

City of Flint
Receivership Transition Advisory Board Agenda
Special Meeting
Tuesday, March 22, 2016
2:00 PM

Flint City Hall
Council Chambers
1101 S. Saginaw St.
Flint, Michigan 48502

I. CALL TO ORDER

- A. Roll Call
- B. Approval of Agenda

II. UNFINISHED BUSINESS

NONE

III. NEW BUSINESS

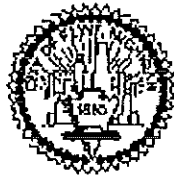
- A. Approval of Resolutions & Ordinances for City Council Meetings
 - 1. Resolutions from the Regular City Council meeting of March 14, 2016 (Resolutions 014, 015, 036, 037, 039 (attachment #1)
 - a. Resolution #018 – Mayoral Appointment/City Administrator/Sylvester Jones, Jr. (attachment #2)
- B. Consideration of Chief Legal Officer Position Description and Salary (attachment #3)
- C. Consideration of Human Resources Director Position Description and Salary (attachment #4)

IV. PUBLIC COMMENT

V. ADJOURNMENT

City of Flint, Michigan

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



Meeting Minutes 2 - Final

Monday, March 14, 2016

8:36 PM

RTAB SUMMARY

Council Chambers

CITY COUNCIL

*Kerry L. Nelson, President, Ward 3
Vicki VanBuren, Vice President, Ward 8*

Eric Mays, Ward 1

Kate Fields, Ward 4

Herbert J. Winfrey, Ward 6

Jacqueline Poplar, Ward 2

Wantwaz D. Davis, Ward 5

Monica Galloway, Ward 7

Scott Kincaid, Ward 9

Inez M. Brown, City Clerk

ROLL CALL

Present: Councilperson: Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, VanBuren and Councilperson Kincaid

RECONSIDERATION

Councilperson Kincaid, seconded by Councilperson Galloway, made a Motion to Suspend the Rules for the purpose of discussing previously FAILED resolution No. 160014, Resolution Approving the Termination of Employment of Natasha L. Henderson as City Administrator. The motion passed by a vote of 9:0.

160014 Termination of Employment/City Administrator/Natasha L. Henderson

Resolution resolving that the Mayor and City Council shall, on behalf of the City of Flint, terminate the employment of Natasha L. Henderson, City Administrator, effective immediately upon approval of this resolution by the Flint Receivership Transition Advisory Board (RTAB), and will make available all funds set aside within the City Administrator's budget for the purpose of wages, salaries and benefits to facilitate the hiring of a City Administrator of the Mayor's choosing, with City Council approval. [Administration Submission No. CA1472016]

A motion was made by Councilperson Kincaid, seconded by Councilperson Galloway, that this matter be RECONSIDERED. The motion carried by the following vote:

Aye: 9 - Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be Adopted. The motion carried by the following vote:

Aye: 9 - Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

PUBLIC HEARINGS**151008 Amendment/Ordinance/Chapter 50 (Zoning)/3701 VanBuren Avenue/Glenn Wilson/Communities First, Inc./PC 15-297/Ward 6**

An ordinance to amend Chapter 50 (Zoning) of the Code of the City of Flint as requested by Glenn Wilson, Communities First, Inc. (PC 15-297), for a zoning change for the property at 3701 VanBuren Avenue, Parcel No. 40-15-435-017, legally described as BEECHER HEIGHTS LOT 57 EXC THAT PART LYING SWLY OF NELY LINE OF BALLENGER HWY, from "A-2" Single-Family Residential to "D-5" Metropolitan Commercial-Service District. [Planning Commission recommends APPROVAL.]

HEARING HELD

Enactment No: 4071

- 160026** Amendment/Ordinance/Chapter 18 (Taxation; Funds; Purchasing)/Article I (In General)/Section 18-4.1 (Service Charge in Lieu of Taxes for Housing Facilities for Certain Persons)

An ordinance to amend Chapter 18 (Taxation; Funds; Purchasing), Article I (In General), Section 18-4.1 (Service Charge in Lieu of Taxes for Housing Facilities for Certain Persons), of the Code of the City of Flint by adding a new subsection (r), concerning Communities First, Inc.'s Coolidge Park Apartments housing project.

