the City of Flint Police department FY25 budget. For a total not to exceed \$350,833.37.

APPROVED AS TO FORM:


Joanne Gurley, Chief Legal Officer

Joanne Gurley, Chief Legal Officer

APPROVED AS TO FINANCE:


Phillip Moore, Chief Financial Officer

Phillip Moore, Chief Financial Officer

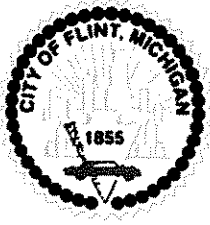
FOR THE CITY OF FLINT:

 A0459
Clyde Edwards, City Administrator

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

City Council President



RESOLUTION NO.: _____

PRESENTED: _____

ADOPTED: _____

APPROVED AS TO PURCHASING:

Lauren Rowley

Lauren Rowley, Purchasing Manager



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE: May 2, 2025

BID/PROPOSAL#

AGENDA ITEM TITLE: Resolution to Authorize an Amendment to Resolution 230406 for Funding for Phase II of Police Department City Hall Camera Installation from FY2024 to FY2025

PREPARED BY: Angela Amerman

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint is requesting a change order to complete the internal camera project at North Building, City Hall and the South Building. Sonitrol Great Lakes have expanded their network to provide new and updated cameras. In FY24 most of the cameras were purchased and installed within City Hall and the North Building. Renovations to the south building were about to start at the beginning of FY25. So, the internal camera project could not be completed at that time. After the south building renovations were completed Sonitrol Great Lakes installed CCTV System in the South Building. The internal camera project is now complete.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☒ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or another municipality)
- *Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services
- ☐ (3) Quotes (please attach all quotes to your requisition)

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FY25	287-305.701-977.810	\$2,467.16	\$2,467.16	0	230406
FY24	287-305.701-977.810	\$336,484.53	\$336,484.53	\$334,017.37	230406
FY23	444-230.200-976.000	\$123,364.45	\$119,436.45	\$119,436.45	230031

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

The footage from the cameras can clarify disputes or complaints, ensuring fair treatment by city employees and help to protect workers from threats or unsafe conditions. The video evidence can protect the City from false claims or lawsuits, reducing legal costs. While reducing vandalism, theft, or misuse of public property.

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Dept.	Name of Account	Account Number	Grant Code	Amount
Police	Equipment	265-310.206-977.000		\$14,348.84
Police	Equipment - Police	287-305.701-977.810	FUSDT-CSLFRF	\$2,467.16
		FY25 GRAND TOTAL		\$16,816.00

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 24-006723 ARPA Funds

ACCOUNTING APPROVAL: Angela Amerman Angela Amerman (May 3, 2025 15:14 EDT) **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Terence Green	
2	Jeff Antcliff	



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

3		
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STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Terence Green
Terence Green (May 5, 2025 09:38 EDT)
(Terence Green, Police Chief)

ADMINISTRATION APPROVAL: Clyde D. Edwards
Clyde D. Edwards (May 5, 2025 10:10 EDT)
(for \$20,000 or above spending authorizations)

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e.g. 123456789, Smith Corp

"alarm management" 


"Sonitrol Great Lakes" 

Entity 

Location 

Status 

- ☒ Active
- ☒ Inactive

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LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 801169528

[Request certificate](#)[Return to Results](#)[New search](#)Summary for: **ALARM MANAGEMENT II L.L.C.**The name of the DOMESTIC LIMITED LIABILITY COMPANY: **ALARM MANAGEMENT II L.L.C.**

Entity type: DOMESTIC LIMITED LIABILITY COMPANY

Identification Number: 801169528 Old ID Number: LC8346

Date of Organization in Michigan: 08/29/1995

Purpose: All Purpose Clause

Term: Perpetual

The name and address of the Resident Agent:

Resident Agent Name: LEO S WANSTREET

Street Address: 7241 FENTON RD

Apt/Suite/Other:

City: GRAND BLANC

State: MI

Zip Code: 48439

Registered Office Mailing address:

P.O. Box or Street Address: 7241 FENTON RD

Apt/Suite/Other:

City: GRAND BLANC, MI

State: MI

Zip Code: 48439

Act Formed Under: 023-1993 Michigan Limited Liability Company Act

Managed By:

Members

[View Assumed Names for this Business Entity](#)**View filings for this business entity:**

ALL FILINGS

ANNUAL REPORT/ANNUAL STATEMENTS

CERTIFICATE OF CORRECTION

CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT

RESIGNATION OF RESIDENT AGENT

CERTIFICATE OF ASSUMED NAME

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Comments or notes associated with this business entity:

4/23/25, 5:03 PM

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The name of the DOMESTIC LIMITED LIABILITY COMPANY: ALARM MANAGEMENT II L.L.C.

Identification Number: 801169528

Old ID Number: LC8346

Assumed Name	Creation Date	Renewal Date	Expiration Date	Two or more entities assuming the same name
SONITROL GREAT LAKES	5/5/2016		12/31/2020	
SONITROL TRI-COUNTY	3/23/2001	10/17/2011	12/31/2016	

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Department of Finance - Treasury

Sheldon Neeley
Mayor

Clyde Edwards
City Administrator

Good Standing Certification

Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME: Alarm Management

HOME ADDRESS: _____

DBA: Sonitrol Great Lakes

BUSINESS ADDRESS: G-7241 Fenton Rd. Grand Blanc 48439

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

This section to be completed by the Department of Finance - Customer Service Division

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

PROPERTY TAXES DIV.

INCOME TAX DIV.

ENFORCEMENT

MR

CURRENT

CURRENT

CURRENT

CURRENT

CURRENT

DELINQUENT

DELINQUENT

DELINQUENT

DELINQUENT

DELINQUENT

*No water in Name
No property in Name*

If delinquencies exist, please indicate the date, type and amount of obligation:

City Staff Person and Date

[Signature] 5/2/25
City of Flint Customer Serv. Representative and Date

Sonitrol Great Lakes

7241 Fenton Rd
Grand Blanc, MI 48439

(248) 473-9400

TO: **City Of Flint, Michigan**
Attn: Finance Dept.
P.O. Box 246
Flint, MI 48501

INVOICE

Invoice Number	Invoice Date
574458	03/20/2025
Customer Number	Terms
13887	Net 10

REMIT: **Sonitrol Great Lakes - Michigan**
Dept 9513
PO Box 30516
Lansing, MI 48909-8016

CUSTOMER NAME	CUST NO	PO NUMBER	INVOICE DATE	TERMS
City Of Flint, Michigan	13887	21-003356	03/20/2025	Net 10

Description

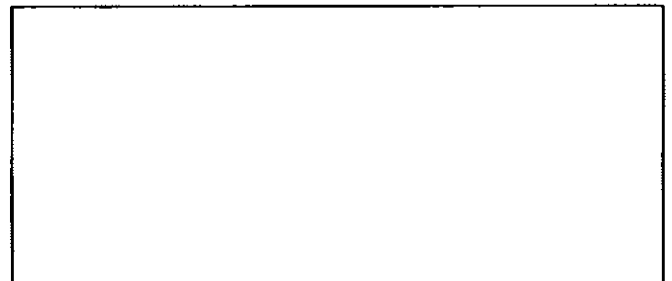
City Of Flint, Michigan: 210 E Fifth Street - Flint, MI 48502
Install CCTV System

Rate	Quantity	Amount
\$11,316.00	1.00	\$11,316.00
Subtotal		\$11,316.00
Taxes		\$0.00
Total		\$11,316.00
Payments/Credits		\$0.00
Net Due		\$11,316.00

As Of	Invoice No	Description	Amount	Net Due
03/20/2025	574458	Installation Services	\$11,316.00	\$11,316.00

Sonitrol Great Lakes - Michigan

Dept 9513
PO Box 30516
Lansing, MI 48909-8016
(248) 473-9400



Sonitrol Great Lakes

7241 Fenton Rd
Grand Blanc, MI 48439

(248) 473-9400

TO: **City Of Flint, Michigan**
Attn: Finance Dept.
P.O. Box 246
Flint, MI 48501

INVOICE

Invoice Number	Invoice Date
574472	03/21/2025
Customer Number	Terms
13887	Net 10

REMIT: **Sonitrol Great Lakes - Michigan**
Dept 9513
PO Box 30516
Lansing, MI 48909-8016

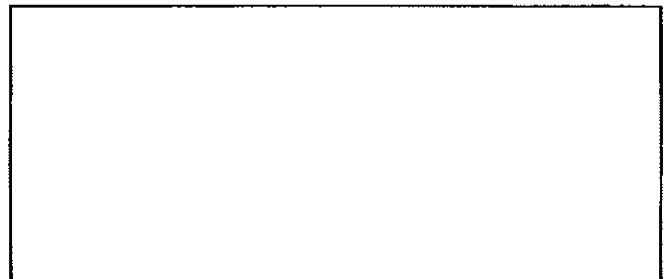
CUSTOMER NAME	CUST NO	PO NUMBER	INVOICE DATE	TERMS
City Of Flint, Michigan	13887	21-003356	03/21/2025	Net 10

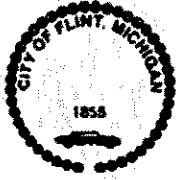
Description	Rate	Quantity	Amount
City Of Flint, Michigan: 210 E Fifth Street - Flint, MI 48502			
Install CCTV System	\$5,500.00	1.00	\$5,500.00
		Subtotal	\$5,500.00
		Taxes	\$0.00
		Total	\$5,500.00
		Payments/Credits	\$0.00
		Net Due	\$5,500.00

As Of	Invoice No	Description	Amount	Net Due
03/21/2025	574472	Installation Services	\$5,500.00	\$5,500.00

Sonitrol Great Lakes - Michigan

Dept 9513
PO Box 30516
Lansing, MI 48909-8016
(248) 473-9400





230406

RESOLUTION NO.: _____

PRESENTED: NOV - 8 2023

ADOPTED: NOV 27 2023

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO SONITROL GREAT LAKES, PHASE II OF NEW CAMERA INSTILATION
CITY HALL COMPLEX INTERIOR**


WHEREAS, The City of Flint has indoor and outdoor cameras throughout the police department and city hall complex that were installed and are maintained by Sonitrol Great Lakes, 7241 Fenton Rd., Grand Blanc, MI. The police department has utilized the services of Sonitrol for many years for security related cameras and access controls.

WHEREAS, Sonitrol Great Lakes has provided a proposal that will provide interior cameras that will tie into the existing system, as well as maintain the system for phase Two of new cameras to be installed throughout the police department and City Hall complex interior for safety and monitoring purposes.

GL/ACCOUNT #	ACCOUNT NAME /GRANT CODE	AMOUNT REQUESTED
287-305.701-977.810	EQUIPMENT/FUSDT-CSLFRF	\$336,484.53
	FY-2024 TOTAL:	\$336,484.53

IT IS RESOLVED, That the proper City officials, upon City Council's approval, are hereby authorized to enter into contract with Sonitrol Great Lakes for the installation and maintaining of the phase II interior cameras installed during FY24 at City Hall, in a project amount not to exceed \$336,484.53 for FY24 (07/01/23 - 06/30/24). This Resolution is for all the funds to come from the Contingency Funds.


APPROVED AS TO FORM:


William Kim [Oct 16, 2023 11:44 EDT]
William Kim, City Attorney

APPROVED AS TO FINANCE:


Phillip Moore [Oct 16, 2023 1:54 EDT]
Phillip Moore, Chief Financial Officer

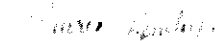
FOR THE CITY OF FLINT:


CLYDE D EDWARDS [Oct 24, 2023 17:40 EDT]
Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:


City Council President

APPROVED AS TO PURCHASING:


Lauren Rowley, Purchasing Manager



CITY OF FLINT

RESOLUTION STAFF REVIEW FORM

TODAY'S DATE: 10/05/2023

BID/PROPOSAL#:

AGENDA ITEM TITLE: Internal Camera Project – Phase II

PREPARED BY: Candice Smith - Police Department

VENDOR NAME: Sonitrol

BACKGROUND/SUMMARY OF PROPOSED ACTION:

The Police Department is requesting that Purchasing approve a request for Sonitrol in the amount of \$336,484.53 to update the internal cameras. Sonitrol has submitted a proposal that will expand their existing network to provide new and updated cameras inside the City Hall complex. This is Phase II of the camera project.

FINANCIAL IMPLICATIONS: None

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Police	Equipment	287-305.701-977.810	FUSDT- CSLFRF	\$336,484.53
		FY-24 GRAND TOTAL		\$336,484.53

PRE-ENCUMBERED? YES ☐ NO ☒ **REQUISITION NO:** 24-0007837

ACCOUNTING APPROVAL: Candice Smith
andrea.smith@cityofflint.org 2023-10-05 10:01 **Date:** _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

OTHER IMPLICATIONS (i.e., collective bargaining): NONE

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Terence Green
Terence.Green@cityofflint.org 2023-10-05 10:01
(Terence Green – Chief of Police)

SONITROL®

THE HIGHEST IN ELECTRONIC SECURITY

Sonitrol Great Lakes



QTY	Description
1	Avigilon AI NVR Premium
64	4MP Indoor Dome Cameras
48	Avigilon Dual Head Camera
1	Avigilon 8MP Camera
9	12MP Fisheye Dome Cameras
1	Avigilon 8MP PTZ Camera
1	Avigilon 12MP Fisheye Camera
1	Dome Bubble & Cover
1	Avigilon Surface Mount Adapter
124	Enterprise Edition camera channel

Video Surveillance Total	\$334,169.53
Monthly Professional Services Total	\$2,315.00

PRODUCT AND SERVICE GUARANTEE:

- Phone App for Off-Site Viewing
- 24-Hour Monitoring by Our Internal Central Station
- Lifetime Equipment & Service Warranty
- Loaner Guarantee
- Annual Preventative Maintenance
- HealthCheck
- Software Upgrade Service
- Emergency Service Guarantee
- Lifetime Support & Training
- Lifetime Technical Assistance

Notes:

- The above price does not include applicable taxes, permits or the labor to pull permits if permits are needed.
- The above price is subject to a 50% deposit, with balance due upon completion of installation.
- This proposal is good for 30 days from above date.

	LIFETIME EQUIPMENT & SERVICE WARRANTY	LOANER GUARANTEE	ANNUAL PREVENTATIVE MAINTENANCE VISIT	SOFTWARE UPGRADE SERVICE	EMERGENCY SERVICE GUARANTEE	LIFETIME SUPPORT & TRAINING	LIFETIME TECHNICAL ASSISTANCE
ON-SITE	✓	✓	✓	✓	✓	✓	✓
NATIONAL MONITORING							
TELEPHONE & CELL MONITORING							
DO IT YOURSELF (DIY)							
LOCAL RETAIL MONITORS							
IT & ELECTRICAL CONSULTING							

***Benefits listed above are only available with enrollment in a monthly service plan

Total Proposal Amount	\$334,169.53
Monthly Professional Services	\$2,315.00

The above price excludes tax.

Shonte Crafts
Customer Account Specialist

scrafts@sonitrolgreatlakes.com
Phone: (248) 473-9400 Ext. 1160





Lauren Rowley <lrowley@cityofflnt.com>

ARPA Vetting- Sonitrol Police Cameras

5 messages

Lauren Rowley <lrowley@cityofflnt.com>

Mon, Dec 18, 2023 at 5:11 PM

To: Brian Jarzynski <brian.jarzynski@ey.com>, Stacy L Semos <Stacy.Semos@ey.com>

Cc: Candice Smith <cdsmith@cityofflnt.com>

Hello,

Please see the attached approved resolution. I want to ensure this was vetted properly, as I did not draft this resolution for council.

Thanks,

Lauren Rowley

City of Flint

Purchasing Manager

(810) 766-7340 ext #2904

 **APPROVED RESOLUTION- Sonitrol Cameras Phase II ARPA.pdf**
384K

Lauren Rowley <lrowley@cityofflnt.com>

Thu, Dec 28, 2023 at 9:52 AM

To: Brian Jarzynski <brian.jarzynski@ey.com>, Stacy L Semos <Stacy.Semos@ey.com>

Cc: Candice Smith <cdsmith@cityofflnt.com>

Just following up on this as Sgt. Booth is ready to proceed.

Thanks!

[Quoted text hidden]

Stacy L Semos <Stacy.Semos@ey.com>

Tue, Jan 2, 2024 at 1:17 PM

To: Lauren Rowley <lrowley@cityofflnt.com>, Brian Jarzynski <Brian.Jarzynski@ey.com>

Cc: Candice Smith <cdsmith@cityofflnt.com>

Hi Lauren,

I hope you had a nice holiday. What was the procurement process for the cameras and maintenance?

Best, Stacy

Stacy L Semos | Manager | Assurance Services | Forensics & Integrity Services

Ernst & Young LLP

Cell: 517-862-7513 | Stacy.Semos@ey.com

My pronouns are: she/her/hers

1/17/24, 3:07 PM

City of Flint Mail - ARPA Vetting- Sonitrol Police Cameras

[Quoted text hidden]

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Lauren Rowley <lrowley@cityofflint.com>

Tue, Jan 2, 2024 at 1:18 PM

To: Stacy L Semos <Stacy.Semos@ey.com>

Cc: Brian Jarzynski <Brian.Jarzynski@ey.com>, Candice Smith <cdsmith@cityofflint.com>

Thanks Stacy. Same to you! These cameras are sole sourced as they are in addition to cameras we already have. It is an expansion of our current system more or less.

[Quoted text hidden]

3 attachments



Image001.jpg
25K



Image001.jpg
25K



Image001.jpg
25K

Stacy L Semos <Stacy.Semos@ey.com>

Tue, Jan 2, 2024 at 3:27 PM

To: Lauren Rowley <lrowley@cityofflint.com>

Cc: Brian Jarzynski <Brian.Jarzynski@ey.com>, Candice Smith <cdsmith@cityofflint.com>

Thanks Lauren, yes this is a permissible use.

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

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[Quoted text hidden]



RESOLUTION NO.: 220464.1

PRESENTED: OCT 24 2022

ADOPTED: OCT 24 2022

RESOLUTION ADOPTING ARPA ALLOCATION PLAN

BY THE CITY COUNCIL:

Under the American Rescue Plan Act (ARPA), the City of Flint received grant funding from the Coronavirus Local Fiscal Recovery Fund through the US Department of Treasury in the amount of \$94,726,664.00, to address public health and economic impacts of the COVID-19 public health emergency, respond to workers performing essential work during the COVID-19 public health emergency, provide government services to the extent of the reduction in revenue due to the COVID-19 public health emergency, and to make necessary investments in infrastructure.

\$34,374,696.00 of the City's ARPA funding has already been allocated and/or spent for these purposes. The remaining \$60,351,968.00 must be spent by December 31, 2026, to cover eligible costs incurred during the period that begins on March 3, 2021 and ends on December 31, 2024.

IT IS RESOLVED that the Flint City Council adopts the ARPA Allocation Plan, listed below, as its plan for allocating the remaining \$60,351,968.00 of the City's remaining ARPA funding

	Previously Authorized Allocations of ARPA Funds	Allocation of Remaining ARPA Funds	Community Grants (Not in Remaining ARPA Funds Allocations)
Neighborhood Improvement	26,400,000.00	13,735,000.00	8,660,000.00
Economic Development	0.00	8,275,000.00	3,000,000.00
Public Safety	600,000.00	3,720,000.00	1,000,000.00
Public Health	1,250,000.00	5,250,000.00	4,500,000.00
Infrastructure	1,800,000.00	400,000.00	0.00
Revenue Replacement	404,334.00	21,122,618.00	0.00
Contingency	0.00	5,000,000.00	0.00
Premium Pay	2,769,712.00	0.00	0.00
Administration	1,150,650.00	2,649,350.00	0.00
Grand Totals	\$34,374,696.00	\$60,351,968.00	\$16,160,000.00

IT IS FURTHER RESOLVED that the appropriate City officials are asked to implement this allocation plan, including identifying and submitting specific grantees or expenditures for Council approval, in accordance with the requirements of City, State, and Federal law.

Flint City Council Proposed ARPA Allocation Plan

	<u>Council Proposed Allocation with Remaining Funds</u>	<u>Community Grants</u>
Neighborhood Improvement		
HB-02 Neighborhood Clean Up		
HB-03 Alternative Uses for Vacant Lots	2,210,000.00	1,210,000.00
HB-04 Homeowner Education	250,000.00	500,000.00
HB-05 Home Repair & Improvement Grants	50,000.00	50,000.00
HB-06 Community Development Gap Financing	5,000,000.00	5,000,000.00
PH-02 Improve Parks and Community Centers (Moved from Public Health)	1,400,000.00	1,400,000.00
Total Neighborhood Improvement	<u>4,825,000.00</u>	<u>1,500,000.00</u>
	13,735,000.00	9,880,000.00
Economic Development		
ED-02 Loans to Businesses		
ED-03 Clean-up Buick City	375,000.00	
ED-04 Property Disposition	3,250,000.00	
ED-05 Improve Technology For Economic Development	175,000.00	
ED-06 Oak Business Center	600,000.00	
ED-06 Business Grants Covid Recovery	875,000.00	
Youth Job Training	500,000.00	500,000.00
Total Economic Development	<u>2,500,000.00</u>	<u>2,500,000.00</u>
	8,275,000.00	3,000,000.00
Public Safety		
PS-01 Hiring Bonuses (Police and Fire)		
PS-02 Police Training	0.00	
PS-03 Purchase 20 Cameras	100,000.00	
Purchase 15 Vehicles for Detective Bureau (Moved to Revenue Replacement)	200,000.00	
PS-04 Witness Protection Program	0.00	
PS-05 Clear Cold Cases in Conjunction with Detroit Crime Commission (Moved to Revenue Replacement)	300,000.00	
PS-06 Add 500 streetlights, Replace 2000 Lights With LED Bulbs	0.00	
PS-07 PAL Pilot Project (500 children)	2,800,000.00	
PS-08 Pilot for Dispute Resolution	250,000.00	
PS-09 Gun Bounty	250,000.00	1,000,000.00
PS-10 Speed Humps (Moved to Revenue Replacement)	0.00	
PS-11 Third Party Review of 911 Response to City Calls	0.00	
PS-12 Secured Lot for City Employees, including Police	0.00	
Total Public Safety	<u>70,000.00</u>	
	3,970,000.00	1,000,000.00
Public Health and Youth Development		
PH-04 Food Access and Food System Support (Ex. Food Pantries, Urban Gardens)		
PH-05 Mental Health Referrals and Services and Support Homelessness	1,000,000.00	1,000,000.00
Water Affordability Project	1,000,000.00	1,000,000.00
proposed Youth Wellness (education, leadership, recreation)	500,000.00	
proposed Health Care Access, Equity & Research	250,000.00	
Total Public Health	<u>500,000.00</u>	<u>500,000.00</u>
	2,000,000.00	2,000,000.00
	5,250,000.00	4,500,000.00

Flint City Council Proposed ARPA Allocation Plan

	<u>Council Proposed Allocation with Remaining Funds</u>	<u>Community Grants</u>
Infrastructure		
Water Main Miller Road		
Total Infrastructure	400,000.00	
	400,000.00	0.00
Revenue Replacement		
Speed Humps (74,570 spent) (Moved from Public Safety)	13,142,188.00	
Sidewalk Repair	125,430.00	
City Public Health Office (moved from Public Health & Youth I	2,000,000.00	
Excavator (moved from Infrastructure)	425,000.00	
Dump Truck (moved from Infrastructure)	320,000.00	
Sidd Steer (moved from Infrastructure)	150,000.00	
Renovate Council Chambers	140,000.00	
Additional Fire Department Equipment	500,000.00	
Ward Priorities (30,000/Ward)	1,000,000.00	
Clear Cold Cases in Conjunction with Detroit Crime	270,000.00	
PS-06 Commission (Moved from Public Safety)	350,000.00	
PS-04 Purchase Vehicles for Detective Bureau (Moved from		
Public Safety)	450,000.00	
HB-09 Removal of City Owned Trees (Moved from Neighborhood In	2,000,000.00	
Total Revenue Replacement	20,872,618.00	0.00
Contingency		
Future Reserves		
Total Contingency	5,000,000.00	
	5,000,000.00	0.00
Premium Pay		
Premium Pay		
Total Premium Pay	0.00	
	0.00	0.00
Administration		
Total Administration	2,849,350.00	
	2,849,350.00	0.00
Grand Totals	\$ 60,351,968.00	\$ 18,160,000.00



RESOLUTION NO.: 250177-T
PRESENTED: 6-4-2025
ADOPTED: _____

**RESOLUTION APPROVING REALLOCATION OF \$510,000 IN ARPA FUNDS TO
THE FLINT IN HOME PLUMBING PROGRAM**

BY THE CITY ADMINISTRATOR:

Whereas, in 2022 and 2023, the City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be used by the City for specific and defined purposes. In 2023, the City of Flint obligated all of the ARPA funding received, of which approximately \$40 million was obligated as “revenue replacement” on December 20, 2023; and

Whereas, on March 1, 2025, the City of Flint was awarded a grant in the amount of \$489,544.00 over 29 months from the Michigan Department of Health and Human Services (MDHHS), Grant number EJ-Impact-0010. The funding is allocated for the Lead Based Paint Hazard Control Program (LBPHC). (Performance period March 1, 2025 – September 30, 2027)

Whereas, the primary strategy of the EJ-Impact program is to address lead-based hazards in local homes whose water tested positive for lead from a 2 bottle test kit.

Whereas, this grant will provide Home inspections and a total home plumbing pipe replacement and exposure prevention outreach to families while eliminating lead hazards from home faucets, water lines, water heaters etc. by replacing them with new lead-free components

Whereas, the City Administration proposes the reallocation of an \$510,000 in ARPA funds as Match funding for this program; and

Reallocated funds will be moved from Acct #101-287.000-963.000 follows:

Account	Description	Amount
101-230.287-801.000	Flint in Home Plumbing Program	\$510,000

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary, including executing any necessary agreements, to appropriate funding from the funding source account #101-287.000-963.000 to Flint In Home Plumbing Program in the amount not to exceed \$510,000.00 amend FY 25 budget and make funds available for any future financial year as long as funds remain.. Based on review and validation of the appropriate fund use by the City’s compliance firm, implementation of these funds will be consistent and compliant with US Department of Treasury requirements and previously approved authorizations.

For the City:

Clyde D. Edwards / A0476

Clyde D. Edwards / A0476 (May 30, 2025 14:15 EDT)

Clyde D. Edwards, City Administrator

For the City Council:

Approved as to Form:

JoAnne Gurley

JoAnne Gurley (May 30, 2025 14:12 EDT)

JoAnne Gurley , City Attorney

Approved as to Finance:

Phillip Moore

Phillip Moore (May 29, 2025 16:54 EDT)

Phillip Moore, Chief Financial Officer



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE: 5/25/25

BID/PROPOSAL#

AGENDA ITEM TITLE: RESOLUTION APPROVING REALLOCATION OF \$510,000 IN ARPA FUNDS TO THE FLINT IN HOME PLUMBING PROGRAM

PREPARED BY: Seamus Bannon

VENDOR NAME:

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

Participating households will receive a comprehensive assessment of their plumbing systems, along with referrals to all relevant programs, including the "LBPHC", which is the City of Flint's Lead-Based Paint Hazard Control Program that has been serving the community since 2018. Contractors awarded will be responsible for the abatement of both interior lead and galvanized plumbing within these homes. Properties that are likely to contain interior lead and/or galvanized plumbing will be identified using results from existing two-bottle water testing kits.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

--

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

Our city is committed to improving living conditions and promoting healthy living for approximately 100 homes. We are utilizing EGLE Dollars and these match fund dollars for home faucet replacement and lead education for a safer way of living with hazards.

This program is for homes within the city of Flint that have tested positive for lead in the home water system. This approach will ensure a safer and healthier environment for all our residents. It will also strengthen our partnership with EGLE and open up more funding opportunities in the future.



CITY OF FLINT
**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

BUDGETED EXPENDITURE? YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Mayors	Flint In Home Plumbing Program	101-230.287-801.000		\$510,000.00
		FY25 GRAND TOTAL		\$510,000.00

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (*This will depend on the term of the bid proposal*)

BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS (*i.e., collective bargaining*):

PRE-ENCUMBERED? YES ☐ NO ☐ REQUISITION NO:



CITY OF FLINT
**** STAFF REVIEW FORM ****

Effective: March 5, 2025

ACCOUNTING APPROVAL:  Date: _____

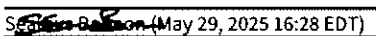
WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☐

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Michael Carpenter	
2	Shelly Sparks Green	
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: 
(Name, Title)

ADMINISTRATION APPROVAL: _____
(for \$20,000 or above spending authorizations)



RESOLUTION NO.: 250178-T

PRESENTED: 6-4-2025

ADOPTED: _____

Resolution Authorizing Appropriate City of Flint Officials to Do All Things Necessary
to enter into change order #1 to MDOT Contract 23-5376, Job No. 207627CON
for resurfacing along 12th Street from Fenton Rd. to Grand Traverse St.

BY THE CITY ADMINISTRATOR:

On October 23, 2023, per resolution 230333, the Proper City Officials were authorized to do all things necessary to enter into MDOT Contract 22-5376, Job No. 207627CON for the resurfacing along 12th St. from Fenton Rd. to Grand Traverse St., in the Local Share amount not to exceed \$100,140.00.

Once the project was started, it was discovered that the curb and gutter were wider than anticipated, causing more material and work. In addition, the bids for the project came back higher than anticipated. These costs account for approximately 6.26% of contract increase. MDOT increased the contract amount, which increased our local share by \$16,331.00, plus a contingency fee of \$5,000.00. Funding is available in the following account:

202-450.202-801.000	Major Street Fund	\$21,331.00
	Grand Total of Local Share	\$21,331.00

IT IS RESOLVED, that appropriate City Officials are authorized to do all things necessary to enter into change order #1 to MDOT Contract No. 22-5376, Job No. 207627CON for additional work on resurfacing along 12th St. from Fenton Rd. to Grand Traverse St., in the amount to exceed the Local Share of \$21,331.00 for a total of \$121,470.00. (Major Street Fund)

FOR THE CITY OF FLINT:

Clyde D. Edwards
Clyde D. Edwards (May 21, 2025 14:55 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

APPROVED AS TO FORM:

JoAnne Gurley
JoAnne Gurley (May 21, 2025 14:09 EDT)

JoAnne Gurley, City Attorney

APPROVED AS TO FINANCE:

Phillip Moore
Phillip Moore (May 21, 2025 08:12 EDT)

Phillip Moore, Chief Financial Officer



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE: May 20, 2025

BID/PROPOSAL#

AGENDA ITEM TITLE: Resurfacing of 12th St., change order #1

PREPARED BY: Kathryn Neumann for Rodney McGaha, Director of Transportation

VENDOR NAME: Michigan Department of Transportation (MDOT)

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

12th Street was resurfaced between Fenton Rd. and Grand Traverse St. and was an MDOT project. MDOT sent the City of Flint a contract before the project began with estimated costs. From the beginning, the estimated costs were short because the bids came back higher than anticipated. Per the existing cross section within the contract documents, the route consisted of 40 feet of composite pavement with separate curb and gutter. Upon a review of the project site, it was discovered the existing gutter had been overlayed with HMA pavement and the route was slightly wider. This resulted in an increase to the Item and correlating Cold Milling HMA Surface item above. These costs account for approximately 6.26% of contract increase.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☒ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FY24	202-450.202-801.000		\$247,300	\$211,947	240072
FY24	202-450.202-801.000		\$100,140	\$96,364	230333
FY23	202-450.202-801.000		\$474,690	\$474,690	230148
FY23	202-450.202-801.000		\$173,610	\$148,872	230064
FY22	202-450.202-801.000		\$30,000	\$21,679	

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

Asphalt pavement offers high skid resistance and provide high contrast in color between asphalt pavement and road markers, giving drivers better road visibility in any weather condition. A smoother road also protects cars from costly repairs from deteriorating roads.

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Dept.	Name of Account	Account Number	Grant Code	Amount
Trans	Professional Services	202-450.202-801.000		\$21,331.00
		FY25 GRAND TOTAL		\$21,331.00

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 250010090

ACCOUNTING APPROVAL: Jo Janiski Jo Janiski (May 20, 2025 10:04 EDT) Date: _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Rodney McGaha	810 691-3106
2	Jo Janiski	
3		

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ **APPROVED** ☐ **NOT APPROVED**



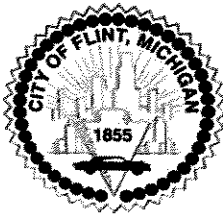
CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

DEPARTMENT HEAD SIGNATURE: Rodney McGaha
Rodney McGaha (May 20, 2025 11:19 EDT)
(Rodney McGaha, Director of Transportation)

ADMINISTRATION APPROVAL: Clyde D. Edwards
Clyde D. Edwards (May 21, 2025 14:55 EDT)
(for \$20,000 or above spending authorizations)



RESOLUTION NO.: 250179-T

PRESENTED: 6-4-2025

ADOPTED: _____

RESOLUTION TO INCREASE THE FLINT PUBLIC ART PROJECT BY \$15,000 AND EXTEND THEIR CONTRACT.

BY THE CITY ADMINISTRATOR:

WHEREAS, the City of Flint was awarded a \$30 million grant from the U.S. Department of Housing and Urban Development from the Choice Neighborhood Initiative (CNI) Grant program to revitalize the area surrounding Atherton East and South Flint, as well as the location of new proposed housing;

WHEREAS, the primary strategy of the City of Flint's CNI grant is to implement the approved Transformation Plan through the demolition and replacement of the obsolete Atherton East public housing development (Housing), implementation of several neighborhood strategies to revitalize the area (Neighborhoods), and ensuring that residents in the Choice Neighborhood areas are comprehensively assisted with improved access to basic services (People);

WHEREAS, the Flint Public Art Project was originally contracted with the City of Flint for four (4) placemaking (murals) activities within the Smith Village neighborhood for the Choice Neighborhood Grant on 02/06/2024.


WHEREAS, the Flint Public Art Project was the sole source and is the only organization in the area that manages large-scale murals, such as preparation, installation, and maintenance.

WHEREAS, the Flint Public Art Project will continue to provide and design murals to the Smith Village/ Choice neighborhood to support the CNI program with an increase to their budget of \$15,000 to the CNI grant, which will increase the contract amount to

Account Code	Description	Amount
296-704.801-801.000 FHUD18CHOICE	Professional Services: Place Making Original Contract Amount	\$67,000.00
296-704.801-801.000 FHUD18CHOICE	Professional Services: Place Making Additional Amount	\$15,000.00
	Total Contract	\$82,000.00

IT IS RESOLVED that the appropriate City Officials are hereby authorized to do all things necessary including budget amendments to process a change order to increase contract 24-005 with Flint Public Art Project by \$15,000.00 for a total contract amount of \$82,000 and to extend through 08/01/25.

Approved as to Form:


JoAnne Gurley (May 21, 2025 18:44 EDT)
JoAnne Gurley, Chief Legal Officer

Approved as to Finance:


Philip Moore (May 21, 2025 11:30 EDT)
Philip Moore, Chief Financial Officer

For the City of Flint:


Clyde D. Edwards, City Administrator

Approved by Council:



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE: 04/24/25

BID/PROPOSAL#

AGENDA ITEM TITLE: Resolution to increase the Flint Public Art Project (FPAP) by \$15,000 and extend the contract.

PREPARED BY: Mikesha Loring

VENDOR NAME: Flint Public Art Project

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

As part of the Critical Community Improvement Plan approved by HUD under the Choice Neighborhood Initiative, placemaking activities will be carried out within the Smith Village neighborhood. Flint Public Art Project has been contracted by the City of Flint in February 2024 to execute four murals on commercial buildings located within the Choice area (Smith Village). FPAP has extensive experience installing many murals in the greater Flint area. All funds are restricted for use within the designated Choice Area only.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

☒ Sole Source (Please attach sole source statement to requisition)

☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)

☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
24/25	296-704.801-801.000 FHUD18CHOICE	\$67,000	\$67,000	\$49,000	N/A

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

Murals bring meaningful benefits to the neighborhood. One, created through collaboration among residents, captures the area's rich history while imagining its future potential. Another mural, featured on the body shop, was developed jointly by city staff, the artist, and the business owner, reinforcing his role as a positive, long-term presence in the community.

A third mural, located within the Avenue Green Space, is designed to serve as a scenic backdrop for outdoor family photos. This piece includes interactive elements, such as a surrounding sensory wall, inviting engagement from all ages.

Neighbors have shared that the murals are breathing new life into the area and helping to deter graffiti. Each mural tells a distinct story, collectively contributing to a more vibrant, welcoming, and visually dynamic community.

Section IV: FINANCIAL IMPLICATIONS:

FUNDS ARE AVAILABLE IN EXPENSE ACCOUNT 296-704.801-801.000 FHUD18CHOICE
All work must be completed, paid for, and drawn by 08/01/2025 and be compliant with all statutory and regulatory requirements as defined by the Choice Implementation Neighborhood Plan and grant-based accounting. Any expenditures incurred after 08/01/25 are not eligible to be reimbursed by HUD.



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES ☐ NO ☒ **IF NO, PLEASE**

EXPLAIN: This is not ARPA related and does not require EY review

BUDGETED EXPENDITURE? YES ☐ NO ☐ **IF NO, PLEASE EXPLAIN:**

Dept.	Name of Account	Account Number	Grant Code	Amount
Business and Community Services	FHUD18CHOICE	296-704.801-801.000		\$82,000.00
		FY25 GRAND TOTAL		\$82,000.00

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS *(i.e., collective bargaining):*

PRE-ENCUMBERED? YES ☒ NO ☐ **REQUISITION NO:** 250010070

ACCOUNTING APPROVAL: *Carissa Dotson* **Date:** 04/24/2025

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐



CITY OF FLINT

** STAFF REVIEW FORM **

Effective: March 5, 2025

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Ashly Harris	EXT.3002
2	Mikeshia Loring	EXT 2004
3		

STAFF RECOMMENDATION: (PLEASE SELECT):

☐

APPROVED

☐

NOT

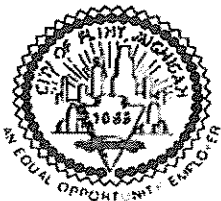
APPROVED

DEPARTMENT HEAD SIGNATURE:

Ashly Harris 5/6/25
(Name, Title)

ADMINISTRATION APPROVAL: Clyde D. Edwards (May 7, 2025 09:42 EDT)

(for \$20,000 or above spending authorizations)



Planning and Development
Department

Sheldon Neeley
Mayor

Clyde Edwards
City Administrator

Good Standing Certification

Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME:

Flint Public Art Project

HOME ADDRESS:

DBA:

[Contractor Name]

BUSINESS ADDRESS:

713 Thomson St. Flint MI 48503

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

This section to be completed by the Department of Finance - Customer Service Div.

