

# **City of Flint, Michigan**

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



## **Meeting Agenda - Final**

**Wednesday, January 23, 2019**

**5:00 PM**

**Committee Room**

### **GRANTS COMMITTEE**

*Jerri Winfrey-Carter, Chairperson, Ward 5*

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

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

*Inez M. Brown, City Clerk*

## ROLL CALL

## ADDITIONS/CHANGES TO AGENDA

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

## RESOLUTIONS

**190013** CO#1/Contract/EMAR Construction/Repairs to Single-Family Homes/1318 West Moore Street/1414 West Moore Street

Resolution resolving that the appropriate city officials are authorized to execute Change Order #1 to increase the EMAR Construction contract for 1318 West Moore Street and 1414 West Moore Street, Contract #18-012, by \$24,557.00, for a total revised amount of \$72,491.00, as requested by the Division of Community and Economic Development [Planning & Development General Fund Acct. No. 101-371.209-801.000.] [NOTE: The repair services were procured using Community Development Block Grant (CDBG) Funds, however, the properties suffered vandalism while sitting vacant and must be repaired before they can be sold. Since CDBG funds cannot be used again on the same properties, the money will come from Planning & Development's General Fund.]

**190014** CO#1/Contract/EMAR Construction/Repairs to Three (3) Single-Family Homes/Smith Village

Resolution resolving that the appropriate city officials are authorized to execute Change Order #1 to increase the EMAR Construction contract (for three single-family homes in Smith Village), Contract #18-108, by \$27,556.00, for a total revised amount of \$81,233.00, as requested by the Division of Community and Economic Development [Planning & Development General Fund Acct. No. 101-371.209-801.000.] [NOTE: The repair services were procured using Community Development Block Grant (CDBG) Funds, however, the properties suffered vandalism while sitting vacant and must be repaired before they can be sold. Since CDBG funds cannot be used again on the same properties, the money will come from Planning & Development's General Fund.]

## OLD, OUTSTANDING DISCUSSION ITEMS

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

Referral by Councilperson Fields to ADMIN/PLANNING & DEVELOPMENT, re: She would like monthly reports on grant funding - both spent and unspent funds - for CDBG, HOME and ESG. [Referral Action Date: 1/18/2017 @ Grants Committee Meeting.]

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

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

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

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

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

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

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

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

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

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

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

## **NEW BUSINESS**

## **ADJOURNMENT**

190013

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

PRESENTED: 1-23-19

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

Resolution Authorizing the Division of Community and Economic Development to execute Change Order #1 to increase the existing EMAR Construction contract 18-012 by \$24,557.00 for a contract total of \$72,491.00.

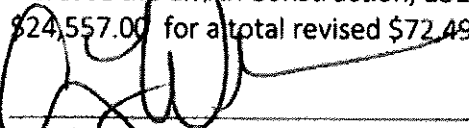
BY CITY COUNCIL:

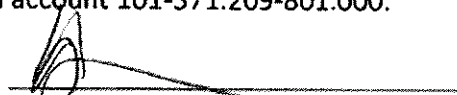
The Division of Community and Economic Development procured repair services for the single-family homes located at 1318 and 1414 W Moore Street (Duplex) in the City of Flint. While completing the repair work to the homes to the construction specifications as written, the contractor identified additional work that needed to be completed to sell the properties. The current amount of the existing contract is \$47,934.00.


The property suffered vandalism while sitting vacant and only having a security alarm system in place. This has necessitated work to allow for the properties to proceed to sale. Prior rehab work was done utilizing CDBG Funds, preventing the use of further Federal Funds for the same work. It is necessary to utilize general funds to allow for completion of the work, the homes sold to income-qualified buyers, and the grant activity subsequently closed out, preventing a repayment of any federal funds already put into the homes.

Funds for the program are available in the Planning and Development General Fund Account in the amount of \$24,557.00, account 101-371.209-801.000.

IT IS RESOLVED, that appropriate City officials are authorized to execute Change Order #1 to increase the EMAR Construction, 1318 W Moore and 1414 W Moore contract 18-012 by \$24,557.00 for a total revised \$72,491.00 in account 101-371.209-801.000.

  
\_\_\_\_\_  
Arigela Wheeler  
Chief Legal Officer

  
\_\_\_\_\_  
Hughey Newsome  
Chief Financial Officer

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

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

RESOLUTION STAFF REVIEW FORM

DATE: January 15, 2019

Agenda Item Title:

Resolution Authorizing the Division of Community and Economic Development to execute Change Order #1 to increase the existing EMAR Construction contract 18-012 by \$24,557.00 for a contract total of \$72,491.00.