HEARING HELD**Enactment No: 4072**

- 160027** Amendment/Ordinance/Chapter 18 (Taxation; Funds; Purchasing)/Article I (In General)/Section 18-4.7 (Same - Duration)

An ordinance to amend Chapter 18 (Taxation; Funds; Purchasing), Article I (In General), Section 18-4.7 (Same - Duration), of the Code of the City of Flint concerning Communities First, Inc.'s Coolidge Park Apartments housing project.

HEARING HELD**Enactment No: 4073**

- 160028** Amendment/Ordinance/Chapter 50 (Zoning)/Article XXIX (Special Regulated Uses)/Section 50-163 (Locational Standards - Relationship to Similar Uses)

An ordinance to amend Chapter 50 (Zoning), Article XXIX, (Special Regulated Uses), Section 50-163 (Locational Standards - Relationship to Similar Uses), of the Code of the City of Flint by amending Footnote 1 only.

HEARING HELD**Enactment No: 4074**

- 160029** Amendment/Ordinance/Chapter 31 (General Offenses)/Article I (In General)/Section 31-10 (Disorderly Conduct and Disorderly Persons)

An ordinance to amend Chapter 31 (General Offenses), Article I (In General) of the Code of the City of Flint by amending Section 31-10 (Disorderly Conduct and Disorderly Persons).

HEARING HELD**Enactment No: 4075****ORDINANCES - Second Reading**

- 151008** Amendment/Ordinance/Chapter 50 (Zoning)/3701 VanBuren Avenue/Glenn

Wilson/Communities First, Inc./PC 15-297/Ward 6

An ordinance to amend Chapter 50 (Zoning) of the Code of the City of Flint as requested by Glenn Wilson, Communities First, Inc. (PC 15-297), for a zoning change for the property at 3701 VanBuren Avenue, Parcel No. 40-15-435-017, legally described as BEECHER HEIGHTS LOT 57 EXC THAT PART LYING SWLY OF NELY LINE OF BALLENGER HWY, from "A-2" Single-Family Residential to "D-5" Metropolitan Commercial-Service District. [Planning Commission recommends APPROVAL.]

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be PASSED. The motion carried by the following vote:

Aye: 8 - Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

No: 1 - Councilperson Mays

Enactment No: 4071

160026 Amendment/Ordinance/Chapter 18 (Taxation; Funds; Purchasing)/Article I (In General)/Section 18-4.1 (Service Charge In Lieu of Taxes for Housing Facilities for Certain Persons)

An ordinance to amend Chapter 18 (Taxation; Funds; Purchasing), Article I (In General), Section 18-4.1 (Service Charge in Lieu of Taxes for Housing Facilities for Certain Persons), of the Code of the City of Flint by adding a new subsection (r), concerning Communities First, Inc.'s Coolidge Park Apartments housing project.

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be PASSED. The motion carried by the following vote:

Aye: 8 - Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

No: 1 - Councilperson Mays

Enactment No: 4072

160027 Amendment/Ordinance/Chapter 18 (Taxation; Funds; Purchasing)/Article I (In General)/Section 18-4.7 (Same - Duration)

An ordinance to amend Chapter 18 (Taxation; Funds; Purchasing), Article I (In General), Section 18-4.7 (Same - Duration), of the Code of the City of Flint concerning Communities First, Inc.'s Coolidge Park Apartments housing project.

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be PASSED. The motion carried by the following vote:

Aye: 8 - Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

No: 1 - Councilperson Mays

Enactment No: 4073

160028

Amendment/Ordinance/Chapter 50 (Zoning)/Article XXIX (Special Regulated Uses)/Section 50-163 (Locational Standards - Relationship to Similar Uses)

An ordinance to amend Chapter 50 (Zoning), Article XXIX, (Special Regulated Uses), Section 50-163 (Locational Standards - Relationship to Similar Uses), of the Code of the City of Flint by amending Footnote 1 only.

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be PASSED. The motion carried by the following vote:

Aye: 8 - Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

No: 1 - Councilperson Mays

Enactment No: 4074

160029

Amendment/Ordinance/Chapter 31 (General Offenses)/Article I (In General)/Section 31-10 (Disorderly Conduct and Disorderly Persons)

An ordinance to amend Chapter 31 (General Offenses), Article I (In General) of the Code of the City of Flint by amending Section 31-10 (Disorderly Conduct and Disorderly Persons).