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

CURRENT

DELINQUENT

PROPERTY TAXES DIV.

CURRENT

DELINQUENT

INCOME TAX DIV.

CURRENT

DELINQUENT

ENFORCEMENT

CURRENT

DELINQUENT

No water in Name
No property in Name
No debt in Name

This section to be completed by the Division of Community Development

DCED/EDC:

CURRENT

DELINQUENT

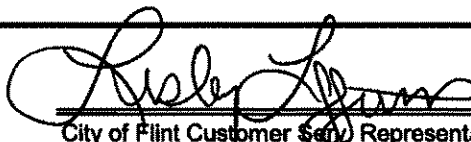
N/A

(108 Loans, EDC loans, mortgage repayments, etc)

City of Flint Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

City Staff Person and Date

 , 4/23/25
City of Flint Customer Serv. Representative and Date

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 802238699

[Request certificate](#)[Return to Results](#)[New search](#)Summary for: **FLINT PUBLIC ART PROJECT**The name of the **DOMESTIC NONPROFIT CORPORATION**: FLINT PUBLIC ART PROJECT

Entity type: DOMESTIC NONPROFIT CORPORATION

Identification Number: 802238699

Date of Incorporation in Michigan: 09/21/2018

Purpose: Other

Term: Perpetual

Most Recent Annual Report: 2024

Most Recent Annual Report with Officers & Directors: 2024

The name and address of the Resident Agent:

Resident Agent Name: JOSEPH SCHIPANI

Street Address: 104 E FAUBLE ST.

Apt/Suite/Other:

City: DURAND

State: MI

Zip Code: 48429

Registered Office Mailing address:

P.O. Box or Street Address:

Apt/Suite/Other:

City:

State:

Zip Code:

The Officers and Directors of the Corporation:

Title	Name	Address
PRESIDENT	JOSEPH SCHIPANI	104 E. FAUBLE ST. DURAND, MI 48429 USA
TREASURER	JOSEPH SCHIPANI	104 E. FAUBLE ST. DURAND, MI 48429 USA
SECRETARY	SANDRA BRANCH	1051 ARAPAHO DR BURTON, MI 48509 USA
DIRECTOR	STEVEN BARBER	1110 MAXINE ST. FLINT, MI 48503 USA
DIRECTOR	KEVIN BURDICK	1977 GRANGE HALL RD. FENTON, MI 48430 USA
DIRECTOR	JOHNNY FLETCHER	3102 N. CENTER RD. FLINT, MI 48506 USA

Act Formed Under: 162-1982 Nonprofit Corporation Act**Acts Subject To:** 162-1982 Nonprofit Corporation Act

The corporation is formed on a Membership basis.

☐ **Written Consent**

View filings for this business entity:

ALL FILINGS
ANNUAL REPORT/ANNUAL STATEMENTS
ARTICLES OF INCORPORATION
ARTICLES OF INCORPORATION
RESTATED ARTICLES OF INCORPORATION
~~RESTATED ARTICLES OF INCORPORATION~~

[View filings](#)**Comments or notes associated with this business entity:**

[LARA FOIA Process](#) [Transparency](#) [State Web Sites](#)

[Michigan.gov Home](#) [ADA](#) [Michigan News](#) [Policies](#)

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.....

Signed this 18th Day of April, 2025 by:

Signature	Title	Title if "Other" was selected
Steven Barber	Authorized Agent	

By selecting ACCEPT, I hereby acknowledge that this electronic document is being signed in accordance with the Act. I further certify that to the best of my knowledge the information provided is true, accurate, and in compliance with the Act.

☐ Decline ☒ Accept

.....

MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS
FILING ENDORSEMENT

This is to Certify that the 2024 ANNUAL REPORT

for

FLINT PUBLIC ART PROJECT

ID Number: 802238699

received by electronic transmission on April 18, 2025 ***, is hereby endorsed.***

Filed on April 18, 2025 ***, by the Administrator.***

The document is effective on the date filed, unless a subsequent effective date within 90 days after received date is stated in the document.



In testimony whereof, I have hereunto set my hand and affixed the Seal of the Department, in the City of Lansing, this 18th day of April, 2025.

Linda Clegg

Linda Clegg, Director
Corporations, Securities & Commercial Licensing Bureau



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/18/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Verify Insurance Services, LLC DBA Thimble Insurance Services 174 West 4th Street, Suite 204 New York, NY 10014 https://support.thimble.com/	CONTACT NAME: THIMBLE https://support.thimble.com/	FAX (A/C, No):	
	PHONE (A/C, No, Ext):	E-MAIL ADDRESS: support@thimble.com	
INSURED Flint Public Art Project 713 Thomson St, Flint, MI, 48503 info@flintpublicartproject.com	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: National Specialty Insurance Company		22608
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F: https://www.thimble.com/check-policy-status/			

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

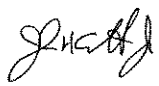
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	IBL-P33KGMPB3J	02/06/2025 5:32 PM EST	02/06/2026 5:32 PM EST	EACH OCCURRENCE	\$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 100,000	
			MED EXP (Any one person)				\$ 5,000	
			PERSONAL & ADV INJURY				\$ 1,000,000	
							GENERAL AGGREGATE	\$ 1,000,000
							PRODUCTS - COMP/OP AGG	\$ 1,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

WARNING: THE GL POLICY IS NOT A COMPLETION BOND. IT PROVIDES COVERAGE FOR BODILY INJURY, PROPERTY DAMAGE, AND PERSONAL AND ADVERTISING INJURY. IT DOES NOT GUARANTEE THE COMPLETION OF WORK BY A CONTRACTOR.

The City of Flint, and including all elected and appointed officials, all employees and volunteers,

(con't on form Acord 101)

CERTIFICATE HOLDER City of Flint 1101 S. Saginaw St. Flint MI 48502	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY Verify Insurance Services, LLC DBA Thimble Insurance Services		NAMED INSURED Flint Public Art Project 713 Thomson St, Flint, MI, 48503 info@flintpublicartproject.com
POLICY NUMBER IBL-P33KGMPB3J		
CARRIER National Specialty Insurance Company	NAIC CODE 22608	EFFECTIVE DATE: 02/06/2025 5:32 PM EST

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: Acord 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations (con't)
all boards, commissions and/or authorities and their board members, employees and volunteers are named as additional insured with respects to General, Auto, & Umbrella Liability as required by written contract.

Episodic Coverage (THSN CG 02 04 02 21) for policy number IBL-P33KGMPB3J until 02/06/2027 5:32 PM EST

Keyword Search

For more information on how to use our keyword search, visit our help guide. ☒

Simple Search

Search Editor

- ☐ Any Words *i*
- ☒ All Words *i*
- ☐ Exact Phrase *i*

e.g. 1606N020Q02

"Flint Public Art Project" x

Showing 1 - 1 of 1 results

FLINT PUBLIC ART PROJECT ● ID Assigned

Unique Entity ID
HW4CBQXNKCV8

Physical Address
3102 N Center Road, Flint, MI
48506 USA

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

PROFESSIONAL LIABILITY COVERAGE FORM

SCHEDULE

Name of Designated Person or Organization (including its departments and attached agencies, its directors, officers, officials, employees, representatives and agents):

Any person(s) or organization(s) for whom you have agreed in writing in a contract or agreement that such person(s) or organization(s) be added as an additional insured on your policy.

E-Mail Address:

A. SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the **SCHEDULE** above, but only with respect to liability for "bodily injury", "property damage", "personal and advertising injury" or "wrongful acts" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to LIMITS OF INSURANCE section of the coverage form

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance shown in the Declarations;
- whichever is less.

C. If this policy is cancelled or nonrenewed for any reason, we will deliver notice of the cancellation or non-renewal to any Designated Person or Organization shown in the **SCHEDULE above at the e-mail address shown above.**

D. This endorsement shall not increase the applicable limits of insurance shown in the Declaration

All other terms and conditions remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

Name Of Person(s) Or Organization(s):

Any person(s) or organization(s) for whom you have agreed in writing in a contract or agreement that such person(s) or organization(s) be added as an additional insured on your policy.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions**:

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED ADDITIONAL INSURED

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

PROFESSIONAL LIABILITY COVERAGE FORM

SCHEDULE

Name of Designated Person or Organization (including its departments and attached agencies, its directors, officers, officials, employees, representatives and agents):

City of Flint

E-Mail Address:

dljohnson@cityofflint.com

A. SECTION II – WHO IS AN INSURED is amended to include as an additional insured the person(s) or organization(s) shown in the **SCHEDULE** above, but only with respect to liability for "bodily injury", "property damage", "personal and advertising injury" or "wrongful acts" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- B.** With respect to the insurance afforded to these additional insureds, the following is added to **LIMITS OF INSURANCE** section of the coverage form
- If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:
1. Required by the contract or agreement; or
 2. Available under the applicable limits of insurance shown in the Declarations;
- whichever is less.
- C.** If this policy is cancelled or nonrenewed for any reason, we will deliver notice of the cancellation or non-renewal to any Designated Person or Organization shown in the **SCHEDULE** above at the e-mail address shown above.
- D.** This endorsement shall not increase the applicable limits of insurance shown in the Declaration
- All other terms and conditions remain unchanged.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

Primary And Noncontributory Insurance

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance; and

- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

Name Of Person(s) Or Organization(s):

City of Flint

dljohnson@cityofflint.com

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**The following is added to Paragraph 8. Transfer Of
Rights Of Recovery Against Others To Us of
Section IV – Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

CONTRACT AUTHORIZATION REQUEST

Date: 2/6/2024

Item Title: Flint Public Art Project (FPAP) – Choice Neighborhood Improvement (CNI)

Contract #24-005 with **Flint Public Art Project** in the amount of **\$ 67,000** to complete placemaking projects within the **neighborhood of Smith Village.**

Prepared by: Diana Degner

Author: Diana Degner

Requestor: Diana Degner

Background/Summary of Proposed Action:

As part of the Critical Community Improvement Plan approved by HUD under the Choice Neighborhood Initiative, placemaking activities will be carried out within the Smith Village neighborhood. This is to include installation of four murals around the Smith Village and Clark Commons neighborhood. Murals will be installed using High quality Kobra Paint, with built in UV protection and seal coat, by artist Johnny Fletcher, Magda Love, J Muzacz, Nomad Clan, Michael Cobley, Kevin Burdick. Flint Public Art Project will oversee all activities related to mural installation and maintenance. FPAP is the only organization of its kind in the area. They have extensive experience installing hundreds of murals in the greater Flint area. This includes procurement of artists, materials, lodging, and coordinating community engagement. Murals will be installed no later than August 1st, 2024.

Financial Implications:

There are no known financial implications.

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

Account No. 296-704.801-801.000 FHUD18CHOICE Expense: \$ 67,000.00
296-704.801-529.000 (revenue)

Pre-encumbered? Yes ☒ No ☐ **Requisition #:** 240008274 **P.O. #:** DNA

Accounting Approval: Carissa Dotson Carissa Dotson (Jun 18, 2024 07:20 EDT) **Date:** 06/18/2024

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

There are no known implications.

Environmental Review: ☒ Exempt
☐ Categorically Excluded, Not Subject to 58.5
☐ Categorically Excluded, Subject to 58.5
☐ Environmental Assessment
☐ Not Applicable

Environmental Approval: Debra Thompson 02/21/2004 **Date:** 06/18/2024

Supervisor Approval: Emily Doerr Emily Doerr (Jun 13, 2024 13:45 EDT) **Date:** 06/18/2024

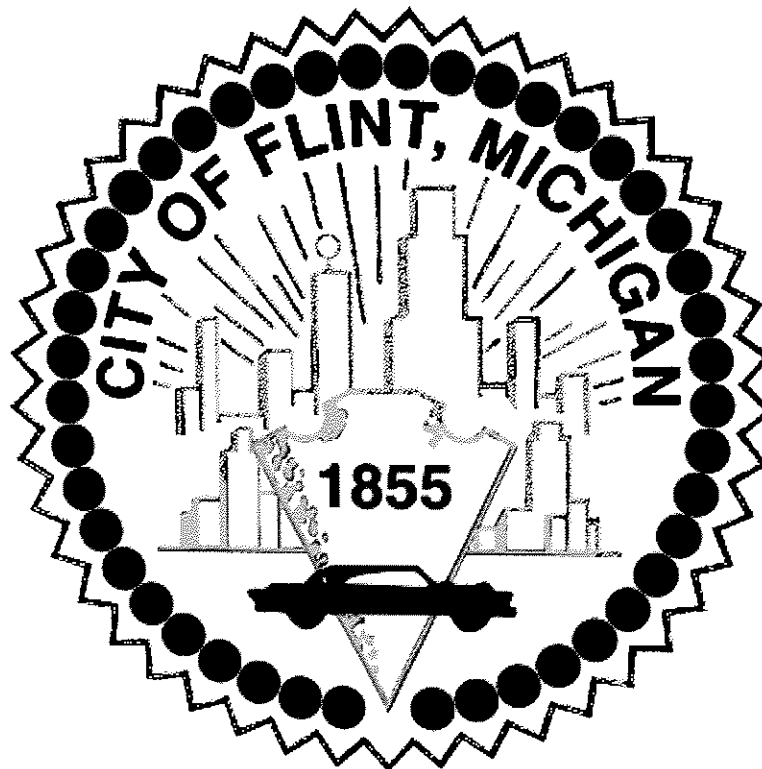
Staff Recommendation:

Staff recommend approval of this contract.

**Planning and
Development**

#24-005

CITY OF FLINT MICHIGAN



**Flint Public Art Project
Choice Neighborhood
Improvements (CNI)
\$67,000
FY 2024-FY 2024**

CONTRACTS

CONTRACT CHECKLIST
For those terms which are non-applicable, mark as N/A

Resolution _N/A___

Notice to Proceed _Upon execution of contract___

Applicable Law _pg. 1___

Arbitration pg. 3 ___

City Income Tax Withholding _pg. 3___

Compensation _pg. 2___

Contract Documents _pg(s) 1-2___

Disclaimer of Contractual Relationship with Subcontractors __pg. 3__

Effective Date _pg. 7___

Certification, Licensing, Debarment, Suspension and Other Responsibilities _____

Force Majeure _pg. 4___

Furnishing of Bonds _N/A___

Good Standing _pg. 4___

Indemnification _pg. 4___

Independent Contractor _pg. 4___

Insurance/Worker's Compensation _pg(s) 4-5___

Laws and Ordinances _pg. 5___

Liquidated Damages _N/A___

Modifications _pg. 5___

No Third-Party Beneficiary _pg. 6___

Non-Assignability _pg. 6___

Non-Disclosure/Confidentiality _pg. 6___

Non-Discrimination _pg. 6___

Anti-Lobbying _pg. 6___

Ethics __pg. 6_____

COVID-19 Policies and Training _N/A___

Notices _pg. 6___

Records Property of City _pg. 6___

Scope of Services _pg. 1____

Severability _pg. 7____

Sole Proprietor Worker's Compensation Substitute _N/A____

Standards of Performance _pg(s) 2-3____

Subcontracting _pg. 7____

Termination _pg. 7____

Time of Performance _pg. 7____

Union Compliance _pg. 7____

Waiver _pg. 7____

Whole Agreement _pg(s) 7-8____

Notes:

If any additional terms are included, please describe why they are included.

Updated May 6, 2021

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF FLINT
PLANNING AND DEVELOPMENT DEPARTMENT- NEIGHBORHOOD PLANNING
DIVISION AND
FLINT PUBLIC ART PROJECT**

This agreement (hereinafter "Agreement") by and between the City of Flint, a Michigan Municipal Corporation, 1101 S. Saginaw Street, Flint, MI 48502, (hereinafter the "City"), and Flint Public Art Project, 3102 N. Center Rd. 48506 (hereinafter referred to as "Contractor").

1. Applicable Law: This Agreement and all related disputes shall be governed by and interpreted in accordance with the laws of the State of Michigan.

2. Claims and Disputes: Contractor agrees that for all claims, disputes, and other matters arising out of or relating to this agreement, Contractor must first request the City's consent to arbitrate. Such a request must be made within 30 days from the date the Contractor learns of or should have known the facts giving rise to the claim, dispute or question.

- (a) Notice of a request for arbitration must be submitted in writing by certified mail or personal service upon the City Attorney.
- (b) Within 60 days from the date a request for arbitration is received by the City, the City shall inform Contractor whether it agrees to arbitrate. If the City does not consent, the Contractor may proceed with an action in a court of competent jurisdiction in Genesee County, Michigan. If the City does consent, then within 30 days of the consent each party shall submit to the other the name of one person to serve as an arbitrator. The two arbitrators together shall then select a third person, the three together shall then serve as a panel in all proceedings. Any unanimous decision of the three arbitrators shall be a final binding decision. The City's failure to respond to a timely, conforming request for arbitration is deemed consent to arbitration.
- (c) The costs of the arbitration shall be split and borne equally between the parties and such costs are not subject to shifting by the arbitrator.
- (d) Contractor's failure to comply with any portion (including timeliness) of this provision shall be deemed a permanent waiver and forfeiture of the claim, dispute, or question.
- (e) This provision shall survive the expiration or termination of this Agreement in perpetuity.
- (f) Any and all arbitration shall be conducted in Genesee County, Michigan.

3. City Income Tax Withholding: Contractor and any subcontractor engaged in this contract shall withhold from each payment to his employees the City income tax on all of their compensation subject to City tax, after giving effect to exemptions. Such withholding shall be at a rate equal to 1% of all compensation paid to the employee who is a resident of the City of Flint, and ½% of the compensation paid to the employee who is a non-resident of the City of Flint.

4. Compensation: The City shall pay for such services as have been set forth herein within 45 days of submission of proper invoices, releases, affidavits, and the like. Notwithstanding, the contract price shall not exceed \$67,000. Contractor recognizes that the City does not guarantee it will require any set amount of services. Contractor's services will be utilized as needed and as determined solely by the City of Flint. Contractor expressly acknowledges that it, without limitation, has no right to payment of an amount exceeding the amount set forth in this Section. Contractor agrees that oral agreements by City officials to pay a greater amount are not binding.

(a) Contractor shall submit itemized invoices for all services provided under this Agreement identifying:

- | | |
|---------------------------------|--------------------------------------|
| (i) Supplies - \$5,000 | (vi) Project Management - \$2,000 |
| (ii) Spray Paint - \$5,000 | (vii) Travel, Lodging Food - \$3,000 |
| (iii) Artist Stipend - \$20,000 | |
| (iv) Wall Prep - 8,000 | |
| (v) Lift Rental - \$4,000 | |

Invoices shall be submitted to:

City of Flint
Accounts Payable
P.O. Box 246
Flint, MI 48501-0246

It is solely within the discretion of the City as to whether Contractor has provided a proper invoice. The City may require additional information or waive requirements as it sees fit.

5. Contract Documents: The invitation for bids, instructions to bidders, proposal, affidavit, addenda (if any), statement of bidder's qualifications (when required), general conditions, special conditions, performance bond, labor and material payment bond, insurance certificates, technical specifications, and drawings, together with this agreement, form the entire agreement, and they are as fully a part of the agreement as if attached hereto or repeated herein. If any conflicts exist between the terms and conditions of this Agreement and the above described list of documents, the terms and conditions of this Agreement are controlling.

6. Disclaimer of Contractual Relationship With Subcontractors: Nothing contained in the Contract Documents shall create any contractual relationship between the City and any Subcontractor or Sub-subcontractor.

7. Effective Date: This contract shall be effective upon the date that it is executed by all parties and presented to the City of Flint Clerk.

This contract shall not extend beyond fiscal year (2024/2025).

8. Certification, Licensing, Debarment, Suspension and Other Responsibilities: Contractor warrants and certifies that Contractor and/or any of its principals are properly certified and licensed to perform the duties required by this contract in accord with laws, rules, and regulations, and is not presently debarred, suspended, proposed for debarment or declared ineligible for the award of any Federal contracts by any Federal agency. Contractor may not continue to or be compensated for any work performed during any time period where the debarment, suspension or ineligibility described above exists or may arise in the course of Contractor contractual relationship with the City. Failure to comply with this section constitutes a material breach of this Contract. Should it be determined that contractor performed work under this contract while in non-compliance with this provision, Contractor agrees to reimburse the City for any costs that the City must repay to any and all entities.

9. Force Majeure: Neither party shall be responsible for damages or delays caused by Force Majeure or other events beyond the control of the other party, and which could not reasonably have been anticipated or prevented. For purposes of this Agreement, Force Majeure includes, but is not limited to, adverse weather conditions, floods, epidemics or pandemics, war, riot, strikes, lockouts, and other industrial disturbances; unknown site conditions, accidents, sabotage, fire, and acts of God. Should Force Majeure occur, the parties shall mutually agree on the terms and conditions upon which the services may continue within seven days of the discovery of the event.

10. Good Standing: Contractor must remain current and not be in default of any obligations due the City of Flint, including the payment of taxes, water & sewer costs, fines, penalties, licenses, or other monies. Violations of this clause shall constitute a substantial and material breach of this contract, which shall constitute good cause for the termination of this contract.

11. Indemnification: To the fullest extent permitted by law, Contractor agrees to defend, pay on behalf of, indemnify, and hold harmless the City of Flint, its elected and appointed officials, employees and volunteers and other working on behalf of the City of Flint, against any and all claims, demands, suits, or losses, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Flint, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Flint, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, which may arise as a result of Contractor's acts, omissions, faults, and negligence, or that of any of his employees, agents, and representatives in connection with the performance of this contract. Should the Contractor fail to indemnify the City in the above-mentioned circumstances, the City may exercise its option to deduct the cost that it incurs from the contract price forthwith or may file an action in a court of competent jurisdiction, the costs of which shall be paid by Contractor. This provision shall survive the termination and/or expiration of this agreement, in perpetuity.

12. Independent Contractor: No provision of this contract shall be construed as creating an employer-employee relationship. It is hereby expressly understood and agreed that Contractor is an "independent contractor" as that phrase has been defined and interpreted by the courts of the State of Michigan and, as such, Contractor is not entitled to any benefits not otherwise specified herein.

13. Insurance/Worker's Compensation: Contractor shall not commence work under this contract until he has procured and provided evidence of the insurance required under this section. All coverage shall be obtained from insurance companies licensed and authorized to do business in the State of Michigan unless otherwise approved by the City's Finance Department. Policies shall be reviewed by the City's Finance Department for completeness and limits of coverage. All coverage shall be with insurance carriers acceptable to the City of Flint. Contractor shall maintain the following insurance coverage for the duration of the contract.

- (a) Commercial General Liability coverage of not less than one million dollars (\$1,000,000) combined single limit with the City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, named as "Additional Insureds." This coverage shall be written on an ISO occurrence basis form and shall include: Bodily Injury, Personal Injury, Property Damage, Contractual Liability, Products and Completed Operations, Independent Contractors; Broad Form Commercial General Liability Endorsement, (XCU) Exclusions deleted and a per contract aggregate coverage. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether said other available coverage be primary, contributing, or excess.
- (b) Workers Compensation Insurance in accordance with Michigan statutory requirements, including Employers Liability coverage.
- (c) Commercial Automobile Insurance in the amount of not less than \$1,000,000 combined single limit per accident with the City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers, named as "Additional Insureds." This coverage shall be written on ISO business auto forms covering Automobile Liability, code "any auto."
- (d) Professional Liability - Errors and Omissions. All projects involving the use of Architects, civil engineers, landscape design specialists, and other professional services must provide the City of Flint with evidence of Professional Liability coverage in an amount not less than one million dollars (\$1,000,000). Evidence of this coverage must be provided for a minimum of three years after project completion. Any deductibles or self-insured retention must be declared to and approved by the City. In addition, the total dollar value of all claims paid out on the policy shall be declared. At the option of the City, either the insurer shall reduce

or eliminate such deductibles or self-insured retention with respect to the City, its officials, employees, agents and volunteers; or Contractor shall procure a bond guaranteeing payment of losses and related investigation, claim, administration, and defense expenses.

Contractor shall furnish the City with two certificates of insurance for all coverage requested with original endorsements for those policies requiring the Additional Insureds. All certificates of insurance must provide the City of Flint with not less than 30 days advance written notice in the event of cancellation, non-payment of premium, non-renewal, or any material change in policy coverage. In addition, the wording "Endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" must be removed from the standard ACORD cancellation statement. These certificates must identify the City of Flint, Finance Department, as the "Certificate Holder." Contractor must provide, upon request, certified copies of all insurance policies. If any of the above policies are due to expire during the term of this contract, Contractor shall deliver renewal certificates and copies of the new policies to the City of Flint at least ten days prior to the expiration date. Contractor shall ensure that all subcontractors utilized obtain and maintain all insurance coverage required by this provision.

14. Laws and Ordinances: Contractor shall obey and abide by all of the laws, rules and regulations of the Federal Government, State of Michigan, Genesee County and the City of Flint, applicable to the performance of this agreement, including, but not limited to, labor laws, and laws regulating or applying to public improvements.

15. Modifications: Any modifications to this contract must be in writing and signed by the parties or the authorized employee, officer, board or council representative of the parties authorized to make such contractual modifications under State law and local ordinances.

16. No Third-Party Beneficiary: This Agreement is for the sole benefit of the parties and their respective successors, and nothing in this Agreement, express or implied, is intended to or shall confer on any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.

17. Non-Assignability: Contractor shall not assign or transfer any interest in this contract without the prior written consent of the City.

18. Non-Disclosure/Confidentiality: Contractor agrees that Contractor will not disclose any such information provided to Contractor in furtherance of this Agreement, or in any other way make such documents public, without the express written approval of the City or the order of a court of competent jurisdiction.

19. Non-Discrimination: The Contractor shall comply with the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended, MCL 37.2101 et seq., the Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended, MCL 37.1101 et seq., and all other federal, state, and local fair

employment practices and equal opportunity laws and covenants that it shall not discriminate against any employee or applicant for employment, to be employed in the performance of this Agreement, with respect to his or her hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment, because of his or her race, religion, color, national origin, age, sex, height, weight, marital status, association with the federal government, or physical or mental disability that is unrelated to the individual's ability to perform the duties of a particular job or position or status with respect to public assistance. A breach of this covenant is a material breach of this Agreement.

20. Anti-Lobbying: The Contractor shall not use any of the grant funds awarded in this Agreement for the purpose of lobbying as defined in the State of Michigan's lobbying statute, MCL 4.415(2). The Contractor shall not use any of the grant funds awarded in this Agreement for the purpose of litigation against the State or City. Further, the Contractor agrees to require that language of this assurance be included in the award documents of all subawards.

21. Ethics: Pursuant to the Flint City Charter §1-602 (I), every public servant, volunteer and city contractor is to receive training and be provided with a copy of the ethical standards set forth in §1-602 of the Charter. Therefore, Contractor acknowledges receipt of Flint City Charter §1-602 and agrees that Contractor and its staff shall abide by the terms therein and participate in any training provided by the City as may be necessary from time to time.

22. Notices: Notices to the City of Flint shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to **Emily Doerr and Davina Donahue, City Clerk, City of Flint, 1101 S. Saginaw Street, Flint, Michigan 48502**, or to such other address as may be designated in writing by the City from time to time. Notices to Contractor shall be deemed sufficient if in writing and mailed, postage prepaid, addressed to **Flint Public Art Project 3102 N. Center Rd. Flint MI 48506**, or to such other address as may be designated in writing by Contractor from time to time.

23. Records Property of City: All documents, information, reports and the like prepared or generated by Contractor as a result of this contract shall become the sole property of the City of Flint, and shall be disclosed to the City upon request.

24. Scope of Services: Contractor shall provide all of the materials, labor, equipment, supplies, machinery, tools, superintendence, insurance and other accessories and services necessary to complete the project in accordance with the proposal submitted on **October 27 2023**, to include the installation of four murals within the neighborhood of Smith Village which includes the boundaries of: north of E. Fifth Avenue, south of Mary St., east of Martin Luther King Blvd., and west of N. Saginaw. Murals will be installed using high quality Kobra paint, with built in UV protection and seal coat. Murals will be installed no later than August 1st 2024. The standard of care for all professional services performed or furnished by Contractor under this Agreement will be the skill and care used by members of Contractor's profession practicing under similar circumstances at the same time in the same locality.

All work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. In addition to any other remedies the City may have, if, within one year of the date of substantial completion of work, or within one year after acceptance by the City, or within such longer period of time as may be prescribed by law, any of the work is found to be defective or not in accord with the contract documents, Contractor shall correct

promptly after receipt of a written notice from the City to do so, unless the City has previously given Contractor a written acceptance of such condition.

25. Severability: If any terms of this Agreement or the application of them to any person or circumstance are determined to be null and void, ineffectual, invalid or unenforceable by any competent tribunal, the remaining terms or the application of the terms to persons or circumstances other than to those which were determined to be invalid or unenforceable shall not be affected and shall continue in full force and effect.

26. Standards of Performance: Contractor agrees to perform pursuant to the Agreement in a timely, professional, safe and workmanlike manner consistent with standards in the trade, profession or industry. Contractor agrees that all of the obligations required by it under this Agreement shall be performed by it or by others employed by it and working under its direction and control.

27. Subcontracting: No subcontract work, if permitted by the City, shall be started prior to the written approval of the subcontractor by the City. The City reserves the right to accept or reject any subcontractor.

28. Termination: In the event of a failure by either party to perform any material provision of this Contract, the other side shall give written notice of the breach along with 30 days to cure the breach. If after the 30-day period, the breach has not been cured, the non-breaching party may terminate the contract. Either party may also terminate the contract if required by law to do so.

29. Time of Performance: Contractor's services shall commence immediately upon receipt of the notice to proceed and shall be carried out forthwith and without reasonable delay.

30. Union Compliance: Contractor agrees to comply with all regulations and requirements of any national or local union(s) that may have jurisdiction over any of the materials, facilities, services, or personnel to be furnished by the City. However, this provision does not apply if its application would violate Public Act 98 of 2011.


31. Waiver: Failure of the City to insist upon strict compliance with any of the terms, covenants, or conditions of this Agreement shall not be deemed a waiver of any term, covenant, or condition. Any waiver or relinquishment of any right or power hereunder at any one or more times shall not be deemed a waiver or relinquishment of that right or power at any other time.

32. Conduct:

(a.) Hatch Act – The Contractor agrees that no funds provided, nor personnel employed under this contract, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V United States Code, per the Hatch Act of 1939, as amended.

(b.) Conflict of Interest – In addition to the conflicts of interest requirements in 2 CFR Part 200 Subpart B, 200.122, no person who is an employee, agent, consultant, officer, or elected or

CONTRACTOR



Joe Schipani (Jun 18, 2024 17:27 CDT)

Its President

Title

Date 06/18/2024

CITY OF FLINT, a Michigan Municipal Cor




CLYDE D EDWARDS (Jun 18, 2024 15:38 EDT)

Clyde Edwards, City Administrator

06/18/2024

Date

APPROVED AS TO FORM



William Kim (Jun 18, 2024 14:50 EDT)

William Kim, City Attorney

06/18/2024

Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Verify Insurance Services, LLC DBA Thimble Insurance Services 174 West 4th Street, Suite 204 New York, NY 10014 https://support.thimble.com/	CONTACT NAME: THIMBLE https://support.thimble.com/	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Flint Public Art Project 3102 N Center Rd, Flint, MI, 48506 flintpublicartproject@gmail.com	E-MAIL ADDRESS: support@thimble.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: National Specialty Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F: https://www.thimble.com/check-policy-status/		
NAIC # 22608		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	IBL-FKWYG2A5N	05/13/2024 5:40 PM EDT	05/13/2025 5:40 PM EDT	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)						\$ 100,000	
	MED EXP (Any one person)						\$ 5,000	
	PERSONAL & ADV INJURY						\$ 1,000,000	
	GENERAL AGGREGATE						\$ 1,000,000	
	PRODUCTS - COMP/OP AGG	\$ 1,000,000						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N	N / A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
								\$
								\$
								\$
								\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

WARNING: THE GL POLICY IS NOT A COMPLETION BOND. IT PROVIDES COVERAGE FOR BODILY INJURY, PROPERTY DAMAGE, AND PERSONAL AND ADVERTISING INJURY. IT DOES NOT GUARANTEE THE COMPLETION OF WORK BY A CONTRACTOR.

(con't on form Acord 101)

CERTIFICATE HOLDER**CANCELLATION**

City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are listed as (complete address on form Acord 101)	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**ADDITIONAL REMARKS SCHEDULE**

Page 1 of 1

AGENCY Verify Insurance Services, LLC DBA Thimble Insurance Services		NAMED INSURED Flint Public Art Project 3102 N Center Rd, Flint, MI, 48506 flintpublicartproject@gmail.com
POLICY NUMBER IBL-FKWYG2A5N		
CARRIER National Specialty Insurance Company	NAIC CODE 22608	EFFECTIVE DATE: 05/13/2024 5:40 PM EDT

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: Acord 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations (con't)

Episodic Coverage (THSN CG 02 04 02 21) for policy number IBL-FKWYG2A5N until 05/13/2026 5:40 PM EDT

Certificate Holder

City of Flint, and including all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and their board members, employees and volunteers are listed as additional insured with respect to General Liability & Auto Liability as required by written contract.

Coverage is primary and non-contributory as it applies to the General Liability.

Division of Community & Economic
Development



Sheldon Neeley
Mayor



Clyde Edwards
City Administrator

Good Standing Certification

Applicant and/or Business Clearance

All applicants for City of Flint funded programs, including federal programs, must remain current and not in default on any obligations related to taxes, fines, penalties, water service, licenses or other forms of penalties.

APPLICANT NAME:

Flint Public Art Project

HOME ADDRESS:

3102 N. Center Rd. Flint MI 48504

DBA:

BUSINESS ADDRESS:

Please include addresses of all properties in the name of other current and/or former businesses, parent company, subsidiaries and/or divisions. Also, please include all former names used while conducting business with the City.

This section to be completed by the Department of Finance - Customer Service Div.

Please check the following divisions for the status of current and delinquent obligations owed to the City of Flint. Please circle the appropriate response for each division.

WATER DIV.

PROPERTY TAXES DIV.

INCOME TAX DIV.

ENFORCEMENT

CURRENT

CURRENT

CURRENT

CURRENT

DELINQUENT

DELINQUENT

DELINQUENT

DELINQUENT

Water: Acct w/ Genesee County
w/ water waste
No Acct
No Acct in Name

This section to be completed by the Department of Community and Economic Development

DCED/EDC:

CURRENT

DELINQUENT

N/A

N/A

(108 Loans, EDC loans, mortgage repayments, etc.)

Glenda R. Dunlap
Glenda R. Dunlap (Jun 14, 2024 16:07 EDT)

, 06/14/2024

City of Flint DCED Representative and Date

If delinquencies exist, please indicate the date, type and amount of obligation:

Mikeshia Loring
Mikeshia Loring (Jun 17, 2024 14:08 EDT)

, 06/17/2024

DCED Staff Person and Date

Lestley Uiggins

, 12/5/23

City of Flint Customer Serv. Representative and Date

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
ELECTRONIC DATA LIABILITY COVERAGE PART
LIQUOR LIABILITY COVERAGE PART
POLLUTION LIABILITY COVERAGE PART DESIGNATED SITES
POLLUTION LIABILITY LIMITED COVERAGE PART DESIGNATED SITES
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART
RAILROAD PROTECTIVE LIABILITY COVERAGE PART
UNDERGROUND STORAGE TANK POLICY DESIGNATED TANKS

SCHEDULE

Name Of Person(s) Or Organization(s):

City of Flint
dljohnson@cityofflint.com

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**The following is added to Paragraph 8, Transfer Of
Rights Of Recovery Against Others To Us of
Section IV – Conditions:**

We waive any right of recovery against the person(s) or organization(s) shown in the Schedule above because of payments we make under this Coverage Part. Such waiver by us applies only to the extent that the insured has waived its right of recovery against such person(s) or organization(s) prior to loss. This endorsement applies only to the person(s) or organization(s) shown in the Schedule above.

FLINT PUBLIC ART PROJECT

Unique Entity ID CZ1NS55MSH44	CAGE / NCAGE 8BAH3	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Jan 2, 2024	
Physical Address 703 Mason ST Flint, Michigan 48503-2421 United States	Mailing Address 703 Mason ST. Flint , Michigan 48503 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Michigan 05	State / Country of Incorporation Michigan / United States	URL http://flintpublicartproject.com/

Registration Dates

Activation Date Jan 4, 2023	Submission Date Jan 2, 2023	Initial Registration Date May 3, 2019
---------------------------------------	---------------------------------------	---

Entity Dates

Entity Start Date Jan 1, 2019	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
--	--	--

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
8BAH3

Points of Contact

Electronic Business

✎
Joseph Schipani, Executive Director

703 Mason Street
Flint , Michigan 48503
United States

Government Business

✎
Sandra Branch, President

1051 Arapaho DR
Burton , Michigan 48509
United States

Service Classifications

NAICS Codes

Primary

NAICS Codes

NAICS Title

Disaster Response

This entity does not appear in the disaster response registry.



Sheldon A. Neeley
Mayor

CITY OF FLINT
DEPARTMENT OF BUSINESS AND COMMUNITY SERVICES

Emily Doerr
Director

Memo

From: Emily Doerr, Business and Community Services

To: Lauren Rowley, Purchasing Manager:

Date: February 12, 2024

Re: Vendor Selection

The Planning and Development Department wishes to inform you that the Flint Public Art Project has been selected for the preparation, installation, and maintenance of murals in the neighborhood of Smith Village as part of the Choice Neighborhood Initiative – Critical Community Improvement plan. It is my recommendation that we proceed with awarding the contract for the base bid to Flint Public Art Project at the proposed amount of \$67,000.

This contract is sole sourced due to the nature of the project. The Flint Public Art Project is the only organization in the area that manages the preparation, installation, and maintenance of large-scale murals.

Signature:

Email:

RESOLUTION NO.: 250180-TPRESENTED: 6-4-2025

ADOPTED: _____

MIDEAL Contract #071B6600110
BY THE CITY ADMINISTRATOR:

A0463-RESOLUTION TO CDW-G FOR LICENSING RENEWAL FOR VMWARE

WHEREAS, the City of Flint Information Technology Department needs to renew the licensing for VMware. VMWare is our software for virtualization of our servers. Our current license has expired. Almost all of the City's servers are virtualized in the VMware Environment and renewal is for five (5) years.

WHEREAS, CDW-G submitted a quote to the city through the MI Master Computing – MiDeal (071B6600110) contract to complete this renewal of VMware and provide support for these services.

