

City of Flint
Receivership Transition Advisory Board Agenda
Special Meeting
Thursday – January 19, 2017
2:00 PM

Richard H. Austin Building
State Treasurer Board Room 1st Floor
430 W. Allegan Street
Lansing, Michigan 48922

I. CALL TO ORDER

- A. Roll Call
- B. Approval of Agenda

II. NEW BUSINESS

- A. Resolution #000.1 (Budget Amendment – \$417,199 Mott Foundation Grant) (attachment #1)
- B. Resolution #001 (Budget Amendment – \$125,523 Mott Foundation Grant) (attachment #2)
- C. Resolution #003 (Budget Amendment – \$3.8M SAFER Grant) (attachment #3)
- D. Resolution #019 – (Accept \$417,199 Mott Foundation Grant) (attachment #4)
- E. Resolution #020 – (Accept \$125,523 Mott Foundation Grant) (attachment #5)
- F. Position Description and Salary Range – Chief Legal Officer Position (attachment #6)
- G. Position and Salary Range – Department of Public Works Director (attachment #7)

III. PUBLIC COMMENT

IV. ADJOURNMENT

SUBMISSION NO.: CA 324 2016

PRESENTED: 12-19-16

ADOPTED: _____

RESOLUTION AUTHORIZING THE AMENDMENT OF THE 2016-17 ADOPTED BUDGET FOR C.S. MOTT GRANT # 2016-00651 IN THE AMOUNT OF \$417,199.00

BY THE ADMINISTRATION:

Whereas, the Charles Stewart Mott Foundation wishes to assist the City of Flint's financial recovery process,

Whereas, Grant #2016-00651 has been awarded in the amount of \$417,199.00 for Financial Recovery Technical Assistance, and

Whereas the FY17 adopted budget must be amended to include the awarded funds,

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary to abide by the terms of C.S. Mott Grant # 2016-00651 in the amount of \$417,199.00, to appropriate revenue and expenditure amounts using grant code LCSM17-FRTA, and to make the grant funds available in the current and any subsequent fiscal years that funding continues to remain available by the grantor.

APPROVAL:

As to Form:

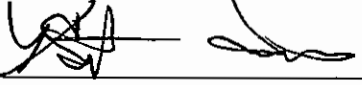


Legal Officer


As to Funding:



David Sabuda, Chief Financial Officer



Sylvester Jones, City Administrator



Dr. Karen W. Weaver, Mayor



Kerry Nelson, Council President

RECEIVERSHIP TRANSITION ADVISORY BOARD:

PRESENTED TO CITY COUNCIL:

1-09-2017


ADOPTED BY CITY COUNCIL:

1-09-2017

RESOLUTION STAFF REVIEW FORM

DATE: December 15, 2016

Agenda Item Title: RESOLUTION AUTHORIZING THE AMENDMENT OF THE 2016-17 ADOPTED BUDGET FOR C.S. MOTT GRANT # 2016-000651 IN THE AMOUNT OF \$417,199.00

Prepared By: Tamar Lewis, Budget & Grants Administrator 

Background/Summary of Proposed Action: Recognizing a need for financial assistance with the costs of facilitating financial recovery technical assistance, the C.S. Mott Foundation has awarded and the City has accepted grant funds in the amount of \$417,199.00 for the following:

Position	Amt
Grant Writer	\$ 120,000.00
DPW Director - partial	77,199.00
Executive Search	100,000.00
Economic Development	60,000.00
Rebuild Flint The Right Way	60,000.00
TOTAL:	\$ 417,199.00


Financial Implications:

Budgeted Expenditure: Yes ___ No X **Please explain, if no:** The funds will be added to the budget and encumbered upon approval of this resolution.

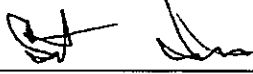
Account #: Various Accounts under Grant Code LCSTMOTT17-FRTA

Pre-encumbered: Yes ___ No X **Requisition #** _____

Other Implications (i.e., collective bargaining):

Staff Recommendation:  Approval of this resolution is recommended.