Prepared By: Sarah Quellmalz, HOME Program Manager

Requestor: Department of Planning and Development

Background/Summary of Proposed Action:

The Division of Community and Economic Development procured repair services for the single-family homes located at 1318 and 1414 W Moore Street (Duplex) in the City of Flint. While completing the repair work to the homes to the construction specifications as written, the contractor identified additional work that needed to be completed to sell the properties. The current amount of the existing contract is \$47,934.00.

The property suffered vandalism while sitting vacant and only having a security alarm system in place. This has necessitated work to allow for the properties to proceed to sale. Prior rehab work was done utilizing CDBG Funds, preventing the use of further Federal Funds for the same work. It is necessary to utilize general funds to allow for completion of the work, the homes sold to income-qualified buyers, and the grant activity subsequently closed out, preventing a repayment of any federal funds already put into the homes.

Financial Implications:

Funding in the amount of \$24,557.00 is available in Planning & Development General Fund account 101-371.209-801.000.

Budgeted Expenditure: Yes  No  Please explain, if no:

Account #: Reviewed and approved by C. Dotson

\$24,577.00 is currently available in 101-371.209-801.000.

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

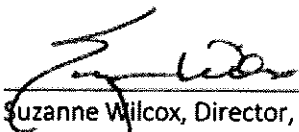
Pre-encumbered: Yes  No

Requisition #: 190001394

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

Staff Recommendation: Staff recommends approval of this resolution.

APPROVAL

  
Suzanne Wilcox, Director, Planning and Development

**RESOLUTION REVIEW FORM**

FROM:                       
CED  
Division

DATE NO. January 15, 2019  
19-0003  
Law Office Login #

RESOLUTION NAME: **Resolution Authorizing the Division of Community and Economic Development to execute Change Order #1 to increase the existing EMAR Construction contract 18-012 by \$24,557.00 for a contract total of \$72,491.00.**

Date in:                     

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

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

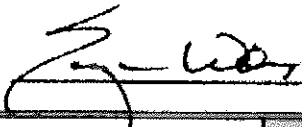
By: Sarah Quellmalz  
Program Manager 

DATE: 1/15/19  
(Date)

Date in:                     

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

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

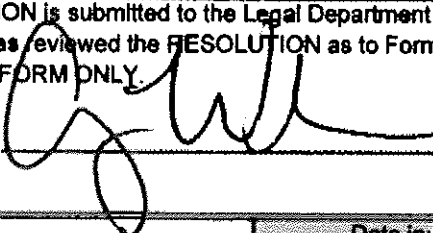
By: Suzanne Wilcox  
Director 

DATE: 1/15/18  
(Date)

Date in:                     

**3. RESOLUTION REVIEW - LEGAL**

The attached RESOLUTION is submitted to the Legal Department for Approval as to FORM ONLY. The Legal Department has reviewed the RESOLUTION as to Form on 1/15/19 and by signing this form approves as to FORM ONLY. (Date)

By: Angela Wheeler  
Chief Legal Officer 

DATE: 1/15/19

Date in:                     

**4. RESOLUTION REVIEW - FINANCE**

The attached RESOLUTION is submitted to the FINANCE Department for approval as to FINANCE COMPLIANCE: The Finance Department reviewed this RESOLUTION, on 1/16/19 and by signing this form approves as to FINANCE COMPLIANCE. (Date)

By: Hughey Newsome  
Chief Financial Officer 

DATE: 1/16/19

190014

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

PRESENTED: 1-23-19

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

Resolution Authorizing the Division of Community and Economic Development to execute Change Order #1 to increase the existing EMAR Construction(Phillip Johnson) contract 18-108 for vandalism repairs at 1405 Chippewa, 470 E Wood, and 1508 Donald by \$27,556.00 for a total contract of \$81,233.00.

BY CITY COUNCIL:

The Division of Community and Economic Development procured repair services for Three (3) single-family homes located in Smith Village in the City of Flint. While completing the repair work to the homes to the construction specifications as written, the contractor has identified additional work that is needed prior the closing of sale on the remaining addresses, all of which are set to close as soon as these repairs are completed. The amount of the existing contract is \$53,677.00.


The property suffered vandalism while sitting vacant. This has necessitated work to be completed that will allow for the properties to proceed to closing. Prior rehab work was done utilizing Federal Grant Funds, preventing the use of further Federal Grant Funds for the same work. It is necessary to utilize general funds to allow for completion of the work, the homes sold to the identified income-qualified buyers, and the grant activity to subsequently be closed out, preventing a repayment of any federal funds already put into the homes.

Funds for the program are available in Planning and Development General Fund Account in the amount of \$27,556.00, account number 101-371.209-801.000.