WHEREAS, the Information Technology Department is requesting \$89,733.60 to complete this licensing renewal for FY25.

The Funds will come from the following account(s):

Account Number	Account Name	Amount
636-228.000-814.600	Computer Software	\$89,733.60
	Grand Total FY25	\$89,733.60

Total Contract Amount: \$89,733.60

IT IS RESOLVED, that the Division of Purchases and Supplies, upon City Council's approval, is hereby authorized to do all things necessary to enter the contract with CDW-G to provide licensing for VMware and support for a total contract amount of \$89,733.60, allocations for FY 25 pending approval.

APPROVED AS TO FORM:

JoAnne Gurley
JoAnne Gurley (May 20, 2025 18:11 EDT)

JoAnne Gurley, Chief Legal Officer

APPROVED AS TO FINANCE:

Phillip Moore
Phillip Moore (May 13, 2025 13:43 EDT)

Phillip Moore, Chief Financial Officer

FOR THE CITY OF FLINT:

Clyde D. Edwards
Clyde D. Edwards (May 22, 2025 16:10 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

City Council President

APPROVED AS TO PURCHASING:

Lauren Rowley

Lauren Rowley, Purchasing Manager



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE: 4/28/2025

BID/PROPOSAL#

AGENDA ITEM TITLE: VMware License Renewal – 5 years

PREPARED BY: Monique Cole

VENDOR NAME: CDW-G

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

VMWare is our software used for virtualization of our servers. Almost all City servers are virtualized in the VMware environment, and this is the support contract. VMware core offering allows businesses to run multiple operating systems and applications on a single physical server, creating "virtual machines" that share the server's resources. Our current license has expired. This license renewal is for five(5) years.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☒ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
24	636-228.000-814.600		\$24,000.00		
16	636-228.000-814.600		\$15,412.82		

--

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

VMware benefits the City of Flint by enabling virtualization, allowing the city to run multiple operating systems and applications on a single physical server. This leads to cost savings, increased efficiency, and greater flexibility in IT infrastructure management.

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

--

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
IT	Computer Software	636-228.000-814.600		\$89,733.60
		FY25 GRAND TOTAL		\$89,733.60



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 \$89,733.60

BUDGET YEAR 2

BUDGET YEAR 3 _____

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 250010103

ACCOUNTING APPROVAL: Monique Cole Date: 05/13/25

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Jeff Keen	
2	Zach Smith	
3		

STAFF RECOMMENDATION: *(PLEASE SELECT)*: ☒ **APPROVED** ☐ **NOT APPROVED**

DEPARTMENT HEAD SIGNATURE: Jeff Keen May 13, 2025 12:06 EDT

Jeff Keen, IT Director

ADMINISTRATION APPROVAL: Clyde D. Edwards May 22, 2025 16:10 EDT

(for \$20,000 or above spending authorizations)

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 801870346

[Request certificate](#)[Return to Results](#)[New search](#)

Summary for: CDW GOVERNMENT LLC

The name of the FOREIGN LIMITED LIABILITY COMPANY: CDW GOVERNMENT LLC

Entity type: FOREIGN LIMITED LIABILITY COMPANY

Identification Number: 801870346 Old ID Number: D9074X

Date of Qualification in Michigan: 01/07/2010

Organized under the laws of: the state of Illinois

Purpose:

Term: Perpetual

The name and address of the Resident Agent:

Resident Agent Name: CSC-LAWYERS INCORPORATING SERVICE (COMPANY)

Street Address: 3410 BELLE CHASE WAY

Apt/Suite/Other: SUITE 600

City: EAST LANSING

State: MI

Zip Code: 48911

Registered Office Mailing address:

P.O. Box or Street Address: 3410 BELLE CHASE WAY

Apt/Suite/Other: STE 600

City: LANSING

State: MI

Zip Code: 48911

Acts Subject To: 023-1993 Michigan Limited Liability Company Act

View filings for this business entity:

ALL FILINGS

ANNUAL REPORT/ANNUAL STATEMENTS

CERTIFICATE OF CORRECTION

CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT

RESIGNATION OF RESIDENT AGENT

CERTIFICATE OF ASSUMED NAME

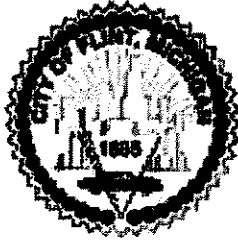
[View filings](#)**Comments or notes associated with this business entity:**

[LARA FOIA Process](#) [Transparency](#) [State Web Sites](#)

[Michigan.gov Home](#) [ADA](#) [Michigan News](#) [Policies](#)

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250181-T



RESOLUTION NO.:

PRESENTED:

6-4-2025

ADOPTED:

PROPOSAL #25000517

ID# - ANYTIME

BY THE CITY ADMINISTRATOR:

**RESOLUTION TO CONTRACTOR ANYTIME RESTORATION SERVICES FOR LEAD
BASED PAINT HAZARD CONTROL ABATEMENT SERVICES**

WHEREAS, The Division of Purchases & Supplies solicited proposals for Licence Lead Provider Services for the Office of Public Health, Lead Based Paint Hazard Control Division.

WHEREAS, The Division of Lead Based Paint Hazard control has awarded a qualified vendor, AnyTime Restoration Services, Warren, MI 48092 this proposal at a requested FY25 cost of \$98,778.00 which accounts for the \$89,799.00 base bid plus any potential unforeseen contingencies at a 10% cost (\$8,979.90) for Lead Abatement services and Healthy Homes repairs of all lead hazards on (4) units within the city.

Funding is to come from the following account(s):

Account Number	Account Name/ Grant Code	Amount
296-171.711-801.000	Professional Services/FHUD LBPHC21	\$67,050.00
296-172.711-801.000	Professional Services/HH LBPHC21	\$31,728.90
	FY2025 TOTAL	\$98,778.90

IT IS RESOLVED, that the Proper City Officials is hereby authorized to enter into a contract for FY25 with AnyTime Restoration in an amount not-to-exceed \$98,778.90 which accounts for the \$89,799.00 base bid plus any potential unforeseen contingencies at a 10% cost (\$8,979.90), for the abatement of four unsafe Lead Hazard Homes within the city limits.

APPROVED AS TO FORM:

[Signature]
Joanne Gurley, City Attorney
Officer

APPROVED AS TO FINANCE:

[Signature]
Phillip Moore (May 12, 2025 09:04 EDT)
Phillip Moore, Chief Financial

FOR THE CITY OF FLINT:

[Signature]
Clyde D. Edwards / AD450
Clyde D. Edwards / A0450 (May 14, 2025 12:58 EDT)

APPROVED BY CITY COUNCIL:

Clyde Edwards, City Administrator

City Council

APPROVED AS TO PURCHASING:

A handwritten signature in cursive script that reads "Lauren Rowley".

Lauren Rowley, Purchasing Manager



CITY OF FLINT

**** STAFF REVIEW FORM**

**** Effective: March 5, 2025**

TODAY'S DATE: 3/25/2025

BID/PROPOSAL# 25000517

AGENDA ITEM TITLE: Lead-Based Paint Hazard Control

PREPARED BY: Michael O.D. Carpenter

VENDOR NAME: AnyTime Restoration Services

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government (All documentation current, no violations) ☒ YES ☐ NO State government (All documentation current, no violations) ☒ YES ☐ NO City of Flint (All documentation current, no violations) ☒ YES ☐ NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The City of Flint, Michigan, has received proposals from qualified, licensed, and lead-certified contractors experienced in lead-based paint hazard interim control and/or abatement. The scope of work will be determined by the City of Flint Lead-Based Paint Hazard Control (COF LBPHC) Program Manager and an approved Lead Inspector/Risk Assessor, who will provide a Lead Inspection Risk Assessment (LIRA) Report.

The selected contractor, in collaboration with the City-approved Lead Inspector/Risk Assessor, will be responsible for designing and bidding on projects, managing the necessary construction paperwork, and providing oversight and labor for up to four units. Contractors must demonstrate experience in working with residents and adhering to deadlines. Additionally, they are required to comply with federal and state laws and to maintain positive relationships with both the City of Flint and the Michigan Department of Health and Human Services.

AnyTime Restoration Services, located in Warren, MI, has submitted a proposal with a requested cost of \$98,778.90 for FY25. This amount includes the base bid of \$89,799.00 and potential unforeseen contingencies calculated at 10%, totaling \$8,979.90. The proposal covers Lead Abatement services and Healthy Homes repairs for all Lead Hazards in four units within the city.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

☐ Sole Source (Please attach sole source statement to requisition)

CDE/ authorized administration version March 5, 2025



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition) ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

*Contract must be attached to your requisition, and the contract must appear on the vendor's quote for goods/services

☐ (3) Quotes (please attach all quotes to your requisition)

Section II: PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

Section III:

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

Our city is committed to improving living conditions and promoting healthy living. We are utilizing the Healthy Homes Dollars from HUD for home repairs. In addition, the Lead dollars are allocated to remove lead hazards from homes with pregnant individuals or children under six. This approach will ensure a safer and healthier environment for all our residents. It will also strengthen our partnership with HUD and open up more funding opportunities in the future.

CDE/ authorized administration version March 5, 2025



CITY OF FLINT

**** STAFF REVIEW FORM**

**** Effective: March 5, 2025**

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure: Not ARPA

Has this request been reviewed by E&Y Firm: YES NO IF NO, PLEASE EXPLAIN:

BUDGETED EXPENDITURE? YES NO IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Mayor	Professional Services/Healthy Homes	296-172.711-801.000	FHUD-LBPHC 21	\$31,728.90
	Professional Services/FHUD LBPHC21	296-171.711-801.000	FHUD-LBPHC 21	\$67,050.00
		FY25 GRAND TOTAL		\$98,778.90

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: (This will depend on the term of the bid proposal)

BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS (i.e., collective bargaining):

PRE-ENCUMBERED? YES NO REQUISITION NO: 250009475

CDE/ authorized administration version March 5, 2025



CITY OF FLINT

**** STAFF REVIEW FORM**

**** Effective: March 5, 2025**

ACCOUNTING APPROVAL: _____

Date: _____

3/27/25

WILL YOUR DEPARTMENT NEED A CONTRACT? YES NO

Section V. RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)


	NAME	PHONE NUMBER
1	Michael Carpenter	810-938-7486
2	Andrew Tolles	810-237-2046
3		

STAFF RECOMMENDATION: (PLEASE SELECT): **APPROVED NOT APPROVED**

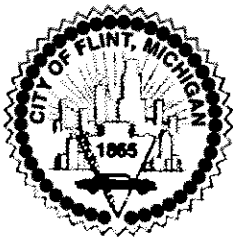
DEPARTMENT HEAD SIGNATURE: _____

Michael Carpenter

(Name, Title)

ADMINISTRATION APPROVAL:  (for
\$20,000 or above spending authorizations)

CDE/ authorized administration version March 5, 2025



RESOLUTION NO.: 250182-T

PRESENTED: 6-4-2025

ADOPTED: _____

Resolution Authorizing accepting the grant Continuing Professional Education (CPE) from the State of Michigan Commission on Law Enforcement Standards in the amount of \$99,000.00

BY THE CITY ADMINISTRATOR:

WHEREAS, The City of Flint Police Department has been awarded funds, in the amount of \$99,000.00, from the State of Michigan for the purpose of in-service training for licensed law enforcement officers employed by the City; and

WHEREAS, The Michigan Legislature recognized the importance of continuing education for law enforcement and enacted PA1 to appropriately fund the initiative; and

WHEREAS, The City of Flint Police Department will benefit from the funds to offset the cost of the new continuing professional education required by the State of Michigan commission on Law Enforcement Standards;

Account Number	Account Name	Amount
296-326.201-958.000	Education, Training & Conference	\$99,000.00

IT IS RESOLVED, that the appropriate City officials are hereby authorized to do all things necessary to accept the funds enacted by Michigan Legislature PA1, amend the FY25 budget, appropriate award funding for revenue and expenditures in future fiscal years as long as the funds are available from the funder, and abide by the terms and conditions of the award from the State of Michigan, in the amount of \$99,000, to grant code SMLES-CPE25.

APPROVED AS TO FORM:

JoAnne Gurley
JoAnne Gurley (May 26, 2025 09:53 EDT)

Joanne Gurley, Chief Legal Officer

APPROVED AS TO FINANCE:

Phillip Moore
Phillip Moore (May 23, 2025 09:12 EDT)

Phillip Moore, Chief Financial Officer

FOR THE CITY OF FLINT:

Clyde D. Edwards / A0471
Clyde D. Edwards / A0471 (May 23, 2025 11:33 EDT)

Clyde Edwards, City Administrator

APPROVED BY CITY COUNCIL:

City Council President



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE: May 20, 2025

BID/PROPOSAL#

AGENDA ITEM TITLE: Resolution Authorizing accepting the grant Continuing Professional Education (CPE) from the State of Michigan Commission on Law Enforcement Standards in the amount of \$99,000.00

PREPARED BY: Angela Amerman

VENDOR NAME: State of Michigan

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The Police Department would like to accept the \$99,000.00 from the State of Michigan Commission on Law Enforcement Standards to be used as allowed by the grant. The Michigan Legislature recognized the importance of continuing education for law enforcement and enacted PA1 to appropriately fund this initiative.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☐ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcewell, GSA, or other municipality)

*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution
FY24	296-325.200-958.000	\$49,000.00			240279

Section III:

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

The Police Department will benefit from the funds to offset the cost of the continuing professional education requirements required by the State of Michigan commission on Law Enforcement Standards.

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure: n/a

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
Police	Education, Training & Conference	296-326.201-958.000	SMLES-CPE25	\$99,000.00
		FY25 GRAND TOTAL		\$99,000.00



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

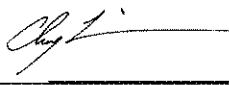
BUDGET YEAR 1 _____

BUDGET YEAR 2 _____

BUDGET YEAR 3 _____

OTHER IMPLICATIONS *(i.e., collective bargaining)*:

PRE-ENCUMBERED? YES ☐ NO ☒ REQUISITION NO:

ACCOUNTING APPROVAL:  Date: _____

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☐ NO ☒

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	<u>NAME</u>	<u>PHONE NUMBER</u>
1	Terence Green	
2	Jeff Antcliff	
3		

STAFF RECOMMENDATION: *(PLEASE SELECT)*: ☒ **APPROVED** ☐ **NOT APPROVED**



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

DEPARTMENT HEAD SIGNATURE: Terence Green
Terence Green (May 23, 2025 09:05 EDT)
(Terence Green, Police Chief)

ADMINISTRATION APPROVAL: _____
(for \$20,000 or above spending authorizations)



MSP MCOLES

MCOLES Official Correspondence: Continuing Professional Education 2025 Curriculum and Funding Updates

December 17, 2024

December 17, 2024

Dear Law Enforcement Community,

This letter contains important updates regarding Continuing Professional Education (CPE) (I) curriculum requirements and (II) funding distribution for calendar year 2025.

In June, the Commission initiated a three-year pilot program for CPE, based on nationally recognized research and development protocols. This program aims to prioritize important training topics and align them with best practices and current issues in law enforcement, reinforcing the Commission's dedication to improving law enforcement capability and professionalism.

I. CPE CURRICULUM REQUIREMENTS

CPE requirements for calendar year 2025 will consist of 8 hours of Commission-designated training topics and 16 hours of agency-selected training topics. This structure allows for customization based on individual needs while ensuring comprehensive professional development. Additionally, the Commission has updated the Quick Reference Guide via the CPE webpage, providing a glimpse of the CPE curriculum guidelines for the next three years, from 2025 through 2027.

While at least 24 hours of education and training are required for calendar year 2025, the Commission strongly encourages agencies to exceed the standard to meet the agency's needs and foster professional development.

II. CPE FUNDING DISTRIBUTION

Funding has been secured for professional development, with each full-time equivalent (FTE) position receiving \$1,000 to meet the 2025 CPE standard. The Commission expects each agency will receive their 2025 CPE distribution within the next two weeks identified as "2025 CPE Distribution for Licensed LE Officers."

Any surplus CPE funds may be utilized by the agency for professional education/training of licensed law enforcement officers or, when necessary, to acquire equipment to facilitate CPE education/training. Such education/training must meet specific conditions to ensure they contribute meaningfully to professional development:

- It enhances law enforcement performance, professionalism, public and officer safety, and officer decision making
- It is pre-approved by the law enforcement agency head or their delegate
- It is pre-approved by the Commission

For comprehensive information on accessing CPE resources, including a list of approved vendors offering recognized courses, answers to frequently asked questions, funding guidelines, and instructions for registering in-service training programs within the Michigan Information and Tracking Network (MITN), [please visit our dedicated CPE webpage](#).

Thank you for your commitment to excellence in law enforcement.

Respectfully,

Timothy S. Bourgeois

Executive Director

Michigan Commission on Law Enforcement Standards

**MCOLES Official Correspondence: Continuing Professional Education 2025
Curriculum and Funding Updates**

Copyright State of Michigan

2025 CPE Distributions *(made Dec 2024)*

AGENCY	FTEs	Payment
ADRIAN POLICE DEPARTMENT	30	\$ 30,000.00
ADRIAN TOWNSHIP POLICE DEPARTMENT	3	\$ 3,000.00
AKRON POLICE DEPARTMENT	1	\$ 1,000.00
ALBION DPS	15	\$ 15,000.00
ALCONA COUNTY SHERIFFS OFFICE	12	\$ 12,000.00
ALGER COUNTY SHERIFFS OFFICE	10	\$ 10,000.00
ALLEGAN COUNTY PROSECUTING ATTORNEY	1	\$ 1,000.00
ALLEGAN COUNTY SHERIFFS OFFICE	74	\$ 74,000.00
ALLEGAN POLICE DEPARTMENT	8	\$ 8,000.00
ALLEN PARK POLICE DEPARTMENT	38	\$ 38,000.00
ALMA DEPARTMENT OF PUBLIC SAFETY	12	\$ 12,000.00
ALMONT POLICE DEPARTMENT	7	\$ 7,000.00
ALPENA COUNTY SHERIFFS OFFICE	16	\$ 16,000.00
ALPENA POLICE DEPARTMENT	15	\$ 15,000.00
AMTRAK RAILROAD POLICE	1	\$ 1,000.00
ANN ARBOR POLICE DEPARTMENT	106	\$ 106,000.00
ANTRIM COUNTY SHERIFFS OFFICE	20	\$ 20,000.00
ARENAC COUNTY SHERIFFS OFFICE	13	\$ 13,000.00
ARGENTINE TOWNSHIP POLICE DEPARTMENT	7	\$ 7,000.00
ARMADA POLICE DEPARTMENT	5	\$ 5,000.00
AU GRES POLICE DEPARTMENT	1	\$ 1,000.00
AUBURN HILLS POLICE DEPARTMENT	48	\$ 48,000.00
AUGUSTA POLICE DEPARTMENT	1	\$ 1,000.00
BAD AXE POLICE DEPARTMENT	7	\$ 7,000.00
BANCROFT POLICE DEPARTMENT	1	\$ 1,000.00
BANGOR POLICE DEPARTMENT	6	\$ 6,000.00
BARAGA COUNTY SHERIFFS OFFICE	7	\$ 7,000.00
BARAGA POLICE DEPARTMENT	2	\$ 2,000.00
BARODA-LAKE TOWNSHIP POLICE DEPARTMENT	7	\$ 7,000.00
BARRY COUNTY SHERIFFS OFFICE	31	\$ 31,000.00
BARRY TOWNSHIP POLICE DEPARTMENT	2	\$ 2,000.00
BARRYTON POLICE DEPARTMENT	1	\$ 1,000.00

BATH TOWNSHIP POLICE DEPARTMENT	11	\$ 11,000.00
BATTLE CREEK POLICE DEPARTMENT	116	\$ 116,000.00
BAY CITY DPS	53	\$ 53,000.00
BAY COUNTY SHERIFFS OFFICE	40	\$ 40,000.00
BAY MILLS TRIBAL POLICE DEPARTMENT	13	\$ 13,000.00
BEAVERTON POLICE DEPARTMENT	4	\$ 4,000.00
BELDING POLICE DEPARTMENT	8	\$ 8,000.00
BELLAIRE POLICE DEPARTMENT	2	\$ 2,000.00
BELLEVILLE POLICE DEPARTMENT	8	\$ 8,000.00
BELLEVUE POLICE DEPARTMENT	1	\$ 1,000.00
BENTON HARBOR POLICE DEPARTMENT	18	\$ 18,000.00
BENTON TOWNSHIP POLICE DEPARTMENT	13	\$ 13,000.00
BENZIE COUNTY SHERIFFS OFFICE	19	\$ 19,000.00
BERKLEY DPS	29	\$ 29,000.00
BERRIEN COUNTY SHERIFFS OFFICE	78	\$ 78,000.00
BERRIEN SPRINGS-ORONOKO TOWNSHIP POLICE DEPARTMENT	9	\$ 9,000.00
BEVERLY HILLS DPS	23	\$ 23,000.00
BIG RAPIDS DPS	19	\$ 19,000.00
BIRCH RUN POLICE DEPARTMENT	7	\$ 7,000.00
BIRMINGHAM POLICE DEPARTMENT	33	\$ 33,000.00
BISHOP INTERNATIONAL AIRPORT AUTHORITY	13	\$ 13,000.00
BLACKMAN TOWNSHIP DPS	39	\$ 39,000.00
BLISSFIELD POLICE DEPARTMENT	5	\$ 5,000.00
BLOOMFIELD HILLS DPS	23	\$ 23,000.00
BLOOMFIELD TOWNSHIP POLICE DEPARTMENT	64	\$ 64,000.00
BOYNE CITY POLICE DEPARTMENT	7	\$ 7,000.00
BRANCH COUNTY SHERIFFS OFFICE	16	\$ 16,000.00
BRECKENRIDGE POLICE DEPARTMENT	1	\$ 1,000.00
BRIDGEPORT TOWNSHIP POLICE DEPARTMENT	9	\$ 9,000.00
BRIDGMAN POLICE DEPARTMENT	5	\$ 5,000.00
BRIGHTON POLICE DEPARTMENT	17	\$ 17,000.00
BRONSON POLICE DEPARTMENT	4	\$ 4,000.00
BROWN CITY POLICE DEPARTMENT	3	\$ 3,000.00
BROWNSTOWN TOWNSHIP POLICE DEPARTMENT	35	\$ 35,000.00
BUCHANAN POLICE DEPARTMENT	9	\$ 9,000.00

BUENA VISTA TOWNSHIP POLICE DEPARTMENT	11	\$	11,000.00
BURTON POLICE DEPARTMENT	31	\$	31,000.00
CADILLAC POLICE DEPARTMENT	14	\$	14,000.00
CALHOUN COUNTY PROSECUTING ATTORNEY	2	\$	2,000.00
CALHOUN COUNTY SHERIFFS OFFICE	65	\$	65,000.00
CAMBRIDGE TOWNSHIP POLICE DEPARTMENT	4	\$	4,000.00
CANADIAN PACIFIC RAILWAY POLICE DEPARTMENT	8	\$	8,000.00
CANTON TOWNSHIP DPS	84	\$	84,000.00
CAPAC POLICE DEPARTMENT	3	\$	3,000.00
CAPITAL REGION AIRPORT AUTHORITY POLICE DEPT	9	\$	9,000.00
CARLETON POLICE DEPARTMENT	2	\$	2,000.00
CARO POLICE DEPARTMENT	7	\$	7,000.00
CARROLLTON TOWNSHIP POLICE DEPARTMENT	5	\$	5,000.00
CARSON CITY POLICE DEPARTMENT	2	\$	2,000.00
CASEVILLE POLICE DEPARTMENT	2	\$	2,000.00
CASPIAN POLICE DEPARTMENT	1	\$	1,000.00
CASS CITY POLICE DEPARTMENT	6	\$	6,000.00
CASS COUNTY SHERIFFS OFFICE	26	\$	26,000.00
CASSOPOLIS POLICE DEPARTMENT	4	\$	4,000.00
CENTER LINE DPS	19	\$	19,000.00
CENTRAL LAKE POLICE DEPARTMENT	1	\$	1,000.00
CENTRAL MICHIGAN UNIVERSITY POLICE DEPARTMENT	21	\$	21,000.00
CHARLEVOIX COUNTY SHERIFFS OFFICE	21	\$	21,000.00
CHARLEVOIX POLICE DEPARTMENT	6	\$	6,000.00
CHARLOTTE POLICE DEPARTMENT	14	\$	14,000.00
CHEBOYGAN COUNTY SHERIFFS OFFICE	24	\$	24,000.00
CHEBOYGAN POLICE DEPARTMENT	8	\$	8,000.00
CHELSEA POLICE DEPARTMENT	11	\$	11,000.00
CHESANING POLICE DEPARTMENT	5	\$	5,000.00
CHESTERFIELD TOWNSHIP POLICE DEPARTMENT	47	\$	47,000.00
CHIKAMING TOWNSHIP POLICE DEPARTMENT	5	\$	5,000.00
CHIPPEWA COUNTY SHERIFFS OFFICE	18	\$	18,000.00
CHOCOLAY TOWNSHIP POLICE DEPARTMENT	5	\$	5,000.00
CLARE COUNTY SHERIFFS OFFICE	21	\$	21,000.00
CLARE POLICE DEPARTMENT	7	\$	7,000.00

CLAWSON POLICE DEPARTMENT	16	\$	16,000.00
CLAY TOWNSHIP POLICE DEPARTMENT	18	\$	18,000.00
CLAYTON TOWNSHIP POLICE DEPARTMENT	6	\$	6,000.00
CLINTON COUNTY SHERIFFS OFFICE	30	\$	30,000.00
CLINTON POLICE DEPARTMENT	4	\$	4,000.00
CLINTON TOWNSHIP POLICE DEPARTMENT	90	\$	90,000.00
CLIO POLICE DEPARTMENT	4	\$	4,000.00
CN RAILWAY POLICE	12	\$	12,000.00
COLDWATER POLICE DEPARTMENT	18	\$	18,000.00
COLEMAN POLICE DEPARTMENT	2	\$	2,000.00
COLOMA TOWNSHIP POLICE DEPARTMENT	8	\$	8,000.00
COLON POLICE DEPARTMENT	2	\$	2,000.00
COLUMBIA TOWNSHIP POLICE DEPARTMENT	6	\$	6,000.00
CONSTANTINE POLICE DEPARTMENT	3	\$	3,000.00
CORUNNA POLICE DEPARTMENT	4	\$	4,000.00
COVERT TOWNSHIP POLICE DEPARTMENT	7	\$	7,000.00
CRAWFORD COUNTY SHERIFFS OFFICE	17	\$	17,000.00
CROSWELL POLICE DEPARTMENT	5	\$	5,000.00
CRYSTAL FALLS POLICE DEPARTMENT	1	\$	1,000.00
DAVISON POLICE DEPARTMENT	6	\$	6,000.00
DAVISON TOWNSHIP POLICE DEPARTMENT	21	\$	21,000.00
DEARBORN HEIGHTS POLICE DEPARTMENT	61	\$	61,000.00
DEARBORN POLICE DEPARTMENT	186	\$	186,000.00
DECATUR POLICE DEPARTMENT	5	\$	5,000.00
DECKERVILLE POLICE DEPARTMENT	1	\$	1,000.00
DELTA COMMUNITY COLLEGE DPS	8	\$	8,000.00
DELTA COUNTY SHERIFFS OFFICE	18	\$	18,000.00
DENTON TOWNSHIP POLICE DEPARTMENT	4	\$	4,000.00
DEPARTMENT OF NATURAL RESOURCES	250	\$	250,000.00
DETROIT POLICE DEPARTMENT	2290	\$	2,290,000.00
DETROIT PUBLIC SCHOOLS COMMUNITY DISTRICT PD	37	\$	37,000.00
DETROIT TRANSIT POLICE DEPARTMENT	18	\$	18,000.00
DEWITT POLICE DEPARTMENT	7	\$	7,000.00
DEWITT TOWNSHIP POLICE DEPARTMENT	14	\$	14,000.00
DICKINSON COUNTY SHERIFFS OFFICE	14	\$	14,000.00

DOUGLAS POLICE DEPARTMENT	5	\$ 5,000.00
DOWAGIAC POLICE DEPARTMENT	11	\$ 11,000.00
DRYDEN TOWNSHIP POLICE DEPARTMENT	5	\$ 5,000.00
DUNDEE POLICE DEPARTMENT	9	\$ 9,000.00
DURAND POLICE DEPARTMENT	7	\$ 7,000.00
EAST GRAND RAPIDS DPS	26	\$ 26,000.00
EAST JORDAN POLICE DEPARTMENT	5	\$ 5,000.00
EAST LANSING POLICE DEPARTMENT	44	\$ 44,000.00
EAST TAWAS POLICE DEPARTMENT	2	\$ 2,000.00
EASTERN MICHIGAN UNIVERSITY POLICE DEPARTMENT	29	\$ 29,000.00
EASTPOINTE POLICE DEPARTMENT	42	\$ 42,000.00
EATON COUNTY SHERIFFS OFFICE	58	\$ 58,000.00
EATON RAPIDS POLICE DEPARTMENT	8	\$ 8,000.00
EAU CLAIRE POLICE DEPARTMENT	1	\$ 1,000.00
ECORSE POLICE DEPARTMENT	17	\$ 17,000.00
ELK RAPIDS POLICE DEPARTMENT	6	\$ 6,000.00
ELKTON POLICE DEPARTMENT	1	\$ 1,000.00
ELSIE POLICE DEPARTMENT	1	\$ 1,000.00
EMMET COUNTY SHERIFFS OFFICE	26	\$ 26,000.00
EMMETT TOWNSHIP DPS	12	\$ 12,000.00
ERIE TOWNSHIP POLICE DEPARTMENT	5	\$ 5,000.00
ESCANABA DPS	30	\$ 30,000.00
ESSEXVILLE DPS	6	\$ 6,000.00
EVART POLICE DEPARTMENT	3	\$ 3,000.00
FAIRHAVEN TOWNSHIP POLICE DEPARTMENT	2	\$ 2,000.00
FARMINGTON DPS	21	\$ 21,000.00
FARMINGTON HILLS POLICE DEPARTMENT	109	\$ 109,000.00
FENTON POLICE DEPARTMENT	15	\$ 15,000.00
FERNDALE POLICE DEPARTMENT	38	\$ 38,000.00
FERRIS STATE UNIVERSITY DPS	12	\$ 12,000.00
FLAT ROCK POLICE DEPARTMENT	18	\$ 18,000.00
FLINT POLICE DEPARTMENT	99	\$ 99,000.00
FLINT TOWNSHIP POLICE DEPARTMENT	36	\$ 36,000.00
FLUSHING POLICE DEPARTMENT	13	\$ 13,000.00
FLUSHING TOWNSHIP POLICE DEPARTMENT	9	\$ 9,000.00

FORSYTH TOWNSHIP POLICE DEPARTMENT	7	\$	7,000.00
FOWLerville POLICE DEPARTMENT	9	\$	9,000.00
FRANKENMUTH POLICE DEPARTMENT	9	\$	9,000.00
FRANKFORT POLICE DEPARTMENT	3	\$	3,000.00
FRANKLIN POLICE DEPARTMENT	10	\$	10,000.00
FRASER DPS	26	\$	26,000.00
FREEPORT POLICE DEPARTMENT	1	\$	1,000.00
FREMONT POLICE DEPARTMENT	9	\$	9,000.00
FRUITPORT TOWNSHIP POLICE DEPARTMENT	11	\$	11,000.00
GAGETOWN POLICE DEPARTMENT	1	\$	1,000.00
GALIEN POLICE DEPARTMENT	1	\$	1,000.00
GARDEN CITY POLICE DEPARTMENT	33	\$	33,000.00
GARFIELD TOWNSHIP POLICE DEPARTMENT	1	\$	1,000.00
GAYLORD POLICE DEPARTMENT	12	\$	12,000.00
GENESEE COUNTY PARKS & RECREATION	13	\$	13,000.00
GENESEE COUNTY SHERIFFS OFFICE	128	\$	128,000.00
GENESEE TOWNSHIP POLICE DEPARTMENT	20	\$	20,000.00
GERRISH TOWNSHIP POLICE DEPARTMENT	7	\$	7,000.00
GIBRALTAR POLICE DEPARTMENT	9	\$	9,000.00
GLADSTONE DPS	9	\$	9,000.00
GLADWIN COUNTY SHERIFFS OFFICE	14	\$	14,000.00
GLADWIN POLICE DEPARTMENT	6	\$	6,000.00
GOGEBIC COUNTY SHERIFFS OFFICE	15	\$	15,000.00
GR FORD INTNATL AIRPORT POLICE DEPARTMENT	18	\$	18,000.00
GRAND BEACH-MICHIANA POLICE DEPARTMENT	5	\$	5,000.00
GRAND BLANC POLICE DEPARTMENT	16	\$	16,000.00
GRAND BLANC TOWNSHIP POLICE DEPARTMENT	40	\$	40,000.00
GRAND HAVEN DPS	30	\$	30,000.00
GRAND LEDGE POLICE DEPARTMENT	16	\$	16,000.00
GRAND RAPIDS COMMUNITY COLLEGE POLICE	13	\$	13,000.00
GRAND RAPIDS POLICE DEPARTMENT	265	\$	265,000.00
GRAND TRAVERSE BAND TRIBAL POLICE DEPARTMENT	11	\$	11,000.00
GRAND TRAVERSE COUNTY SHERIFFS OFFICE	70	\$	70,000.00
GRAND VALLEY STATE UNIVERSITY DPS	20	\$	20,000.00
GRANDVILLE POLICE DEPARTMENT	24	\$	24,000.00

GRANT POLICE DEPARTMENT	3	\$	3,000.00
GRATIOT COUNTY SHERIFFS OFFICE	25	\$	25,000.00
GRAYLING POLICE DEPARTMENT	5	\$	5,000.00
GREEN OAK CHARTER TOWNSHIP POLICE DEPARTMENT	15	\$	15,000.00
GREENVILLE DPS	15	\$	15,000.00
GROSSE ILE TOWNSHIP POLICE DEPARTMENT	15	\$	15,000.00
GROSSE POINTE DPS	22	\$	22,000.00
GROSSE POINTE FARMS DPS	31	\$	31,000.00
GROSSE POINTE PARK DPS	27	\$	27,000.00
GROSSE POINTE SHORES DPS	15	\$	15,000.00
GROSSE POINTE WOODS POLICE DEPARTMENT	29	\$	29,000.00
GUN LAKE TRIBE DPS	17	\$	17,000.00
HAMBURG TOWNSHIP POLICE DEPARTMENT	18	\$	18,000.00
HAMPTON TOWNSHIP DPS	9	\$	9,000.00
HAMTRAMCK POLICE DEPARTMENT	34	\$	34,000.00
HANCOCK POLICE DEPARTMENT	10	\$	10,000.00
HANNAHVILLE TRIBAL POLICE DEPARTMENT	9	\$	9,000.00
HARBOR BEACH POLICE DEPARTMENT	4	\$	4,000.00
HARBOR SPRINGS POLICE DEPARTMENT	6	\$	6,000.00
HARPER WOODS POLICE DEPARTMENT	22	\$	22,000.00
HART POLICE DEPARTMENT	6	\$	6,000.00
HARTFORD POLICE DEPARTMENT	5	\$	5,000.00
HASTINGS POLICE DEPARTMENT	12	\$	12,000.00
HAZEL PARK POLICE DEPARTMENT	35	\$	35,000.00
HIGHLAND PARK DPS	16	\$	16,000.00
HILLSDALE COUNTY SHERIFFS OFFICE	21	\$	21,000.00
HILLSDALE POLICE DEPARTMENT	14	\$	14,000.00
HOLLAND DPS	55	\$	55,000.00
HOLLY POLICE DEPARTMENT	12	\$	12,000.00
HOME TOWNSHIP POLICE DEPARTMENT	2	\$	2,000.00
HOUGHTON COUNTY SHERIFFS OFFICE	20	\$	20,000.00
HOUGHTON POLICE DEPARTMENT	10	\$	10,000.00
HOWELL POLICE DEPARTMENT	15	\$	15,000.00
HUDSON POLICE DEPARTMENT	4	\$	4,000.00
HUNTINGTON WOODS DPS	17	\$	17,000.00

HURON CLINTON METROPOLITAN AUTHORITY POLICE DEPT	42	\$	42,000.00
HURON COUNTY SHERIFFS OFFICE	21	\$	21,000.00
HURON POTAWATOMI POLICE DEPARTMENT	18	\$	18,000.00
HURON TOWNSHIP POLICE DEPARTMENT	27	\$	27,000.00
IMLAY CITY POLICE DEPARTMENT	8	\$	8,000.00
INDIANFIELDS TOWNSHIP POLICE DEPARTMENT	1	\$	1,000.00
INGHAM COUNTY SHERIFFS OFFICE	73	\$	73,000.00
INKSTER POLICE DEPARTMENT	20	\$	20,000.00
IONIA COUNTY SHERIFFS OFFICE	22	\$	22,000.00
IONIA DPS	14	\$	14,000.00
IOSCO COUNTY SHERIFFS OFFICE	6	\$	6,000.00
IRON COUNTY SHERIFFS OFFICE	9	\$	9,000.00
IRON MOUNTAIN POLICE DEPARTMENT	13	\$	13,000.00
IRON RIVER POLICE DEPARTMENT	4	\$	4,000.00
IRONWOOD DPS	13	\$	13,000.00
ISABELLA COUNTY SHERIFFS OFFICE	22	\$	22,000.00
ISHPEMING POLICE DEPARTMENT	10	\$	10,000.00
ISHPEMING TOWNSHIP POLICE DEPARTMENT	3	\$	3,000.00
JACKSON COUNTY SHERIFFS OFFICE	46	\$	46,000.00
JACKSON POLICE DEPARTMENT	45	\$	45,000.00
JONESVILLE POLICE DEPARTMENT	2	\$	2,000.00
KALAMAZOO COUNTY PROSECUTING ATTORNEY	4	\$	4,000.00
KALAMAZOO COUNTY SHERIFFS OFFICE	104	\$	104,000.00
KALAMAZOO DPS	229	\$	229,000.00
KALAMAZOO TOWNSHIP POLICE DEPARTMENT	32	\$	32,000.00
KALAMAZOO VALLEY COMMUNITY COLLEGE DPS	7	\$	7,000.00
KALKASKA COUNTY SHERIFFS OFFICE	19	\$	19,000.00
KALKASKA POLICE DEPARTMENT	4	\$	4,000.00
KEEGO HARBOR POLICE DEPARTMENT	5	\$	5,000.00
KELLOGG COMMUNITY COLLEGE DPS	4	\$	4,000.00
KENT COUNTY SHERIFFS OFFICE	271	\$	271,000.00
KENTWOOD POLICE DEPARTMENT	61	\$	61,000.00
KEWEENAW BAY TRIBAL POLICE DEPARTMENT	2	\$	2,000.00
KEWEENAW COUNTY SHERIFFS OFFICE	7	\$	7,000.00
KINDE POLICE DEPARTMENT	1	\$	1,000.00