Approval:



Sylvester Jones, Jr.
City Administrator

<u>Position</u>	<u>Wage</u>	<u>10.49% Direct Fringe</u>	<u>\$ 16,954.00 Other Fringe</u>	<u>10% Retirement</u>	<u>Amt</u>
1 Grant Writer	120,000.00				\$ 120,000.00
2 DPW Director - partial	50,000.00	5,245.00	16,954.00	5,000.00	77,199.00
3 Executive Search					100,000.00
4 Economic Development					60,000.00
5 Rebuild Flint The Right Way					60,000.00
TOTAL:					\$ 417,199.00

1	101 - 172 100 - 801 000	120,000.00				120,000.00
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2	202 - 442 100 - 702 000	12,500.00				12,500.00
	203 - 442 100 - 702 000	12,500.00				12,500.00
	590 - 442 100 - 702 000	12,500.00				12,500.00
	591 - 442 100 - 702 000	12,500.00				12,500.00
	202 - 442 100 - 719 100		1,311.25			1,311.25
	203 - 442 100 - 719 100		1,311.25			1,311.25
	590 - 442 100 - 719 100		1,311.25			1,311.25
	591 - 442 100 - 719 100		1,311.25			1,311.25
	202 - 442 100 - 719 157				1,250.00	1,250.00
	203 - 442 100 - 719 157				1,250.00	1,250.00
	590 - 442 100 - 719 157				1,250.00	1,250.00
	591 - 442 100 - 719 157				1,250.00	1,250.00
	202 - 442 100 - 719 200			4,238.50		4,238.50
	203 - 442 100 - 719 200			4,238.50		4,238.50
	590 - 442 100 - 719 200			4,238.50		4,238.50
	591 - 442 100 - 719 200			4,238.50		4,238.50

3	101 - 270 100 - 801 000	100,000.00				100,000.00
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4,5	101 - 690 100 - 801 000	120,000.00				120,000.00
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\$ 390,000.00 \$ 5,245.00 \$ 16,954.00 \$ 5,000.00 **\$ 417,199.00**



CHARLES STEWART
MOTT FOUNDATION

December 2, 2016

The Honorable Karen Weaver, Mayor
City of Flint
1101 S. Saginaw Street
Flint, MI 48502-1420

Project: Financial Recovery Technical Assistance
(Grant No. 2016-00651)

Dear The Honorable Mayor Weaver:

We are pleased to inform you that, in response to your grant proposal dated August 26, 2016 ("Grant Proposal"), the Charles Stewart Mott Foundation has approved a grant in the amount of up to \$417,199 to the City of Flint ("you" or the "City") for the above-referenced project for the period September 1, 2016 through March 31, 2018.

This grant is being made in accordance with the following budget:

Consulting Services	
Economic Development	\$60,000
Rebuilding Flint the Right Way	60,000
Grant Writer	120,000
Executive Search	100,000
DPW Director-partial	<u>77,199</u>
Total	<u>\$417,199</u>

This is a one-time only grant and a renewal for any or all of the budget line items should not be anticipated.

Grant Payments

Subject to the grant conditions specified below, this grant will be paid as follows:

1. The initial grant payment of \$40,000 for one-third of the Economic Development and Rebuilding Flint the Right Way under the Consulting Services line item of the budget, contingent upon:
 - a) our receipt of the signed commitment letter;
 - b) satisfactory verification of acceptance of the Mott Foundation grant by the Flint City Council and the Receivership Transition Advisory Board (RTAB);

SUBMISSION NO.: CA3252016

PRESENTED: 12-19-16

ADOPTED: _____

RESOLUTION AUTHORIZING THE AMENDMENT OF THE 2016-17 ADOPTED BUDGET FOR C.S. MOTT GRANT # 2013-00398.02 IN THE AMOUNT OF \$125,523.00

BY THE ADMINISTRATION:

Whereas, the Charles Stewart Mott Foundation wishes to assist organizations scheduling events within the City of Flint who may need financial assistance with event costs,

Whereas, Grant # 2013-00398.02 has been awarded in the amount of \$125,523.00 for Event Policing and Public Safety, and

Whereas the FY17 adopted budget must be amended to include the awarded funds,

IT IS RESOLVED that the appropriate City officials are authorized to do all things necessary to abide by the terms of C.S. Mott Grant # 2013-00398.02 in the amount of \$125,523.00, to appropriate revenue and expenditure amounts using grant code LCSM16EVENTS, and to make the grant funds available in the current and any subsequent fiscal years that funding continues to remain available by the grantor.