IT IS RESOLVED, that appropriate City officials are authorized to execute Change Order #1 to increase the EMAR Construction(Phillip Johnson) contract 18-108 by \$27,556.00 for a total revised amount of \$81,233.00 in account 101-371.209-801.000.

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

  
\_\_\_\_\_  
Hughey Newsome  
Chief Financial Officer

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

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

RESOLUTION STAFF REVIEW FORM

DATE: January 15, 2019

Agenda Item Title:

Resolution Authorizing the Division of Community and Economic Development to execute Change Order #1 to increase the existing EMAR Construction(Phillip Johnson) contract 18-108 for vandalism repairs at 1405 Chippewa, 470 E Wood, and 1508 Donald by \$27,556.00 for a total contract of \$81,233.00.

Prepared By: Sarah Quellmalz, HOME Program Manager

Requestor: Department of Planning and Development

Background/Summary of Proposed Action:


The Division of Community and Economic Development procured repair services for Three (3) single-family homes located in Smith Village in the City of Flint. While completing the repair work to the homes to the construction specifications as written, the contractor has identified additional work that is needed prior the closing of sale on the remaining addresses, all of which are set to close as soon as these repairs are completed. The amount of the existing contract is \$53,677.00.

The property suffered vandalism while sitting vacant. This has necessitated work to be completed that will allow for the properties to proceed to closing. Prior rehab work was done utilizing Federal Grant Funds, preventing the use of further Federal Grant Funds for the same work. It is necessary to utilize general funds to allow for completion of the work, the homes sold to the identified income-qualified buyers, and the grant activity to subsequently be closed out, preventing a repayment of any federal funds already put into the homes.

Financial Implications:

Funding in the amount of \$27,556.00 is available in Planning & Development General Fund accounts.

Budgeted Expenditure: Yes  No  Please explain, if no:

Account #: Reviewed and approved by C. Dotson   
\$27,556 is currently available in 101-371.209-801.000.

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

Pre-encumbered: Yes  No  Requisition #: 190001396

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

Staff Recommendation: Staff recommends approval of this resolution.

APPROVAL

  
Suzanne Wilcox, Director, Planning and Development



**RESOLUTION REVIEW FORM**

FROM:                       
CED  
Division

DATE January 15, 2019  
NO. 19-8004  
Law Office Login #

RESOLUTION NAME: Resolution Authorizing the Division of Community and Economic Development to execute Change Order #1 to increase the existing EMAR Construction(Phillip Johnson) contract 18-108 for vandalism repairs at 1405 Chippewa, 470 E Wood, and 1508 Donald by \$27,556.00 for a total contract of \$81,233.00.

Date in:                     

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

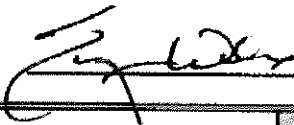
The attached RESOLUTION is approved by a Program Manager in the Division. By signing, the Program Manager approves this resolution to be processed for signatures.

By: Sarah Quellmalz  DATE: 1/15/19  
Program Manager (Date)

Date in:                     

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

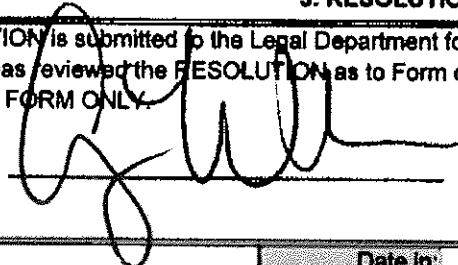
The attached RESOLUTION is approved by the DPD Director. By signing, the DPD Director approved this resolution to be processed for signatures.

By: Suzanne Wilcox  DATE: 1/15/18  
Director (Date)

Date in:                     

**3. RESOLUTION REVIEW - LEGAL**

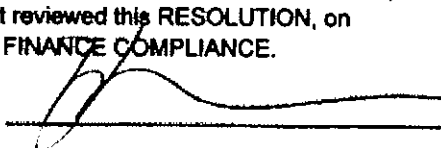
The attached RESOLUTION is submitted to the Legal Department for Approval as to FORM ONLY:  
The Legal Department has reviewed the RESOLUTION as to Form on 1/15/19, and by signing  
this form approves as to FORM ONLY. (Date)

By: Angela Wheeler  DATE: 1/15/19  
Chief Legal Officer

Date in:                     

**4. RESOLUTION REVIEW - FINANCE**

The attached RESOLUTION is submitted to the FINANCE Department for approval as to FINANCE COMPLIANCE:  
The Finance Department reviewed this RESOLUTION, on 1-16-19 and by signing  
this form approves as to FINANCE COMPLIANCE. (Date)

By: Hughey Newsome  DATE: 1-16-19  
Chief Financial Officer