KINGSFORD DPS	18	\$ 18,000.00
KINGSTON POLICE DEPARTMENT	1	\$ 1,000.00
KINROSS TOWNSHIP POLICE DEPARTMENT	2	\$ 2,000.00
KIRTLAND COMMUNITY COLLEGE DPS	2	\$ 2,000.00
LAC VIEUX DESERT TRIBAL POLICE DEPARTMENT	3	\$ 3,000.00
LAINGSBURG POLICE DEPARTMENT	1	\$ 1,000.00
LAKE ANGELUS POLICE DEPARTMENT	4	\$ 4,000.00
LAKE COUNTY SHERIFFS OFFICE	17	\$ 17,000.00
LAKE LINDEN POLICE DEPARTMENT	1	\$ 1,000.00
LAKE ODESSA POLICE DEPARTMENT	3	\$ 3,000.00
LAKE ORION POLICE DEPARTMENT	4	\$ 4,000.00
LAKEVIEW POLICE DEPARTMENT	3	\$ 3,000.00
LANSE POLICE DEPARTMENT	3	\$ 3,000.00
LANSING COMMUNITY COLLEGE POLICE DEPARTMENT	11	\$ 11,000.00
LANSING POLICE DEPARTMENT	188	\$ 188,000.00
LANSING TOWNSHIP POLICE DEPARTMENT	13	\$ 13,000.00
LAPEER COUNTY SHERIFFS OFFICE	48	\$ 48,000.00
LAPEER POLICE DEPARTMENT	19	\$ 19,000.00
LAPEER TOWNSHIP POLICE DEPARTMENT	1	\$ 1,000.00
LATHRUP VILLAGE POLICE DEPARTMENT	11	\$ 11,000.00
LAURIUM POLICE DEPARTMENT	2	\$ 2,000.00
LAWRENCE POLICE DEPARTMENT	1	\$ 1,000.00
LAWTON POLICE DEPARTMENT	3	\$ 3,000.00
LEELANAU COUNTY SHERIFFS OFFICE	20	\$ 20,000.00
LENAWEE COUNTY PROSECUTING ATTORNEY	1	\$ 1,000.00
LENAWEE COUNTY SHERIFFS OFFICE	38	\$ 38,000.00
LENNON POLICE DEPARTMENT	1	\$ 1,000.00
LESLIE POLICE DEPARTMENT	4	\$ 4,000.00
LEXINGTON POLICE DEPARTMENT	3	\$ 3,000.00
LINCOLN PARK POLICE DEPARTMENT	42	\$ 42,000.00
LINCOLN TOWNSHIP POLICE DEPARTMENT	16	\$ 16,000.00
LINDEN POLICE DEPARTMENT	7	\$ 7,000.00
LITCHFIELD POLICE DEPARTMENT	3	\$ 3,000.00
LITTLE RIVER BAND OF OTTAWA INDIANS DPS	15	\$ 15,000.00
LITTLE TRAVERSE BAY TRIBAL POLICE	7	\$ 7,000.00

LIVINGSTON COUNTY SHERIFFS OFFICE	64	\$ 64,000.00
LIVONIA POLICE DEPARTMENT	124	\$ 124,000.00
LOWELL POLICE DEPARTMENT	6	\$ 6,000.00
LUCE COUNTY SHERIFFS OFFICE	6	\$ 6,000.00
LUDINGTON POLICE DEPARTMENT	14	\$ 14,000.00
LUNA PIER POLICE DEPARTMENT	2	\$ 2,000.00
MACKINAC COUNTY SHERIFFS OFFICE	13	\$ 13,000.00
MACKINAC ISLAND POLICE DEPARTMENT	6	\$ 6,000.00
MACKINAW CITY POLICE DEPARTMENT	6	\$ 6,000.00
MACOMB COMMUNITY COLLEGE POLICE DEPARTMENT	28	\$ 28,000.00
MACOMB COUNTY SHERIFFS OFFICE	258	\$ 258,000.00
MADISON HEIGHTS POLICE DEPARTMENT	45	\$ 45,000.00
MADISON TOWNSHIP POLICE DEPARTMENT	5	\$ 5,000.00
MANCELONA POLICE DEPARTMENT	2	\$ 2,000.00
MANISTEE COUNTY SHERIFFS OFFICE	13	\$ 13,000.00
MANISTEE POLICE DEPARTMENT	11	\$ 11,000.00
MANISTIQUE DPS	8	\$ 8,000.00
MANTON POLICE DEPARTMENT	1	\$ 1,000.00
MARENISCO TOWNSHIP POLICE DEPARTMENT	1	\$ 1,000.00
MARINE CITY POLICE DEPARTMENT	7	\$ 7,000.00
MARLETTE POLICE DEPARTMENT	5	\$ 5,000.00
MARQUETTE COUNTY SHERIFFS OFFICE	24	\$ 24,000.00
MARQUETTE POLICE DEPARTMENT	32	\$ 32,000.00
MARSHALL POLICE DEPARTMENT	14	\$ 14,000.00
MARYSVILLE POLICE DEPARTMENT	16	\$ 16,000.00
MASON COUNTY SHERIFFS OFFICE	25	\$ 25,000.00
MASON POLICE DEPARTMENT	11	\$ 11,000.00
MATTAWAN POLICE DEPARTMENT	5	\$ 5,000.00
MAYVILLE POLICE DEPARTMENT	1	\$ 1,000.00
MECOSTA COUNTY SHERIFFS OFFICE	21	\$ 21,000.00
MELVINDALE POLICE DEPARTMENT	16	\$ 16,000.00
MEMPHIS POLICE DEPARTMENT	3	\$ 3,000.00
MENDON POLICE DEPARTMENT	1	\$ 1,000.00
MENOMINEE COUNTY SHERIFFS OFFICE	15	\$ 15,000.00
MENOMINEE POLICE DEPARTMENT	15	\$ 15,000.00

MERIDIAN TOWNSHIP POLICE DEPARTMENT	33	\$ 33,000.00
METAMORA TOWNSHIP POLICE DEPARTMENT	6	\$ 6,000.00
METRO POLICE AUTHORITY OF GENESEE COUNTY	25	\$ 25,000.00
MICHIGAN DEPARTMENT OF ATTORNEY GENERAL	62	\$ 62,000.00
MICHIGAN HOUSE OF REPRESENTATIVES	15	\$ 15,000.00
MICHIGAN SENATE POLICE DEPARTMENT	16	\$ 16,000.00
MICHIGAN STATE POLICE	1949	\$ 1,949,000.00
MICHIGAN STATE UNIVERSITY POLICE DEPARTMENT	67	\$ 67,000.00
MICHIGAN TECHNOLOGICAL UNIVERSITY DPS	11	\$ 11,000.00
MIDLAND COUNTY SHERIFFS OFFICE	40	\$ 40,000.00
MIDLAND POLICE DEPARTMENT	49	\$ 49,000.00
MILAN POLICE DEPARTMENT	15	\$ 15,000.00
MILFORD POLICE DEPARTMENT	20	\$ 20,000.00
MILLINGTON POLICE DEPARTMENT	1	\$ 1,000.00
MINDEN CITY POLICE DEPARTMENT	1	\$ 1,000.00
MISSAUKEE COUNTY SHERIFFS OFFICE	12	\$ 12,000.00
MONROE COUNTY SHERIFFS OFFICE	84	\$ 84,000.00
MONROE POLICE DEPARTMENT	35	\$ 35,000.00
MONTAGUE POLICE DEPARTMENT	5	\$ 5,000.00
MONTCALM COUNTY SHERIFFS OFFICE	22	\$ 22,000.00
MONTMORENCY COUNTY SHERIFFS OFFICE	17	\$ 17,000.00
MONTROSE TOWNSHIP POLICE DEPARTMENT	9	\$ 9,000.00
MORENCI POLICE DEPARTMENT	4	\$ 4,000.00
MORRICE POLICE DEPARTMENT	1	\$ 1,000.00
MOTT COMMUNITY COLLEGE DPS	19	\$ 19,000.00
MOUNT MORRIS POLICE DEPARTMENT	6	\$ 6,000.00
MOUNT MORRIS TOWNSHIP POLICE DEPARTMENT	25	\$ 25,000.00
MOUNT PLEASANT POLICE DEPARTMENT	26	\$ 26,000.00
MUNISING POLICE DEPARTMENT	4	\$ 4,000.00
MUSKEGON COUNTY SHERIFFS OFFICE	50	\$ 50,000.00
MUSKEGON HEIGHTS POLICE DEPARTMENT	23	\$ 23,000.00
MUSKEGON POLICE DEPARTMENT	69	\$ 69,000.00
MUSKEGON TOWNSHIP POLICE DEPARTMENT	15	\$ 15,000.00
NAPOLEON TOWNSHIP POLICE DEPARTMENT	6	\$ 6,000.00
NASHVILLE POLICE DEPARTMENT	2	\$ 2,000.00

NEGAUNEE POLICE DEPARTMENT	8	\$ 8,000.00
NEW BALTIMORE POLICE DEPARTMENT	16	\$ 16,000.00
NEW BUFFALO POLICE DEPARTMENT	9	\$ 9,000.00
NEW ERA POLICE DEPARTMENT	1	\$ 1,000.00
NEW LOTHROP POLICE DEPARTMENT	2	\$ 2,000.00
NEWAYGO COUNTY SHERIFFS OFFICE	30	\$ 30,000.00
NEWAYGO POLICE DEPARTMENT	6	\$ 6,000.00
NILES POLICE DEPARTMENT	15	\$ 15,000.00
NORFOLK SOUTHERN RAILROAD POLICE	8	\$ 8,000.00
NORTH MUSKEGON POLICE DEPARTMENT	8	\$ 8,000.00
NORTHERN MICHIGAN UNIVERSITY POLICE DEPARTMENT	17	\$ 17,000.00
NORTHFIELD TOWNSHIP POLICE DEPARTMENT	11	\$ 11,000.00
NORTHVILLE POLICE DEPARTMENT	11	\$ 11,000.00
NORTHVILLE TOWNSHIP DPS	36	\$ 36,000.00
NORTON SHORES POLICE DEPARTMENT	36	\$ 36,000.00
NORWAY POLICE DEPARTMENT	6	\$ 6,000.00
NOVI POLICE DEPARTMENT	68	\$ 68,000.00
OAK PARK DPS	45	\$ 45,000.00
OAKLAND COMMUNITY COLLEGE DPS	22	\$ 22,000.00
OAKLAND COUNTY PROSECUTING ATTORNEY	12	\$ 12,000.00
OAKLAND COUNTY SHERIFFS OFFICE	617	\$ 617,000.00
OAKLAND UNIVERSITY POLICE DEPARTMENT	18	\$ 18,000.00
OAKLEY POLICE DEPARTMENT	1	\$ 1,000.00
OCEANA COUNTY SHERIFFS OFFICE	20	\$ 20,000.00
OGEMAW COUNTY SHERIFFS OFFICE	18	\$ 18,000.00
OLIVET POLICE DEPARTMENT	1	\$ 1,000.00
ONTONAGON COUNTY SHERIFFS OFFICE	6	\$ 6,000.00
ONTWA TOWNSHIP-EDWARDSBURG POLICE DEPARTMENT	6	\$ 6,000.00
ORCHARD LAKE POLICE DEPARTMENT	11	\$ 11,000.00
OSCEOLA COUNTY SHERIFFS OFFICE	21	\$ 21,000.00
OSCODA COUNTY SHERIFFS OFFICE	10	\$ 10,000.00
OSCODA TOWNSHIP POLICE DEPARTMENT	11	\$ 11,000.00
OTISVILLE POLICE DEPARTMENT	1	\$ 1,000.00
OTSEGO COUNTY SHERIFFS OFFICE	10	\$ 10,000.00
OTSEGO POLICE DEPARTMENT	7	\$ 7,000.00

OTTAWA COUNTY SHERIFFS OFFICE	138	\$ 138,000.00
OVID POLICE DEPARTMENT	2	\$ 2,000.00
OWENDALE POLICE DEPARTMENT	1	\$ 1,000.00
OWOSSO POLICE DEPARTMENT	19	\$ 19,000.00
OXFORD POLICE DEPARTMENT	7	\$ 7,000.00
PAW PAW POLICE DEPARTMENT	8	\$ 8,000.00
PECK POLICE DEPARTMENT	1	\$ 1,000.00
PENTWATER POLICE DEPARTMENT	3	\$ 3,000.00
PERRY POLICE DEPARTMENT	4	\$ 4,000.00
PETOSKEY DPS	18	\$ 18,000.00
PIGEON POLICE DEPARTMENT	1	\$ 1,000.00
PINCKNEY POLICE DEPARTMENT	6	\$ 6,000.00
PINCONNING POLICE DEPARTMENT	1	\$ 1,000.00
PITTSFIELD TOWNSHIP DPS	41	\$ 41,000.00
PLAINWELL DPS	9	\$ 9,000.00
PLEASANT RIDGE POLICE DEPARTMENT	6	\$ 6,000.00
PLYMOUTH POLICE DEPARTMENT	15	\$ 15,000.00
PLYMOUTH TOWNSHIP POLICE DEPARTMENT	27	\$ 27,000.00
POKAGON TRIBAL POLICE	43	\$ 43,000.00
PORT AUSTIN POLICE DEPARTMENT	2	\$ 2,000.00
PORT HURON POLICE DEPARTMENT	53	\$ 53,000.00
PORTAGE POLICE DEPARTMENT	62	\$ 62,000.00
PORTLAND POLICE DEPARTMENT	6	\$ 6,000.00
POTTERVILLE POLICE DEPARTMENT	3	\$ 3,000.00
PRAIRIEVILLE TOWNSHIP POLICE DEPARTMENT	2	\$ 2,000.00
PRESQUE ISLE COUNTY SHERIFFS OFFICE	12	\$ 12,000.00
QUINCY POLICE DEPARTMENT	2	\$ 2,000.00
RAISIN TOWNSHIP DPS	4	\$ 4,000.00
READING POLICE DEPARTMENT	2	\$ 2,000.00
REDFORD TOWNSHIP POLICE DEPARTMENT	53	\$ 53,000.00
REED CITY POLICE DEPARTMENT	4	\$ 4,000.00
REESE POLICE DEPARTMENT	2	\$ 2,000.00
RICHFIELD TOWNSHIP DPS	6	\$ 6,000.00
RICHFIELD TOWNSHIP POLICE DEPARTMENT	8	\$ 8,000.00
RICHLAND POLICE DEPARTMENT	4	\$ 4,000.00

RICHLAND TOWNSHIP POLICE DEPARTMENT	4	\$ 4,000.00
RICHMOND POLICE DEPARTMENT	11	\$ 11,000.00
RIVER ROUGE POLICE DEPARTMENT	16	\$ 16,000.00
RIVERVIEW POLICE DEPARTMENT	21	\$ 21,000.00
ROCHESTER POLICE DEPARTMENT	21	\$ 21,000.00
ROCKFORD DPS	11	\$ 11,000.00
ROCKWOOD POLICE DEPARTMENT	7	\$ 7,000.00
ROGERS CITY POLICE DEPARTMENT	6	\$ 6,000.00
ROMEO POLICE DEPARTMENT	8	\$ 8,000.00
ROMULUS POLICE DEPARTMENT	41	\$ 41,000.00
ROOSEVELT PARK POLICE DEPARTMENT	6	\$ 6,000.00
ROSCOMMON COUNTY SHERIFFS OFFICE	26	\$ 26,000.00
ROSEVILLE POLICE DEPARTMENT	67	\$ 67,000.00
ROSS TOWNSHIP POLICE DEPARTMENT	1	\$ 1,000.00
ROTHBURY POLICE DEPARTMENT	1	\$ 1,000.00
ROYAL OAK POLICE DEPARTMENT	73	\$ 73,000.00
SAGINAW CHIPPEWA TRIBAL POLICE DEPARTMENT	28	\$ 28,000.00
SAGINAW COUNTY SHERIFFS OFFICE	57	\$ 57,000.00
SAGINAW POLICE DEPARTMENT	59	\$ 59,000.00
SAGINAW TOWNSHIP POLICE DEPARTMENT	41	\$ 41,000.00
SAGINAW VALLEY STATE UNIVERSITY POLICE	9	\$ 9,000.00
SALINE POLICE DEPARTMENT	11	\$ 11,000.00
SANDUSKY POLICE DEPARTMENT	5	\$ 5,000.00
SANILAC COUNTY SHERIFFS OFFICE	29	\$ 29,000.00
SAULT STE MARIE POLICE DEPARTMENT	19	\$ 19,000.00
SAULT STE MARIE TRIBE POLICE DEPARTMENT	23	\$ 23,000.00
SCHOOLCRAFT COLLEGE POLICE DEPARTMENT	16	\$ 16,000.00
SCHOOLCRAFT COUNTY SHERIFFS OFFICE	3	\$ 3,000.00
SCHOOLCRAFT POLICE DEPARTMENT	3	\$ 3,000.00
SCOTTVILLE POLICE DEPARTMENT	1	\$ 1,000.00
SEBEWAING POLICE DEPARTMENT	3	\$ 3,000.00
SHELBY POLICE DEPARTMENT	2	\$ 2,000.00
SHELBY TOWNSHIP POLICE DEPARTMENT	80	\$ 80,000.00
SHEPHERD POLICE DEPARTMENT	2	\$ 2,000.00
SHIAWASSEE COUNTY PROSECUTING ATTORNEY	1	\$ 1,000.00

SHIAWASSEE COUNTY SHERIFFS OFFICE	33	\$	33,000.00
SOMERSET TOWNSHIP POLICE DEPARTMENT	2	\$	2,000.00
SOUTH HAVEN POLICE DEPARTMENT	19	\$	19,000.00
SOUTH LYON POLICE DEPARTMENT	15	\$	15,000.00
SOUTH ROCKWOOD POLICE DEPARTMENT	4	\$	4,000.00
SOUTHFIELD POLICE DEPARTMENT	114	\$	114,000.00
SOUTHGATE POLICE DEPARTMENT	36	\$	36,000.00
SPARTA POLICE DEPARTMENT	8	\$	8,000.00
SPRING ARBOR TOWNSHIP POLICE DEPARTMENT	2	\$	2,000.00
SPRINGPORT TOWNSHIP POLICE DEPARTMENT	2	\$	2,000.00
ST. CHARLES POLICE DEPARTMENT	3	\$	3,000.00
ST. CLAIR CITY POLICE DEPARTMENT	8	\$	8,000.00
ST. CLAIR COUNTY SHERIFFS OFFICE	82	\$	82,000.00
ST. CLAIR SHORES POLICE DEPARTMENT	81	\$	81,000.00
ST. IGNACE POLICE DEPARTMENT	3	\$	3,000.00
ST. JOHNS POLICE DEPARTMENT	9	\$	9,000.00
ST. JOSEPH COUNTY SHERIFFS OFFICE	27	\$	27,000.00
ST. JOSEPH DPS	23	\$	23,000.00
ST. JOSEPH TOWNSHIP POLICE DEPARTMENT	11	\$	11,000.00
ST. LOUIS POLICE DEPARTMENT	7	\$	7,000.00
STANTON POLICE DEPARTMENT	3	\$	3,000.00
STERLING HEIGHTS POLICE DEPARTMENT	157	\$	157,000.00
STOCKBRIDGE POLICE DEPARTMENT	2	\$	2,000.00
STURGIS POLICE DEPARTMENT	21	\$	21,000.00
SUMPTER TOWNSHIP POLICE DEPARTMENT	17	\$	17,000.00
SYLVAN LAKE POLICE DEPARTMENT	5	\$	5,000.00
TAWAS CITY POLICE DEPARTMENT	3	\$	3,000.00
TAYLOR POLICE DEPARTMENT	70	\$	70,000.00
TECUMSEH POLICE DEPARTMENT	14	\$	14,000.00
THOMAS TOWNSHIP POLICE DEPARTMENT	8	\$	8,000.00
THREE OAKS POLICE DEPARTMENT	2	\$	2,000.00
THREE RIVERS POLICE DEPARTMENT	13	\$	13,000.00
TITABAWASSEE TOWNSHIP POLICE DEPARTMENT	11	\$	11,000.00
TRAVERSE CITY POLICE DEPARTMENT	28	\$	28,000.00
TRENTON POLICE DEPARTMENT	33	\$	33,000.00

TROY POLICE DEPARTMENT	106	\$	106,000.00
TUSCARORA TOWNSHIP POLICE DEPARTMENT	8	\$	8,000.00
TUSCOLA COUNTY SHERIFFS OFFICE	23	\$	23,000.00
UBLY POLICE DEPARTMENT	1	\$	1,000.00
UNADILLA TOWNSHIP POLICE DEPARTMENT	2	\$	2,000.00
UNION CITY POLICE DEPARTMENT	5	\$	5,000.00
UNIONVILLE POLICE DEPARTMENT	1	\$	1,000.00
UNIVERSITY OF MICHIGAN DEARBORN DPS	12	\$	12,000.00
UNIVERSITY OF MICHIGAN DPS	60	\$	60,000.00
UNIVERSITY OF MICHIGAN FLINT DPS	20	\$	20,000.00
UTICA POLICE DEPARTMENT	13	\$	13,000.00
VAN BUREN COUNTY SHERIFFS OFFICE	61	\$	61,000.00
VAN BUREN TOWNSHIP POLICE DEPARTMENT	42	\$	42,000.00
VASSAR POLICE DEPARTMENT	6	\$	6,000.00
VERNON POLICE DEPARTMENT	1	\$	1,000.00
VICKSBURG POLICE DEPARTMENT	6	\$	6,000.00
WALKER POLICE DEPARTMENT	39	\$	39,000.00
WALKERVILLE POLICE DEPARTMENT	1	\$	1,000.00
WALLED LAKE POLICE DEPARTMENT	11	\$	11,000.00
WARREN POLICE DEPARTMENT	225	\$	225,000.00
WASHTENAW COMMUNITY COLLEGE DPS	6	\$	6,000.00
WASHTENAW COUNTY SHERIFFS OFFICE	135	\$	135,000.00
WATERFORD TOWNSHIP POLICE DEPARTMENT	52	\$	52,000.00
WATERSMEET TOWNSHIP POLICE DEPARTMENT	1	\$	1,000.00
WATERVLIET POLICE DEPARTMENT	4	\$	4,000.00
WAYLAND POLICE DEPARTMENT	5	\$	5,000.00
WAYNE COUNTY AIRPORT AUTHORITY POLICE DEPARTMENT	90	\$	90,000.00
WAYNE COUNTY COMMUNITY COLLEGE POLICE AUTHORITY	21	\$	21,000.00
WAYNE COUNTY PROSECUTING ATTORNEY	22	\$	22,000.00
WAYNE COUNTY SHERIFFS OFFICE	387	\$	387,000.00
WAYNE POLICE DEPARTMENT	23	\$	23,000.00
WAYNE STATE UNIVERSITY DPS	47	\$	47,000.00
WEST BLOOMFIELD TOWNSHIP POLICE DEPARTMENT	74	\$	74,000.00
WEST BRANCH POLICE DEPARTMENT	6	\$	6,000.00
WESTERN MICHIGAN UNIVERSITY POLICE DEPARTMENT	32	\$	32,000.00

WESTLAND POLICE DEPARTMENT	71	\$ 71,000.00
WEXFORD COUNTY SHERIFFS OFFICE	23	\$ 23,000.00
WHITE CLOUD POLICE DEPARTMENT	3	\$ 3,000.00
WHITE LAKE TOWNSHIP POLICE DEPARTMENT	28	\$ 28,000.00
WHITE PIGEON POLICE DEPARTMENT	3	\$ 3,000.00
WHITEHALL POLICE DEPARTMENT	8	\$ 8,000.00
WILLIAMSTON POLICE DEPARTMENT	5	\$ 5,000.00
WIXOM POLICE DEPARTMENT	21	\$ 21,000.00
WOLVERINE LAKE POLICE DEPARTMENT	8	\$ 8,000.00
WOODHAVEN POLICE DEPARTMENT	28	\$ 28,000.00
WOODLAND TOWNSHIP POLICE DEPARTMENT	1	\$ 1,000.00
WYANDOTTE POLICE DEPARTMENT	34	\$ 34,000.00
WYOMING POLICE DEPARTMENT	93	\$ 93,000.00
YALE POLICE DEPARTMENT	5	\$ 5,000.00
YPSILANTI POLICE DEPARTMENT	22	\$ 22,000.00
ZEELAND POLICE DEPARTMENT	10	\$ 10,000.00
ZILWAUKEE POLICE DEPARTMENT	1	\$ 1,000.00

TOTAL: \$ 17,615,000.00



RESOLUTION NO.:

250183-T

PRESENTED:

6-4-2025

ADOPTED:

PROPOSAL #25000518

BY THE CITY ADMINISTRATOR:

**RESOLUTION AUTHORIZING AGREEMENT WITH SEBIS DIRECT INC FOR
PRINTING, SORTING AND MAILING OF PROPERTY TAXES AND WATER BILLS**

WHEREAS, The City of Flint Division of Purchases & Supplies recently solicited proposals for printing, sorting, and mailing of property taxes and water bills on behalf of the Customer Service Center.

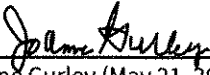
WHEREAS, The Customer Service Center has recommended the contract be awarded to qualified bidder, Sebis Direct Inc. for a 3-year period for an aggregate cost of \$1,086,992.00 for mailing services, including printing, sorting, and mailing of property taxes and water bills. This total includes up to \$332,000.00 annually for postage, with the annual service cost being \$361,912.00 for FY2026, \$361,912.00 for FY2027 and \$363,168.00 for FY 2028. Additional postage costs will be as-needed, due to volume of mailing and associated USPS postage increases if applicable.

Funding will come from the following accounts:

Account Number	Account Name	Amount
101-253.200-900.000	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	\$29,912.00
101-253.200-902.000	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	\$332,000.00
	FY26 Total	\$361,912.00
101-253.200-900.000	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	\$29,912.00
101-253.200-902.000	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	\$332,000.00
	FY27 Total	\$361,912.00
101-253.200-900.000	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	\$31,168.00
101-253.200-902.000	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	\$332,000.00
	FY28 Total	\$363,168.00
	3 Year Grand Total	\$1,086,992.00

IT IS RESOLVED, that the appropriate city officials are authorized to do all things necessary to enter into a 3-year contract with Sebis Direct Inc. for printing, sorting, mailing of property taxes and water bills along with additional postage as needed for a FY26 total amount not to exceed \$361,912.00 pending budget adoption, a FY27 total amount not to exceed \$361,912.00 pending budget adoption, and a FY28 total amount not to exceed \$363,168.00 pending budget adoption, for an aggregate (3) year grand total not to exceed \$1,086,992.00 with additional postage as needed.

APPROVED AS TO FORM:


JoAnne Gurley (May 21, 2025 16:50 EDT)

Joanne Gurley, City Attorney


Clyde D. Edwards / A0465 (May 22, 2025 10:18 EDT)


Clyde Edwards, City Administrator

APPROVED AS TO PURCHASING:



Lauren Rowley, Purchasing Manager

APPROVED AS TO FINANCE:


Phillip Moore (May 14, 2025 10:20 EDT)

Phillip Moore, Chief Financial Officer

City Council



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

TODAY'S DATE: 4/23/25

BID/PROPOSAL# RFP 25000518

AGENDA ITEM TITLE: Printing and Sorting and mailing of Property Taxes and Water Bills

PREPARED BY: KFowler

VENDOR NAME: Sebis Direct Inc.

Section I: BACKGROUND/SUMMARY OF PROPOSED ACTION:

Vendor Compliance (This vendor has been properly vetted and the responses are below):

Federal government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
State government	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
City of Flint	(All documentation current, no violations)	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

The requesting authority is validating that this vendor has been in full compliance with all past contract provisions and has not violated the terms of any contract with the City of Flint.

The Customer Service Center/ Treasury desires to enter into a 3-year contract with Sebis Direct Inc. for printing, sorting, and mailing tax and water bills. Sebis Direct Inc. is compatible with our current BS&A system and meets all requirements submitted in Bid Request for Proposal 25000518 including but not limited to: meeting due dates, producing correct document type and sizes, possesses software needed to accept and send files, and the ability to make any necessary changes to documents without large delay in production. The Treasury Dept./Customer Service will be able to utilize the systems Sebis Direct Inc. has to be able to Update Messages on bills, view previous bills, track mailings, track postage expenses in addition to all requirements needed per the RFP.

Sebis Direct Inc. has submitted a proposal for printing, mailing, and sorting water and tax bills for FY26 for \$29,912.00, FY27 for \$29,912.00 and FY28 for \$31,168.00. Postage not included.

PROCUREMENT (MUST BE SPECIFIED)

Please specify how this vendor was identified: (Check one)

- ☐ Sole Source (Please attach sole source statement to requisition)
- ☒ Competitive Bid Process (Please attach bid tabulation/documents to requisition)
- ☐ Cooperative Contract (MIDeal, Sourcwell, GSA, or other municipality)

*Contract must be attached to your requisition and contract must appear on the vendor's quote for goods/services

- ☐ (3) Quotes (please attach all quotes to your requisition)



CITY OF FLINT
**** STAFF REVIEW FORM ****

Effective: March 5, 2025

Section II. PREVIOUS ALLOCATIONS (INCLUDE ALL ACCOUNTS USED FOR THIS PURPOSE)/ PROVIDE RESOLUTION OR CONTRACT INFORMATION THAT APPLIES

Fiscal Year	Account	FY GL Allocation	FY PO Amount	FY Expensed	Resolution

--

Section III.

POSSIBLE BENEFIT TO THE CITY OF FLINT (RESIDENTS AND/OR CITY OPERATIONS) INCLUDE PARTNERSHIPS AND COLLABORATIONS:

Sebis Direct Inc. has the equipment and staffing to process, print, and mail water and property tax bills on behalf of the City of Flint. The equipment they have allows the processing of bills to be done quickly and efficiently. The Access Direct website that City of Flint personnel will be able to use will allow us to track mailings, find address issues, and update important messages and information on bills quickly. The attached proposal includes other benefits and features Sebis Direct Inc. offers.

Section IV: FINANCIAL IMPLICATIONS:

IF ARPA related Expenditure:

Has this request been reviewed by E&Y Firm: YES ☐ NO ☐ IF NO, PLEASE EXPLAIN:

--



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

BUDGETED EXPENDITURE? YES ☒ NO ☐ IF NO, PLEASE EXPLAIN:

Dept.	Name of Account	Account Number	Grant Code	Amount
CSC	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	101-253.200-900.000		\$29,912.00
	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	101-253.200-902.000		\$332,000.00
		FY26 GRAND TOTAL		\$361,912.00
CSC	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	101-253.200-900.000		\$29,912.00
	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	101-253.200-902.000		\$332,000.00
		FY27 GRAND TOTAL		\$361,912.00
CSC	CUSTOMER SERVICES- TREASURY OPERATIONS- PRINTING AND PUBLISHING	101-253.200-900.000		\$31,168.00
	CUSTOMER SERVICES- TREASURY OPERATIONS- POSTAGE	101-253.200-902.000		\$332,000.00
		FY28 GRAND TOTAL		\$363,168.00

WHEN APPLICABLE, IF MORE THAN ONE (1) YEAR, PLEASE ESTIMATE TOTAL AMOUNT FOR EACH BUDGET YEAR: *(This will depend on the term of the bid proposal)*

BUDGET YEAR 1 **\$361,912.00**

BUDGET YEAR 2 **\$361,912.00**

BUDGET YEAR 3 **\$363,168.00**

OTHER IMPLICATIONS *(i.e., collective bargaining)*:



CITY OF FLINT

**** STAFF REVIEW FORM ****

Effective: March 5, 2025

PRE-ENCUMBERED? YES ☒ NO ☐ REQUISITION NO: 2500100061

ACCOUNTING APPROVAL: Amanda Trujillo Date: 05/13/2025
Amanda Trujillo (May 13, 2025 13:56 EDT)

WILL YOUR DEPARTMENT NEED A CONTRACT? YES ☒ NO ☐

Section V: RESOLUTION DEFENSE TEAM:

(Place the names of those who can defend this resolution at City Council)

	NAME	PHONE NUMBER
1	Amanda Trujillo	810-766-7015
2	Tiffany Leppan	810-766-7015
3	Phillip Moore	810-766-7266

STAFF RECOMMENDATION: (PLEASE SELECT): ☒ APPROVED ☐ NOT APPROVED

DEPARTMENT HEAD SIGNATURE: Amanda Trujillo
Amanda Trujillo (May 13, 2025 13:56 EDT)
Amanda Trujillo- City of Flint Treasurer

FINANCE DEPARTMENT SIGNATURE: Phillip Moore
Phillip Moore (May 13, 2025 14:01 EDT)
Phillip Moore- Chief Financial Officer

ADMINISTRATION APPROVAL: Clyde D. Edwards
Clyde D. Edwards (May 13, 2025 15:18 EDT)
(for \$20,000 or above spending authorizations)

Bidder 1: Wolverine

	FY26	FY27	FY28	TOTAL
Tax Bills	\$12,600.00	\$12,600.00	\$12,600.00	\$37,800.00
Water Bills	\$21,600.00	\$21,600.00	\$21,600.00	\$64,800.00
500 Shut off Notices	\$15,000.00	\$15,000.00	\$15,000.00	\$45,000.00
			GRAND TOTAL	\$147,600.00

*Postage not included

Bidder 2: Lasercom

	FY26	FY27	FY28	TOTAL
Tax Bills	\$9,805.00	\$9,805.00	\$9,805.00	\$29,415.00
Water Bills	\$12,924.00	\$12,924.00	\$12,924.00	\$38,772.00
500 Shut off Notices	\$3,000.00	\$3,000.00	\$3,000.00	\$9,000.00
			GRAND TOTAL	\$77,187.00

*Postage not included

Bidder 3: Amsive

	FY26	FY27	FY28	TOTAL
Tax Bills	\$10,760.00	\$11,040.00	\$11,400.00	\$33,200.00
Water Bills	\$54,360.00	\$56,160.00	\$57,600.00	\$168,120.00
500 Shut off Notices	\$4,860.00	\$4,980.00	\$5,460.00	\$15,300.00
			GRAND TOTAL	\$216,620.00

*Postage not included

Bidder 4: Questmark

	FY26	FY27	FY28	TOTAL
Tax Bills	\$17,920.00	\$18,360.00	\$18,840.00	\$55,120.00
Water Bills	\$57,600.00	\$59,040.00	\$60,480.00	\$177,120.00
500 Shut off Notices	\$3,249.96	\$3,327.96	\$3,405.96	\$9,983.88
			GRAND TOTAL	\$242,223.88

*Postage not included

Bidder 5: Sebis Direct Inc.

	FY26	FY27	FY28	TOTAL
Tax Bills	\$11,240.00	\$11,240.00	\$11,680.00	\$34,160.00
Water Bills	\$16,200.00	\$16,200.00	\$16,920.00	\$49,320.00
500 Shut off Notices	\$2,472.00	\$2,472.00	\$2,568.00	\$7,512.00
			GRAND TOTAL	\$90,992.00

*Postage not included

Wolverine

BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	\$7,400.00	\$7,400.00	\$7,400.00	\$22,200.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	\$5,200.00	\$5,200.00	\$5,200.00	\$15,600.00
3	Grand Total - Item 1 + Item 2	\$12,600.00	\$12,600.00	\$12,600.00	\$37,800.00

Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	\$ 0.61 ea /mth.	\$.06 ea /mth.	\$.06 ea /mth.	TBD /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	\$ 1,250.00 /mth.	\$ 1,250.00 /mth.	\$ 1,250.00 /mth.	\$ 3,750.00 /mth.
3	Grand Total - Item 1 + Item 2	\$ 1,250.00 + \$ 0.61 ea	\$ 1,250.00 + \$.06 ea	\$ 1,250.00 + \$.06 ea	\$ 3,750.00 + \$ 0.61 ea

NOTE #1 is ~~\$~~ .06 ea VARIABLE BASED ON QTY Printed; PROCESSED.

Lasercom

BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	6475.00	6475.00	6475.00	6475.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	3330.00	3330.00	3330.00	3330.00
3	Grand Total - Item 1 + Item 2	9805.00	9805.00	9805.00	9805.00

Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	1077.00 /mth.	1077.00 /mth.	1077.00 /mth.	1077.00 /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	250.00 /mth.	250.00 /mth.	250.00 /mth.	250.00 /mth.
3	Grand Total - Item 1 + Item 2	1327.00	1327.00	1327.00	1327.00

Amsive

Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	\$166/pc Or \$6,640.00 for producing 40,000 pieces. Not Including Postage	\$170/pc Or \$6,800.00 for producing 40,000 pieces. Not Including Postage	\$176/pc Or \$7,040.00 for producing 40,000 pieces. Not Including Postage	
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	\$103/pc Or \$4120.00 for producing 40,000 pieces. Not including Postage	\$106/pc Or \$4,240.00 for producing 40,000 pieces. Not Including Postage	\$109/pc Or \$4360.00 for producing 40,000 pieces. Not Including Postage	
3	Grand Total - Item 1 + Item 2	\$10,760.00	\$11,040	\$11,400	\$33,200

Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27 - 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	\$.151/pc Or \$4530/mnt Not including Postage	\$.156/pc Or \$4680/mnth Not including Postage	\$.160/pc Or \$4800/mnt Not including Postage	
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	\$.81/pc Or \$405.00 for mailing 500 pieces. Not including postage	\$.83/pc Or \$415.00 for mailing 500 pieces. Not including postage	\$.85/pc Or \$455.00 for mailing 500 pieces. Not including postage	
3	Grand Total - Item 1 + Item 2	\$4935.00	\$5095.00	\$5255.00	\$15,285.00

Questmark

BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	\$10,800.00	\$11,080.00	\$11,360.00	\$33,240.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	\$7,120.00	\$7,280.00	\$7,480.00	\$21,880.00
3	Grand Total Item 1 + Item 2	\$17,920.00	\$18,360.00	\$18,840.00	\$55,120.00

Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	\$4,800.00 /mth.	\$4,920.00 /mth.	\$5,040.00 /mth.	\$14,760.00 /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	\$270.83 /mth.	\$277.33 /mth.	\$283.83 /mth.	\$832.00 /mth.
3	Grand Total - Item 1 + Item 2	\$5,070.83	\$5,197.33	\$5,323.83	\$15,592.00

Sebis

BID ANALYSIS FORM

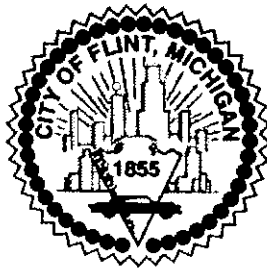
Interested vendors are to complete this document and submit it as part of their bid packet.

Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	.178 / each 40,000 x 0.178 = \$ 7,120.00	.178 / each 40,000 x 0.178 = \$ 7,120.00	.185 / each 40,000 x 0.185 = \$ 7,400.00	\$ 21,640.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	.103 / each 40,000 x .103 = \$ 4,120.00	.103 / each 40,000 x .103 = \$ 4,120.00	.107 / each 40,000 x .107 = \$ 4,280.00	\$ 12,520.00
3	Grand Total - Item 1 + Item 2	\$ 11,240.00	\$ 11,240.00	\$ 11,680.00	\$ 34,160.00

Section B - Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date - 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total - 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	.045 / each 30,000 x 0.045 = \$1,350 /month	.045 / each 30,000 x 0.045 = \$1,350 /month	.047 / each 30,000 x 0.047 = \$1,410 /month	\$ 4,110 /month
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	.103 / each 500 x 0.103 x 4 wks = \$206.00 2000 x 0.103 x 4 wks = \$824.00 \$206 - \$824 /month.	.103 / each 500 x 0.103 x 4 wks = \$206.00 2000 x 0.103 x 4 wks = \$824.00 \$206 - \$824 /month.	.107 / each 500 x 0.107 x 4 wks = \$214.00 2000 x 0.107 x 4 wks = \$1,040.00 \$214 - \$856 /month.	\$ 626 - \$ 2,504 /month
3	Grand Total - Item 1 + Item 2	\$ 1,556 - \$ 2,174 / month	\$ 1,556 - \$ 2,174 / month	\$ 1,624 - \$ 2,266 / month	\$ 4,736 - \$ 6,614 / month



**PROPOSAL RESPONSE
TO:**

City of Flint
Printing, Sorting, Mailing Of
Property Taxes And Water Bills
Proposal Number: 25000518

Attention:

Lauren Rowley

Due Date:
Monday, March 10th, 2025
10:00 AM CDT

City of Flint
1101 S. Saginaw St.
Flint, MI 48502

PROPOSAL FROM:



Wes Sanders
President

6247 W. 74th St
Bedford Park, IL 60499

Phone: 312-243-9300 x22

Fax: 708-546-2006

Email: wes@sebis.com

Website: www.sebis.com



Sebis Direct Inc.
CHICAGO
6247 West 74th Street
Bedford Park, IL 60499
312-243-9300

CLEVELAND
1100 Valley Belt Road
Brooklyn Heights, OH 44131
216-298-1954

PHOENIX
3540 West Lincoln Street
Phoenix, AZ 85009



6516 West 74th Street
Bedford Park, IL 60638
phone: 312-243-9300
fax: 708-546-2006
email: info@sebis.com

City of Flint Proposal

To: Lauren Rowley, Purchasing Manager

Organization: City of Flint, MI

From: Wes Sanders, President

Subject: Document Delivery Cover Letter

Date: 03/03/2025

Dear Lauren,

Sebis Direct is pleased to provide the following proposal seeking to provide the City of Flint with our organization's printing and mailing services for the production of your property and water utility bills. Sebis proposes to use its **Document-Direct** platform for the production and management of these critical documents and communications. This response outlines an efficient approach to managing the complex document process cycle that is utility billing operations. It is with this information and technology that Sebis can guarantee the City of Flint the benefit of lower costs of production while achieving the highest level of automation and compliance in your billing distributions.

Sebis Direct provides the following advantages which directly address the scope of work outlined in the City of Flint's request:

➤ **Document Management Partner**

Sebis is an outstanding partner that can assist the City as it continues its outsource strategy. Sebis' does not see documents as paper, but as the intersection of content, presentation and delivery. Sebis' skill set, tools, and approach are ideal to develop and achieve Flint's document and billing objectives and are completely committed to deliver the existing production needed today.

➤ **Document Management**

Sebis is a single source provider that modernizes and produces every type of document and service the City of Flint requires including, but not limited to, printing and mailing of statements, CASS certification, barcode and OCR line creation, and FTP data transmission acceptance. Your organization will benefit from the latest technologies in document management, electronic delivery, storage and retrieval, imaging, and production.

➤ **35 Years of Experience**

Established in 1989, Sebis Direct possesses decades of experience in compliant, secure, and reliable document management services. Among the various services we provide, Sebis is especially experienced in producing tax and utility billings using both paper and internet delivery methods for our government clients like the **City of Chicago**. This experience has not only made Sebis experts in the production and handling of government billing services, but it has enhanced our understanding of how paramount these documents are to both government agencies and its constituents. Communication to residents requires outstanding attentiveness and accuracy which Sebis is more than equipped to provide.

➤ **We're Close!**

Located in the Chicagoland suburb of Bedford Park, IL, Sebis has the advantage over many other document management providers in being exceedingly proximal to the City of Flint's residents guaranteeing a swift computer-to-resident process. Additionally, Sebis owns a back up location in the Cleveland metropolitan area that can produce each and every one of your documents if our locations experience any interruption. With our geographic proximity to your residents and our comprehensive disaster recovery plans, we are confident that Sebis can provide efficient service required by the City of Flint and its residents.

➤ **Online Controls**

Our state-of-the-art *Access Direct* application provides our clients with true Enterprise Content Management (ECM) and document management. The City of Flint will have real-time, accurate, and direct access to all of its processes at all times. Our outstanding application provides online reporting of all process metrics, item inventories, postage, and delivery rates. Additionally, our system includes an easy-to-use archive of all historical document processes, process controls, and document activity.

➤ **24/7 Access and Technical Account Management**

In addition to our readily available *Access Direct* application that provides you around the clock metrics of your document processes, Sebis provides dedicated Technical Account Management (TAM) with primary and back-up personnel to address your questions and requests. Our Account Management team carries years of experience and are wholly committed to ensuring complete customer satisfaction in all of our clients' document management needs.

➤ **Automated Processes for Document and Statement Production**

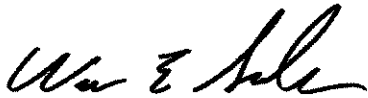
Highly automated, compliant, and secure production systems that operate around the clock. Processes are highly efficient as they are automatically started within minutes of the electronic data arrival.

➤ **Latest Technology**

Sebis' approach uses Open Source technologies that comply with International standards. The City of Flint will benefit by being able to generate utility bills in multiple forms of output including paper, web, email, voice, text and fax deliveries. Additionally, the Sebis Automated Document Factory (ADF) is used for documents requiring the highest degree of security and integrity.

The approach and execution of this project will be extremely collaborative. The City of Flint's documents and related communications will be world-class in every aspect.

Thank you for your time and attention to this proposal.



Sincerely,
Wes Sanders
President
312-243-9300 ext. 22

Table of Contents

Exhibit A - Submittal With Detailed Summary Of Pricing.....	5
Bid Requirements.....	5
Proposed Solution Outline.....	7
Custom Envelopes vs. Blank White Paper Factory Envelopes.....	8
Experience and Executive Summary.....	10
Key Personnel.....	12
Typical Client / Sebis Organizational Chart.....	14
The Processing Cycle.....	15
USPS Processing and Compliance.....	16
Compliance and Security.....	17
Facilities and Disaster Recovery.....	18
Document Processing Features.....	19
Certified Mail Process.....	20
Document Processing Features (continued).....	21
Access Direct Application.....	22
Processing Results and Approval.....	22
Mailpiece Delivery Tracking – The Intelligent Mail Barcode (IMB).....	23
Management of Inserts.....	24
Document-Direct On-Line Editing.....	25
Online Document Composition.....	26
Postage Accounting.....	27
Inventory.....	28
Production Dashboards and Other Online Features.....	29
Machinery and Equipment.....	30
Zero Defect Production – The Automated Document Factory (ADF).....	40
The City of Flint Application: Transition Plan, Implementation, Timeline.....	44
EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS.....	47
EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT.....	48
EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM THE LAST 5 YEARS.....	49
EXHIBIT E – CERTIFICATE OF INSURANCE.....	51
EXHIBIT G – CITY OF FLINT AFFIDAVIT.....	53
BID ANALYSIS FORM.....	54
Closing.....	56

Exhibit A - Submittal With Detailed Summary Of Pricing

The requested summary of pricing can be found in the "Bid Analysis Form" found towards the end of this proposal. Addendum 2 stated that the #10 double windowed envelopes are to be customized with Customer Service's return address and "IMPORTANT TAX BILL ENCLOSED" on the front of the envelope.

Sebis Direct would like to propose that the standard #10 double-windowed envelope with no customization be utilized to streamline processes during document insertion, as well as promote cost savings for the City of Flint.

Further information on custom envelopes and Sebis' White Paper Factory Envelopes can be found in the section labeled "Custom Envelopes vs. Blank White Paper Factory Envelopes".

Bid Requirements

Property Taxes	
Vendor's company must have the ability to provide envelopes, stuff the bills, sort the bills to post office specifications in order to receive the most advantageous postage rate, and deliver these bills to the post office.	This requirement is fully met. We might also recommend that white envelopes be entertained for these mailings, which could introduce cost savings for this material cost. We are happy to provide revised pricing with this adjustment at the City's request. The current pricing sheet reflects the sample materials (i.e., #10 envelopes with "IMPORTANT TAX BILL ENCLOSED" labeled on the front) that were provided for evaluation.
Company must have CASS certification software. This must include the ability to correct any faulty addresses.	This requirement is fully met. Sebis provides CASS and NCOA processing to all clients.
Company must have the ability to laser print postal barcodes and OCR lines on the bills. Company must be certified by the post office to deliver postal bar-coded mail.	This requirement is fully met.
Company must have the ability to accomplish the above and mail said Winter Tax bills by no later than December 1, 2025 with bills printed by no later than November 15, 2025, and Summer Tax bills mailed by no later than July 1, 2025 and printed by not later than June 15, 2025. Each subsequent year will be updated with the current year.	This requirement is fully met.
Successful company will be responsible for meeting standards required by the City's lockbox operation for scan-able documents. Programming is required to format scan lines with check digit calculations for lockbox.	This requirement is fully met.
Company must have the ability to accept data files electronically (FTP).	This requirement is fully met. Sebis can accept any type of flat data file via FTP.
The summer tax form is printed on 11" X 17" stock paper, perforated in the center of the paper, bottom left side of the paper, and three equal sections on the right side of the centered perforation. This coupon style format allows citizens the option to pay taxes either in full or installments. Citizen's name, address, parcel number, payment amount, and due date are on	This requirement is fully met.

each coupon. The citizen's information is on the left side of the form, along with taxing authority dollar assessment. There is also a coupon on the bottom of the left side, which is used as a coupon if the citizen wants to make a payment in full (See exhibit A for an example).	
The winter tax form is printed on 8 1/2 " X 11" stock paper, with perforation at the bottom of the page, which represents a coupon for the citizen to submit to the City. The top portion of the form contains citizen's information and taxing authority information (See exhibit B for an example).	This requirement is fully met.
The City will provide to the selected vendor a word document that has instructions to the citizens on how to pay taxes. This information will be printed on the back of the tax bills.	This requirement is fully met. Sebis is capable of providing duplex printing services.

Water Bill and Shutoff Notice	
Vendor's company must have the ability to provide card stock for the water bills. Vendor must also provide envelopes, stuff shutoff notices, sort the notices to post office specifications in order to receive the most advantageous postage rate, and deliver all bills and notices to the post office.	This requirement is fully met.
Company must have CASS certification software. This must include the ability to correct any faulty addresses.	This requirement is fully met. Sebis provides CASS and NCOA processing to all clients.
Company must have the ability to laser print postal barcode and OCR lines on the bills. Company must be certified by the post office to deliver postal bar coded mail.	This requirement is fully met.
Successful company will be responsible for meeting standards required by the City's lockbox operation for scan-able documents. Programming is required to format scan lines with check digit calculations for lockbox.	This requirement is fully met.
Company must have the ability to accept data files electronically (FTP).	This requirement is fully met. Sebis can accept any type of flat data file via FTP.
The water bill is printed on 6" X 4 1/4 " postcard stock and weight. Citizen's billing information is on the front of the card and City information is included on the back. The back of the card is also used for providing short messages from the City to the citizens and is subject to change on short notice. A portion of the bottom of the bill is perforated in order to provide a receipt or record for the citizen (See exhibit C for an example). These bills are printed monthly and mailed in nine cycles during the month.	This requirement is fully met.
The shutoff notice is printed on 8 1/2 " X 11 paper with	This requirement is fully met.

citizen's information on the bottom and a section at the bottom that the citizen uses as a coupon to remit payment. The City will remit a file to the selected vendor on a weekly basis that contains information to be printed on this notice (See exhibit D for an example).	
There are 9 cycles of water bills sent throughout each month. Each time the City supplies a file to the vendor, the vendor will be expected to send a proof and await approval before printing. Bills are expected to be mailed out within 48 hours of the file being delivered, and the City should be notified when they are mailed.	This requirement is fully met. Appointed City stakeholders can be notified at the completion of a file process, a process approval, and mail delivery.

Proposed Solution Outline

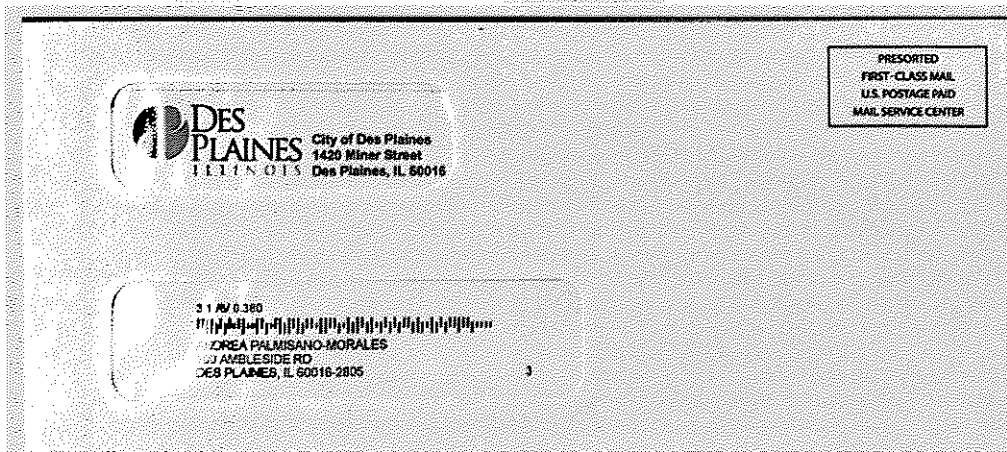
Sebis will employ the **Access Direct** application for the City of Flint to routinely upload their billing data as it becomes available to the client. The **Access Direct** application provides the control of document production to the client allowing you to upload billing and tax data, view the resulting documents, manage any elements of your documents, and approve your processes for production. This application provides additional services including householding, management of mailing histories, postage balances, mail tracking, and records of previously generated documents.

The Access Direct application allows for role-based user access that is assigned and coordinated by the City of Flint's staff. Internal auditing services allow for application administrators to review the actions of users such as documents that have been reviewed, downloaded, processed, and approved by each user.

Sebis Direct provides USPS® Coding Accuracy Support System (CASS™) services as required by USPS to cleanse and standardize address data before your document proofs are rendered. Once processes are approved, mailings will be sorted, printed or emailed, and deposited to our closest USPS facility. Sebis' proximity to USPS (0.4 miles) and the use of First Class mail make it so the City of Flint's documents are delivered within 1-3 business days from drop-off.

Along with the traditional mailing services we provide for our clients' utility bills, Sebis also provides our eDocument Direct service – allowing the electronic delivery of invoices and bills with an accompanying online bill payment service. Customers are not required to own a PDF Viewer making their bill documents incredibly accessible. Our application provides secure eCommerce services that accept incoming payments from all major credit cards. Customers can schedule future payments, recurring payments, or one time payments through our state-of-the-art software.

Custom Envelopes vs. Blank White Paper Factory Envelopes



The envelopes Sebis provides by default do not include any custom graphics. Examine the image posted. The reply address window is used for the City of Des Plaines Logo graphic. For much of history, Municipal billing mailings (as well as most transactional billing mailings) consisted of custom envelope and letterhead materials. Generally, the job consisted of a custom color outer envelope, custom reply envelope(s) and even pre-printed letterhead with color City Seals and perhaps logo artifacts.

This appeared attractive and made these mailings easy to identify. But there are drawbacks.

Custom Envelopes	White Paper Factory (WPF)
<ul style="list-style-type: none"> A company like Sebis had to manage hundreds of these stock items. (Three per customer) Need to manage inventory levels of each item. Running out could cause very bad – significant delays. Printed envelopes needed to be outsourced. Numerous small difference in envelope design or construction – location of the windows, etc caused delays in set-up. Changes to anything causes pre-printed items to be discarded and re-printed. If a business continuity site was in-use, these materials needed to be stocked in both locations. When processing the job, a set-up was required for each city. You cannot combine cities in production because each has their own materials. 	<ul style="list-style-type: none"> There is NO preprinted stock anywhere. The physical production of each job becomes sort of – virtual. Clients' billing is run along with billing that shares the same physical characteristics and service levels. Disaster Recovery is easier to support because there is no pre-printed stock. Since Sebis buys these materials in the millions, jobs run together reducing set-ups, never throw out obsolete stock, no shipping charges = It saves money. The City of Flint cannot have tag lines on the envelopes and recipients need to insert the payment stub in the correct orientation.

When dynamic color printing overtook black-only laser printing, all companies like Sebis were able to discard and do away with pre-printed letterheads. The color presses we use, print the letterhead in color along with the dynamic billing document data all in one pass.

Sebis supports customers that adopt the White-Paper-Factory system and those that don't. Large enough customers such as Cook County and The City of Chicago, use their own stock, but the sheer size of the mailing activity acts to reduce the advantages of the WPF.

The following table illustrates the additional differences in each type:

Discussion Point	Custom Envelopes	Use White Paper Factory (WPF) Envelopes
Outer Envelope Appearance	Custom envelopes will have a single window. The upper left of the envelope will generally have graphics and logo artifacts printed using client colors and art.	The envelope itself is white with two windows. The recipient address shows through the bottom window. The window in the upper left shows the client logos and art in color from the first page of the billing document.
Reply Envelope Utility	The reply envelope is preprinted with the address of the bill remit location. The user can put anything in the envelope (pay stub check, etc.) in any order and orientation.	The reply envelope has a single window. The recipient must put the pay stub in the envelope such that the remit address of the stub shows through the window. The check must be placed behind the stub.
Version Control / Changes	Changing any aspect of envelopes has logistics implications. This could also result in the spoiling or discarding of envelopes.	The blank envelopes have no content and are not subject to version changes.
Envelope Cost	The printing of small – 6 to 8 month - quantities of custom envelopes in color or even black is higher than the use of the blank WPF envelopes.	Sebis purchases the blank WPF envelopes in quantities in the millions. This results in a lower cost envelope.
Processing Cost	<p>The City of Flint's jobs must be set-up and run as it's own job. The set-up and shut down and mailing release charges must bear the expense of individual running of this one smaller job.</p> <p>The cost will be higher than WPF.</p>	Once approved, the City of Flint's job will be combined with many other jobs that have the same WPF schedule. There will be no individual set-up and shut down of a single smaller run. The processing fixed costs will be lower.
Disaster Recovery	The use of customer envelopes requires that they be stored and available in an alternate Sebis facility. These envelopes may eventually become stale or obsolete and may need to be replaced from time to time.	The Sebis blank WPF envelopes are stored in the millions in ALL Sebis locations. The City of Flint's documents can run from ANY Sebis facility without the concern of using a custom envelope.
Size of Runs	If there is a small run, say shut-off notices, the flat charges to set-up and run this small quantity will be high on a per piece basis.	The size of run does not matter. Because even a run of a single mailpiece is efficient since it is combined with thousands of other mailpieces in the actual process.

Experience and Executive Summary

Sebis Direct was incorporated in 1989.

Number of employees – 101

Sebis' client list includes many world class consumer, health-care, government, and insurance organizations. Sebis Direct produces hundreds of thousands of critical transactional documents including ID cards, invoices, certificates, statements, policies, and notices of every type daily. Facilities in the Cleveland metropolitan area, the Chicago metropolitan area, and the Phoenix metropolitan area provide a high degree of horsepower and business continuity.

The following outstanding features are provided:

- Sebis is a single source provider that can modernize and produce every document type that the City of Flint requires. Sebis can accept PDFs, Xerox print streams, flat data, XML and all hybrid file types and consolidate these multiple data types into elegant streamlined document production and delivery processes.
- Sebis provides production that is focused on the high-integrity applications. This includes Automated Document Factory techniques that support compliance with HIPAA and SOC document privacy and security rules.
- Use of XML and processes based on open standards provides protection against vendor lock-in.
- The Access-Direct application provides on-line reporting of all process metrics, item inventories and postage. The system also provides a complete archive of all documents and document activity.
- Customer service includes 24x7 on-line access to reports and archives. The City of Flint will have a dedicated Technical Account Management team with primary and backup personnel during normal business hours.
- Highly automated production systems that operate around the clock. Processes are automatically started within minutes of the arrival of your data.
- Web-2-Print that can allow the City of Flint to use part of its documents for messages to customers (trans-promo). The City of Flint can compose it's own messages on the bills using the online Access-Direct system.

Sebis Direct currently hosts over 250 document generation applications in the Healthcare, Utility, Commercial, Government, Insurance, and Finance industries.

Sebis Direct has designed and implemented the following projects:

- Design and Development of Specialized Document Composition and Imaging programs to support complex form processing to early versions of Xerox High-Speed Centralized Laser Output Systems.
- Association Membership Management Packages.
- Municipality Vehicle Tax Services Software.
- Utility paper and electronic billing and revenue cycle processes.
- Insurance document kit storefronts.

- The Access Direct CRM Web system. This system permits 24/7 client access to all communication processes, inventory and logistics information at Sebis Direct.
- Electronic Print and Mail Plant Management Applications.
- The eDocument platform. This system is in use and being installed as clients add Electronic Billing Presentment and Payment (EBPP) to their systems.
- Sebis Direct is the design architect of the currently used policy document generation system that may be the first adoption of a pure XML Open Source system using XSL:FO 1.0 and docbook standards.
- Same Day complex document production and shipping applications meeting Federal NIST requirements for the management of Protected Health Information (PHI)
- On-line Document Storefronts allowing organizations to order and build their own correspondence.
- Development of nations largest consolidated production of Certificates of Insurance (COE). This system services the largest insurance agency organizations in the country.

Sebis Direct currently operates over 250 Business Process Outsource (BPO) applications.

The Sebis Direct organization has fully embraced the ideals of Open Source Software. Most of its production systems are in the General Public License. UNIX, Linux and its related technologies are fully utilized and promoted throughout.

The following information is submitted to provide background and experience on the anticipated personnel involved in the planning, development and operational phases of billing and statement production.

Key Personnel

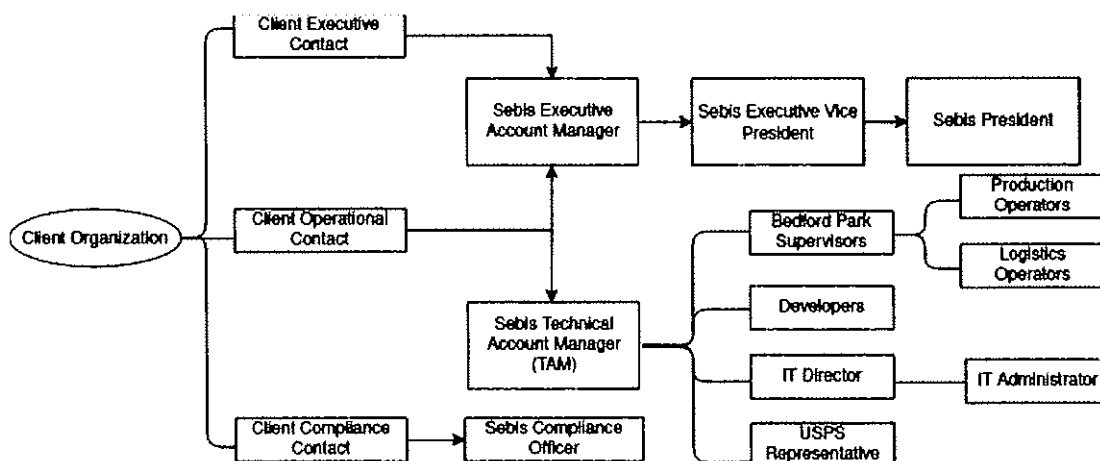
Person / Role	Outline
Wes Sanders, President	<p>Wes Sanders Sebis Direct Incorporated 2/1989 University of Illinois at Chicago Circle; Information Engineering; 1984</p> <p>Wes was employed by Business Data, Inc., Chicago, Illinois as an application programmer. (<i>Business Data was purchased by Wallace Business Forms and then later became Moore-Wallace, now a part of Donnelly</i>). He specialized in the development of accounting modules used by the automobile dealership industry. Later he designed, coded and implemented a system to provide sales correspondence to the same industry. This project as well as other independent software development consulting assignments was the inspiration to start Sebis Direct, Inc. in the Chicago neighborhood of River North in 1989.</p> <p>In 1993 Sebis moved to a 20,000 sq ft. facility at 417 South Jefferson Street, Chicago, Illinois. This location was built out and served as a production facility. In July 1998 Sebis moved to a 48,000 sq. ft. base location at 847 West Jackson Blvd., Chicago, Illinois. In October 2006, Sebis purchased and built out a state-of-the-art document production and management facility in the Chicago suburb of Bedford Park.</p> <p>In addition to the CEO responsibilities at Sebis Direct, Wes has designed and implemented the following projects:</p> <ul style="list-style-type: none"> • Design and Development of Specialized Document Composition and Imaging programs to support complex form processing to early versions of Xerox High-Speed Centralized Laser Output Systems. • Association Membership Management Package. • Municipality Vehicle Tax Services Software. • The Access-Direct CRM Web system. This system permits 24/7 client access to all communication processes, historical billing, inventory and logistics information at Sebis. • Electronic Print and Mail Plant Management Application. • Wes was the principal architect of the eDocument-Direct System. The system is in use and being installed as clients add Electronic Billing Presentment and Payment (EBPP) to their billing systems. Wes has given presentations of this technology as well as general ebilling presentations. • Wes is the design architect of the currently used policy document generation system that may be the first adoption of a pure XML Open Source system using XSL:FO 1.0 and docbook standards. <p>Sebis Direct currently operates over 250 Business Process Outsource (BPO) document management and production applications. 45% of these are in the area of Healthcare billing and related direct communications.</p> <p>Through Wes' direction, the Sebis organization has fully embraced Open Source Software and Principles. Most of its production systems are in the General Public License. Linux and its related technologies are fully utilized</p>

	<p>and promoted throughout.</p> <p>Professional memberships in the document management and production space:</p> <p>XPLOR www.xplor.org Xplor International, also known as The Electronic Document Systems Association®, is the worldwide association, of users and suppliers of the products and services that create, modify, and deliver customized information using a variety of document technologies. Incorporated in 1981 as a not-for-profit association, its worldwide network of regions and chapters are directed, organized, and governed by its members. This was originally a Xerox Users Group.</p> <p>AIIM www.aiim.org AIIM is the community that provides education, research, and best practices to help organizations find, control, and optimize their information.</p> <p>Wes is a certified ECM Practitioner as accredited by AIIM. ecmp[®] <small>aiim practitioner</small></p>
Kathy Morrin, Executive Vice President	<p>Hire Date: 2/27/1995.</p> <p>Job titles: Account Manager, Manager of Client Services, and Executive Vice President / COO.</p> <p>Associate of Arts in Liberal Arts - Daley College, Chicago IL. Bachelor of Arts in Integrated Marketing Communications - Columbia College, IL. Major in Advertising. Minor in Marketing.</p> <p>Kathy was a Sr. Account Manager at a prior direct mail production firm, Cre-Ad Mail, in Chicago, IL. Additionally, she was the Circulation & Promotions Manager for a prominent medical publishing company affiliated with the American College of Surgeons. With over 25 years experience at Sebis, Kathy has provided every customer service and production management role Sebis has. Kathy is the Executive V.P. of Sebis and is the escalation after the TAM for any production or business related issues and queries.</p>
Terry Bockhol, Vice President, IT	<p>Hire Date: March 2001</p> <p>DeVry Institute of Technology SAIR/GNU LCP (Linux Certified Professional) Terry is substantially responsible for the solution architecture of all modern Sebis systems. Terry has headed the development of numerous on-line systems as well as designed and collaborated on the nominal paper production systems. He currently contributes to various open source projects.</p>
Cameron McHugh, Technical Account Manager	<p>Hire Date: 6/20/2011</p> <p>Job Titles: Technical Account Manager, Senior Technical Account Manager, and currently Senior Cloud Services Manager.</p> <p>Bachelor of Science in Management – Purdue University, West Lafayette, IN</p> <p>The lead staff member working for the City of Flint will be a Technical Account Manager with experience implementing multiple new clients. TAMS</p>

	<p>have technical degrees and are cross trained between client applications. The City of Flint will have a primary TAM, a dedicated back up, and executive staff involvement as required. TAMs work with a team of programmers who manage data, set up documents, and provide online services. Sebis staff is assigned at the time of engagement.</p>
Bob Anderegg, Sr. Project Manager (CIO)	<p>Hire Date: 6/28/2010</p> <p>Job titles: Technical Account Manager, Senior Technical Account Manager, Information Technology Director, Project Management Director</p> <p>Bachelor of Arts in Business Administration - Keiser University, FL. Bachelor of Science in Management Information Systems - Keiser University, FL Master of Science in Organization and Management with Leadership Specialization - Capella University, MN</p> <p>Bob was a manager for Walgreens drugstores at numerous locations across the Chicago metropolitan region. Additionally, he owned and operated a PC repair and general office supplies business.</p> <p>Bob has also worked in an information technology/security and compliance role with a cryptocurrency exchange, ErisX, that was acquired by the Chicago Board Options Exchange (CBOE).</p> <p>With nearly 15 years of experience at Sebis, Bob has been heavily involved with both front-end operations including interacting directly with clients as well as back-end operations including compliance, information technology/systems/security and production. Bob is currently serving Sebis as a Sr. Project Manager.</p>

Typical Client / Sebis Organizational Chart

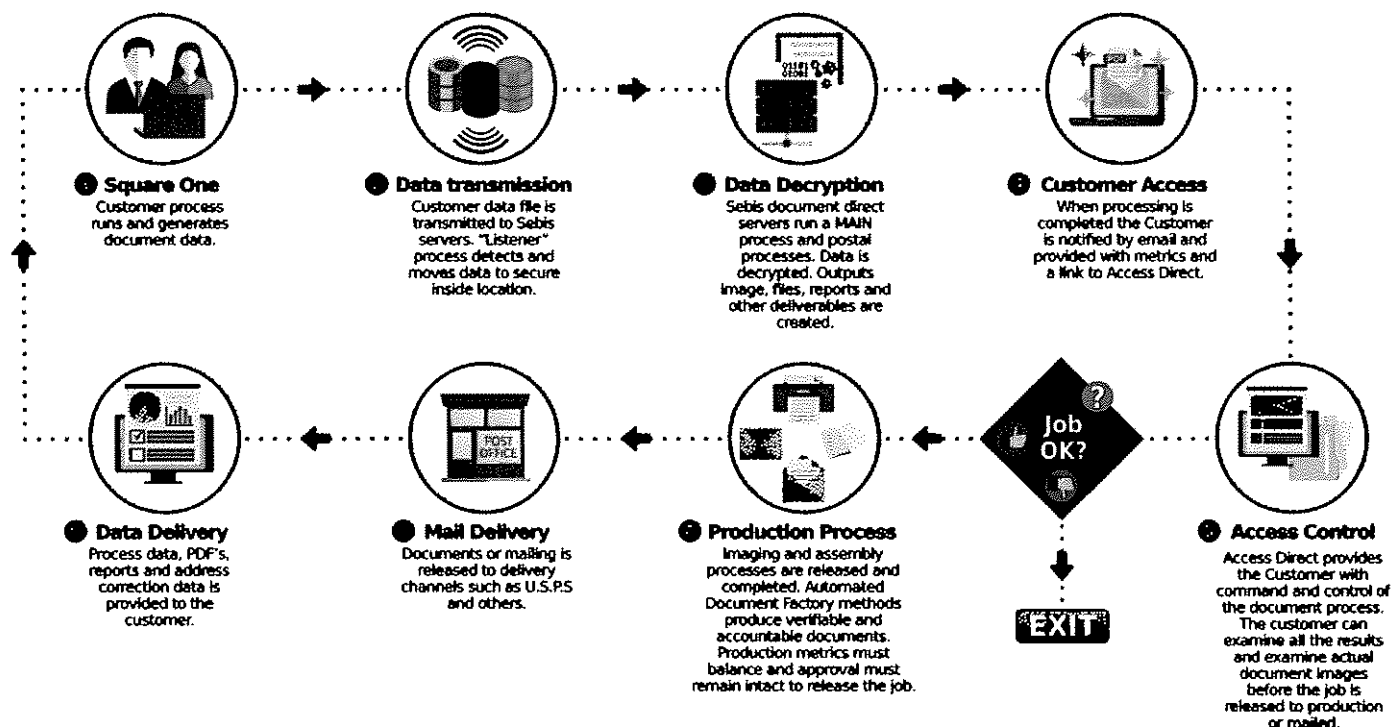
The following image depicts typical Client - Sebis personnel organizational working relationships.



The Processing Cycle

Sebis Automates the Document Production Cycle.

At the conclusion of a processing cycle, output batch files are generated. Sebis Direct supports encrypted FTP, SFTP, or VPN and several additional transmission methods. Processing at a Sebis data center occurs as soon as data arrives. **Sebis is expert at creating lightweight data couplers from any IT platform into Sebis Document Management processes.** Sebis uses Open Source Systems and can accept any file format including print streams.



Document-Direct Processing Outline

File is Received

An automated "listener" process at Sebis Direct detects the presence of transmitted files then moves these files off of the FTP services inside to a production server and starts the process. This fully automated process starts within minutes of the arrival of the files.

Decryption and Parsing

The input file object is read and decrypted (if required) using an approved security method.

Document Processing

The City of Flint's data is transformed into an XML format suitable for any and all delivery channels and imaging methodologies. Any and all defined business rules are applied to the documents and data. Data is then transformed into actual documents.

The use of XML allows Sebis to process, render, and manage the simplest to the most complex documents. XML can be transformed to printable documents, ID Cards, emails, web presentations, PDFs, SMS texts, audio, and even video easily.



Segmentation

Documents are routed to proper delivery and transmissions segments.

Segments include all forms of electronic transmission, faxing, boxing, and shipping, returning to the client and other methods.

This process also suppresses documents from being mailed if the customer has adopted electronic delivery.

Paper delivery is still provided if:

- Customer has no **eDocument** system enrollment.
- Customer is enrolled and chooses to receive a paper bill. (If this option is offered)
- Electronic delivery fails after all attempts.
- The document type requires paper mailing. (Such as a shut-off, collection or final notice – based on requirements)



CERTIFIED MAIL

The Most Effective USPS Automation Processes are Applied to Documents.

The Sebis Document-Direct system electronically applies a full suite of USPS postage processing services to the application address data. This results in the most efficient USPS processing and at the lowest possible postage cost. All of the following processes are applied **BEFORE** documents are composed and produced.



NCOALink®

NCOALink™ Processing

The United States Post Office requires that all first class automated rate mail complies with the move-update requirement. The requirement states that to be eligible for the automation mailing rates, the subject mailing addresses must be recent (within 6 months old) or be processed by one of several U.S.P.S. approved methods of updating the addresses. In order to fully comply with this U.S.P.S. regulation, Sebis Direct offers the NCOALink process.

The NCOALink file is a consolidated file of move information that on average contains approximately 40 million permanent Change-of-Address (COA) records filed with the U.S. Postal Service each year. Each record contains the relocating Postal customer's name along with an old and new address. The old address is the one compared to the address provided by the data for matching purposes and the new address is the one returned. If a match is made, the mailing address is changed and the data is stored for the purpose of updating the customer database. These COA records are retained on the system for a sixteen month period from the move-effective date.

Additional information regarding NCOALink can be provided on request.



Mailstream Processing

Based on the class of mail, the process correctly sorts files to the finest level possible, in accordance with United States Postal Service (USPS). The mailing is reordered to comply with presort automation rate requirements. This process also generates a series of reports such as the mailing statement and mail audit trail report required by the U.S.P.S. All of these reports are available online to the City of Flint.

This application will utilize the Intelligent Mail Barcode (4 state barcode) required by the U.S.P.S. in 2013.

Sebis is a full service IMB provider.

Note: Sebis Direct is authorized to mail non-identical weight packages through the United States Post Office. Sebis Direct was the first organization approved for batch manifesting non-identical weight mailings at the Main Post Office in Chicago.



Full Service Intelligent Mail Barcode (IMB)

Sebis Document-Direct provides **FULL SERVICE** Intelligent Mail. Intelligent

Mail complies with a number of new USPS services and includes the new Intelligent Mail barcode. The Intelligent Mail barcodes are information-rich. For example, the POSTNET barcode only includes delivery point routing information. In contrast, the Intelligent Mail barcode for mailpieces holds significantly more data and includes additional fields that can allow the City of Flint to uniquely identify each mailpiece in a mailing. Intelligent Mail barcodes facilitate feedback about the mailpiece, handling units and containers, and allows for USPS service performance measurement, making it possible to use the mail in a much smarter, more efficient manner. An example of this is Start-the-clock information to notify mailers when the Postal Service takes possession of mailings. The City of Flint will be able to track mail delivery performance using the on-line Access-Direct system.



CASS Certification

CASS™ address standardization is the process of standardizing addresses so that they follow the USPS® Coding Accuracy Support System (CASS) requirements. As part of a typical document application, Sebis provides full CASS certification cleanse and standardize address data.

An example of what CASS software will correct in an address:

The input of:

1 MICROWSOFT
REDMUND WA

Produces the output of:

1 MICROSOFT WAY
REDMOND WA 98052-8300

CASS processing does not validate the person or business that is at the address, but it does validate whether mail can be delivered to an address. Each process run generates full CASS reporting. This shows the deliverability of all mail and can also provide corrected and standardized addresses back to the client.