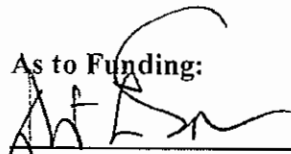
APPROVAL:

As to Form:




Stacy Erwin Oakes, Chief Legal Officer

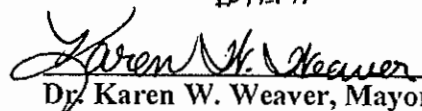
As to Funding:



David Sabuda, Chief Financial Officer



Sylvester Jones, City Administrator



Dr. Karen W. Weaver, Mayor



Kerry Nelson, Council President

RECEIVERSHIP TRANSITION ADVISORY BOARD:

PRESENTED TO CITY COUNCIL:

1-04-2017

ADOPTED BY CITY COUNCIL:

1-09-2017

RESOLUTION STAFF REVIEW FORM

DATE: December 13, 2016

Agenda Item Title: RESOLUTION AUTHORIZING THE AMENDMENT OF THE 2016-17 ADOPTED BUDGET FOR C.S. MOTT GRANT # 2013-00398.02 IN THE AMOUNT OF \$125,523.00

Prepared By: Tamar Lewis, Budget & Grants Administrator

Background/Summary of Proposed Action: Recognizing a need in the community for financial assistance with the costs of facilitating community events, the C.S. Mott Foundation has awarded and the City has accepted funds to provide for the cost of police and traffic engineering services for special events held for the general public.

<u>Event</u>	<u>Amt</u>
Juneteenth Celebration	\$ 3,939.92
Flint LGBT Pride Festival	8,000.00
Sloan Museum Summer Auto Fair	-
Flint July 4th Festival	12,308.40
Buckham Alley Fest	300.00
Genesee County Gospel Festival	10,043.60
35th Annual Flint Jazz Festival	14,153.58
Back to the Bricks	47,509.68
Crim Festival of Races	22,617.15
Bikes on the Bricks	6,650.52
TOTAL:	\$ 125,522.85

Financial Implications:

Budgeted Expenditure: Yes ___ No X Please explain, if no: The funds will be added to the budget and encumbered upon approval of this resolution.

Account #: 296 - 443.201 & 315.100 - 580.000 & 801.900
296 = Other Grants Fund
443.201 = Traffic Engineering
315.100 = Patrol Bureau-Admin
580.000 = Local Grant
801.900 = Professional Service-Intracity

Pre-encumbered: Yes ___ No X Requisition # _____

Other Implications (i.e., collective bargaining):

Staff Recommendation: Approval of this resolution is recommended.

Approval:
Sylvester Jones, Jr.
City Administrator



CHARLES STEWART
MOTT FOUNDATION

December 2, 2016

The Honorable Karen Weaver, Mayor
City of Flint
1101 S. Saginaw Street
Flint, MI 48502-1420

Project: Event Policing and Public Safety
(Grant No. 2013-00398.02)

Dear Mayor Weaver:

We are pleased to inform you that the Charles Stewart Mott Foundation has approved a grant in the amount of \$125,523 to the City of Flint for the above-referenced project for the period June 1, 2016 through September 30, 2016.

Grant Payments

This grant will be paid upon receipt of your acceptance.

The Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant, to require a refund of any unexpended grant funds, or both, if, in the Mott Foundation's judgment, any of the following occur:

1. Grant funds have been used for purposes other than those contemplated by this commitment letter.
2. Such action is necessary to comply with the requirements of any law or regulation affecting either your organization's or the Mott Foundation's responsibilities under the grant.
3. Your organization's performance under the grant has not been satisfactory. The Mott Foundation in its sole and absolute discretion will determine whether performance has been satisfactory.

The Mott Foundation's judgment on these matters will be final and binding.

The Honorable Karen Weaver
December 2, 2016
Page 2 (#2013-00398.02)

Mott Foundation Contact Person and Resources

Please direct all correspondence and questions relating to this grant to Jennifer Acree, Associate Program Officer.