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be PASSED. The motion carried by the following vote:

Aye: 8 - Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

No: 1 - Councilperson Mays

Enactment No: 4075

RESOLUTIONS

160015

Budget Amendment/Fiscal Year 2016/City Administrator Department Budget/Mayor Department Budget/Chief of Staff Position

Resolution resolving that the FY2016 Budget is hereby amended to reflect changes to the City Administrator and Mayor's Department budgets, AND, resolving that the Chief Financial Officer is authorized to do all things necessary to incorporate the amendment into the budget and to assign the appropriate account numbers. [NOTE: The Mayor has appointed a new City Administrator and Chief of Staff, subject to the approval of all other applicable Council resolutions and the approval of this budget amendment. The new City Administrator's wages and fringes are lower than the previous City Administrator, and the Mayor requests that the difference in wages and fringes (approximately \$27,439.00) and supplies and operating expenses (\$7,317.00)

in the City Administrator's Department budget be transferred to the Mayor's Department's wages and fringes account to cover the new Chief of Staff position through the fiscal year ending June 30, 2016.] [Administration Submission No. CA1522016]

This Matter was **ADOPTED BY THE MASTER RESOLUTION** on the Consent Agenda.

RESOLUTIONS - MAY BE REFERRED FROM COTW

- 160036** Grant Acceptance/Financially Distressed Cities, Villages, and Townships (FDCVT) Grant/State of Michigan Department of Treasury/Detroit Water and Sewer Department (DWSD)

Resolution resolving that the Flint City Council hereby authorizes participation in the Reconnection to Detroit Water and Sewer Department project and, on behalf of the City of Flint, authorizes the Chief Financial Officer to provide this resolution indicating its approval to the State of Michigan, and to submit and execute documents requested by the State of Michigan relating to the Financially Distressed Cities, Villages, and Townships (FDCVT) Grant requirements. [NOTE: The State of Michigan Department of Treasury has given preliminary notice of its intent to award a FDCVT grant to the City of Flint in the amount of \$2,000,000.00 toward reimbursement of expenditures required for the connection to and purchase of treated water from the Detroit Water and Sewer Department (DWSD). The State requires each municipality's governing body to adopt a resolution authorizing participation in the proposed program prior to finalizing the award of a grant from the State's FDCVT grant program.] [Administration Submission No. CA1552016]

This Matter was **ADOPTED BY THE MASTER RESOLUTION** on the Consent Agenda.

- 160037** Budget Amendment/Acceptance and Appropriation of Financially Distressed Cities, Villages, and Townships (FDCVT) Grant

Resolution resolving that the Finance Department is authorized to process a budget amendment to the Water Fund in recognition of the Financially Distressed Cities, Villages, and Townships (FDCVT) grant award and appropriation of expenditures to move forward with the Fast Start program. Specific revenue and expenditure line items will be provided by the Chief Financial Officer. [NOTE: The State of Michigan Department of Treasury has given preliminary notice of its intent to award a FDCVT grant to the City of Flint in the amount of \$2,000,000.00 toward reimbursement of expenditures required for the connection to and purchase of treated water from the Detroit Water and Sewer Department (DWSD). Mayor Weaver has initiated a Fast Start program to replace all lead service lines in the city of Flint to restore safe, clean drinking water to its citizens.] [Administration Submission No. CA1562016]

SEPARATED FROM MASTER RESOLUTION

- 160039** Adoption/City Council Budget Priorities/Fiscal Years 2017 and 2018

Resolution resolving that the City of Flint FY17 and FY18 Budget Priorities are hereby approved. [NOTE: City Ordinance No. 3855, Section 2-107, Development and Adoption of Biennial Budgets and Three-Year Financial Forecasts, requires the City Council to provide its statement of budget priorities to the Mayor and City Administrator for the upcoming biennial budget. The City Council, working with the Mayor and City staff, have created the City of Flint FY17 and FY18 Budget Priorities.] [Administration Submission No. CA1622016]

This Matter was **ADOPTED BY THE MASTER RESOLUTION** on the Consent Agenda.