CASS certification is also used as a validation of input address accuracy.

The City of Flint's Document Processes are Compliant and Secure.



Compliance

Sebis complies with NIST, SOC, PCI-DSS, HIPAA for Business Associates and HIPAA for VA Protected Health Information regulations, standards and guidelines. Sebis has been audited

and deemed compliant by all governing bodies. In addition, Sebis takes extra steps to protect customers interests that none of these regulations, standards and guidelines address.

Sebis is SOC 2, Type 2 compliant. Audit is performed by Mueller & Co., LLP, a respected certified public accounting firm and AICPA independent auditor since 2012.

Sebis has also been audited annually for PCI-DSS 3.1 compliance and we have entered our first PCI-DSS 3.2 audit.

All Sebis employees receive HIPAA Training upon hire and renewed annually.

Numerous training programs and modules are employed. All staff are required to participate in the Security Awareness Program and the HIPAA Privacy and Security Policy as a condition of their employment.

This includes security awareness strategies, training schedules, awareness controls, and key resources to promote security awareness. It is critically important that all sensitive information handled be handled according to all applicable laws, regulations, and common sense practices such that the information is protected from misuse, abuse, and theft by unauthorized parties. Misuse, abuse, and theft includes accidental and intentional distribution, disclosure, transfer, etc. that results in the potential or actual distribution of sensitive information.

Each staff member receives a copy of the Security Awareness Program upon hire, after updates and/or annually. A current copy is also made available in staff break rooms. Each staff member completes, signs and returns a Security Awareness Program Acknowledgment form to the IT Compliance Manager where it's filed.

Policy

Sebis has a high level Information Security Policy that references several granular security policies. These policies include the Sebis Access Control Policy, the Sebis Firewall Policy, The Sebis Identification and Authentication Policy, The Sebis Mobile Device Policy, The Sebis Physical Security Policy, The Sebis Visitor Policy and the Sebis Employee handbook to name a few.

Each of these policies are reviewed annually to assure that they are still relevant and adhere to the ever changing security standards, regulations and standards.

In Summary

Compliance is not a static issue. Sebis routinely adopts compliance measures brought in scope by its clients as time goes on.

A tour of any facility is also welcomed and makes many of the security features very evident. Every precaution is taken to protect client information and data.



Site Security

Publicly accessible systems are isolated from internal systems by dedicated firewall components. SSL is used to secure data transmission over public networks. Automated network traffic and system analyzers notify personnel of attempted breaches to security.

Privacy of documents and document data is provided by many of the following practices.

Every document and package is identified and tracked throughout the processing, printing and assembly process.

Barcode identification occurs for all documents in assembly. Highly secure assembly control and tracking schemes in use.

Data systems control all access to data.

Physical site security includes key card access controls, camera surveillance and secured areas.

Assembly operations are fully tracked and recorded.

Encryption / decryption of data using HIPAA accepted methods.

All document access activity is recorded. Client data is encrypted at rest.

Confidentiality agreements annually renewed by all employees in contact with protected health information.

Monitoring systems are in use at all times.

Incident Reporting

The Sebis Incident Reporting system collects, documents and scores incidents of all types. This includes incidents, errors and complaints by any party related to the application. It also includes abnormal and notable occurrences that are thought to be reportable.

Facilities and Disaster Recovery

Multiple Facilities Provide Redundancy to the City of Flint

Sebis Direct's three duplicate locations provide a wide footprint and full redundancy. Each location has identical and duplicated systems and can run all applications that require business continuity, capability, and compliance.

Sebis Direct has 3 production facilities.

The company headquarters and facility is located in the **Chicago** area:

Sebis Direct, Inc.
6247 West 74th Street
Bedford Park, IL 60499



The **Cleveland** area site is located at:

Sebis Direct, Inc.
1100 Valley Belt Road
Brooklyn Heights, OH 44131



The **Phoenix** area site is located at:

3540 W Lincoln St.
Phoenix, AZ 85009

The Bedford Park, IL facility will be primary for production. This site has all of the equipment assets cited in this proposal and can provide 100% of the document production services required.



Power Generation

At both facilities, all critical servers are protected by UPS for power outages, brown-outs and voltage spikes generated by outside influences.

All sites are backed up by 250 kW diesel generators that supplies the entire facility at 50% of its capacity during a complete power failure. Each facility is equipped with automatic transfer switch that's configured to relinquish supply to the generator during any power source anomaly. Generators are tested bi-monthly and load tested annually.



Business Continuity / Disaster Recovery

Sebis' compliance includes and requires full and documented disaster recovery / business continuity procedures. This is covered in the Business Continuity and Disaster Recovery Policy.

The principal business continuity methodology relies on the multiple and duplicated production site strategy.

All production assets required in Brooklyn Heights are duplicated in Bedford Park, IL. and vice-versa.

All data, documents and programs exist on separated data processing grids for disaster recovery purposes.

Sebis Direct uses open source programs and architecture. This provides additional security because data and programs are not tied to proprietary platforms. Document compositions for example may be processed by any firm also dedicated to Open Source Technologies.

Critical production equipment and resources are fully duplicated at each facility. The Sebis production capabilities section of this proposal provides a census of these assets.

All data and document production processes can be performed at either production facility location.

As part of Business Continuity compliance, live runs will be produced at the alternate facility on a schedule to be determined in collaboration with the client, but likely at least once per year.

The Sebis SOC2/Type II report can be provided on request.

Document Processing Features

Document Barcoding

All documents produced are barcoded. This is done to support automated production processing and document security and production integrity.

Document Audit Trail

Access-Direct keeps track of the production of every document produced. This tracking information can be used to find the history of any document that was produced within any retention period required.

Automated Constraint Checking

Production processes are approved by both the use of automated constraint checking and client approvals. This includes any control metrics requested by the City of Flint. This could be document counts, document dates, dollar values, similarity to previous runs, etc. The following is a list of typical constraint checks:

- Processing control totals are reconciled with input control totals, if provided.
- Control totals are automatically checked for reasonableness.
- Document dates are checked for reasonableness.
- Processing checked for similarity to previous runs.
- Postal discounts are checked for reasonableness.

Constraint violations **stand out** both in emails and on-line.

Multi-Lingual Support

Sebis utilizes the open source XSL:FO specification for all complex dynamic document rendering and production. All world languages and character sets are supported by this specification.

XSL FO has powerful means to deal with non-Western writing systems.

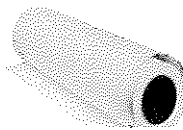
- Right-to-left, top-to-bottom. This mode is used in Arabic writing system (adopted by many languages of the Middle East), Hebrew, and Syriac alphabets.
- Top-to-bottom, right-to-left. This way of writing is widely used for Japanese, but also for Chinese and other languages in East Asia.

Document Repository Uploading

The City of Flint may operate an internal repository system used by the the City of Flint's agents. Part of this system may allow agents to view the document.

As part of the production process, Sebis can provide document images and companion meta-data in whatever form and image type requested by the City of Flint. Document images and meta-data can be packaged and transmitted to the City of Flint nightly or on whatever schedule is required.

Sebis can also provide a secure receipt process to check for any failed uploads and notify managers to investigate.



White-Paper-Factory

Sebis Direct provides a service for organizations to deliver documents securely without the using any pre-printed envelopes or inserts whatsoever.

It's called White-Paper-Factory (WPF). The WPF program is designed for applications of any size, but the best advantages are realized for smaller applications.

Using our standard security #10 window envelopes and full color high speed digital pressed, Sebis produces your documents and letters along with those of other applications in a single efficient process.

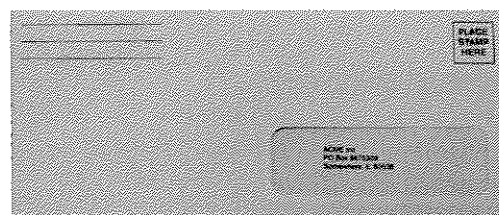
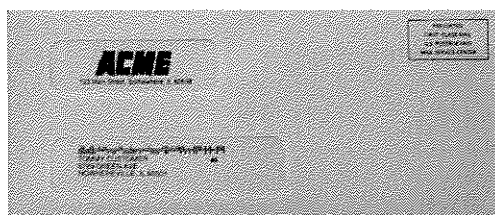
Your documents, statements and letters benefit because there is no need to meet minimum quantities. There are small flat charges and reduced postage costs.

The best part is your documents and letters enjoy all of the Document-Direct features and controls that the largest and most compliant applications utilize.

The return address is large enough for the branding and return address to easily be seen.

The reply envelope can have a single window that lines up perfectly with your mail-to address for payments and other responses.

The U.S. Postal Indicia uses the text: "Mail Service Center". There is nothing revealing that the mailing originated in any specific City or State.



Certified Mail Process

Sebis Manages the Full Lifecycle of Certified Mail Documents

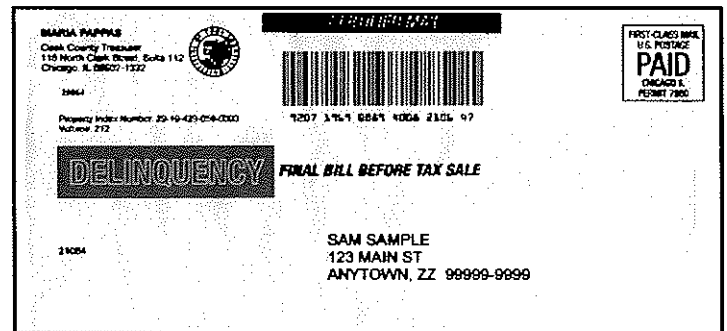
Certified Mail is much more than printing and mailing a letter.

It is the management of the entire document life cycle through all stages from birth to final destruction. The full management of a certified letter includes tracking and recording every step of its life. This includes the following items:

- Creation of the certified mail document.
- Storage of an image of the original document.
- Tracking and recording all aspects of the documents' production. This includes processing, approvals, and all aspects of its printing, assembly and mailing.
- Tracking and recording all USPS delivery scans.
- Recording the return receipt including the image of the signature.
- Scanning and recording any returned undeliverable mail. This includes both sides of the envelope.
- Storing all of the above information and making it available view on-line user friendly interfaces.
- Bulk upload of document and document activity to Client systems.

Electronic Format

The example below shows the electronic Certified Mail – Return Receipt Requested mailpiece. Long gone are the days of using the tear-off stickers and manually signed and mailed return receipts.



The mailpiece production is high speed efficient and secure.

Sebis can produce certified mail as flats, window envelope and closed face envelope configurations.

Document Lifecycle Records

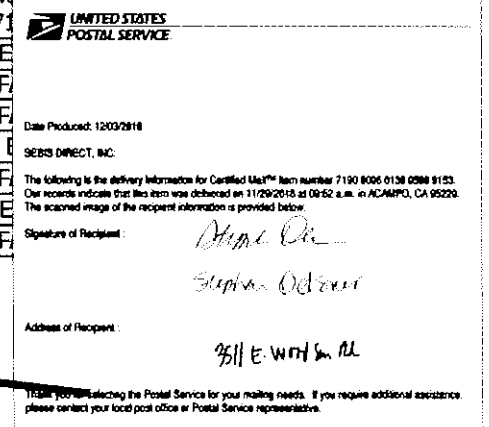
The Sebis Certified Mail system records all of the events associated with each certified mailpiece. This information is available to users for individual documents as well as aggregated reports illustrating performance metrics over any time period.

On-line access and offline data is available.

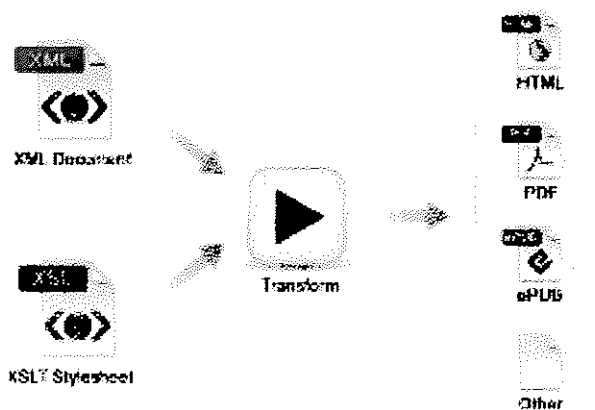
The example below shows the data that is recorded and retained for a single certified mail letter.

21409006	Document Birth	2018-07-03 17:47	https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/7f55fb77-2e25-4674-bf5c-cc9a1bf6f90/fa-dup-std-cmail-21409006.pdf
21409006	Document Released to USPS	2018-07-05 19:00	
21409006	Signature on File	2018-07-16 00:00:00	https://www.sebis.com/alfresco5/d/a/workspace/SpacesStore/112bb03a-1db2-4251-baab-6b33f417b634/pod071618.71
21409006	USPS Scan	2018-07-09 11:02:00	(01) DELIVERED PO BOX 92502 RIVE
21409006	USPS Scan	2018-07-07 21:55:00	(10) PROCESSED THROUGH USPS F
21409006	USPS Scan	2018-07-07 11:33:00	(10) PROCESSED THROUGH USPS F
21409006	USPS Scan	2018-07-06 12:25:00	(EF) DEPART USPS FACILITY 60499
21409006	USPS Scan	2018-07-06 00:00:00	(10) PROCESSED THROUGH USPS F
21409006	USPS Scan	2018-07-05 20:14:00	(0A) ORIGIN ACCEPTANCE 60499 BE
21409006	USPS Scan	2018-07-05 21:29:00	(10) PROCESSED THROUGH USPS F

The image on the right is the electronic signature confirmation for delivered Certified Mail. These images along with all delivery, Sebis, and the City of Flint event data are stored and available for every document.



Document Processing Features (continued)



Document Rendering

Sebis is dedicated to Open Standards. Document composition, transformation and production is performed using the XSL:FO specification. Using XML and XSL:FO transformation tools, Sebis can convert document data into any presentation format imaginable.

This includes paper, email, PDF, audio, HTML, and even video or animated presentations. XML technologies are used to process and transform documents into multiple formats and any presentation channel. Sebis converts document data into XML. This is then merged with stylesheet objects to create the presentation format and language that is appropriate.

Documents can be rendered as electronic presentations or paper formats. Multilingual options are easily implemented.

Paper and PDF documents are composed using the **www** standard called **xsl:fo**. This stands for XML transformations of formatted objects. Formatted objects means paginated displays (such as paper).

Some advantages of this method are:

- It complies with international standards body. It can't be hijacked or modified without a body of approval.
- As an open standard, Sebis and the City of Flint cannot suffer from vendor lock-in. Multiple vendors compete to provide rendering solutions that meet the xsl:fo standard. The substantial investment in document compositions is better protected.
- The feature set is substantial and robust. Sebis can compose the most complex documents with elegant flows, typography, and layout.



Change Management

Changes to applications have several workflows available. Many applications are broken down into two areas of version control. The first is the application itself.

This includes all program code, application business rules, and other elements that could be thought of as traditional data processing.

The second is document compositions. This would include document compositions, ID card layouts, graphics, etc.

The above items are subject to the Subversion version control systems/repository (SVN)

Composition items can be part of traditional source code control or be made part of document repository control.

The methodology, workflow and compliance requirements of the City of Flint will be examined, and the best change management control will be utilized that meet the requirements.

Change management is very secure. Applications and document compositions are stored in the Subversion version control system. (often abbreviated **SVN**, after its command name **svn**) is a software versioning and revision control system distributed as open source under the Apache License. Sebis uses Subversion to maintain current and historical versions of files such as source code, web pages, and documentation.

The change management process invokes a number of controls, documentation, approval, development or composition activity, testing, approval and promotion of code.

Applications may also include User Acceptance Testing (UAT) versions depending on the requirements of the Client.

Web-2-Print and Print-on-Demand

Images, messages, and variable document content or entire compositions can be edited on-line with Access-Direct and included in the final document.

Processing Results and Approval

The City of Flint Can Examine All Aspects of Each Production Cycle.



Access Direct

Access-Direct provides the City of Flint with outstanding connectivity to all aspects of the application. At the conclusion of a process, a notification email is sent to all appropriate the City of Flint stakeholders. This email contains a link when clicked takes the user to an **Access-Direct** page containing all process information.

It is at this point, all aspects of the application run can be examined and approved.

The following information and features are provided:

- Identification of the run and its status.
- Any pertinent messages or exceptions from the run.
- All process results metrics (total records, process date, etc.).
- Segmentation of documents, such as number of documents emailed vs. mailed.
- Computed postage required to mail this run.
- U.S.P.S. CASS certificate.
- The U.S.P.S. postage statement(s) that will be submitted.
- Any reports that were provided from the City of Flint data processing environment.
- Mail Audit Report.
- Financial totals of benefits, checks, charges, etc.
- NCOA Link Updated Addresses.
- Viewable document PDFs.
- Links to pages detailing imaging and assembly specifications.
- The history of the execution and events such as mailings, approvals or declines.
- Any files for the City of Flint Name use. This will include an excel file containing any process audit information required.
- Files, reports, and other objects are provided through SSL encrypted web connections. No protected data is transmitted via email.
- At this point individual documents may be "pulled" from the run and destroyed or routed.
- Automated constraint checks are applied that **highlight** suspicious or corrupted process results.

Application: HILLSIDE - Hillside water

Web Notification Process Approval

Process Identification

Application History ID: 40001 Application Run ID: 00011 Program Version: 12
Application Process: process Status: Process Approved Document Version: 4

Process Message

THE LOCATION WHERE YOU SEND YOUR WATER BILL TO IS CHANGING. IT WILL NOW BE GOING TO COLUMBUS, OHIO. THIS WILL NOT AFFECT YOU EXCEPT THAT IT MAY TAKE A DAY OR TWO LONGER FOR THE MAIL. THIS CHANGE WILL BE NOTED IMMEDIATELY. JUST USE THE ENVELOPES PROVIDED FOR YOU WITH YOUR BILL. IF YOU PAY YOUR BILL WITH ONLINE PAY THROUGH YOUR OWN, YOU WILL WANT TO CHANGE THE BILL TO ADDRESS TO THE VILLAGE HALL AT 425 HILLSIDE AVE. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 735-223-3452. THANK YOU AND HAVE A SAFE AND WONDERFUL FOURTH OF JULY.

Totals

Total Bills: 2464	Previous Reading: 4301632
Current Reading: 4270577	Total Water Usage: 10230
Post Due: \$135,434.35	Current Water Billing: \$144,842.80
Sewer Charges: \$7,486.10	Billing date (overhaul): 07/01/2010 - 07/06/2010
Total Amount Due: \$252,558.25	

Processed Postage Amounts

Rate	Quantity	Amount
0.382	228	\$87.10
0.389	13	\$4.86
0.446	12	\$5.35
0.336	2241	\$74.98
Total:	2464	\$92.31
Average Rate:	0.3750	

Job Items Associated With This Run

Job Item	Item Type	Segment	Status	Description
67117 : 001	Water Meter Imaging	MAIN	Completed	Hillside Regular Meter Imaging (0-1st)
67117 : 270	Laboratory Assembly & Mailing	MAIN	Completed	Hillside Regular Laboratory (0-1st) Assy

Items 1-2464 are a quantity of 2464 water meter imaging and laboratory assembly mailings. Total postage required: \$92.31. Actual postage produced: \$92.31.

Mail Audit Report

Mailing weight: 0.95 oz. "Business" & "Residential"

Envelope to use	Document	Station 1	Station 2
Hillside #10	Hillside Invoice	Hillside #9	Hillside - Mailing
Aug 09			July 2010
			Bills to Mail

Approve Postage Balances Filled

The total postage required for this job is at least \$92.31. Our records indicate that the postage account Hillside Invoice (Station 1) and Hillside Invoice (Station 2) is handling this mailing.

Process Documents

Document Name	Document Type	Document Path
Document: main USPS Standard	PDF	Segment: main Sample PDF: HILLSIDE_0001_SAMPLE.pdf
Document: main Postal Processing Specifications	PDF	Segment: main: Pub PDF: HILLSIDE_0001_PDF_29
Document: main Qualification Report	PDF	
Document: main Mailbox Delivery Index	PDF	
Document: main Move Update Summary	PDF	
Document: main Mailbox Listing	PDF	
Document: main Source Process Document	PDF	
Document: main 2008 USPS Report	PDF	
Document: main National Delivery Index	PDF	
Document: main Move Update Listing	PDF	
Document: main Move Update Summary	PDF	
Document: main CASS Error Summary	PDF	
Document: main CASS Job Summary	PDF	
Document: main Process Imaging	PDF	
Document: main		

Process History

Date & Time	User	Action
06/25/2010 9:51 AM	system	Process Run
06/25/2010 9:53 AM	admin	Process Approval

Process Definitions in Effect for This Run

Definition Name	Description
SELECT1	Segment Selection
REPORT1	Process Report Metrics
MAIL1	Mailing Specifications

Please note: Approvals can be manual or fully automated. Sebis provides multiple processes and protections for automated approval.

Mailpiece Delivery Tracking – The Intelligent Mail Barcode (IMB)

The City of Flint Can Track the Delivery Progress of All Mailings.



Access Direct

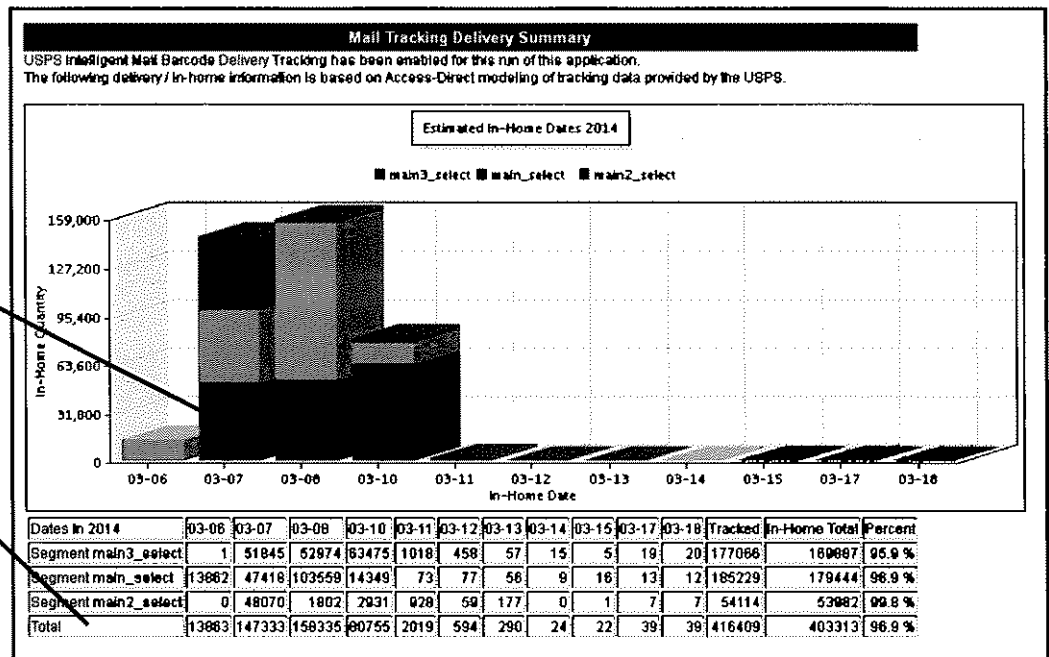
All mailings submitted include the Full Service Intelligent Mail Barcode. As mail progresses to each recipient, it is scanned by USPS equipment throughout the United States. This scanning data is analyzed and provided back to the City of Flint in the form of aggregated reports and graphs as well as individual data for each mailpiece.

This applies only to USPS mailed and delivered items.

The graph on the right is included in the application history for each run.

Aggregated graphs show the predicted in-home date for mail in each segments.

A table illustrates the number of mail pieces delivered on each day.



The City of Flint's Agents can look up a specific mail piece and see the scanning activity and the predicted in-home date for any specific mail piece.

A record of every document delivered to each recipient is available.

Users can search on account number, name, shipping tracking numbers or other custom values.

SEBIS
DIRECT document management

Home | Jobs / Applications | Tables | Resources | System | Inventory | Reports | Utilities | Home

Browse Documents

Enter any of the fields below to search for Document Events.

Application:

Run ID:

Segment:

SRID Range:

Name:

Account:

Found 2 Matches. Displaying 1 - 2

SRID	Account	Name	Info	Info	Segment	Images	Application	Run ID
724	1059353	JESSE JONES			MAIN	1	Strongroom Solutions Checks	2014013
Estimated In-Home Date: 02/05/2014 First Scan: Timestamp: 02/02/2014 20:14:05 Location Zip: 60199 Operation Code: 891 Operation Type: MOMPCIC Process Description: Distribution of originating mail from collections, mailers etc. Last Scan: Timestamp: 02/05/2014 04:22:33 Location Zip: 30026 Operation Code: 919 Operation Type: MOMPCIC Process Description: Sequenced distribution of carrier route mail for local delivery units, firms, box sections, and other loc								
1044	1077150	JESSE JONES			MAIN	1	Strongroom Solutions Checks	2014020

Management of Inserts

The City of Flint Can Examine and Control the Contents of Each Mailing.

Inserts used by the application are managed online by the Access-Direct system.

Management of inserts can be performed by Sebis Account Management or directly by the City of Flint if desired.

For repository purposes, inserts can be considered part of document content (Such as a form) or can be omitted (such as a holiday flyer).

The screenshot on the right shows a portion of the application control panel.

Mailing Set-Ups can be controlled by this web-based resource either by Sebis or directly by the City of Flint.

Inserts can be added, removed or set to selective behavior.

The screenshot shows that a user is able to edit inserts and also assign variable or selective behavior to each insert.

Selective inserting allows the City of Flint to include an insert only called for by business rules or for specific cases.

Process ID	Process Name	Process Type	Process Run Date	Process Run Time
201703270702	process	03272017.xml	Process Run	03/27/2017 07:06 AM
201703230704	process	03232017.xml	Process Approved	03/23/2017 12:23 PM
201703200704	process	03202017.xml	Process Approved	03/20/2017 10:20 AM
201703160705	process	03162017.xml	Process Approved	03/16/2017 09:41 AM
201703130702	process	03132017.xml	Process Approved	03/13/2017 10:00 AM

Mailing Set-Ups
Examine components in mailings

Segment: (MAIN_ID) Main Batch (Segment Active)
Delta Dental ID Card Letterhead Assembly
Maximum weight: 0.6 oz. Maximum thickness: 0.06 in.
Minimum weight: 0.6 oz. Minimum thickness: 0.06 in.

9 x 12 Delta Dental Envelope
Delta Dental ID Card Carrier
Delta - CHP6902_6904 Booklet Item is selectable
Delta - CHP6902_6904 Booklet Item is selectable
Delta - CHP6902_6904 Booklet Item is selectable

Segment: (MAIN_LETTER) LETTER SEGMENT (Segment Active)
Delta Dental ID Card Letterhead Assembly
Maximum weight: 0.6 oz. Maximum thickness: 0.06 in.
Minimum weight: 0.6 oz. Minimum thickness: 0.06 in.

Delta Dental ID Card Carrier
Delta Dental ID Card Carrier

Monday March 27, 2017 10:57 AM

Examine components in mailings

Envelope
Delta Dental ID Card Letterhead Assembly
Maximum weight: 12.521 oz. Maximum thickness: 0.062 in.
Minimum weight: 1.1 oz. Minimum thickness: 0.062 in.

5219 Delta D
9 x 12 Delta Dental Envelope 9 x 12 Delta Dental of Colorado PO Box 5469 Denver, CO 80217-5469

Document
Delta Dental ID Card Carrier FORM No. DDC01D

Station 1
5219 Delta D
Channel S6

Station 2
5219 Delta D
Channel S6

Station 3
5219 Delta D
Channel S6

Delta - CHP6902_6904 Booklet Item is selectable

Leave Without Saving Update Mailing Inserts

Monday March 27, 2017 10:57 AM

The City of Flint Can Compose and Edit Content of Any Document.



Access Direct

Content properties will be established as part of the development process. These properties are then made available to user/managers as part of the composition process.

Online editing features include edit types such as select boxes, full rich text editing, character fields, dates, numeric values, phone numbers, dollar amounts, text areas and content selectors.

Main properties of the ID Card or Booklet can be entered or selected.

Logos and graphics may be selected.

ID Card values such as copays, phone numbers, locations, text instructions, etc. can be entered.

Application: TESTVILLE - testville

Return to the Control Panel

On-Line composition system. IV

Edit this existing content item. Any edits
Click **here** to cancel editing content.

Step 1 - ... Step 2 - Preview and Copy

ID Card directives

ID Card Properties
Please enter or change the item

Title

Description

Business Unit

Plan Type

Medical Carrier

Drug Carrier

Hidden

Examine content item repository

Logo to Appear on ID Card
Select the logo to appear on the ID Card
Logo to Appear on ID Card:

Group Name
Provide the group name as you want
Group Name:

Provide Copayment Amounts for this ID Card
Copay Office Visit:
Copay Emergency Room:
Copay Urgent Care:
Copay Specialist:

Provide Phone Numbers for this ID Card
Customer Service Phone:
Nurse Line Phone:
Providers Phone:
Prior Approval Medical Phone:
Prior Approval Behavioral
Phone:



Access Direct

Sebis provides full document creation and composition control with modern web 2.0 interfaces. The City of Flint can use this interface to upload new images and change text and graphics within it's documents.

Name	Description
GP3543 10-2011 401_k_Plan Summary.pdf	GP3543 10-2011
GP3478	GP3478 One page summary

Step 1: Edit Document

The user provides answers and values to all of the directives used by the document package.

A document package is broken down into sections. These sections are each controlled by directives provided by the user.

Examples:

- Text values
- Upload or select logo images
- Upload or select graphics
- Dates, numeric values, etc.
- Select from form and content libraries.
- Full rich text editing including fonts, underlines, bold, italics, etc.
- Select pre-programmed decisions such as type of cover letter.

Upload pages of any kind. These forms include properties that control their use in the final document. The following are examples of properties used for full page items.

Examples:

- Must start on a front side
- Cannot share a back side
- Print in duplex or simplex
- Print in color or black only.

Step 2: Examine the Document

Once all of the directives are provided, the user can fully examine the document package. A PDF of the document will be provided. The PDF can be viewed or printed locally in full color. The user can go back to make further changes. This can be repeated until all of the directives, images and content are correct.

Step 3: Confirm the Document

When editing is completed, the document package is confirmed.

Once confirmed, all objects that are provided and selected are permanently recorded and available to the application.

Customer Service Number: 312-595-1212

Home Line Number: 800-555-1212

Letter Composition: Thank you for using General Mutual as your insurance provider. It is a pleasure to serve you!

Postage Accounting

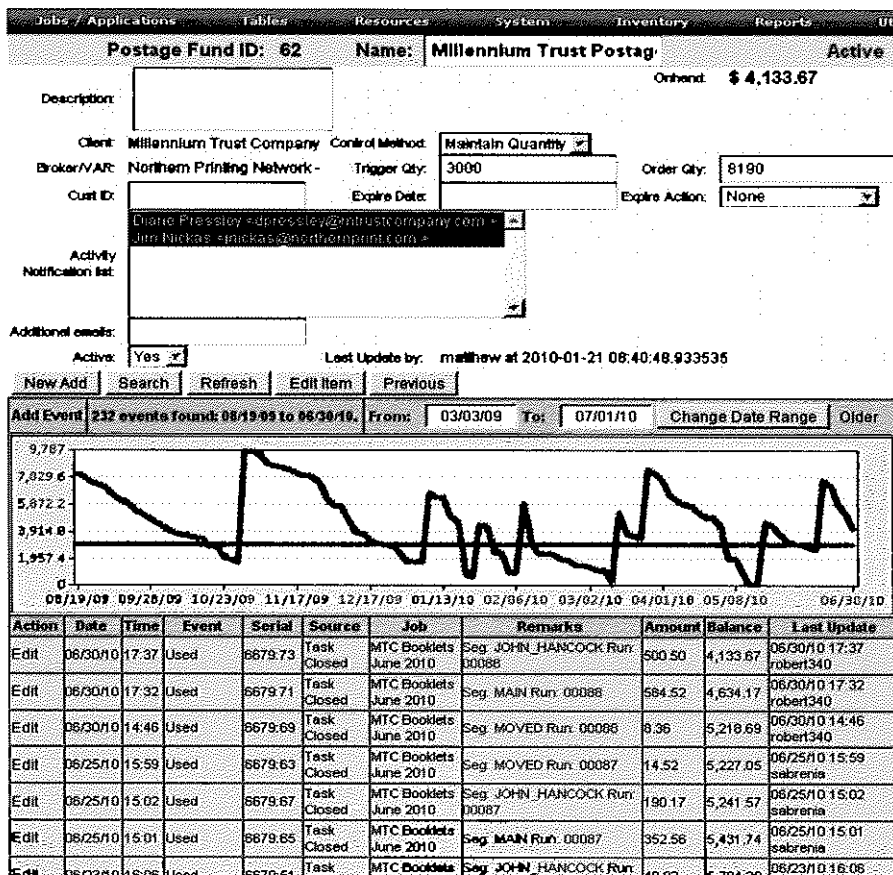
The City of Flint Can Track Postage Expenses to the Penny.



Access Direct

Postage is frequently the largest single expense any organization incurs in the document delivery process.

Document-Direct provides transparent and real-time information regarding the status of all postage balances and activities. The City of Flint may view balances and all events that have occurred to postage accounts. This ability improves on periodic reports by making up-to-date information available at any time.



Every Penny is Tracked.

Sebis Direct maintains and manages U.S.P.S. indicia and trust fund accounts on behalf of its clients.

Every event that debits or credits postage funds is posted and visible.

Sebis provides postage management as an included service. Postage is billed precisely at cost. No estimating is performed in billing.

Postage accounts have an order quantity and an order trigger quantity. These amounts are decided in collaboration to provide assurance of never depleting these funds while making the best use of cash assets.

The screenshot on the left shows typical postage usage.



Postage Contacts

Any number of contacts may be added to this email notification list. The screenshot on the left shows typical postage account activity.

Automated Noticing.

When a postage balance falls below the trigger quantity, designated contacts are automatically emailed notification to replenish this fund. This email can act as a pre-payment invoice.

USPS CAPS

Sebis will set-up USPS Centralized Account Processing System (CAPS) if desired.

CAPS is an electronic postage payment system that provides business mailers a centralized, convenient, and cost-effective way to fund:

- Permit Imprint
- Business Reply Mail*
- Merchandise Return Service*
- Postage Due Account*
- Express Mail Corporate Account
- Address Element Correction

CAPS provides an electronic alternative to presenting checks and cash for postage in advance of its use.

The City of Flint Can Examine and Track All Inventory


Access Direct

Sebis provides real-time information regarding the status of stock item balances and activities. The City of Flint may log-on and view current balances and all events that have affected any stock item. This ability improves on periodic reports by making the information available at any time.

Each stock item has an order quantity and an order trigger quantity. These amounts are decided in collaboration to ensure that critical stock items are never accidentally depleted.

Automated entries are made to the system at the conclusion of processing events such as imaging and assembly.

Physical inventories are performed on a planned interval. This system provides the advantages of real-time inventory management and allows physical inventories to occur at times when activity is dormant.

Access-Direct will compute and display the average monthly usage of each stock item.

Automated Noticing

When any stock item balance falls below the trigger quantity, contacts are automatically emailed a notice to reorder the item. This email is repeated weekly until the stock item is replenished.

Any number of contacts may be added to email notification.

A stock item screenshot is provided on the right.

Stock Item: Dearborn National #10 Window Envelope Active

Item Description

Item ID: 3503
 Item Name: **Dearborn National #10 Window Envelope**
 Description:

Item Type: ☒ Outer Envelope
 Item Owner: Northern Printing Network -
 End Owner: Dental Network of America
 Units: Each
 Client ID:
 Unit Cost: 0.00000
 Item Thickness: 0.02300 (decimal inches)
 Item Weight: 0.16000 (decimal ounces)
 Item Vendor: None
 Vendor ID: 0

Identification Question

Identification Answer:

Activity Notification

Activity Notice List:
 Matthew Eric Hammeyer: mhammeyer@sebis.com
 Jim Nickles: jnickles@northernprint.com

Additional emails:

Inventory Control

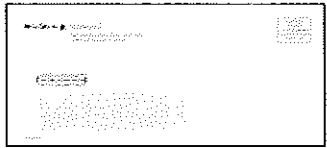
Onhand: 11,437

Warehouse: Bedford Park
 Location: unknown
 Quantity: 11437

Warehouse:

Expiration Action: None
 Expiration Date:
 Control Method: ☒ Maintain Quantity
 Trigger Qty: 4000
 Order Qty: 20000
 Labeling Method: ☒ Apply Label to each Carton
 Physcale Each: 90 Days

Item Images Update Image

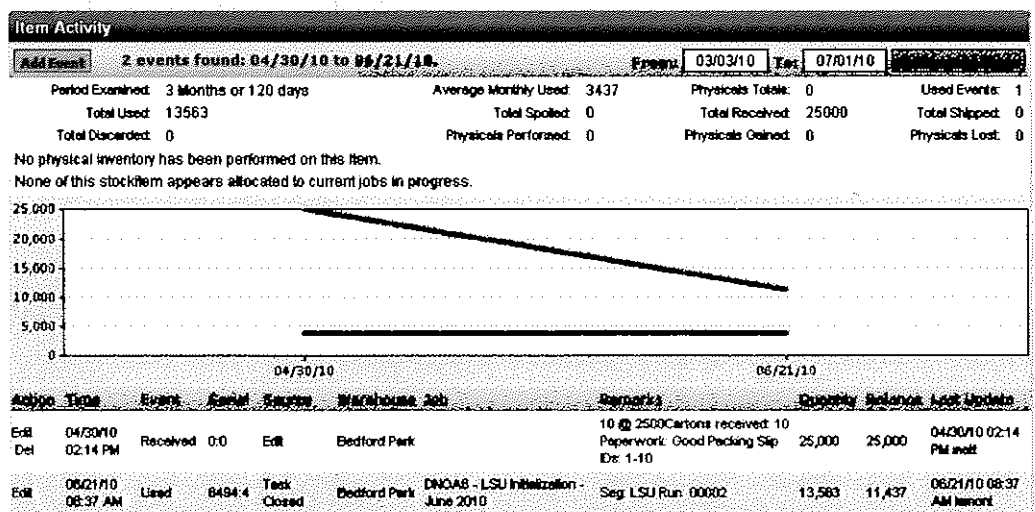


Front

Messages & Status

Last Update by: matt at 04/30/2010 02:14 PM

Status: ☒ Active

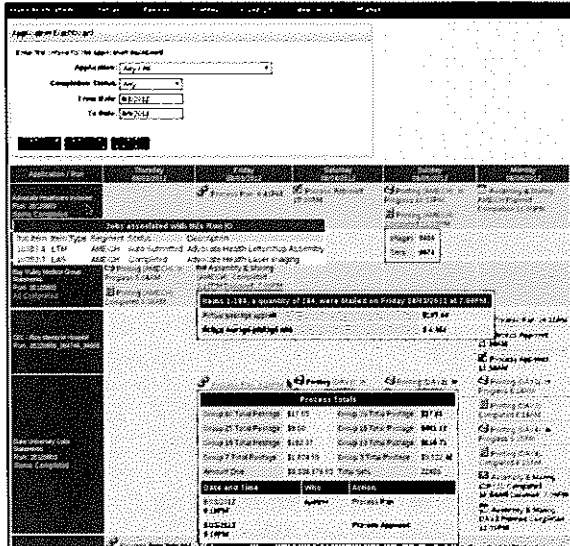


The City of Flint Can Examine the Status of All Processes at a Glance and In One Place.