For general information regarding Mott Foundation grant procedures and other grant related questions, we encourage you to visit the Grantee Resources section of our website at <http://www.mott.org/grantee-resources/>.

Another resource available to grantees is the Grantee Toolbox. The Toolbox provides real-time information on your grant's reporting requirements and due dates. By using the Toolbox, you may view a copy of this commitment letter, enable or disable report reminders, download copies of forms, and upload required reports directly to the Mott Foundation. For more information about the Toolbox, contact your program officer or login at <https://toolbox.mott.org/>. Login information will be emailed automatically to your grant's primary project contact, Karen Weaver, who can add additional users.

Use of Grant

Under United States law, Mott Foundation grant funds may be expended only for charitable, scientific, literary, religious, or educational purposes, as specified in section 170(c)(2)(B) of the Internal Revenue Code of 1986, as amended. This grant is to be expended solely in support of the objectives detailed in your proposal submitted August 26, 2016.

Your organization shall not, directly or indirectly, engage in, support or promote violence or terrorist activities.

Your organization confirms that this project is under its complete control. Your organization further confirms that it has and will exercise control over the process of selecting any consultant, that the decision made or that will be made on any such selection is completely independent of the Mott Foundation, and further, that there does not exist an agreement, written or oral, under which the Mott Foundation has caused or may cause the selection of a consultant.

Mott Foundation grant funds may not be used for lobbying expenditures.

Mott Foundation grant funds may not be used for re-granting to secondary organizations.

Your organization may charge this grant only for expenditures incurred or services performed during the grant period specified in this letter.

Your organization may charge this grant only for line item expenditures that were included in your approved budget as referenced in the "Reports" section of this letter. The addition of new line items must have the prior written approval of the Mott Foundation.



Grant Accounting

Your organization is required to maintain financial records for expenditures and receipts relating to this grant, retaining these records and other supporting documentation for five years after the grant's termination date.

Your organization is also required to permit the Mott Foundation to have reasonable access to your files, records, and personnel during the term of this grant and for five years thereafter for the purpose of making financial audits, verifications, or program evaluations.

Reports

The Mott Foundation requires the following report be submitted for this grant:

For the period ending September 30, 2016, a report is due February 1, 2017.

The report must include the following parts, which **must** be submitted together:

1. A **narrative report** summarizing what was accomplished by the expenditure of funds, including a description of progress made toward achieving the goals of the project.
2. A **financial report** showing the approved budget, expenditures against each line item since the start of the grant, and balances remaining (or overruns) for each line item. For the final report, you must explain all overrun variances that exceed both one thousand dollars (\$1,000) and ten percent (10%) of the budgeted line item amount.

Your organization must report against the approved budget of \$125,523 submitted on August 26, 2016 (which may be greater than the amount of the Mott Foundation grant). If the approved budget covers multiple years, each report should include cumulative expenditures since the beginning of the grant period. The report must also include a summary of all funding received for this project (listed by source and grant period).

Copies of reporting forms can be downloaded from the Grantee Toolbox and your required reports can be submitted online via the Toolbox, login at <https://toolbox.mott.org/>.

Undisbursed Funds

Your organization is required to return any undisbursed project funds on a prorata basis to the Mott Foundation within two months after the end of this grant. The prorata refund is computed by multiplying the total undisbursed project funds by the ratio of Mott Foundation funding to total funding received for this project for the grant period. Any refund of less than \$100 will be waived.



The Honorable Karen Weaver
December 2, 2016
Page 4 (#2013-00398.02)

Compliance with Laws

Your organization may not use any portion of the grant funds to undertake any activity for any purpose other than one specified in section 170(c)(2)(B) of the Internal Revenue Code. Further, the Mott Foundation reserves the right to discontinue, modify, or withhold any payments that might otherwise be due under this grant or to require a refund of any unexpended grant funds if, in the Mott Foundation's judgment, such action is necessary to comply with the requirements of any law or regulation.

