

Contact Us

Phone: 810.766.7146 – Civil Division
810.766.8993 – Criminal Division
Web: <https://www.cityofflint.com/legal/>

Directions

The City Attorney's Office – Civil Division is located at the Municipal Center across from the Genesee County Administration Building and County Jail between I-69 and 5th Street.

The City Attorney's Office -Criminal Division is located at the 67th District Central Court in the McCree Building at 630 S. Saginaw Street between 1st and 2nd Street.

Other Community Resources

YWCA of Greater Flint

Phone: 810.766.8994 – Victim Advocacy Program
810.238.SAFE-Domestic Violence & Sexual Assault Services
Web: <https://www.ywcaflint.org>

Secretary of State

Phone: 888.767.6424
Web: <https://www.michigan.gov/sos>

Legal Services of Eastern Michigan

Phone: 800.322.4512 & 810.234.2621
Web: <https://www.lsem-mi.org>



City of Flint Legal Department-Civil Division

1101 S. Saginaw Street
Flint, MI 48502, Third Floor

City of Flint Legal Department-Criminal Division

67th District Court, 5th Division
630 S. Saginaw Street
Flint, MI 48502



Dr. Karen W. Weaver
Mayor

Angela Wheeler
Chief Legal Officer

LEGAL DEPARTMENT SERVICES



CITY OF FLINT LEGAL DEPARTMENT

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Who We Are

The Legal Department provides legal services to City departments, employees, boards and elected officials, ranging from seminars and training, legal defense, policy review, contract review, legal opinions, mediation services, processing Freedom of Information Act Request (F.O.I.A), damage claims, ordinance and resolution review and revision.

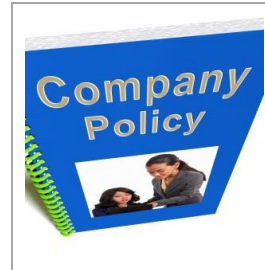
Legal Department Mission

Mission Statement:



Striving to provide quality and timely legal services, to protect the interests, assets and employees of the City, and to support the successful operation of City departments, all for the benefit of the City of Flint community and its residents.

Review of Proposals, Policies & Procedures, Contracts and other Legal Documents



The Legal Department staff is glad to assist your department with any and all legal documentation, from drafting to review and approval as to form. In addition to contracts and other documents as to form, Legal can assist with any and all updates to the policies and procedures within City departments, in order to reflect the most current practices as the City conducts business and as local, state or federal law changes.

Defense of the City and its Interests in Litigation and Candid, Confidential Advice to City Staff



The Legal Department staff is here to advise, assist, defend, and advocate for City employees, elected officials, and their departments when any lawsuit is filed against them in their official capacity. As the attorneys for the City, all communications made directly with the City Attorneys are confidential and privileged from disclosure to outside organizations, even as to copies of communications sought under F.O.I.A.

City Ordinance and Resolution Preparation and Review



The Legal Department is available to assist with the review and preparation of resolutions and ordinances consistent with the law.

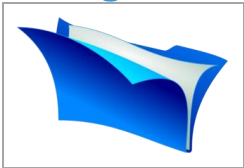
Legal Department Services

City Attorney's Office - Criminal Division



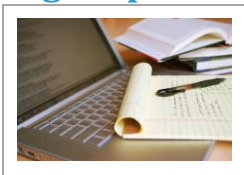
The City Attorney is the City's prosecutor and therefore initiates, on behalf of the People, cases arising from the provisions of the Charter or City ordinances. Attorney Kelly Kiertzner is assigned to the day-to-day operation of the City Attorney's Office Criminal Division and prosecutes all actions for the recovery of fines, penalties and restitution.

Damage Claims



When there is a claim of damage as a result of an agent of the City, the Legal Department reviews, investigates and evaluates claims submitted for compensation. A damage claim request form for sidewalk, pothole, or auto damage, among other general civil claims, may be found at website link <https://www.cityofflint.com/legal-2/damage-claim/>.

Legal Opinions



Whether it is on-the-spot, verbal feedback regarding a particular course of action, set of facts, or a detailed, written legal opinion as to the ramifications surrounding a change in the law as to specific City practices, the Legal Department provides an array of legal opinions on any legal topic affecting City business to Department heads, employees, City Administration, the City Clerk, and to the City Council.

