



AGENDA
Committee on Ways and Means
Thursday, September 13, 2018 @ 8:00 a.m.
Council Conference Room, City Hall

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair
Councilmember Carol Wood, Member

1. Call to Order

2. Minutes

- August 23, 2018

3. Public Comment on Agenda Items

4. Discussion/Action:

A.) RESOLUTION – Grant Acceptance; Bear Lake Pathway Project

B.) Sole Source Purchase; Department of Information Technology request for Dewpoint as the vendor for Managed Infrastructure Services.

C.) Sole Source Purchase; Department of Information Technology request for City Sourced as the vendor for Citizen Engagement Platform

5. Other

FY2019/2020 Budget Policies and Priorities

6. Adjourn



MINUTES

**Committee on Ways and Means
Thursday, August 23, 2018 @ 9:30 a.m.
10th Floor Conference Room, City Hall**

CALL TO ORDER

The meeting was called to order at 9:30 a.m.

ROLL CALL

Council Member Jody Washington, Chair

Council Member Kathie Dunbar, Vice Chairperson – arrived at 9:34 a.m.

Council Member Carol Wood, Member

OTHERS PRESENT

LaSondra Crenshaw, Administrative Assistant

Eric Brewer, Council Internal Auditor

Jim Smiertka, City Attorney

Greg Venker, Assistant City Attorney

Linda Sanchez-Gazella – Human Resources

Elizabeth O-Leary – Human Resources

Mitch Whisler – Public Services

Eric Eichenberg – LPD

Mary Sabaj – Ingham County Community Corrections

Minutes

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE MINUTES FROM AUGUST 9, 2018 AS PRESENTED. MOTION CARRIED 2-0.

Public Comment

No public comment at this time.

Discussion/Action

RESOLUTION – Grant Acceptance; 2017 Justice Assistance Grant (JAG)

Mr. Eichenberg stated that this is a revolving grant from the federal government, they are looking at getting \$97,930.00 which will be used for purchasing gas mask. The current ones are several years old and deteriorated. With current terrorist threats we need new equipment. Also \$10,253.00 is going to the Sheriff's office for hand guns.

He also stated that East. Lansing declined to put in with the Lansing Police Department so that is the \$3,330.00 difference. We will go through reprogramming and we could adjust the use of the amount, but it will be programmed at a later date.

MOTION BY COUNCIL MEMBER WASHINGTON TO APPROVE THE RESOLUTION FOR GRANT ACCEPTANCE 2017 JUSTICE ASSISTANCE GRANT (JAG). MOTION CARRIED 2-0

Sole Source Purchase; Human Resources Department request for Segal Waters Consulting as the vendor to provide the job description classification services.

Ms. Sanchez-Gazella stated this request is for job classification signed by previous administration, during change in administration the contract was located. There is an out clause to Segal, intent for Human Resources to move out for RFQ. In May classifications sent to Segal and Ms. Sanchez-Gazella made aware we had reached the number of hours that had been signed in contract. In order to move forward with CBA's she felt she had to move forward with Segal and extend another contract. Ms. Sanchez-Gazella has been in contact with Stephanie from purchasing and was informed a new RFQ will be out by end of August which we will follow and \$20,000 was paid in advance to Segal. We could request a refund but not sure we would get it so it is best to continue with Segal until that money is used up.

Council Member Wood asked is part of the strategy since CBA's speak of sign off, are you going to have them be part of any process you go through so we aren't pushed up against the wall. Ms. Sanchez-Gazella sated she is a firm believer is clear communication.

Council Member Wood asked if having a complete study done is something you are looking at proposing in the future. Ms. Sanchez-Gazella stated yes for the future.

MOTION BY COUNCIL MEMBER WOOD TO RECEIVE AND PLACE ON FILE THE SOLE SOURCE PURCHASE HR DEPARTMENT REQUEST FOR SEGAL WATERS CONSULTING AS THE VENDOR TO PROVIDE THE JOB DESCRIPTION CLASSIFICATION SERVICES. MOTION CARRIED 3-0

Sole Source Purchase: Public Service Department – Engineering: MSU Extension Services for Habitat Assessment for Endangered Species and Relation Services along the River Trail.

Mr. Whisler stated they have four projects for the trails in design process. In review process endangered species were noted up to a mile and a half of the site those included Bats, and Mussels, so they are required to do feasibility study. We have been working with the DEQ about a year, this came through mid-way. We are running out of time to get projects done, the county already extended the deadline by one year. We have consulted various consulting agencies that could do the work, only one was able to commit to the time frame. MMIQ couldn't give exact price could be upward of \$40,000.00 we got approval to do the study using trail funds. Now we are just seeking approval of the sole source. The best time to do the study on Mussels is April through September but due to flooding it is kind of hard, so we are limited to late summer July through September. Morris River by Francis Park is one of the locations which requires scuba diving efforts, it is a very lengthy process

MOTION BY COUNCIL MEMBER WASHINGTON TO RECEIVE AND PLACE ON FILE THE SOLE SOURCE PURCHASE PUBLIC SERVICE DEPARTMENT ENGINEERING MSU EXTENSION SERVICES FOR HABITATE ASSESSMENT FOR ENDANGERED SPECIES AND RELATION SERVICES ALONG THE RIVER TRAIL. MOTION CARRIED 3-0

RESOLUTION – Communication for Ingham County Board of Commissioners Resolution to Authorize Submission of a Community Corrections Grant Application.