Passed The Consent Agenda

A motion was made by Councilperson Mays, seconded by Councilperson Kincaid, including all the preceding items marked as having been adopted on a Consent Agenda. The motion carried by the following vote:

Aye: 9 - Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

160044 Budget Amendment/Fiscal Year 2016/City Administrator and Chief of Staff Positions

Resolution resolving that the FY2016 Budget is hereby amended to reflect changes to the City Administrator, Mayor, Personnel Office, and Law Office Operations Department budgets, AND, resolving that the Chief Financial Officer is authorized to do all things necessary to incorporate the amendment into the budget and to assign the appropriate account numbers. [NOTE: The Mayor has appointed a new City Administrator and Chief of Staff, subject to the approval of all other applicable Council resolutions and the approval of this budget amendment. The estimated cost of wages and fringes for the City Administrator and Chief of Staff positions through June 30, 2016, is \$70,548.00. The Mayor requests that a total of \$34,457.00 in unexpended wages and fringes for currently vacant positions in the Personnel Office and Law Office Operations Departments be transferred to the City Administrator's and Mayor's wages and fringes accounts.]

SEPARATED FROM MASTER RESOLUTION

SEPARATED FROM MASTER RESOLUTION

160037 Budget Amendment/Acceptance and Appropriation of Financially Distressed Cities, Villages, and Townships (FDCVT) Grant

Resolution resolving that the Finance Department is authorized to process a budget amendment to the Water Fund in recognition of the Financially Distressed Cities, Villages, and Townships (FDCVT) grant award and appropriation of expenditures to move forward with the Fast Start program. Specific revenue and expenditure line items will be provided by the Chief Financial Officer. [NOTE: The State of Michigan Department of Treasury has

given preliminary notice of its intent to award a FDCVT grant to the City of Flint in the amount of \$2,000,000.00 toward reimbursement of expenditures required for the connection to and purchase of treated water from the Detroit Water and Sewer Department (DWSD). Mayor Weaver has initiated a Fast Start program to replace all lead service lines in the city of Flint to restore safe, clean drinking water to its citizens.] [Administration Submission No. CA1562016]

A motion was made by Councilperson Mays, seconded by Councilperson Kincaid, that this matter be Adopted. The motion carried by the following vote:

Aye: 7 - Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Davis, Councilperson Winfrey, Vice President VanBuren and Councilperson Kincaid

No: 2 - Councilperson Fields and Councilperson Galloway

160044

Budget Amendment/Fiscal Year 2016/City Administrator and Chief of Staff Positions

Resolution resolving that the FY2016 Budget is hereby amended to reflect changes to the City Administrator, Mayor, Personnel Office, and Law Office Operations Department budgets, AND, resolving that the Chief Financial Officer is authorized to do all things necessary to incorporate the amendment into the budget and to assign the appropriate account numbers. [NOTE: The Mayor has appointed a new City Administrator and Chief of Staff, subject to the approval of all other applicable Council resolutions and the approval of this budget amendment. The estimated cost of wages and fringes for the City Administrator and Chief of Staff positions through June 30, 2016, is \$70,548.00. The Mayor requests that a total of \$34,457.00 in unexpended wages and fringes for currently vacant positions in the Personnel Office and Law Office Operations Departments be transferred to the City Administrator's and Mayor's wages and fringes accounts.]

Adopted

Substituted

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be DROPPED. The motion carried by the following vote:

Aye: 9 - Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

APPOINTMENTS

160018

Mayoral Appointment/City Administrator/Sylvester Jones, Jr.

Resolution resolving that the Mayor and City Council shall, on behalf of the City of Flint, employ Sylvester Jones, Jr. as City Administrator, with annual compensation in the amount of \$90,000.00 drawn from appropriated funds in Salary and Wages Acct. No. 101-172.100-702.000, with statutory benefits being drawn from appropriated funds pursuant to federal, state and local laws - with the appointment becoming effective after approval from the Flint

Receivership Transition Advisory Board (RTAB), pursuant to RTAB Resolution 2016-1, Paragraph 1, and approval of the resolution authorizing the termination of the current City Administrator, Natasha L. Henderson. [NOTE: Mr. Jones shall serve the City at the direction of the Mayor and City Council, as set forth by applicable law and ordinance.] [Administration Submission No. CA1502016]

A motion was made by Councilperson Kincaid, seconded by Councilperson Winfrey, that this matter be Approved. The motion carried by the following vote:

Aye: 8 - Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

No: 1 - Councilperson Fields

160019 **Mayoral Appointment/Chief of Staff/Rodney S. Branch**

Resolution resolving that the Mayor and City Council shall, on behalf of the City of Flint, employ Rodney S. Branch as Chief of Staff, with annual compensation in the amount of \$75,000.00 drawn from appropriated funds in Salary and Wages Acct. No. 101-171.100-702.000, with statutory benefits being drawn from appropriated funds pursuant to federal, state and local laws - with the appointment becoming effective after approval from the Flint Receivership Transition Advisory Board (RTAB), pursuant to RTAB Resolution 2016-1, Paragraph 1, and City Council approval of required FY2016 budget amendments. [NOTE: Mr. Branch shall serve the City at the direction of the Mayor and City Council, as set forth by applicable law and ordinance.] [Administration Submission No. CA1542016]

A motion was made by Councilperson Mays, seconded by Councilperson Galloway, that this matter be DROPPED. The motion carried by the following vote:

Aye: 9 - Councilperson Mays, Councilperson Poplar, President Nelson, Councilperson Fields, Councilperson Davis, Councilperson Winfrey, Councilperson Galloway, Vice President VanBuren and Councilperson Kincaid

ADJOURNMENT

This regular City Council meeting was adjourned at 11:59 p.m.

Attached #2 160018

RESOLUTION NO.: CA 150 2016

PRESENTED: 2.18.16

ADOPTED: _____

BY THE MAYOR:

**RESOLUTION APPROVING THE EMPLOYMENT OF
SYLVESTER JONES, JR. AS CITY ADMINISTRATOR
AND SETTING COMPENSATION LEVEL**

Pursuant to §4-201 of the Flint City Charter, the Mayor wishes to employ the services of Sylvester Jones, Jr. as City Administrator; and

Mr. Jones shall serve the City at the direction of the Mayor and City Council, as set forth by applicable law and ordinance; and

Mr. Jones shall be compensated at an annual rate of \$90,000.00, paid in biweekly installments consistent with established written policies and procedures of the City of Flint relative to salary and benefits. Compensation shall be drawn from appropriated funds from line item 101-172.100-702.000, Salary and Wages, with statutory benefits being drawn from appropriated funds pursuant to federal, state and local laws; and

This appointment shall become effective after approval by the Receivership Transition Advisory Board pursuant to Resolution 2016-1, paragraph 1.

IT IS RESOLVED, that the Mayor and City Council shall, on behalf of the City of Flint, employ Sylvester Jones, Jr. under the terms and conditions stated above. Annual compensation of \$90,000.00 shall be drawn from appropriated funds from line item 101-172.100-702.000, Salary and Wages, with statutory benefits being drawn from appropriated funds pursuant to federal, state and local laws. This appointment shall become effective after approval by the Receivership Transition Advisory Board pursuant to Resolution 2016-1, paragraph 1; and, approval of the resolution authorizing the termination of the current City Administrator.

APPROVED AS TO FORM:




Anthony K. Chubb, Interim City Attorney

FOR THE CITY:



Dr. Karen W. Weaver, Mayor

APPROVED AS TO FINANCE:



Jody N. Lundquist, Chief Financial Officer

APPROVED BY CITY COUNCIL:



Kerry Nelson, City Council President

RECEIVERSHIP TRANSITION ADVISORY
BOARD:

SYLVESTER JONES, JR.

1323 Bush Creek Drive
Grand Blanc, MI 48439

810.210.7550
sjones67@comcast.net

EXPERIENCED ADMINISTRATOR

Management, Long Range Planning, Budget Development

An experienced, manager with the proven ability to work collaboratively with colleagues, community partners and other stakeholders to develop programming to address the pressing needs of constituents. Strengths include, but not limited to, excellent interpersonal and written communication skills; ability to work with humor and integrity to advance the mission and vision of the organization; and proven relationship development skills that facilitate authentic relationships.

Proven ability to:

- Work collaboratively with a diverse team of professionals to develop and advance strategies that are aligned with the donors intent
- Articulate programs and strategies to prospective and existing public, private, nonprofit and grassroots partners
- Co-create networks that will address pressing needs in high-risk, impoverished communities
- Utilize appropriate technology to manage multiple projects to address the needs of youth and families in low-income, urban areas

PROFESSIONAL EXPERIENCE

Ruth Mott Foundation, Flint, Michigan

PROGRAM OFFICER (2006-2015)

Worked collaboratively with a diverse team of professional colleagues to develop program plans that were aligned with the donor's intent for catalyzing community change in challenged neighborhoods.