Overview of Programs

Mediation Services



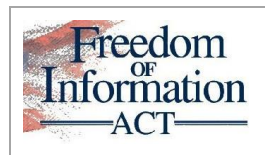
At times, interdepartmental disputes arise. Conflicts may take the form of a formal complaint, or even litigation in which a court, tribunal or other body makes a final binding decision. As an alternative to litigation, mediation is a voluntary, self-determining process that parties may participate in to have their grievances heard, and resolve their claims in a constructive and lasting manner.

Training/Seminars



The Legal Department may assist in updates to the law to keep departments, employees and City officials in compliance with local, state and federal laws. The Legal Department offers trainings, including on subjects such as compliance with F.O.I.A, the Open Meetings Act, Roberts Rules of Order, and the preservation of documents for litigation, among other topics upon request. These trainings are available throughout the year.

Freedom of Information Act (F.O.I.A.)



Under the Michigan Freedom of Information Act, with a written request for a public record, a person has a right to inspect, copy, or receive copies of the requested public record of the public body. As a result, the Legal Department reviews and processes requests for City documents under the F.O.I.A. Forms & general information about how requests may be filed is located at website link <https://www.cityofflint.com/legal-2/foia/>.

Legal Department Team Members

Staffed to Meet Your Department's Legal Needs

The Legal Department is made up of the Chief Legal Officer Angela Wheeler, Assistant City Attorney William "Bill" Kim, Assistant City Attorney Reed Eriksson, Assistant City Attorney Whitney Frazier-Jenkins, Assistant City Attorney Kelly Kiertzner, Assistant City Attorney Harrell Millhouse, Paralegal Jennifer Delaney, and Litigation Assistant Victoria Cooper.

Angela Wheeler, Chief Legal Officer

Primary Department Assignments: City Administration, Flint City Council, Human Resources/Labor Relations (HR/LR), Purchasing, Information Technology, Utilities, Communications and Public Relations, Public Health, Water Service Center, Finance

Contact Information: awheeler@cityofflint.com/810.237.2075

William "Bill" Kim, Assistant City Attorney

Primary Department Assignments: Police, Lock up, Fire, Facilities/Building & Grounds, Transportation

Back up Support Departments: Utilities, Information Technology, Communications & Public Relations, Purchasing, Water Pollution Control, Water Treatment Plant, Engineering, Towing, Impound & Forfeitures

Contact Information: wkim@cityofflint.com/810.237.2079

Kelly Kiertzner, Assistant City Attorney

Primary Department Assignments: , District Court, F.O.I.A., MDCR Complaints

Contact Information: kkiertzner@cityofflint.com /810.237.2080

Reed Eriksson, Assistant City Attorney

Primary Department Assignments: Planning and Development, Assessment, Water Pollution Control, Water Treatment Plant, City Clerk's Office, Towing, Impound & Forfeitures, Engineering, HR/LR Labor Arbitration (FPOA)

Back up Support Departments: Blight, District Court, Public Health, Transportation, HR/LR Labor Arbitration (1600/1799)

Contact Information: reriksson@cityofflint.com/810.237.2078

Whitney Frazier-Jenkins, Assistant City Attorney

Primary Department Assignments: Treasury, Community and Economic Development

Back up Support Departments: Police, Building and Safety Inspection, Human Resources/Labor Relations, Facilities, Building & Grounds, Planning and Zoning

Contact Information: wfrazierjenkins@cityofflint.com /513.328.5950

Harrell Millhouse, Assistant City Attorney

Primary Department Assignments: Building and Safety Inspection (BSI)

Back up Support Departments: Police and Fire, Community and Economic Development, Treasury

Contact Information: hmillhouse@cityofflint.com / 810.237.2071

Jennifer Delaney, Paralegal

Department Support Staff and Assignments:

Finance, Human Resources/Labor Relations, Police and Fire, F.O.I.A.

Contact Information: jdelaney@cityofflint.com /810.237.2082

Victoria Cooper, Litigation Assistant

Department Support Staff and Assignments: District Court, Street Maintenance, Utilities, Damage Claims

Contact Information: vcooper@cityofflint.com /810.237.2073