Public Information

The Mott Foundation will include information on this grant in its periodic public reports. The Mott Foundation also welcomes grantees to make announcements of grants upon return of this signed commitment letter. A copy of any release should be sent to the Mott Foundation's Communications Department prior to its dissemination. The department is available to provide assistance in your communications efforts.

Acceptance

This letter contains the entire agreement between your organization and the Charles Stewart Mott Foundation, and there are no conditions or stipulations, oral or written, governing the use of the grant funds other than those contained in this letter.

If your organization agrees to the grant conditions as stated, please return, in the enclosed envelope, one complete copy of this letter with the **original signature** of an appropriate representative of your organization in the space provided. In countersigning this letter, this individual represents to the Mott Foundation that he/she has the authority to sign this letter on the organization's behalf.

This grant may be withdrawn if the Mott Foundation has not received your acceptance within one month from the date of this letter.

On behalf of the Mott Foundation, I would like to extend our best wishes for the success of this endeavor.

Sincerely,



Mary A. Gailbreath
Vice President-Administration and Secretary/Treasurer

MAG:jap



SUBMISSION NO.: CA3272016

PRESENTED: 12-28-16

ADOPTED: _____

**RESOLUTION AUTHORIZING A BUDGET AMENDMENT FOR GRANT AGREEMENT
EMW-2015-FH-00796 WITH THE US DEPARTMENT OF HOMLAND SECURITY,
FEDERAL EMERGENCY MANAGEMENT AGENCY/GRANT PROGRAMS
DIRECTORATE IN THE AMOUNT OF \$3,767,280.00**

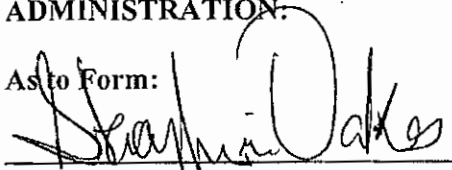
BY THE ADMINISTRATION:

WHEREAS, The City of Flint Fire Department has applied for and was notified that its Staffing for Adequate Fire and Emergency Response (SAFER) Grant application was awarded funding through the US Department of Homeland Security, Federal Emergency Management Agency/Grant Programs Directorate, and has accepted Federal grant award #EMW-2015-FH-00796 for a two (2) year period beginning March 1, 2017 and ending February 28, 2019, in the amount of \$3,767,280.00; and

IT IS RESOLVED, That the appropriate City Officials are authorized to do all things necessary to amend the adopted budget for FY17 and any subsequent fiscal years that the funds continue to remain available from the grantor to fund Fire Department staff in the amount of \$3,767,280.00 under City grant code # FFEMA17SAFER, and to comply with the terms and conditions of grant agreement #EMW-2015-FH-00796 with the US Department of Homeland Security, Federal Emergency Management Agency/Grant Programs Directorate.

ADMINISTRATION:

As to Form:

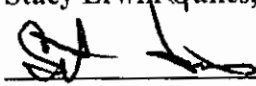


Stacy Erwin Oakes, Chief Legal Officer

As to Finances:



David Sabuda, Interim Chief Financial Officer



Sylvester Jones, Jr., City Administrator, or
Karen W. Weaver, Mayor

CITY COUNCIL:



Kerry Nelson, Council President

RECEIVERSHIP TRANSITION ADVISORY BOARD:

PRESENTED TO CITY COUNCIL:

1-04-2017

ADOPTED BY CITY COUNCIL:

1-09-2017

RESOLUTION STAFF REVIEW

DATE: December 20, 2016

Agenda Item Title: Staffing for Adequate Fire and Emergency Response (SAFER)
#EMW-2015-FH-00796

Prepared By: Sgt. Carrie Edwards-Clemons,
Emergency Medical Services Coordinator
City of Flint Fire Department

Background/Summary of Proposed Action: Resolution authoring acceptance of the SAFER grant #EMW-2015-FH-00796 from the US Department of Homeland Security, Federal Emergency Management Agency/Grant Programs Directorate in the amount of \$3,767,280.00 to pay the salary and benefits for 33 Firefighter positions for a two (2) year period beginning March 1, 2017 and ending February 28, 2019.

Financial Implications: The City is not required to retain the grant funded firefighters after the granting period. The City is required to maintain staffing levels during the granting period.