Access Direct

The City of Flint's document activity can be very complex with many processes in various stages of work constantly. Sebis Direct provides a transparent interface to application processes through the **Access-Direct** on-line system. Some of the views and controls **Access-Direct** provides are:



Access to Postage Documents

The client may examine the CASS results, USPS mailing statements, USPS Audit forms and manifests.

Automated Inventory Control

Access-Direct automates the management of stock item inventory. When the postage or stock item balances fall below a pre-defined value, notifications and reminders are emailed to the appropriate contacts.

Archive of all Runs and Document Images

Agents can enter queries such as show me every document ever sent to a specific ID number.

Track the Progress of Document Creation and Production

Examine a dashboard that provides the status of all document processes. See exactly where each document runs. The dashboard shows that production is in progress or all completed.

Dashboards

Agents can view the progress of all production activity from a single point using the activity dashboard. Clicking on any of the links provides details of the production activity.

Access to all Production Process Information

At the conclusion of each run of a production process, the process results are emailed to the client. The client may examine all metrics such as bill date, quantity of bills, marketing messages, sum of amounts, etc.

Tracking of Individual Documents

An agent can enter a variety of criteria such as id number, document codes, or even a name. **Access-Direct** can provide an audit of each mailing and document type that was generated for that search criteria. **This feature can be very valuable to audit the application against internal information and attest that the application is providing the correct documents to recipients.**

Summary Reports of Activity

The user can select runs over any period of time, a month for example and get a summary of production activity over that period. Examine the number of each document type and total counts over any period of time. Custom reports can also be provided.

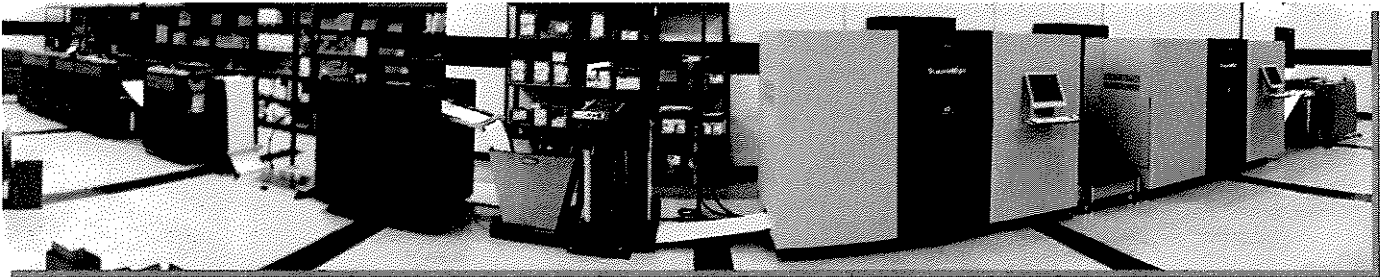
Secure Web Access

All access is over secure encrypted connections. It is also possible to restrict access to those locations with approved internet gateway addresses. In other words, a stakeholder with proper authorization would only be allowed access while at work and not when at home or any other location.

Machinery and Equipment

Imaging Capability – True Press

The Screen True Press provides and extends *Document-Direct* print capabilities. The True Press is a roll-to-sheet and roll-roll digital press that provides inline duplex full color printing up to 20" wide with dynamic perforation and slit, cut and stack finishing at up to 420 Feet Per Minute.



Technology

Imaging

Full duplex 4 color process aqueous ink-jet.

Speed

420 feet per minute duplex yields over 2.5MM 8 ½ x 11" impressions per day.

Color

Black and full color (CMYK).

Bleeds

Can provide full bleeds or use its native edge-to-edge printing capability.

Integrity

Front to back side integrity is secured by printing and scanning internal barcodes on the edge of each page. This barcode is then slit off at the finishing stage. The front and back sides must match.

Perforation

The Truepress line can produce simple and complex perforations. Perforations can be horizontal or vertical or both. Perforation is dynamic and applied only to pages that require it.

Resolution

The maximum imaging resolution is 720 dpi X 720 dpi with 4 levels of dot size.

Advantages

Books

Books and book covers can be dynamically printed in a single stream.

Obsolescence

Forms and materials are printed as required. Forms cannot become obsolete.

Dynamic Color

Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Sheet fed color customization is now cost effective.

Cost

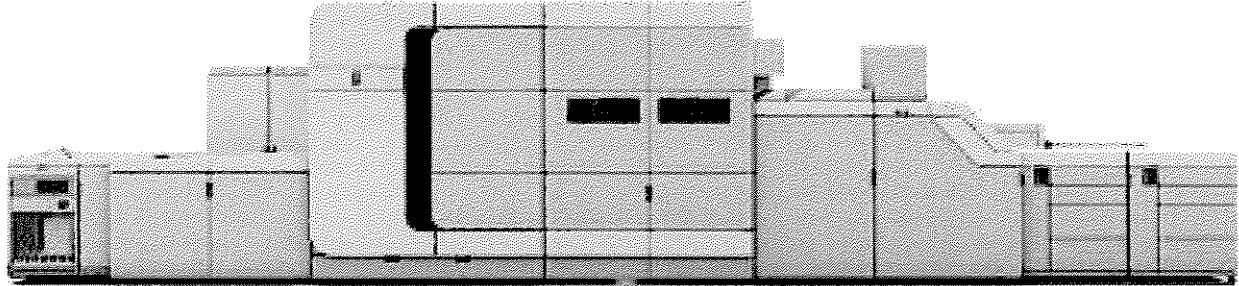
It's lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

Device	Feature Set / Comments	Quantity	Production
Screen TruePress 520	Configured as Roll-Sheet and Roll-Roll.	3	Each press can perform
Aqueous Ink-Jet Digital Press	All include Roll Systems/Lasermix dynamic perforation, slitting, cutting and stacking.		2.5MM 8 1/2x11" impressions per day.

Sebis owns and operates 3 of these lines. All are identical in capability and speed. A total of 6 MM 11" impressions per day in full color can be produced.

Imaging Capability – Canon i300

Sebis has replaced traditional photoreceptor type color sheet-fed digital presses with the capability and cost effectiveness of high resolution ink-jet.



Technology

Imaging

Full duplex 4 color aqueous ink-jet.

Speed

295 impressions per minute.

Colors (5)

Black and full color (CMYK-MICR). Pigment ink is used.

MICR - Checks

Can print checks in black and in full dynamic color.

Resolution

The imaging resolution is 600 x 600 dpi with four levels of dot size.

Substrates

Substrates include TESLIN, Postcards, Pre-Printed Checks, Cover Stocks and Coated Stocks.

The Océ VarioPrint i300 digital color press prints up to 294 letter images per minute or more than 8,500 duplex letter sheets per hour. It targets heavy production volumes of 1-10 million pages per month and supports a large variety of paper sizes up to 13.9" x 19.7" (B3) format. Four paper trays feed a broad range of standard offset and ink-jet substrates from 16lb. bond to 110lb. cover. The i300s enable a white-sheet-in, finished-application-out workflow required to meet the demands of shorter run, fast turnaround digital print.

The i300 provides 600 x 600 dpi output with drop size modulation to deliver 1,200 dpi perceived image quality.

Advantages

Sheet Fed

As a sheet fed device, the i300s can rapidly change from one substrate to the next without cumbersome roll changes.

Dynamic Color

Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Cost

It's far lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

ID Cards

Up to 90M Teslin CR80 ID cards per hour in full color.

Automated inline quality control detects nozzle failure and automatically applies compensation to maintain quality.

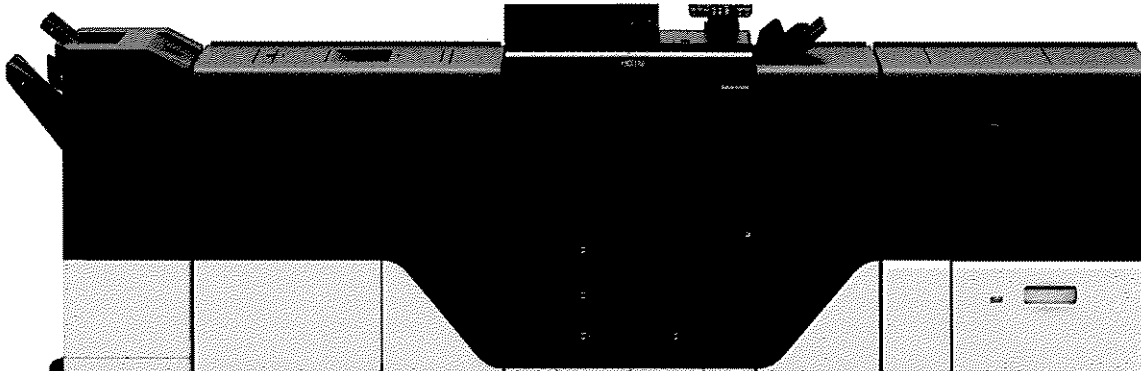
The i300 is ideal for many digital print applications.

- Transactional printing and Transpromo in true white paper workflows
- Books and manuals, combining black and white and color on one platform
- Direct mail and variable data printing
- Collateral materials, including brochures, sell sheets, mailers

Device	Feature Set / Comments	Quantity	Production
Canon / OCE i300 Digital Press	Configured with four input trays. Pigment Ink. MICR Ink. 600x600 with four droplet sizes.	2	300M images per day per device.
Aqueous Pigment Ink-Jet Digital Press	Paper/Substrate humidification. Maximum sheet size of 13.9 x 19.7 Accurate front/back registration.		2M ID cards per day.

Imaging Capability – TASKalfa 15000c

The Kyocera TASKalfa Pro 15000c is our high speed commercial inkjet printer that can print documents as fast as 150 pages per minute. The water-based pigment ink allows for consistent color guaranteeing outstanding print and imaging quality for each document.



Technology

Imaging

Full duplex 4 color process aqueous ink-jet.

Speed

150 pages per minute or 9,000 sheets per hour for both single and multi colored documents.

Color

Black and full color (CMYK). Water-based pigment ink is used.

Resolution

The imaging resolution is 600 x 600 dpi and can go up to 600 x 1,200 dpi.

Quality

The imaging process removed dried ink and dirt from the surface of each document and keeps it clean at all times.

Advantages

Security

The printer is equipped with interface block, user authentication, and data encryption security features to prevent information leakage.

Dynamic Color

Traditionally, forms have been printed in color and then imprinted by black laser printers. Color elements of forms were static. Dynamic color required multiple versions of the form. Color elements of forms can now be fully dynamic and change from one to the next.

Sheet fed color customization is now cost effective.

Cost

It's lower cost than IGEN, Nexpress, and similar photo-receptor type full color print devices.

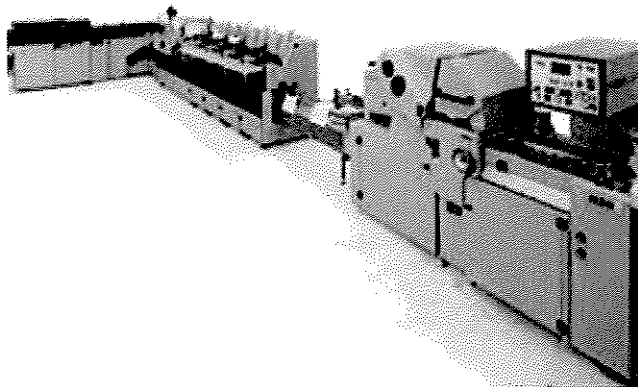
Sustainability

This large production printer only requires a 100 V power supply to operate, greatly reducing the rate of power consumption during operation.

Device	Feature Set / Comments	Quantity	Production
Kyocera / TASKalfa Pro 15000c	Configured with four input trays. Pigment Ink. 600 x 1,200 with four droplet sizes.	2	9,000 sheets (A4 size) per hour per device.
Aqueous Pigment Ink-Jet Digital Press	Paper/Substrate humidification. Maximum sheet size of 17.72 in x 12.6 in with paper thickness of up to 360g / m ² . Accurate front/back registration.		

Booklet Making and Perfect Binding

Sebis provides several booklet making capabilities. The full color presses and off-line booklet making capabilities are present in both Sebis locations.



High Speed Digital Booklet Making & Three Knife Trimming

The Hohner/MBO Digi-Finisher is a highly flexible system for the production of saddle-stitched booklets, and enables folding and saddle stitching to occur in one machine, operating either in-line or off-line. Digitally printed and offset printed sheets of either four or eight sheets can be processed. An intelligent barcode control and monitoring system detects page numbers and content of the sheets before being sorted, processed to booklets, and marked accordingly.

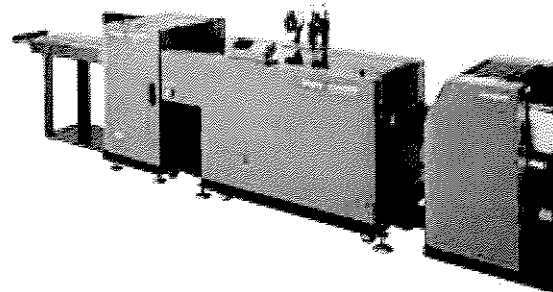
Up to 2 additional signature/sheets can be added to digitally printed book blocks. A separate cover feeder can feed dynamic matching or static cover pages. The finished booklet is 3-knife trimmed to the finished size. The Digi-Finisher is capable of 3000 books per hour.

Mid Range On-Demand Digital Booklet Making

Sebis' Duplo 5000 Bookletmaker incorporates a DSF-2000 Dynamic Sheet Feeder, DBM-500 Bookletmaker, and DBM-500T Trimmer. This provides a digital print finishing solution. The pre-collated sets are fed in sequence into the bookletmaker where the sheets are accumulated and then processed into booklets. Booklets can be self-covering or covers can be dynamically fed and matched.

Bar coding is optionally provided to positively match book blocks as well as match booklet covers to the book block.

The Duplo 5000 is fully programmable, can make booklets with up to 30 sheets and produce 3000 booklets per hour.



Perfect Binding

Perfect Binding with scoring and side gluing.

Up to 2500 books per hour.

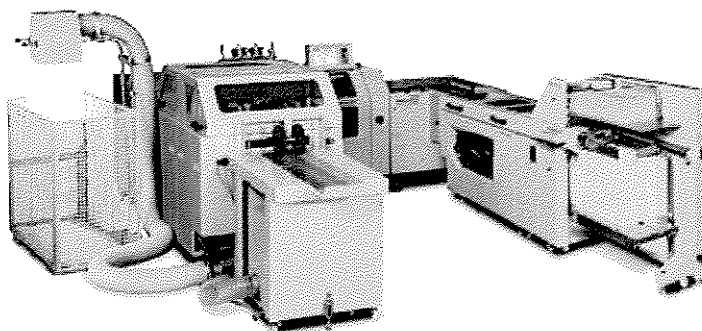
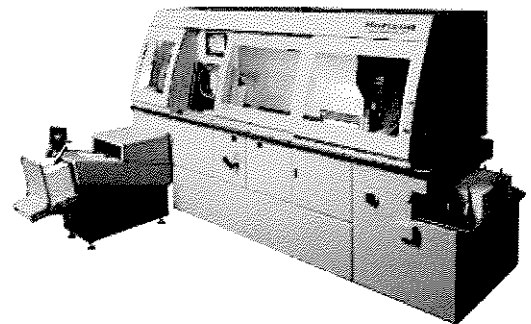
In-line and offline booklet making.

EVA and PUR adhesives.

Variable book blocks.

ID cards can be affixed within books.

Single clamp and 4 clamp systems.



Digital Bookletmaking

The Standard Horizon StitchLiner bridges the production gap between existing flat sheet collating / booklet-making systems and conventional high-volume saddle-stitching lines. Offset or digitally printed flat-sheet signatures are fed from the SpeedVAC collator to produce true saddlestitched booklets with full bleed trimming at speeds up to 11,000 two-up booklets per hour. Professionally finished booklets up to 200 pages (50 sheets) are fully comparable with booklets produced by traditional saddlestitchers. Equipped with the HOF high-speed sheet feeder for digitally collated output (up to 27,000 sheets per hour) with guaranteed document integrity using mark, bar code camera verification.

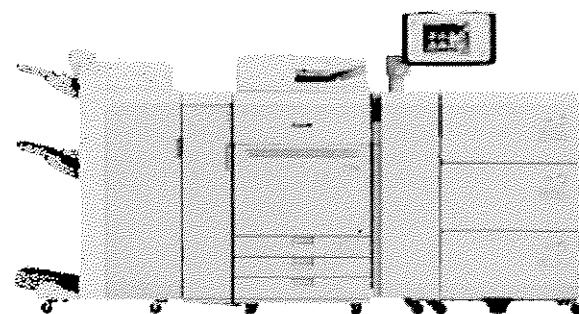
Device	Feature Set/Comments	Quantity	Production
Hohner / MBO Digi-Finisher	Bar code matching Sheet size to 17x22" Additional signature stations Three Knife Trimming	1	3,000 booklets per hour
DUPLO 5000 Bookletmaker	Book-block and cover feeder Bar code matching Face Trimming	2	4,000 booklets per hour
Standard Horizon Stitchliner	Includes 3 side trimming	1	11,000 booklets per hour
Horizon BQ-260 / BQ-270 Perfect Binder	Cover feeder, variable digital calipers EVA Gluing Cover Scoring	2	300 books per hour
Horizon BQ-470 4 Clamp Perfect Binder	EVA and PUR Adhesives Digital caliper, cover scoring	1	1,200 books per hour
Horizon HT-30 Three Side Trimmer	Pairs with Horizon perfect binders	2	800 per hour

Color Laser – Finishing Systems

Full Color Digital Press with Built-in Finishing

Sometimes, color photo-receptor laser systems are the way to go. Full color imaging and in-line booklet making systems from OCE are able to print, stitch and trim booklets up to 40 pages. Five input trays are fully selectable and allow for the use of multiple stocks and cover sheets to be used dynamically.

These printers print in black or full CMYK color. A wealth of finishing options includes folding, saddle stitching and stapling. Paper up to 300g/m2 in weight, coated sheets, and irregular sizes.



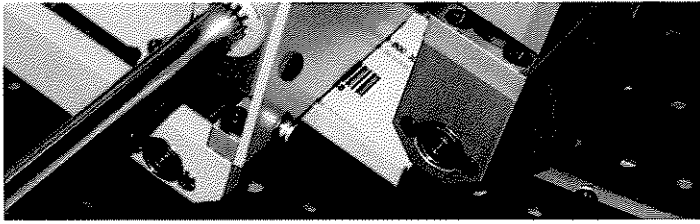
Device	Feature Set / Comments	Quantity	Production
OCE 750	Black and Full Color Four input tray configurations Fiery RIP / Input Booklet Making, Stitching, Stapling	2	Each rated 75 images per minute (Depending on sheet size and substrate)

Traditional Ink-Jet Addressing

Device	Feature Set / Comments	Quantity	Production
Buskro BK600C	Black Color 2" vertical coverage 600 dpi	1	20K per hour
Ohio Addressing/Kirk-Rudy	Documatch System (Can address inserted closed face envelope) 4" vertical coverage 600 dpi	1	20K per hour
Pltney Bowes	Table-top devices for small cards and small runs	3	5K per hour

Other Document Types and Finishing Capabilities

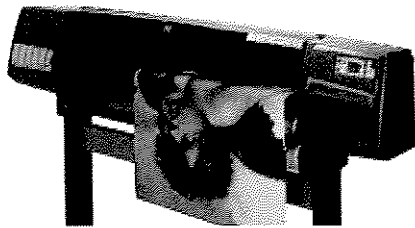
Sebis backs-up Document-Direct with a full range of document production, assembly and finishing capabilities. All of the processes are fully controlled auditable and secure.



ID Cards

Plastic (PVC) and TESLIN ID cards. All web-2-print features are available. Cards can be affixed to carriers and inserted.

Full color (TESLIN)
20 – 30 mil PVC and TESLIN

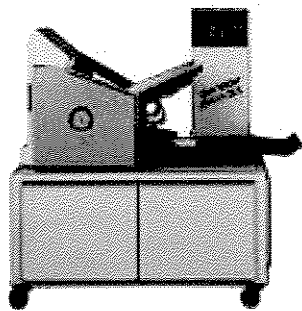


Large Format Printing

Up to 42" width
Black and full color

Self Mailers

Postcards and double postcards
In-line glue folding
Pressure sealed documents



Ink Jet Addressing

600 x 600 dpi black and highlight color. 25M/hour. This includes a Documatch system capable of closed face mailings.

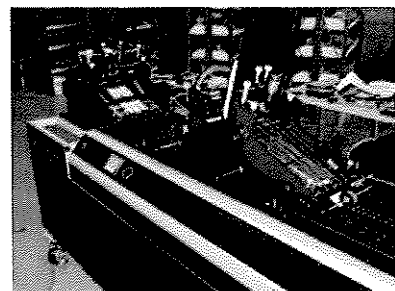
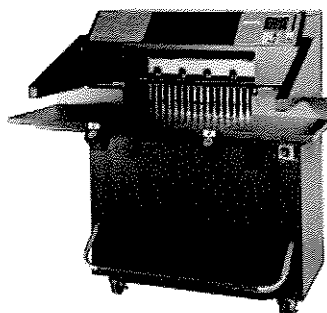
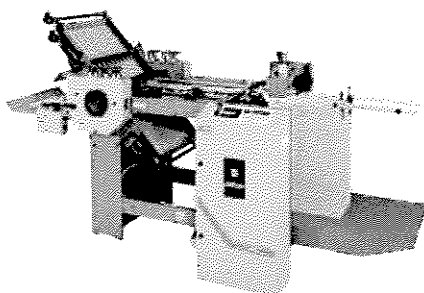
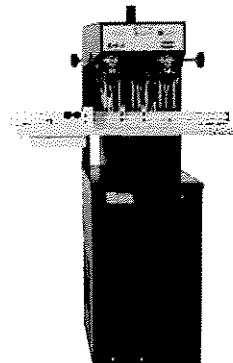
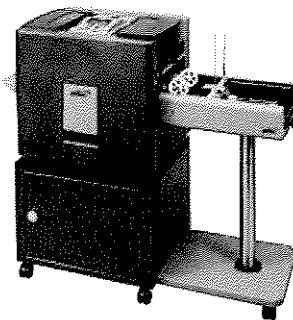
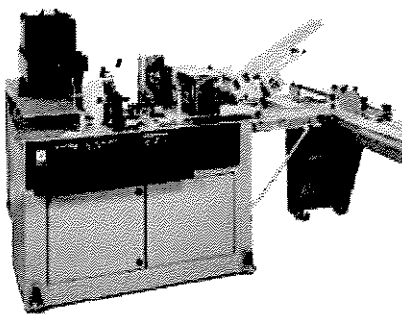
Affixing

Affixing systems from Kirk-Rudy and Pineberry affix plastic cards and other items to a variety of carriers.

Pressure Sealing

Pressure seal systems from Formax and Moore provide self mailers using imaged pressure seal forms.

Affixing, Pressure Sealing, Paper Drilling, Paper Cutting and Folding



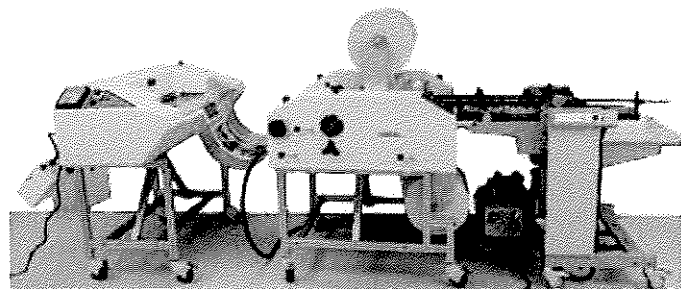
Other Document Types and Finishing Capabilities

Sebis provides a full line of finishing capabilities.

Device	Feature Set/Comments	Quantity	Production
Glue Folder 504	Edge gluing and end gluing a folded item Scoring	1	20M cycles per hour
Paper Cutting Challenge Systems MPC	Several models 22"-30" sheet Programmable.	3	
Folding O & M Folder Baum Folder	O & M, Baum and Challenge Folders Friction fed and pile fed 2 plate and 4 plate systems Right angle	4	10-50K sheets per hour
Pressure Sealing Model FD2000	Formax Systems, Moore	3	Each approximately 15K per hour
Scanning	Kodak i420 Scanners Kodak Professional Capture Duplex full color with feeders	3	5K forms per hour each
Metering	Pitney Bowes Connect 3000 Systems	2	10K per hour each
Kirk Rudy Card Affixing Model 215P	ID/Plastic card Affixing 1 and 2 cards per item	2	20K per hour each
Pineberry Affixer	Can affix a variety of items	1	20K per hour
Plastic Card Imaging Evolis Quantum Printers	Evolis Quantum ID Card Printers Magnetic strip encoding	3	1K cards per hour monochrome each
Die Cutting Spartanics Die Cutter	CR80 ID Card	1	25K per hour
Laminating / Trimming	Ledco and D&K laminating lines	2	10K cards per hour
3 Hole Paper Drill	Challenge Drills	2	
Packaging Shrink-Wrap	Clamco line and a Dibipack 4255 Instant System.	2	
Large Format Printing HP-5000	42" width	2	
Camera Verification	Jet Vision Systems	6	
Strappers	Variety of full and manually operated	4	
ISP Stitcher (2x) Model A	Manual stitching heads	2	
Labeling Accufast	Model XL	1	5K labels per hour
Scoring/Slitting	Duplo Digital DC-645	1	Programmable

ID Card Lamination

D&K and Ledco duplex laminating lines can laminate 40M ID cards per hour. Automatic registration and cutting/slitting results in perfect CR80 cards.

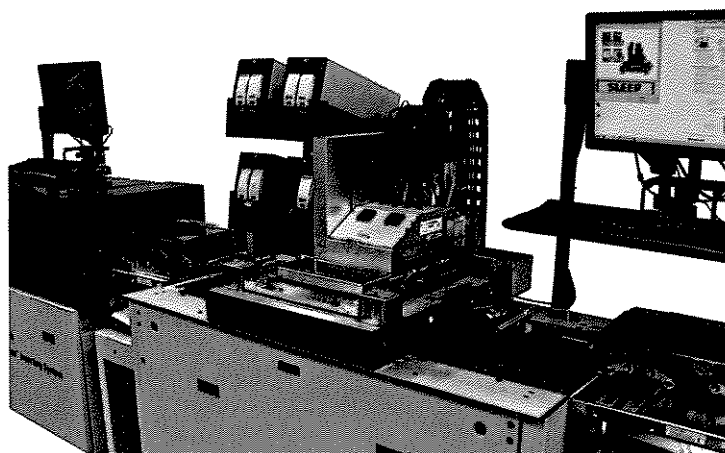


Closed Face Mailings with the Pitney Bowes Print Messenger Color Inkjet System

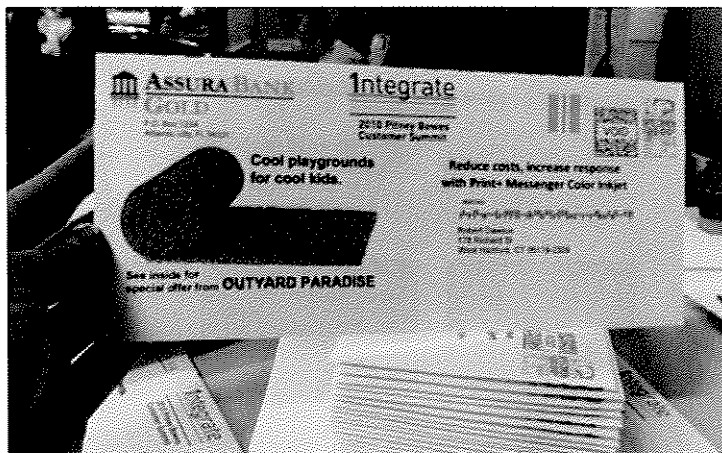
Traditionally, closed face matched mailings required the mailer to pre-address the envelopes using an inkjet system and then take these envelopes to an inserter and maintain a perfect match using either a manual system or barcode read/match systems.

The Sebis Print+Messenger system improves operational efficiency by eliminating pre-printed envelopes, reducing envelope storage needs, streamlining application changeover, and commingling mail.

The system uses the same 2D barcode technology to securely control the information printed on the envelope. The security of the system makes it compliant with HIPAA and other privacy and security compliance standards.

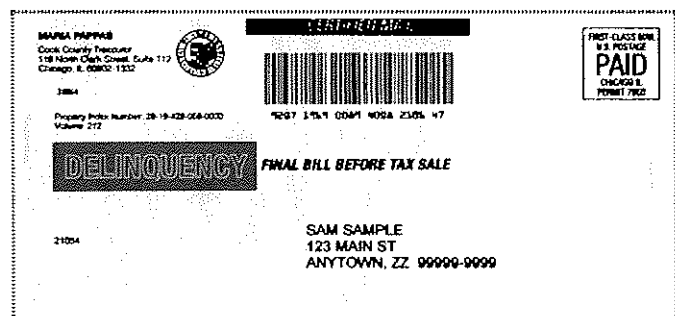


An integral part of a White Paper Factory™ solution, is that it eliminates the need for mailers to use anything other than plain white envelopes for their customer communications. All necessary information, including customized marketing offers, company logos, mailing and return addresses, and postal barcodes can be printed directly onto the envelope as it travels along the inserter. The Print+ Messenger Color Inkjet System can operate at speeds up to 20,000 mailpieces per hour, making this technology practical for even the highest-volume mailings.



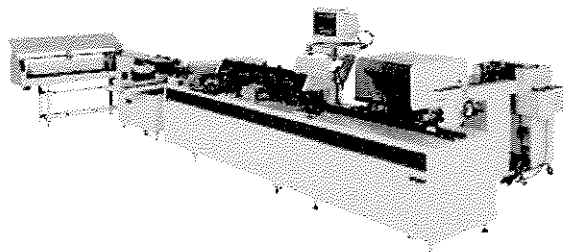
The Print+Messenger system can print full color over the entire area of a #10 envelope.

This includes the address and personalized full color graphics. Each envelope can be fully personalized.



Device	Feature Set / Comments	Quantity	Production
Pitney Bowes Print+Messenger Aqueous Ink-Jet In-line Envelope Digital Press	Dynamically adjusts print height depending on the thickness of each envelope. 600x600 dpi CMYK Dye based ink.	1	300M envelope images per day.

Sebis incorporates High Integrity Intelligent Inserting and Assembly Systems to provide zero defect capabilities for the processing of Protected Health Information (HIPAA, PHI) and Personally Identifiable Information (PII).

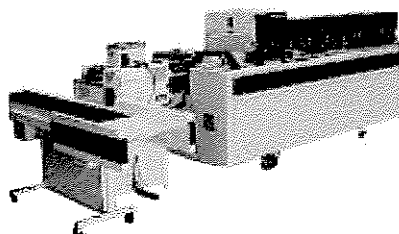
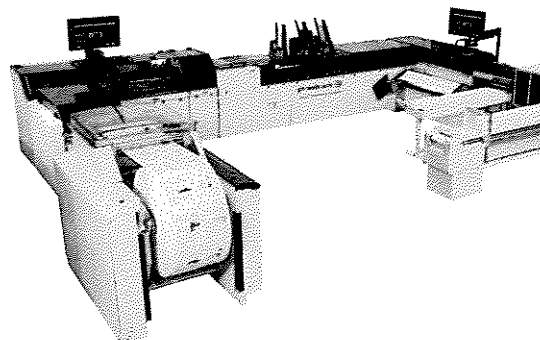


High Speed – High Integrity Inserting Assembly

Bowe Bell & Howell systems with 3x9 and 2D barcode features provide document integrity capabilities that meet the highest privacy and security requirements.

Pitney Bowes Evolution FPS and MPS Inserting Systems

The Mailstream Evolution™ inserting system comes with consistent and predictable performance, simplicity of use, and integrity and reporting built in. Features include integrated No Changeover capabilities that reduce the time required to change from letters to flats. Seamless integration to output management, and automated document factory capabilities for accelerated job changeover, job reconciliation, envelope finishing, and more.



Non-Intelligent Inserting

Bowe-Bell & Howell inserters are available for straight non-intelligent inserting/assembly jobs.

Device	Feature Set / Comments	Quantity	Production
Pitney Bowes Mailstream Evolution Inserters (Multiple in each location)	Roll-Fed and Sheet-Fed 72K sheets per hour cutting accumulation Six roller folder, Portrait-to-landscape module 8 insert stations including friction and rotary feeder Twist-turn module, Heavy diverters 2D barcode and post assembly scanning Letters and Flats	8	Letters - 12K document cycles per hour Flats – 9K per hour
Pitney Bowes MPS Inserters	Roll Fed 72K sheets per hour cutting accumulation Six roller folder, Portrait-to-landscape module Pitney Bowes Print+Messenger unit for closed face envelope addressing and graphics.	5	Letters - 20K document cycles per hour
6x9 and 6x12 Bell & Howell Mailstar Inserters Mailstar 400 and 500 Series	Sheet Fed 1D and 2D barcode reading Six insert stations each Sierra Systems high integrity controllers GBR sheet feeders and four plate MBO folders	7	6K document cycles per hour each
9 x 12 Bell & Howell Mailstar	Sheet-Fed 1D and 2D barcode reading Eight insert stations each (friction and swing-arm) Sierra Systems high integrity controllers GBR sheet feeders	1	3K flats per hour
Bell & Howell/Phillipsburg Inserters	Four and eight stations units Mechanical double detection	4	6K inserts per hour

Document Direct is built on world class open source tools and technologies. *Document Direct* utilizes technologies from these best-in-class open sourced resources. This allows Sebis to participate in the collaboration of developers worldwide. The adoption of open source and general public license resources improves security by preventing vendor lock-in. This also results in a more compliant and secure application because the security models and technologies are widely adopted and collaborated on from a worldwide community of mission critical enterprise content management developers.

Lastly, the adoption of these platforms permits rapid development and customization because much of the application's functions are object oriented and brought in rather than requiring local development. The BIRT report developer and viewer is an example of this thinking.



Document Presentation

Used to compose and produce simple to the most complex bill and statement documents.

XEP Engine is the formatting force behind paper document production. Complies with the World Wide Web open source XSL:FO definition.



Database Interface

Using Hibernate allows *eDocument Direct* to work with any database engine.

Hibernate provides data query and retrieval facilities. Hibernate generates the SQL and automates result set handling and object conversion and keeps the application portable to all supported SQL databases with little performance overhead.

PostgreSQL



Database

PostgreSQL is a powerful, open source object-relational database system. It has more than 15 years of active development and a proven architecture that has earned it a strong reputation for reliability, data integrity, and correctness. It runs on all major operating systems.



Document Repository - User Management and Security

Alfresco is built on the strong foundation of a proven, open source enterprise content management platform that has been deployed at over 2,500 enterprises in 55 countries.

Billing documents are stored, managed, transformed and delivered in this framework.



Reporting Tools

Business Intelligence Reporting Tools (BIRT) is an Eclipse-based open source reporting system for web applications, especially those based on Java and Java EE.

BIRT can deliver reports and data extracts of any format including charts and graphs.



Web Development Framework

Spring is the most popular application development framework for enterprise Java™. Millions of developers use Spring to create high performing, easily testable, reusable code without any lock-in.



Web Server

Since April 1996, Apache has been the most popular HTTP server software in use. As of January 2012, Apache was estimated to serve 58% of all active websites and 65% of the top servers across all domains.



Operating System

Linux has been ported to more computer hardware platforms than any other operating system. It is a leading operating system on servers and other big iron systems such as mainframe computers and supercomputers.

More than 90% of today's top 500 supercomputers run some variant of Linux, including the 10 fastest.



Interactive Voice Response (IVR)

Asterisk makes it easy to build IVR applications that respond to tone or speech input from the caller.

Zero Defect Production – The Automated Document Factory (ADF)

Producing zero defect documents requires a factory / manufacturing approach to the process.

The Automated Document Factory

Managing the process of creating and delivering mission-critical, high-volume digital documents using factory production techniques, referred to as an Automated Document Factory (ADF), integrates production control and monitoring systems into the high-volume printing and mailing environment.

ADF enables print operations to increase the utilization of equipment, increase document integrity, ensure image verification, and increase revenues through greater efficiency.

This document outlines the key components of the Sebis Automated Document Factory (ADF) architecture. This includes centralized control, reporting, job ticketing, scheduling, tracking, device monitoring and many additional items shown below.