- Managed a portfolio of 35 grants in the areas of arts and culture, community beautification and health promotion.
- Developed authentic relationships with institutional and grassroots partners to advance community change efforts.
- Worked collaboratively with philanthropic partners from across the State of Michigan to develop a mentoring program and an awards ceremony to support professional development.
- Participated in statewide planning efforts to plan conferences and convening's to promote organizational and individual learning.

Big Brothers Big Sisters of Greater Flint, Flint, Michigan

CHIEF EXECUTIVE OFFICER (2001-2006)

Responsible for the day-to-day management of 28 professional staff to recruit volunteers that would lead to one-to-one mentoring relationships to assist youth and adolescence in overcoming the challenges of growing up without adequate guidance and support.

- Worked collaboratively with a 24-member board of directors to develop financial resources to advance the mission of the agency.
- Developed innovative programming to meet the mentoring needs of Genesee County youth.
- Coordinated fund development efforts that increased the agency budget from \$491,000 to \$1,300,000 in less than five years.

Flint Community Schools, Flint, Michigan

21st CENTURY COMMUNITY LEARNING CENTER COORDINATOR (1999-2001)

Created after school programs that would meet the educational, recreational and social needs of middle school aged youth.

- Recruited nonprofit agencies, community artists and college students to manage youth development programs during the non-school hours, weekends and holidays.
- Engaged youth leaders in the planning, monitoring and evaluation of youth development activities.

United Way of Genesee County, Flint, Michigan

SENIOR ASSOCIATE FOR FUND DEVELOPMENT

Presented the United Way of Genesee County, to individuals, professionals, the public and private sector donors, as the best option for charitable giving and supporting community change.

- Assisted with the planning, implementation and evaluation of various fund development campaigns.

EDUCATION

Master of Science, Public Administration
Central Michigan University, Mt. Pleasant, MI

Bachelor of Arts, Sociology
Saginaw Valley State University, University Center, MI

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Outlook

**CITY OF FLINT
Position Description**

Class Title:	Chief Legal Officer	Job Code Number:	NA
Established:	July 2002	Bargaining Unit:	Appointed

GENERAL STATEMENT OF DUTIES:

Performs a variety of complex, high level professional legal work while serving as the Chief Legal Officer for the City of Flint; directs the management of all legal matters in which the City is interested; prepares legal documents; and, advises City Officials as to legal rights, obligations, practices and other related phases of applicable local, state and/or federal law.

SUPERVISION RECEIVED:

Works under the broad policy guidance of the Mayor, or his/her designee. Performance of the Chief Legal Officer is reviewed for effectiveness, through conferences and reports, solely by the Mayor, or his/her designee.

SUPERVISION EXERCISED:

Responsible for the direct supervision of professional and support staff as assigned to the Department of Law, as well as the monitoring of outside counsel assigned City of Flint legal work.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provides professional advice to Administration, City Council and department heads; makes presentations to City Council, boards, commissions, civic groups and the general public.
2. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
3. Issues written and oral opinions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
4. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests.
5. Assigns, advises and monitors City of Flint legal work including litigation to in-house counsel as well as outside counsel as deemed appropriate and in the best interest of the Client, City of Flint.
6. Manages research, interviews clients and witnesses, and handles other details in preparation for litigation. Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of cases.

7. Researches and advises on City Council referrals and a variety of administrative and other municipal issues for the City of Flint.
8. Handles specialized litigation, including federal civil rights, condemnation and forfeiture matters, as well as a variety of general litigation.
9. May develop, implement and provide specialized training as it relates to City policy.

MINIMUM ENTRANCE REQUIREMENTS:

- A. Bachelor's Degree, graduation from an accredited law school with a Juris Doctorate degree in law.
- B. Minimum of six (6) years increasingly complex litigation experience in federal and state courts.
- C. Legal office administrative experience including a minimum of three (3) years supervisory experience of professional and support staff.
- D. A minimum of eight (8) years working as an attorney in a municipal law office.
- E. Working knowledge of municipal law. Experience in addressing municipal issues, including but not limited to civil rights, discrimination, employment and personal injury.
- F. Ability to prepare and analyze comprehensive legal documents and to carry out assigned projects to their completion.
- G. Ability to effectively communicate verbally as well as in writing.
- H. Ability to establish and maintain effective working relationships with employees, city officials, the court system, and the general public; ability to efficiently and effectively litigate violations of the law.