Budgeted? Yes No **Please explain if no:** SAFER is a reimbursable grant.

Account No.: City grant code # FFEMA17SAFER
296 Fund
Dept. 338700



Pre-encumbered? Yes No **Requisition #**

Other Implications (i.e., collective bargaining): None

Staff Recommendation: Recommended Approval

Staff Person: 
Raymond Barton, Fire Chief

**FEDERAL EMERGENCY MANAGEMENT AGENCY
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

1. AGREEMENT NO. EMW-2015-FH-00796	2. AMENDMENT NO. 0	3. RECIPIENT NO. 38-6004611	4. TYPE OF ACTION AWARD	5. CONTROL NO. WX02376N2016T
6. RECIPIENT NAME AND ADDRESS City of Flint Fire Department 310 E. Fifth Street Flint Michigan, 48502-1635	7. ISSUING OFFICE AND ADDRESS Grant Programs Directorate 500 C Street, S.W. Washington DC, 20472 POC: Belinda Bedran 202-786-9540	8. PAYMENT OFFICE AND ADDRESS FEMA, Financial Services Branch 500 C Street, S.W., Room 723 Washington DC, 20472		
9. NAME OF RECIPIENT PROJECT OFFICER Carrie Edwards	PHONE NO. 8107627336X5225	10. NAME OF PROJECT COORDINATOR Catherine Patterson	PHONE NO. 1-866-274-0960	
11. EFFECTIVE DATE OF THIS ACTION 01-MAR-17	12. METHOD OF PAYMENT SF-270	13. ASSISTANCE ARRANGEMENT Cost Sharing	14. PERFORMANCE PERIOD From:01-MAR-17 To:28-FEB-19 Budget Period From:30-MAR-16 To:01-OCT-16	

15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

PROGRAM NAME ACRONYM	CFDA NO.	ACCOUNTING DATA (ACCS CODE) XXXX-XXX-XXXXX-XXXXX- XXXX-XXXX-X	PRIOR TOTAL AWARD	AMOUNT AWARDED THIS ACTION + OR (-)	CURRENT TOTAL AWARD	CUMULATIVE NON- FEDERAL COMMITMENT
SAFER	97.083	2016-F5-C211-P4310000- 4101-D	\$0.00	\$3,767,280.00	\$3,767,280.00	\$0.00
TOTALS			\$0.00	\$3,767,280.00	\$3,767,280.00	\$0.00

b. To describe changes other than funding data or financial changes, attach schedule and check here.
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)
N/A

DATE
N/A

18. FEMA SIGNATORY OFFICIAL (Name and Title)
Rosalie Vega

DATE
29-JUL-16

Summary Award Memo

**SUMMARY OF ASSISTANCE ACTION
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE GRANTS
Application**

INSTRUMENT: GRANT
AGREEMENT NUMBER: EMW-2015-FH-00796
GRANTEE: City of Flint Fire Department
DUNS NUMBER: 072780067
AMOUNT: \$3,767,280.00, Hiring

Project Description

The purpose of the Staffing for Adequate Fire and Emergency Response Program is to protect the health and safety of the public and firefighting personnel against fire and fire-related hazards.

After careful consideration, FEMA has determined that the recipient's project or projects submitted as part of the recipient's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the Staffing for Adequate Fire and Emergency Response Grant program's purpose and worthy of award. The projects approved for funding are indicated by the budget or negotiation comments below. The recipient shall perform the work described in the grant application for the recipient's approved project or projects as itemized in the request details section of the application and further described in the grant application narrative. The content of the approved portions of the application - along with any documents submitted with the recipient's application - are incorporated by reference into the terms of the recipient's award. The recipient may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval, via amendment request, from FEMA.

Period of Performance

01-MAR-17 to 28-FEB-19

Amount Awarded

The amount of the award is detailed in the attached Obligating Document for Award. The following are the budgeted estimates for object classes for this grant (including Federal share plus recipient match):

Personnel: \$2,071,245.00

Fringe Benefits	\$1,696,035.00
Travel	\$0.00
Equipment	\$0.00
Supplies	\$0.00
Contractual	\$0.00
Construction	\$0.00
Other	\$0.00
Indirect Charges	\$0.00
Total	\$3,767,280.00

NEGOTIATION COMMENTS IF APPLICABLE (max 8000 characters)

If you have any questions about your award package, please contact your GPD Grants Management Specialist: Sharon Cargo at Sharon.Cargo@fema.dhs.gov.

