



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

ORDER No. 2

**PROCEDURE FOR SUBMISSION OF
RESOLUTIONS AND ORDINANCES**

BY THE POWER AND AUTHORITY VESTED IN THE EMERGENCY FINANCIAL MANAGER ("EMERGENCY FINANCIAL MANAGER") FOR THE CITY OF FLINT, MICHIGAN ("CITY") PURSUANT TO PUBLIC ACT 72 OF 1990, THE LOCAL GOVERNMENT FISCAL RESPONSIBILITY ACT, MCL 141.1201 *et seq* ("PUBLIC ACT 72"), EDWARD J. KURTZ, THE EMERGENCY FINANCIAL MANAGER, ISSUES THE FOLLOWING ORDER:

On May 15, 1990, the Local Government Fiscal Responsibility Act, Public Act 72 of 1990, ("Public Act 72") was enacted to provide for review, management, planning, and control of the financial operation of units of local government; to provide criteria to be used in determining the financial condition of a local government; to permit a declaration of the existence of a local government financial emergency and to prescribe the powers and duties of the governor, other state boards, agencies, and officials, and officials and employees of units of local government; and

On August 8, 2012, the Local Emergency Financial Assistance Loan Board appointed Edward J. Kurtz as the Emergency Financial Manager for the City of Flint; and

Pursuant to Public Act 72, the Emergency Financial Manager exercises the authority and responsibilities of the Mayor and City Council concerning the adoption, amendment, and enforcement of ordinances and resolutions affecting the financial condition of City of Flint; and

Pursuant to Public Act 72, the Emergency Financial Manager has the authority to approve or disapprove all outstanding financial obligations of the City of Flint; and

Pursuant to Public Act 72, the Emergency Financial Manager has the authority to approve or disapprove any appropriations, contract, expenditure or loan, the creation of any new position, or the filling of any vacancy in a permanent position by any appointing 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

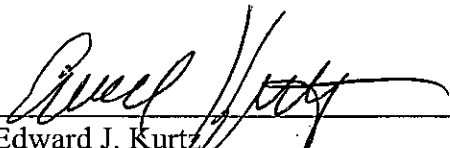
1. Resolutions and ordinances shall be prepared as follows:
 - A. Each department prepares proposed resolutions, along with signed Staff Review Forms, and obtains necessary signatures from the Finance Director and Chief Legal Officer.
 - B. Originals of each item shall be submitted to Maxine Murray, the Agenda Clerk, by the established deadline and signed in to a log sheet.
 - C. The deadline for submission of any item to the Emergency Financial Manager shall be Thursday at 12:00 noon for his consideration the following week. Untimely submissions will not be considered.
2. Agenda Clerk shall compile resolutions and ordinances in the following manner:
 - A. Verify basic requirements/accuracy of submissions.
 - B. Obtain necessary signatures from the City Administrator and/or Mayor.
 - 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 Pxostponed)
 - E. Transfer each submission to agenda form for the Emergency Financial Manager's direction/approval.
3. The Emergency Financial Manager's Review Agenda shall be delivered to him on the Monday preceding Core Team Meetings.
4. Core Team Meetings shall be conducted every Tuesday at 10:00 a.m. in the Mayor's conference room.
5. During the Core Team Meeting, the Emergency Financial Manager shall direct accordingly the disposition of each resolution or ordinance, marking his decision and signature on each submission. The Agenda Clerk shall write or stamp the date "Presented" and the date "Adopted" as required at the top of each resolution.
6. Project Management Team Meetings shall be conducted the first Tuesday of every month at 10:00 a.m. in the Mayor's conference room.
7. Each department head shall attend each Project Management Team Meeting, and shall be informed and ready to provide any requested information on any submission involving their department.
8. After the Core Team Meetings, the Agenda Clerk shall transfer the disposition of each submission onto the database, and shall keep safe the originals for future inspection.
9. The Agenda Clerk shall prepare a separate Emergency Financial Manager Agenda for official notification of the submission items as approved by the Emergency Financial Manager.
10. The Agenda Clerk shall immediately forward any ordinances adopted by the Emergency Financial Manager to the City Clerk for publishing in their usual manner.
11. The Agenda Clerk shall provide a copy of the Emergency Financial Manager's Approval Agenda 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.
12. The Agenda Clerk shall provide a copy of the Emergency Financial Manager's Approval Agenda and each submission to the Information Systems Department for placement on the City's website.

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

Dated: 8-23-12

By:



Edward J. Kurtz
Emergency Financial Manager
City of Flint

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

S:\P. Bade\EFM2012\Orders\Order.No.2 Resolutions.Process.2.doc