NECESSARY SPECIAL REQUIREMENTS:

- A. A license to practice law in the State of Michigan.
- B. Member in good standing of the Michigan State Bar Association.
- C. Valid state driver's license.
- D. Member in good standing of the Genesee County Bar Association.

PHYSICAL DEMANDS:

While performing the duties of this position, the employee is frequently required to sit, talk, or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and, reach with hands and arms.

The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Classification History
Established: July 2002

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF FLINT
Position Description

Class Title:	Human Resources / Labor Relations Director	Job Code Number:	NA
Established:	April 2002		Appointed

GENERAL STATEMENT OF DUTIES: Performs a variety of complex administrative, technical and professional work in directing and supervising the Human Resources/Labor Relations systems of the City of Flint; including classification, compensation, recruitment, selection, training and the administration and negotiation of collective bargaining agreements.

SUPERVISION RECEIVED: Works under the broad policy guidance of the Mayor or his/her designee, who reviews work for effectiveness through conferences and reports.

SUPERVISION EXERCISED: Exercises supervision over all support staff in the Department of Human Resources/Labor Relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Manages and supervises Human Resources/Labor Relations Department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
2. Provides leadership and direction in the development of short and long range plans including organizational development for various departments. May facilitate the process improvement process for various departments. Gathers, interprets and prepares data for studies, reports and recommendations
3. Coordinates activities and negotiates collective bargaining agreements serving as a chief spokesperson with the City's bargaining units. Represents the City at bargaining sessions and prepares proposed contract language for new or existing contracts.
4. Reviews provisions of current agreements with management personnel to identify problem areas of application. Conducts training sessions following negotiations of new and revised agreements to give detailed explanation of changes made. May conduct general training sessions for management personnel.
5. Assists department heads and supervisors in the resolution of Labor Relations problems and provides counsel to them in the negotiation of "work" rules and in the investigation and resolution of grievances. May serve as the City's designee at a given step of the grievance or Civil Service Commission procedure.
6. Directs operating departments in developing and implementing general policies and procedures relating to labor relations; conducts investigations and makes findings and recommendations concerning the resolution of problems arising from dismissals, suspensions, grievances and other similar actions.
7. Establishes and maintains records of all City of Flint employees which shall set forth the class, title, pay or status and other relevant data for each employee.
8. Oversees the analysis, maintenance and communication of records required by law or local governing bodies, or other departments in the City of Flint.
9. Provides guidance to City officials on Human Resources matters; makes presentations to council, boards, commissions, civic groups and general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Con't):

10. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
11. Coordinates and participates in drafting and updating job descriptions; conducts studies and surveys relative to wage and salary data to determine competitive wage rates; makes recommendation aimed at maintaining equity in the City's wage structure. Analyzes wage and salary reports and data to determine competitive compensation plans.
12. Coordinates and assists the technical staff engaged in recruiting, examination, classification functions and other aspects of Human Resources Management.
13. Makes recommendations to department heads as it relates to staffing, recruitment, selection and assignment of civil service employees.
14. Monitors and evaluates staff development programs and procedures to determine effectiveness in accomplishing specific substantive goals. May contract with outside suppliers to provide employee services, such as training, employee assistance, or outplacement.
15. Represents the City of Flint at Human Resources related hearings and investigations.
16. Develops and implements Human Resources policies; Consults legal counsel to ensure that policies comply with federal and state law; disseminates copies of all human resources policies to all interested parties.

MINIMUM ENTRANCE REQUIREMENTS:

- A. Possession of a Bachelor's Degree in Business Administration, Public Administration, Human Resources, or a related field.
- B. Six (6) years of progressively responsible, professional paid experience in Human Resources. Four years of supervisory/management work of which two (2) must have been in a municipal environment.
- C. Considerable knowledge of modern policies and practices of public Human Resources administration; thorough knowledge of employee classification, compensation, recruitment, selection and training.
- D. Skill in planning, directing and administering Human Resources programs and systems.
- E. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion.
- F. Ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, labor unions and the general public.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Classification History:

Established: April 2002

Revised: December 2004