FEMA Officials

Program Officer: The Program Specialist is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. If you have any programmatic questions regarding your grant, please call the AFG Help Desk at 866-274-0960 to be directed to a program specialist.

Grants Assistance Officer: The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. The Officer conducts the final business review of all grant awards and permits the obligation of federal funds. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a Grants Management Specialist.

Grants Operations POC: The Grants Management Specialist shall be contacted to address all financial and administrative grant business matters for this grant award. If you have any questions regarding your grant please call ASK-GMD at 866-927-5646 to be directed to a specialist.

ADDITIONAL REQUIREMENTS (IF APPLICABLE) (max 8000 characters)

If you have any questions about your award package, please contact your GPD Grants Management Specialist: Sharon Cargo at Sharon.Cargo@fema.dhs.gov.

RESOLUTION NO.: _____

PRESENTED: January 9, 2017

ADOPTED: _____

RESOLUTION TO ACCEPT A GRANT FROM THE CHARLES STEWART MOTT FOUNDATION FOR FINANCIAL RECOVERY TECHNICAL ASSISTANCE

BY THE CITY COUNCIL:


On December 2, 2016, the City of Flint received a grant from the Charles Stewart Mott Foundation, in the amount of \$417,199.00, for a Financial Recovery Technical Assistance Project for the period of September 1, 2016 through March 31, 2018 (Grant No. 2016-00651); and

This one-time only grant was made in accordance with the following budget: Consulting Services (\$60,000), Economic Development/Rebuilding Flint the Right Way (\$60,000), Grant Writer (\$120,000), Executive Search (\$100,000), and DPW Director-Partial (\$77,199); and

During its regular meeting held January 9, 2017, the Flint City Council made a motion to accept these grant dollars from the Charles Stewart Mott Foundation, with the motion passing by a vote of 8:0.

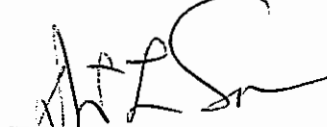
IT IS RESOVED, that the Flint City Council accepts grant funds, in the amount of \$417,199.00, from the Charles Stewart Mott Foundation for the purpose of a City of Flint Financial Recovery Technical Assistance Project (Grant No. 2016-00651).

APPROVED AS TO FORM:



Angela Wheeler, Deputy City Attorney

APPROVED AS TO FINANCE:



David Sabuda, Chief Financial Officer

APPROVED BY CITY COUNCIL:



Kerry L. Nelson, Council President

**RECEIVERSHIP TRANSITION
ADVISORY BOARD:**

PRESENTED TO CITY COUNCIL:

1-09-2017

ADOPTED BY CITY COUNCIL:

1-09-2017

RESOLUTION NO.: _____

PRESENTED: January 9, 2017

ADOPTED: _____

RESOLUTION TO ACCEPT A GRANT FROM THE CHARLES STEWART MOTT FOUNDATION FOR EVENT POLICING AND PUBLIC SAFETY

BY THE CITY COUNCIL:

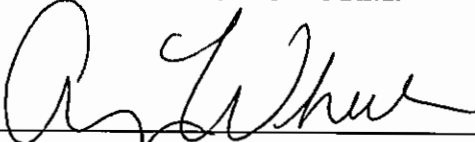
On December 2, 2016, the City of Flint received a grant from the Charles Stewart Mott Foundation, in the amount of \$125,523.00, for an Event Policing and Public Safety Project, for the period of June 1, 2016 through September 30, 2016 (Grant No. 2013-00398.02); and

This grant was awarded to provide for the cost of police and traffic engineering services for special events held for the general public, as follows: Juneteenth Celebration (\$3,939.92), Flint LGBT Pride Festival (\$8,000), Flint July 4th Festival (\$12,308.40), Buckham Alley Fest (\$300), Genesee County Gospel Festival (\$10,043.60), 35th Annual Flint Jazz Festival (\$14,153.58), Back to the Bricks (\$47,509.68), Crim Festival of Races (\$22,617.15), and Bikes on the Bricks (\$6,650.52); and

During its regular meeting held January 9, 2017, the Flint City Council made a motion to accept these grant dollars from the Charles Stewart Mott Foundation, with the motion passing by a vote of 8:0.