Ms. Sabaj stated she was the Community Corrections Manager for Ingham County Community Corrections. We are seeking approval to submit our annual grant and receive funding from the state. We have been receiving this grant since 1991. Last year we added two new programs. This year's grant is the same as last year. Due to contract delays with the state we were not able to get the Opioid program up until mid-year, so we decided to focus on what we have.

Council Member Wood asked what the receditive rate is. Ms. Sabaj stated they do not have a way to track per program, but probation violation in general if technical offense it is five percent, and probation violation if it is a new offense it is ten percent. Council Member Wood then asked how many people go through the program in a year. Ms. Sabaj stated 850-900 people. We get about \$532,000.00 per year to use for residential programs, we have many programs that work in conjunction with residential program. And follow up care once returning to the community.

Council Member Dunbar asked do your services end when they get off paper. Ms. Sabaj stated that the services that we provide the state requires they be on probation while getting the services. Council Member Dunbar asked if the services were voluntary or required by probation that they participate. Ms. Sabaj stated it is required.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO AUTHORIZE SUBMISSION OF A COMMUNITY CORRECTIONS GRANT APPLICATION. MOTION CARRIED 3-0

OTHER

N/A

ADJOURN

Adjourn at 9:54 a.m.

Submitted by,

LaSondra Crenshaw, Administrative Assistant

Lansing City Council

Approved by the Committee on _____



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE:

GRANT NAME: Federal Transportation Alternatives Program

DEPARTMENT: Public Service

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Mitch Whisler (517) 483-4249

APPLICATION DATE July 2018

AWARD DATE: 08/09/2018

GRANT CYCLE: Federal FY 2019

Check One: Annual ☒ One-Time

FUND AMOUNT: \$324,750

(Breakdown below should total this amount)

GOODS & SERVICES

PERSONNEL

CONSTRUCTION \$259,800.00

LAND \$0.00

OTHER (Training)

CITY MATCH (IF APPLICABLE): \$64,950 (Ingham County Trails and Park Millage Funds)

GRANT PAYS FOR: Construction of Pathway

FUND ALLOCATIONS (Please describe the purpose of the grant and allowable uses):

Total project cost is 967,639 and uses a combination of CMAQ and TA funds with millage funds used as the match. This acceptance request is for the TA funds. The funds are for the construction of the Bear Lake non-motorized path that will connect the South Lansing Pathway to Forest Road near 127 via Utility corridor, MSU property and Lansing School District property. This funding will be used for contractor expenses related to construction of the pathway.

BY THE COMMITTEE ON WAYS AND MEANS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Public Service Department of the City of Lansing received a Conditional Commitment letter from the Michigan Department of Transportation of our selection to receive a Federal Transportation Alternatives Program (TAP) grant totaling up to \$259,800 in federal funds for the Bear Lake Pathway project; and

WHEREAS, the local match is 20% up to \$64,950 of the total estimated project cost of \$967,639; and

WHEREAS, a maximum of \$516,323 in Federal Congestion Mitigation and Air Quality funds and additional local funds will be used for the remaining total estimated project cost; and

WHEREAS, the total estimated local funds required for construction is \$191,515.80; and

WHEREAS, the local match will use Ingham County Trails and Parks Millage funding; and

WHEREAS, the project involves construction of a 10 foot wide HMA pathway with 2 foot shoulders from Cavanaugh Road and Forest Road and installation of a Rapid Rectangular Flashing Beacon at Forest Road; and

WHEREAS, the Public Service Department is requesting acceptance of the TAP grant; and

WHEREAS, the proposed enhancements are identified in the Non-Motorized Transportation Plan; and

WHEREAS, the proposed enhancements are identified in the Tri-County Regional Planning Commission's Transportation Improvement Program; and

WHEREAS, the City of Lansing recognizes the importance of the continued maintenance of these and other enhancements and has committed to implementing a maintenance plan/program over the design life of the facility constructed with TAP funding and has budgeted sufficient monies to ensure the continued maintenance of the enhancements; and

WHEREAS, Mitch Whisler, a staff engineer for the Public Service Department, will act as the agent on behalf of the Bear Lake project; and

WHEREAS, Andy Kilpatrick, P.E., Director of Public Service is authorized to sign a project agreement upon receipt of a funding award; and

WHEREAS, the Administration and the City Council recognize the importance and need for safe, alternate modes of transportation for all users;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council, hereby, approves acceptance of the Transportation Alternatives Program grant for the purposes of funding of non-motorized improvements to the Bear lake Pathway Project;

BE IT FINALLY RESOLVED, the Administration is authorized to receive the funds, create the necessary accounts, and make necessary transfers for administration in accordance with the requirements of the grantor.

