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**EMERGENCY MANAGER  
CITY OF FLINT  
GENESEE COUNTY MICHIGAN**

**ORDER No. 4**

**PROCEDURE FOR SUBMISSION OF  
RESOLUTIONS AND ORDINANCES**

BY THE POWER AND AUTHORITY VESTED IN THE EMERGENCY MANAGER ("EMERGENCY MANAGER) FOR THE CITY OF FLINT, MICHIGAN ("CITY") PURSUANT TO MICHIGAN'S PUBLIC ACT 4 OF 2011, THE LOCAL GOVERNMENT AND SCHOOL DISTRICT FISCAL ACCOUNTABILITY ACT, ("PA 4"); MICHAEL BROWN, THE EMERGENCY MANAGER, ISSUES THE FOLLOWING ORDER:

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On March 16, 2011, the Local Government and School District Fiscal Accountability Act, Public Act 4 of 2011, ("Public Act 4") was enacted to safeguard and assure the fiscal accountability of units of local government; to preserve the capacity of units of local government to provide or cause to be provided necessary services essential to the public health, safety and welfare of citizens; and

Governor Rick Snyder appointed Michael Brown as the Emergency Manager for the City of Flint on November 28, 2011, and his contract was approved by the State Treasurer on November 29, 2011; and

Pursuant to Public Act 4, the Emergency Manager has broad powers in receivership to rectify the financial emergency and to assure the fiscal accountability of the City of Flint and its capacity to provide or cause to be provided necessary services essential to the public health, safety and welfare; and

Pursuant to Public Act 4, the Emergency Manager acts in place of local officials, specifically the Mayor and City Council, unless the Emergency Manager delegates specific authority; and

Based on the foregoing, it is hereby ordered that the following procedure for submission of resolutions and ordinances be effective immediately:

**Procedure for Submission of Resolutions and Ordinances**

1. Resolutions and ordinances shall be prepared as follows:
  - A. Each department prepares proposed resolutions along with signed Staff Review Form.
  - B. Original of each shall be submitted to Maxine Murray, the Agenda Clerk, by established deadline, and signed in to log sheet at Mayor's Office front desk.
2. Agenda Clerk shall compile resolutions for the agenda in the following manner:
  - A. Verify basic requirements/accuracy of submissions.
  - B. Obtain necessary signatures from the Finance Director and Chief Legal Officer.
  - C. Assign each submission a dedicated number.
  - D. Enter each submission on a database (Excel spreadsheet) for recordkeeping purposes. This record will contain:
    1. Item number.
    2. Item type (AR-Administration Resolution, PR-Purchasing Resolution, CR-Council's Resolution, or AO-Administration Ordinance, etc.)
    3. Submission date.
    4. Disposition date.
    5. Disposed by.
    6. Disposition (enacted, referred to Council, failed, or postponed)
  - E. Transfer each submission to agenda form to the Emergency Manager – stamp each submission for Emergency Manager's direction/approval.
3. The Emergency Manager's Agenda shall be delivered on the Monday preceding the Project Meetings for his review.
4. Each department head shall attend each Project Meeting, and shall be informed and ready to provide any requested information on any submission involving their department.

5. During the Project Meeting, the Emergency Manager shall direct accordingly the disposition of each resolution, marking his decision and signature on each submission, and the Agenda Clerk shall write or stamp the date "Presented" and the date "Adopted" as required at the top of each resolution.
6. The Agenda Clerk shall prepare an Order for approval of the Emergency Manager for official notification of the disposition of each item submitted on the Agenda.
7. The Agenda Clerk shall prepare a separate, individual Order to indicate any ordinances adopted by the Emergency Manager. Any such ordinances shall be immediately forwarded to the City Clerk for publishing in their usual manner.
8. The Agenda Clerk shall transfer the disposition of each submission on the database, and shall keep safe the originals for future inspection.
9. The Agenda Clerk shall provide a copy of the Order and all disposed submissions to the City Clerk, for use in fulfillment of her duties as stated in the Charter, and for distribution to the City Council.
10. The Agenda Clerk shall provide a copy of the Order and each submission to the Information Systems Department for placement on the City's website.
11. Project Meetings shall be conducted every Tuesday at 8:00 a.m. in the Mayor's conference room.
12. The deadline for submission of any item to the Emergency Manager shall be Thursday at 12:00 p.m. for the up-coming Project Meeting. Untimely submissions will not be considered.

This Order may be amended, modified, repealed or terminated by any subsequent order issued by the Emergency Manager.

Dated: 12-8-11

By: Michael K. Brown  
Michael K. Brown  
Emergency Manager  
City of Flint

xc: State of Michigan Department of Treasury  
Mayor Dayne Walling  
Flint City Council  
Inez Brown, City Clerk