IT IS RESOVED, that the Flint City Council accepts grant funds, in the amount of \$125,523.00, from the Charles Stewart Mott Foundation for the purpose of a City of Flint Event Policing and Public Safety Project (Grant No. 2013-00398.02).

APPROVED AS TO FORM:



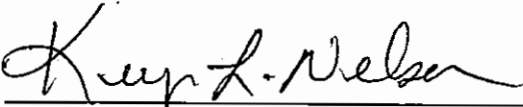
Angela Wheeler, Deputy City Attorney

APPROVED AS TO FINANCE:



David Sabuda, Chief Financial Officer

APPROVED BY CITY COUNCIL:



Kerry L. Nelson, Council President

RECEIVERSHIP TRANSITION ADVISORY BOARD:

PRESENTED TO CITY COUNCIL:

1-09-2017

ADOPTED BY CITY COUNCIL:

1-09-2017

Attachment #6

CITY OF FLINT Position Description

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

Salary: \$90,000-\$110,000

GENERAL STATEMENT OF DUTIES:

Performs a variety of complex, high level professional work, serving as the Chief Legal Officer for the City of Flint, directing the management of all legal matters in which the City is interested. Draws up legal documents, advising city officials as to legal rights, obligations, practices and other related phases of applicable local, state 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, the City Council and department heads; makes presentations to 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.

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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 of 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 communicate effectively verbally and 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 license to practice law in the State of Michigan.
- Member in good standing of the State of Michigan Bar Association.
- Valid State of Michigan driver's license.
- Member of Genesee County Bar Association.

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: 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**

Director of Department of Public Works	Salary: \$145,000-\$155,000
Established: July 1, 2014	Appointed

Position Summary

Under the supervision of the City Administrator, the Director of the Department of Public Works is responsible for performing executive level administration, supervisory and technical work in directing the activities of a full-service public works department which includes transportation, sanitation, and utilities/water services. The department employs 167 FTE & PTE's.

Essential job functions include, but are not limited to:

- Plans, organizes and directs all aspects of departmental operations ensuring safety, quality and efficiency. Develops, recommends and implements departmental policies and procedures, internal controls, and departmental goals and objectives in accordance with departmental needs, legal requirements and the city's overall strategic plan.
- Evaluate the need for and develop plans, schedules and cost estimates for long-range capital improvement programs and maintenance of public facilities.
- Represents the City and Public Works Department in meetings with public officials, other public agencies and civic groups in order to coordinate, develop and implement projects and programs.
- Maintains departmental awareness of state-of-the-art developments in management and fields of Public Works operations.
- Monitors development related to designated services areas, evaluates their impact on City operations and implements policy and procedure improvements.
- Monitors existing methods and procedures, making recommendations for increased efficiencies and cost effectiveness
- Ensures that utility systems and facilities meet State and EPA requirements.
- Resolves citizen complaints regarding delivery of departmental services.
- Supervises personnel, evaluates performance and oversees training and professional development.
- Selects and procures equipment and materials as needed in accordance with capital improvement plans and approved budgets.
- Prepares and maintains appropriate records and reports as required.
- Demonstrates continuous effort to improve operations, streamline work processes and work cooperatively and jointly to provide quality customer service.
- Performs other duties as determined by the City Administrator.



IMAGINE FLINT

Qualifications

A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Applied Science (Such as; Biology, Chemistry, etc.) or closely related field. A Master's degree and/or possession of MDEQ Waterworks System Operator "F", "S" license or Wastewater Operator Certification is desired. Five to seven (5-7) years of progressively more responsible professional experience in public works, utilities, and engineering; including three (3) years in an administrative/supervisory capacity.

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: Human Resources 07/01/2014

Revised: City Administrator 12/7/2015

Revised: City Administrator 06/7/2016

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.