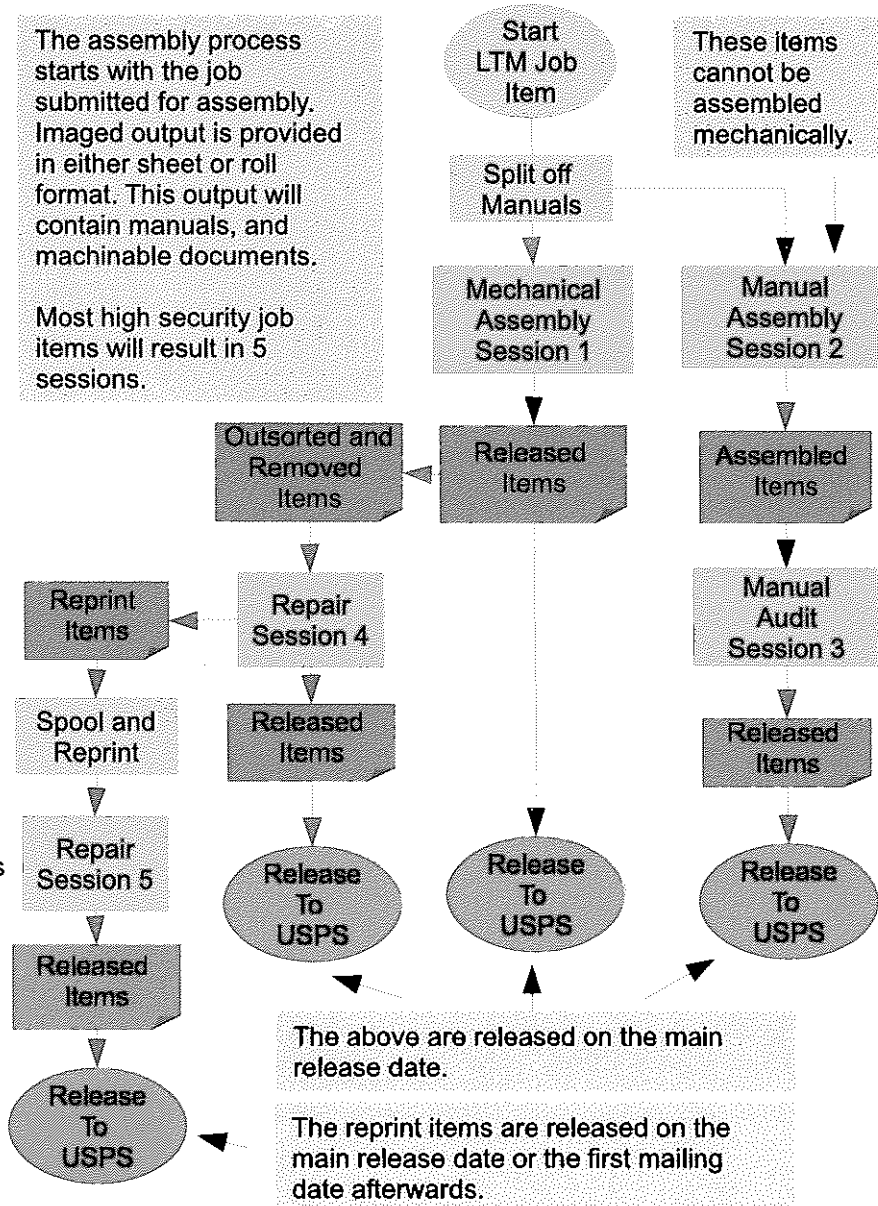
Assembly Sessions

Document production is made up of sessions. A session is defined as the combination of a set of documents, an operator and in most cases a resource (A folder, printer, inserter, etc.). Carefully tracking and recording each session tracks productivity, faults and provides a clear record of activity, if a defect is reported.

The illustration on the right shows how a typical high security job could generally require 5 sessions.

A document assembly job that includes Protected Health Information (PHI) or Protected Personally Identifiable Information (PII) will be subject to this workflow.

Sebis applied this same workflow to applications that require zero defect production even though there is no compliance standard demanding it.



Mechanical Assembly

Secure Barcoding

The most secure 2D barcoding schemes are used to protect the integrity of each document. Older schemes and optical mark systems (OMR) are not considered sufficient and reliable enough to protect PHI.

Assembly Closed System

During production, operators have no access to pieces as the assembly process runs. The machine "closes" access to items. This way the system knows that the mailpieces cannot be tampered with in any way.

Any fault that is detected by any assembly process results in the item being diverted into to repair/inspection workflow.

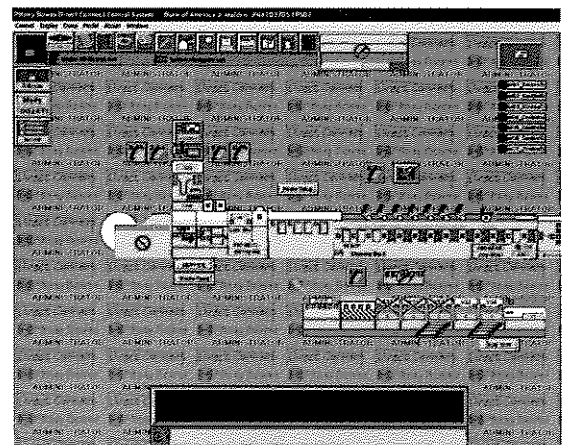
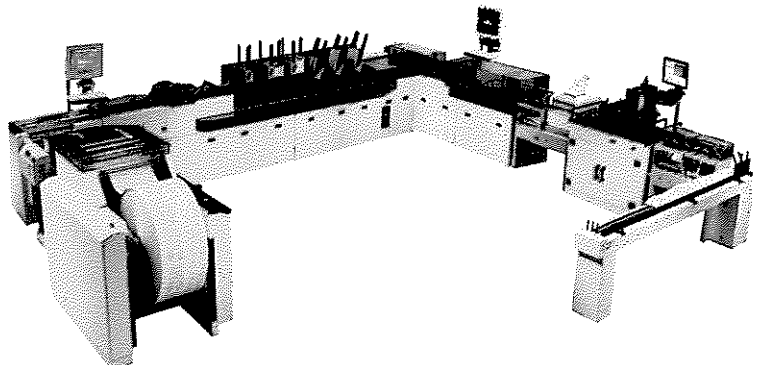
Touch and Toss

Operators do not attempt to repair mailpieces that have been detected as faults by the inserting devices. Any faulted mailpiece is diverted into a repair/inspection bin for a later workflow.

The illustration on the right shows a typical tracking screen. This demonstrates that the inserter knows the location and status of each mailpiece as it is being assembled. The success or failure of each mailpiece is recorded and determines how each mailpiece should be handled.

The illustration on the right also shows how the outcomes of each mailpiece is known to the system and provides the proper actions. Items that show as **Outsorted** or **Removed /Operator** are diverted to an assembly repair / inspection workflow.

Below shows an operator dashboard during assembly.

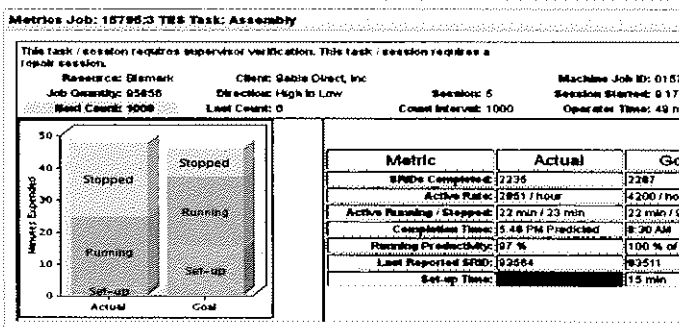


A count entry is overdue. The entry should have been made at about counter value 1000.

SFID:

Counted:

Remarks:



#	Event	Timestamp	SRID	Counter
1	Set-up Task	03/24/2017 5:20 PM	1	
2	Set-up Completed	03/24/2017 5:20 PM		
3	Active	03/24/2017 7:04 PM	1	
4	Inactive - Lunch	03/24/2017 7:31 PM	3432	
5	Active	03/24/2017 8:17 PM	3432	
6	Shutdown Task	03/24/2017 9:06 PM	10012	
7	Shutdown Checklist Completed	03/24/2017 9:06 PM	10012	
8	Shutdown Task Completed	03/24/2017 9:09 PM		


#	Timestamp	Machine Fault	Machine Action	Oper Fault
1		SRID MISSING		
2	12:21 P	Chassis	RemovedOperator	
3	12:21 P	FpsEngine_Eut	Outsorted	
4	12:22 P	VS4_a	Outsorted	
5	12:23 P	VS3_a	RemovedJam	
6	12:23 P	VS3_a	RemovedJam	
7	12:22 P	MOS_Aligner1_Exit	RemovedOperator	
8	12:22 P	MOS_Aligner1_Mid1	RemovedOperator	
9	12:23 P	VS4_a	Outsorted	
10	12:23 P	VS4_a	Outsorted	
11	12:24 P	VS3_a	RemovedJam	
12	12:24 P	VS3_a	RemovedJam	
13	12:23 P	MOS_Aligner1_Mid1	RemovedOperator	

Additional Elements of the ADF

Stock Items	Stock items are retrieved by a secure and recorded process. Restocking is restricted to qualified personnel. Opened cartons are inspected for security.
Start, Checklists, Running and Closing a Run	Assembly is broken down into specific steps. Each step is recorded. Steps can include Start assembly, Operate assembly and End Assembly. Each step can have its own checklist and specific procedures customized for each application.
Manual Assembly Sets	At the start of a process, the manual assembly items are removed and placed into a secure manual assembly workflow. This workflow includes assembly and inspection. Only successfully inspected documents are released for delivery.
Assembly Faults	Sebis adheres to a principal called "Touch and Toss". This means that if the inserter detects a fault that could mean that the integrity of the mailpiece cannot be certain, the operator removes the mailpiece (or if more than one, several mailpieces) and places the mailpiece(s) into a Repair Bin. Operators do not repair these pieces. A separate workflow is utilized to capture, inspect, repair or re-create these items.

Automated Reprints

As mailpieces are "faulted", by Operators or the Inserters, an automated reprint process is fed the document IDs for these damaged or defective documents. Documents are then re-printed as necessary and placed back into the assembly workflow.

Application: CLEVELAND
Service: Cleveland CII
Reprint Status: Not Submitted
Bin Number: D
Unable to provide SRID: No 
SRID List:
Complete By: 12/16/2015

Operator Qualifications	<p>Operators are trained and awarded qualifications. These qualifications can include skill sets regarding machines or work processes. Qualifications also include security items such as HIPAA training or Federal Clearances such as NACI. (National Agency Check with Inquiries)</p> <p>Qualifications can be granted permanently or may require recurrent training to maintain the qualification.</p>
Document Repair / Reprint Process	<p>At the conclusion of the job, a "Repair Session Control Sheet" is printed. It contains a log of each SRID that was submitted for repair, or detected by the inserter to be removed and included in a Repair Session. The operator performing the repair inspection will fill out the form at the start of the process and then proceed to inspect and repair the documents. This sheet also includes all SRIDs that were missing within the range of assembled SRIDs.</p> <p>Repairs are done as soon as possible so the repaired items can be reported as "Repaired" and rejoin the mailing they belong to.</p> <p>Only operators trained and qualified to perform repair/inspections can perform this function. The qualification for the Operator must be displayed on Access-Direct. The qualification is "Repair-Inspect".</p>

Incident Reporting	<p>An incident is defined as any event falling outside the practices defined by the lettershop production operating procedures. Incidents are made a part of the application record.</p> <p>Aggregated reporting is performed on incidents that occur over each month as part of the Quality Control Program.</p>
Duplex Image Security	Front side to back side integrity is secured by printing and scanning internal barcodes on the edge of each page. This barcode is then slit off at the finishing stage. This assures that the front side and back side of any document is not mismatched.
Document Security Types	<p>Sebis classifies all document production tasks into 4 different categories These categories then automatically imply and invoke specific procedures and controls.</p> <p>PHI – Protected Health Information</p> <p>PII – Personal Identifiable Information</p> <p>FIN – No protected Information, but requires a zero defect workflow.</p> <p>NON – High security workflow is not required.</p>
Sessions	Document production is made up of sessions. A session is defined by the combination of a set of documents, an operator and in most cases a resource (A folder, printer, inserter, etc.). Carefully tracking and recording each session monitors productivity, faults and provides a clear record of activity, if a defect is reported.

Document Shredding


High security documents that are damaged and reprinted in the assembly process must be shredded. All shredding is recorded and make part of the records kept for each production run.

Application: CLEVELAND

Service: Cleveland Cll

Reprint Status: Not Submitted

Bin Number: D

Unable to provide SRID: 

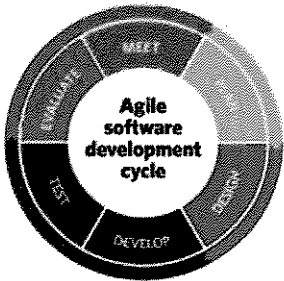
SRID List:

Complete By:

The City of Flint Application: Transition Plan, Implementation, Timeline

Experience has shown that each implementation of a complex document production workflow and processing is unique. Factors include the following:

- Technical expertise and availability of Sebis and the City of Flint's resources.
- Number of document types and the sophistication and complexity of each.
- Resolution or mitigation of legacy or obsolete IT resources.
- Changes in workflows, document compositions or processes made part of the implementation.
- Obsolescence or expiration of resources, licenses, facilities, personnel, etc.



Therefore, a qualified project plan can only be developed in cooperation with the City of Flint. Project plan development is made part of the project.

Sebis Direct uses a Software Development Lifecycle (SDLC) process known as Agile to onboard each of the City of Flint's production process. Agile software development is an approach to application development under which requirements and solutions evolve through the collaborative effort of cross functional teams and their customers and users. It advocates adaptive planning, evolutionary development, early delivery, and continual improvement, and it encourages rapid and flexible response to change based on the needs of your organization.

The project is broken down into small iterations of many of the following items (requirements, design, coding and testing). Each iteration results in a proof provided to the City of Flint that is the result of all of the known requirements provided up to that time.

At each iteration, the stakeholders review the results, define new or unknown changes and the cycle is repeated.

Once final testing is performed and all approvals are obtained, the application is promoted to production. The version control system utilizes the approved version for production and the application becomes live.

The City of Flint's requirements include the development of full production processes for the following document types:

1	Summer Property Taxes	11" x17"
2	Winter Property Taxes	8 ½" by 11"
3	Water Bills	6" x 4.25"
4	Shutoff Notices	8 ½" by 11"
5	Adhoc and General Correspondence Items	These are adhoc in nature and can change as the engagement progresses.

Each of the above items will result be addressed by components of the following overall on-boarding plan items. Most applications are developed in a 4-6 week timeline. Projects with multiple file types and document types create an articulated development timeline with overlapping activities and tasks designed to hit required implementation dates with all of the required features and controls.

Requirements Analysis (One week)	
Example document compositions provided by the City of Flint.	Live examples and artwork files provided in any format.
Data and data field descriptions provided by the City of Flint.	Existing documents provided and/or created in collaboration with the City of Flint.
Form to field mapping created.	Existing documents provided and/or created in collaboration with the City of Flint.
Business rules defined and documented.	Existing documents provided and/or created in collaboration with the City of Flint.
Feature additions and upgrades to be part of the on-boarding process documented.	New features and compositions to be added that do not interfere with any "must-hit" dates.
Reporting and controlling metrics established.	This includes all controls and tests to establish correctness of data. Discussion of prior failures and errors.
Document and data retention and destruction policies defined.	Collaboration with Compliance role stakeholders may be appropriate.
Development of actual project plan.	Actual project plan includes actual dates, stakeholders and tasks. Sebis uses several systems for management of projects depending on the complexity. 1) Sebis' Development Request System 2) Basecamp 3) Simple document based project plan. 4) Open Project
Establishment of timetable and "must-hit" dates and features.	
Risk assessment and mitigation created.	Optional task used to identify any fall-back or contingency plans invoked due to any failure to implement production with all required features on-time.

Application Development (Iterative)	
Test data provided by the City of Flint.	

Requirements provided to Development.	Provided by the City of Flint and Sebis Technical Account Management (TAM)
Document Composition.	Sebis Development Team
Application development and coding.	

Logistics and Supplies (Completed before Implementation Date)	
Orders for custom printed materials submitted.	Sebis Technical Account Management (TAM)
Assignment of warehouse locations and picking areas.	
Scans of document types created and entered into Access.	
Definition of test questions/answers to positively identify stock items.	
Any existing stock transferred from current locations to a Sebis warehouse.	As needed.

Testing / Approval	
Provide the first document production output to the City of Flint for review.	Date to be determined.
Provide the last document production output iteration for the City of Flint's review and approval.	Date to be determined.

Live Runs Released into Production (Week 4 to Week 12)	
Implementation Completed	Initial run of any new implementation may require 24 hours added time for Sebis compliance and final quality control checks.

An actual project plan is created from all or many of the components tasks outlined above using one of the management tracking tools noted herein.

EXHIBIT B - QUALIFICATIONS AND LICENSES REQUIREMENTS

Please give a synopsis of your qualifications and experience with this service:

Sebis Direct is fully equipped and highly experienced in delivering the services outlined in the City of Flint's RFP. As a trusted leader in document production and distribution, Sebis Direct processes and delivers hundreds of thousands of **critical transactional documents** daily, including tax notices, utility bills, ID cards, invoices, statements, policies, and various other essential communications. Our advanced printing and mailing capabilities allow us to produce documents of any size and format, from simple black-and-white notices to complex full-color statements.

With production facilities strategically located in the Cleveland, Chicago, and Phoenix metropolitan areas, Sebis Direct ensures high-volume processing power, operational efficiency, and business continuity. Each facility operates with an identical infrastructure, allowing for seamless workload distribution to manage surges or provide uninterrupted service in the event of a facility outage. This redundancy guarantees reliable and timely delivery of critical documents.

Beyond our capabilities, Sebis Direct brings a proven track record of excellence and customer satisfaction, particularly in serving government agencies and municipalities. For over **35 years**, we have specialized in document management solutions tailored to public sector needs, consistently delivering high-quality tax notices, utility bills, and other government communications. Our long-standing partnerships with cities, villages, counties, and federal agencies reflect our ability to meet strict accuracy, compliance, and security standards while maintaining cost-effective solutions.

A prime example of our expertise is our ongoing partnership with the **City of Chicago**. Since 2013, we have successfully managed the production and distribution of the city's utility bills, tax statements, notices, and other critical documents. As the third-largest city in the U.S., Chicago demands precision, reliability, and scalability—requirements that Sebis Direct has consistently met. The city's continued renewal of our contract is a testament to our quality service, competitive pricing, and commitment to excellence.

Sebis Direct is confident in our ability to provide the City of Flint with the same high standard of service, ensuring **timely and accurate delivery** of tax notices and utility bills while optimizing efficiency and cost savings. We welcome the opportunity to bring our expertise to your municipality and support your communication needs with industry-leading solutions.

Please list Licenses:

Sebis has all required business licenses to perform services in the government spaces in which our facilities exist. We also maintain an NCOALink® Limited Service Provider License from USPS.

How long have you been in business?

Sebis was founded and has been in business since 1989. Over the past **35 years**, Sebis has implemented multiple document management services and software that are provided to organizations all across the U.S. These services and technologies include utility paper and electronic billing and revenue cycle processes, municipality vehicle tax services software, the Access Direct CRM web system, insurance document kit storefronts, and much more.

Have you done business with the City of Flint?

No, Sebis has not previously worked with the City of Flint.

EXHIBIT C – DISCLOSURE OF SUPPLIER RESPONSIBILITY STATEMENT

1. List any convictions of any person, subsidiary, or affiliate of the company, arising out of obtaining, or attempting to obtain a public or private contract, or subcontract, or in the performance of such contract or subcontract.

None to report.

2. List any convictions of any person, subsidiary, or affiliate of this company for offenses such as embezzlement, theft, fraudulent schemes, etc. or any other offense indicating a lack of business integrity or business honesty which affect the responsibility of the contractor.

None to report.

3. List any convictions or civil judgments under state or federal antitrust statutes.

None to report.

4. List any violations of contract provisions such as knowingly (without good cause) to perform, or unsatisfactory performance, in accordance with the specifications of a contract.

None to report.

5. List any prior suspensions or debarments by any government agency.

None to report.

6. List any contracts not completed on time.

None to report.

7. List any documented violations of federal or state labor laws, regulations or standards, or occupational safety and health rules.

None to report.

**❖ EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM
THE LAST 5 YEARS**

Providing the following contact information enables the City of Flint to contact those accounts as references.

Reference #1:

Company/Municipality: City of Chicago
Contact Person: Katherine Wheeler Title: Deputy Director
Address: 333 South State St Room 330
City: Chicago State: IL Zip: 60604
Telephone: 312-747-9640 Fax: _____
Email: Katherine.wheeler@cityofchicago.org
Type of Project: Document services for the Chicago Water Utility, Department of Finance Tax and Accounts Receivable, Streets & Sanitation, Planning & Development, and others.
Project Timeline (Dates): October 2013 - Present Budget: \$6MM per year

Reference #2:

Company/Municipality: Village of Oak Lawn
Contact Person: Ms. Charlene Lane Title: Utility Billing Administrator
Address: 9446 Raymond Ave
City: Oak Lawn State: IL Zip: 60453
Telephone: 708-499-7746 Fax: _____
Email: clane@oaklawn-il.gov
Type of Project: Sebis Direct provides full life cycle management of the billing cycle for all Village of Oak Lawn water utility.
Project Timeline (Dates): August 2013 – Present Budget: \$10M per year

❖ **EXHIBIT D – LIST OF REFERENCES: (3) SIMILAR SCOPE OF WORK FROM
THE LAST 5 YEARS (CONTINUES)**

Reference #3:

Company/Municipality: Village of Park Forest Utility Billing

Contact Person: Mary Gott Title: Utility Billing Supervisor

Address: 350 Victory Lane

City: Park Forest State: IL Zip: 60466

Telephone: 708-283-5636 Fax: _____

Email: mgott@vopf.com

Type of Project: Sebis Direct provides full life cycle management of the billing cycle, including electronic bill presentation, for all Village of Park Forest water utility.

Project Timeline (Dates): August 2013 – Present Budget: \$32M per year

❖ EXHIBIT E – CERTIFICATE OF INSURANCE

INSURANCE REQUIREMENTS

The Contractor shall notify all insurance agents and companies retained by the Contractor that these insurance requirements shall be included in any Agreement between the Contractor and the City of Flint.

The Contractor shall purchase and maintain, at its sole expense and as long as it is providing services to the City, the following insurance coverage:

Commercial General Liability - Occurrence form, including coverage for bodily injury, personal injury, property damage (broad form), premises/operations, blanket contractual, and products/completed operations. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- \$1,000,000 per occurrence/\$2,000,000 general aggregate
- \$2,000,000 aggregate for products and completed operations
- \$1,000,000 personal and advertising injury

Automobile - Michigan "no-fault" coverage, and residual automobile liability, comprehensive form, covering owned, hired, and non-owned automobiles. Coverage shall be endorsed to include the City as an additional insured for work performed by the Contractor in accordance with the Agreement.

Minimum Limits:

- No-fault coverages - statutory
- \$500,000 per person/\$1,000,000 per accident - bodily injury
- \$500,000 per occurrence - property damage
- A combined single limit of \$1,000,000 per occurrence

Workers' Compensation and Employer's Liability- Statutory coverage or proof acceptable to the City of approval as a self-insurer by the State of Michigan.

❖ **EXHIBIT E – CERTIFICATE OF INSURANCE (CONTINUES)**

Minimum Limits:

- Workers' Compensation - statutory
- Employer's Liability - \$100,000 each accident/\$100,000 disease - each employee
- \$500,000 disease - policy limit

Professional Liability – Covering acts, errors or omissions of a professional nature committed or alleged to have been committed by the Contractor or any of its subcontractors. Coverage shall be effective upon the date of the Agreement and shall remain effective for a period of three (3) years after the date of final payment thereunder. Such coverage shall be endorsed to include any subcontractors hired by the City.

Minimum Limits:

- \$1,000,000 per occurrence, \$1,000,000 annual aggregate

Insurance coverage shall cover all claims against the City of Flint, its officials and employees, arising out of the work performed by the Contractor or any subcontractors under the Agreement. Should any work be subcontracted, it shall be the responsibility of the Contractor to maintain Independent Contractor's Protective Liability Insurance with limits equal to those specified above for Commercial General Liability Insurance. In addition, the Contractor shall provide proof of Workers' Compensation Insurance for all subcontractors in compliance with the required statutory limits of the State of Michigan.

Said policies of insurance shall be with companies licensed to do business in the State of Michigan and in a form satisfactory to the City. All insurance companies must maintain a rating of B+, VIII or better from AM. Best Company. Certificates of insurance with a thirty-(30) day cancellation clause shall be filed with and approved by the City at least five (5) days in advance of commencing work under the Agreement. Cancellation, material restriction, non-renewal or lapse of any of the required policies shall be grounds for immediate termination of the Agreement by the City.

The City reserves the right to request a complete certified copy of the policies for the above coverage's.

Any reduction or exhaustion in the limits of required insurance coverage shall not be deemed to limit the indemnification afforded in accordance with the Agreement or any amendments thereto.

Depending on the subject matter of the transaction, the City may require other insurance coverage in addition to the coverage's contained herein.

THE BID NUMBER IS TO APPEAR ON ALL INSURANCE CERTIFICATES

❖ EXHIBIT G - CITY OF FLINT AFFIDAVIT

FOR CORPORATION

STATE OF ILLINOIS

S.S.

COUNTY OF COOK

ANVYA SANDERS being duly sworn, deposes and says that she/he/they
is CAMPAIGN COORDINATOR of SEBIS DIRECT, INC.

(Official Title)

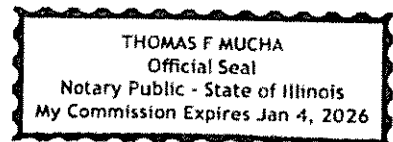
(Name of Corporation)

a corporation duly organized and doing business under the laws of the State of ILLINOIS
the corporation making the within and foregoing bid; that they executed said bid in behalf of said corporation by
authority of its Board of Directors; that said bid is genuine and not sham or collusive and is not made in the
interests of or on behalf of any person not herein named, and that they have not and said bidder has not directly
or indirectly induced or solicited any other person or corporation to refrain from bidding; that they have not and
said bidder has not in any manner sought by collusion to secure to themselves or to said corporation an advantage
over other bidders.

Subscribed and sworn to before me at SEBIS DIRECT INC., in said County and State,
this 4th day of MARCH, A.D. 20 25.

Thomas F. Mucha

*Notary Public, ILLINOIS County, COOK
My Commission expires JANUARY 4th, 2026



BID ANALYSIS FORM

Interested vendors are to complete this document and submit it as part of their bid packet.

Section A- Tax Bills

Item #	Description	Year 1 Award date - 7/1/25- 6/30/26 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Summer Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of tax bill to include 2 page 4-part coupon, 1 for payment in full, and 1 for each installment with due dates of 7/31, 10/31, and 2/28, as outlined in specification of this bid. One mailing only that is received by citizens by 7/1 of each year. Vendor is to price for approximately 40,000 bills.	.178 / each 40,000 x 0.178 = \$ 7,120.00	.178 / each 40,000 x 0.178 = \$ 7,120.00	.185 / each 40,000 x 0.185 = \$ 7,400.00	\$ 21,640.00
2	Winter Property Tax Bill - Furnish as requested for the period through 6/30/28 the printing, sorting, and mailing of 1 page 2-part tax bill that is to be received by citizens by 12/1 with a bill reflecting a due date of 2/14. One mailing of approximately 40,000 bills.	.103 / each 40,000 x .103 = \$ 4,120.00	.103 / each 40,000 x .103 = \$ 4,120.00	.107 / each 40,000 x .107 = \$ 4,280.00	\$ 12,520.00
3	Grand Total - Item 1 + Item 2	\$ 11,240.00	\$ 11,240.00	\$ 11,680.00	\$ 34,160.00

Section B – Water Bills and Shutoff Notices

Item #	Description	Year 1 Award date – 6/30/25 (A)	Year 2 07/01/26- 06/30/27 (B)	Year 3 07/01/27- 06/30/28 (C)	Total – 3 Year (A+B+C)
1	Water Bills - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of water bill as outlined in specification of this bid. Approximately 30,000 bills are sent out each month. 9 cycles of bills mailed throughout each month. Vendor is to provide pricing to perform work on a monthly basis.	.045 / each 30,000 x 0.045 = \$1,350 /month /mth.	.045 / each 30,000 x 0.045 = \$1,350 /month /mth.	.047 / each 30,000 x 0.047 = \$1,410 /month /mth.	\$ 4,110 /month /mth.
2	Shutoff Notices - Furnish as requested for the period through 6/30/28 printing, sorting, and mailing of shutoff notices on a weekly basis. Vendor is to provide pricing to perform work on a monthly basis based on sending out 500-2000 notices a week.	.103 / each 500 x 0.103 x 4 wks = \$206.00 2000 x 0.103 x 4 wks = \$824.00 \$206 - \$824 /mth.	.103 / each 500 x 0.103 x 4 wks = \$206.00 2000 x 0.103 x 4 wks = \$824.00 \$206 - \$824 /mth.	.107 / each 500 x 0.107 x 4 wks = \$214.00 2000 x 0.107 x 4 wks = \$1,040.00 \$214 - \$856 /mth.	\$ 626 - \$ 2,504 /month /mth.
3	Grand Total - Item 1 + Item 2	\$ 1,556 - \$ 2,174 / month	\$ 1,556 - \$ 2,174 / month	\$ 1,624 - \$ 2,266 / month	\$ 4,736 - \$ 6,614 / month

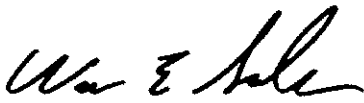
Closing

Sebis Direct provides the capacity, technical skill, automation, compliance, and experience to be carefully considered for this critical application. All processes and tasks are performed in a fully accountable and secure environment.

This proposal outlines a business process solution that utilizes the latest technology, best practices and work-flow to provide timeliness, security, integrity and the reliability that will exceed the City of Flint's expectations.

This engagement will also propagate beyond the production of paper documents into a partnership of constant improvement and modernization of the business processes related to document management and delivery throughout the enterprise.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'Wes Sanders', written in a cursive style.

Wes Sanders
President

LARA Corporations Online Filing System

Department of Licensing and Regulatory Affairs

ID Number: 803393313

[Request certificate](#)[Return to Results](#)[New search](#)Summary for: **SEBIS DIRECT INC.**The name of the **FOREIGN PROFIT CORPORATION**: SEBIS DIRECT INC.

Entity type: FOREIGN PROFIT CORPORATION

Identification Number: 803393313

Date of Qualification in Michigan: 05/21/2025

Incorporated under the laws of: the state of Illinois

Purpose:

Term: Perpetual

Most Recent Annual Report:

Most Recent Annual Report with Officers & Directors:

The name and address of the Resident Agent:

Resident Agent Name: REGISTERED AGENTS INC
 Street Address: 2222 W GRAND RIVER AVE
 Apt/Suite/Other: STE A
 City: OKEMOS State: MI Zip Code: 48864

Registered Office Mailing address:

P.O. Box or Street Address: 2222 W GRAND RIVER AVE
 Apt/Suite/Other: STE A
 City: OKEMOS State: MI Zip Code: 48864

Acts Subject To: 284-1972 Business Corporation Act

Total Authorized Shares	Shares Attributable to Michigan	Most Recent Apportionment %	Year Ending
1,000	60,000		

View filings for this business entity:

ALL FILINGS
 ANNUAL REPORT/ANNUAL STATEMENTS
 CERTIFICATE OF CORRECTION
 CERTIFICATE OF CHANGE OF REGISTERED OFFICE AND/OR RESIDENT AGENT
 RESIGNATION OF RESIDENT AGENT
 CERTIFICATE OF ASSUMED NAME

[View filings](#)

Comments or notes associated with this business entity:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/13/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kelly Assurance 4544 W 103rd St Oak Lawn IL, 60453	CONTACT NAME: Matthew Kelly PHONE (A/C, No, Ext): 708-578-2470 E-MAIL ADDRESS: matthew@kellyassure.com FAX (A/C, No):												
INSURED Sebis Direct Inc, SD Property Holding LLC 6516 W. 74th Street Bedford Park IL 60638	INSURER(S) AFFORDING COVERAGE <table><tr><td>INSURER A: The Hartford</td><td>NAIC # 37478</td></tr><tr><td>INSURER B: Travelers</td><td>19038</td></tr><tr><td>INSURER C: Coalition/Munich</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER A: The Hartford	NAIC # 37478	INSURER B: Travelers	19038	INSURER C: Coalition/Munich		INSURER D:		INSURER E:		INSURER F:	
INSURER A: The Hartford	NAIC # 37478												
INSURER B: Travelers	19038												
INSURER C: Coalition/Munich													
INSURER D:													
INSURER E:													
INSURER F:													

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	x	83SBAAG9KX8	07/18/2024	07/18/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 2,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 10,000</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 4,000,000</td></tr><tr><td>PRODUCTS - COMPROP AGG</td><td>\$ 4,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 4,000,000	PRODUCTS - COMPROP AGG	\$ 4,000,000		\$
EACH OCCURRENCE	\$ 2,000,000																			
DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000																			
MED EXP (Any one person)	\$ 10,000																			
PERSONAL & ADV INJURY	\$ 2,000,000																			
GENERAL AGGREGATE	\$ 4,000,000																			
PRODUCTS - COMPROP AGG	\$ 4,000,000																			
	\$																			
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		83UECAC2895	07/18/2024	07/18/2025	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000																			
BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
	\$																			
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		83SBAAG9KX8	07/18/2024	07/18/2025	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 1,000,000</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	AGGREGATE	\$ 1,000,000		\$								
EACH OCCURRENCE	\$ 1,000,000																			
AGGREGATE	\$ 1,000,000																			
	\$																			
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	UB - 006Y463337	07/18/2024	07/18/2025	<table><tr><td><input checked="" type="checkbox"/> PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	<input checked="" type="checkbox"/> PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000						
<input checked="" type="checkbox"/> PER STATUTE	OTH-ER																			
E.L. EACH ACCIDENT	\$ 1,000,000																			
E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000																			
E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																			
A	Employment Practices Liability Ins		83SBAAG9KX8	07/18/2024	07/18/2025	Each Claim: \$25,000 Agg Limit: \$25,000														
C	Cyber Insurance/Prof Liability		C-4LPY-043870-CYBER-2024	07/18/2024	07/18/2025	\$5,000,000/\$5,000,000														

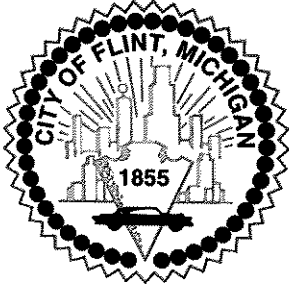
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

- | | | | | | |
|--------------------------------------|-------------|----------|-------------|--------------------|-----------|
| 1. Employee Theft | \$4,000,000 | \$25,000 | A. Fidelity | Limit Of Insurance | Retention |
| 2. ERISA Fidelity | \$1,000,000 | \$0 | | | |
| 3. Employee Theft of Client Property | \$4,000,000 | \$25,000 | | | |
- Location 1: 6516 W 74th Street, Bedford Park IL, 60638, Replacement Cost \$10,132,000
Location 2: 1050-1100 Valley Belt Rd, Independence, OH 44131-1433 Replacement Cost \$7,981,000
Location 3: 6247 W 74TH ST BEDFORD PARK, IL 60638-6120 Replacement Cost \$4,957,000

CERTIFICATE HOLDER**CANCELLATION**

Sebis Direct Inc SD Property Holdings LLC SD Property Hold 6516 W 74th St Chicago IL, 60638	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Matthew J Kelly</i>
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250184-T

RESOLUTION NO.: _____

PRESENTED: 6-4-2025

ADOPTED: _____

**RESOLUTION APPROVING SETTLEMENT OF
DIAMOND M. JACKSON v MATTHEW PORTER**

BY THE CITY ADMINISTRATOR:

An Executive Session is being requested in the referenced matter on Wednesday, June 4, 2025 in accordance with MCL 15.268(e) of the Open Meetings Act; and

Plaintiff Diamond M. Jackson has accepted the City of Flint's settlement offer pending City Council approval; and

Although the City of Flint admits no liability in the claim filed by plaintiff, the Department of Law recommends settling all claims for \$175,000.00.

IT IS RESOLVED that the Flint City Council approves settlement in Case Number 24-cv-12189, in the amount of \$175,000.00, in satisfaction of any and all claims arising from said matter. Payment shall be drawn from appropriated funds from Account Number: 677-266.200-956.300.

For the City

For City Council

Clyde Edwards, City Administrator

APPROVED AS TO FORM:

APPROVED AS TO FINANCE:

Joanne Gurley, City Attorney

Phillip Moore, Chief Financial Officer

250185-T

RESOLUTION NO. _____

PRESENTED: 6-4-2025

ADOPTED: _____

RESOLUTION TO REALLOCATE \$100,000.00 OF ARPA FUNDING TO FRANKLIN AVENUE MISSION, EASTSIDE COMPASSIONATE MISSION CENTER, ST MARK MISSIONARY BAPTIST CHURCH'S COMMUNITY OUTREACH, AND CHRISTIAN LOVE FAITH CENTER FOR FOOD ACCESS AND FOOD SYSTEM SUPPORT

BY THE CITY COUNCIL:

WHEREAS, The City of Flint received funds pursuant to the American Rescue Plan Act of 2021 (ARPA), which could be utilized by the City for defined purposes. In 2023, the City of Flint obligated all of ARPA funding received, of which approximately \$40 million was obligated as "revenue replacement"; and

WHEREAS, City Council recommends reallocating \$100,000.00 in ARPA funding, previously obligated for revenue replacement, to provide funding to Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center, in the amount of \$25,000.00 to each organization; and

WHEREAS, The funding is to be utilized by Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center for Food Access and Food System Support for the residents of Flint.

IT IS RESOLVED, that the appropriate City Officials are hereby authorized to do all things necessary, including executing any necessary agreements, to appropriate \$25,000.00 in funding to each of the following organizations, Franklin Avenue Mission, Eastside Compassionate Mission Center, St. Mark Missionary Baptist Church's Community Outreach, and Christian Love Faith Center, for a total of \$100,000.00, for Food Access and Food System Support. Before the funds are spent, the City of Flint's ARPA administration, compliance, and implementation firm shall review and ensure compliance with the latest US Department of Treasury final rules.

APPROVED AS TO FORM:

APPROVED BY CITY COUNCIL:

JoAnne Gurley, Chief Legal Officer

250189-T



RESOLUTION NO.: _____

PRESENTED: 4-4-2025

ADOPTED: _____

RESOLUTION APPROVING A LEASE OF A PORTION OF THE MCKINLEY CENTER TO THE GENESEE CONSERVATION DISTRICT ORGANIZATION

BY THE MAYOR:

WHEREAS, the City of Flint owns the McKinley Center, located at 249 Peer Avenue in the City of Flint; and

WHEREAS, the Genesee Conservation District ("GCD") has received a federal grant for a comprehensive tree management program; and

WHEREAS, GCD seeks to enter into a new lease agreement to occupy a portion of the McKinley Center as its central office to implement a tree-planting program and provide tree sustainability workshops for the community; and

WHEREAS, GCD agrees to pay the City of Flint \$1,400.00 per month for a term of 24 months renewable for additional years for the duration of the grant funding.

THEREFORE, IT IS RESOLVED that the Flint City Council approves the lease by and between the City of Flint and the Genesee Conservation District, on the previously mentioned terms, and authorizes the appropriate City of Flint official to enter into and execute such a lease.

APPROVED BY CITY COUNCIL:

APPROVED BY THE MAYOR:

Sheldon A. Neeley, Mayor

APPROVED AS TO FORM:

JoAnne Gurley, City Attorney