Grant Summary

Date: 08/09/2018

Page: 1 of 2

Grant Type: Transportation Alternatives Program

Grant Number: 2016011

Section	Applicant	Description (rpt)	Current Grant Amount	Total Match	Total Amount	Grant %	Status	Grant Year
01	Lansing	TCRPC - Bear Lake Pathway	\$259,800.00	\$64,950.00	\$324,750.00	80.00%	Approved	2019
Total:			\$259,800.00	\$64,950.00	\$324,750.00	80.00%		

Section Grant Section Description

01 FY 2019 TAP GRANT AWARDED BY THE TRI-COUNTY REGIONAL PLANNING COMMISSION

The City of Lansing will construct the Bear Lake Pathway from Cavanaugh Road to Forest Road. The 10-foot wide asphalt path will begin where the South Lansing Pathway currently ends at Cavanaugh Road and extend north for approximately 1.5 miles to Forest Road. The project is part of the city's goal to provide a nonmotorized connection from the South Lansing Pathway to destinations east of US-127.

The total project cost is \$962,500, including \$259,800 in federal Transportation Alternative Program funds awarded by the Tri-County Regional Planning Commission, \$516,323 in federal Congestion Mitigation and Air Quality (CMAQ) Program funds, and \$186,377 in matching funds from the City of Lansing.

Nonmotorized Funding Condition

This project must be designed and constructed in accordance with the standards in the American Association of State Highway and Transportation Officials (AASHTO) Guide for the Development of Bicycle Facilities, 2012 edition. The standards for off-road trails include a minimum 10' width with a minimum of 2' clear zone on each side. The standards for bridges or boardwalks include a minimum 14' width between rub rails. In addition, bridges and boardwalks should meet a minimum H-10 design load rating. For roadways with no curb and gutter, the standards for on-road paved shoulders include a minimum 4' width facility on each side of the road. If parking is permitted, the standards for bike lanes include a minimum width of 5'. The project must also be designed and constructed in accordance with the Michigan Manual on Uniform Traffic Control Devices (MMUTCD).

Funding Condition

Transportation Alternatives Program (TAP) funding is conditional upon the items mentioned in the correspondence from the MDOT Office of Economic Development conveying the conditional commitment, supporting documentation, as well as fund availability. Federal transportation funding could be subject to congressional approval of a rescission, reducing or eliminating the remaining unobligated funds. The amount of TAP funding that Congress has authorized for expenditure is provided on a first come, first served basis to the projects that have completed the steps necessary to request federal fund authorization from the Federal Highway Administration. These steps typically include submitting completed plans, a cost estimate, specifications, and obtaining all necessary permits, clearances, an executed agreement, and matching funds.

Important Note on TAP Funding for Local Agencies

Federal TAP funds shall be applied to the eligible items of the total participating project cost up to the lesser of: (1) the TAP grant amount, or (2) an amount such that 80 - 81.85 percent, the maximum federal participation ratio for such funds, is not exceeded at the time of the award of the construction contract. The balance of the participating project cost, after deduction of TAP Funds, shall be the responsibility of the grant applicant. All of the non-participating cost shall be the responsibility of the grant applicant. In addition to the limits mentioned above, TAP funds are capped at the applicable low bid amount and shall not be applied to any extra construction costs or construction over-runs; these costs shall be the responsibility of the grant applicant.

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson, CPPB Buyer

DATE: August 29, 2018

SUBJECT: Sole Source Purchase –Dewpoint Managed Infrastructure Services

The IT Department requests that Dewpoint be designated as a sole source consultant for Managed Infrastructure Services for the City of Lansing. This was a multi-year contract with Dewpoint.

Please see the attached letter and approval from Collin Boyce regarding the request.

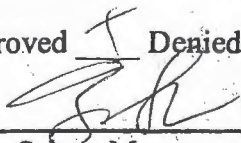
Based on the attached letter we recommend issuing a sole source purchase order to Dewpoint in the amount of \$ 52,000 per month from the IT FY19 account 6303130.741890 per the request of the IT Department.

Attachment

Date

Approved

Denied


Andy Schor, Mayor



INFORMATION TECHNOLOGY

201 N. GRAND AVENUE • LANSING, MI 48933-1236 • (517) 483-4250 • FAX: (517) 483-4390

Andy Schor, Mayor

TO: Stephanie Robinson, Buyer
FROM: Collin Boyce, CIO
DATE: August 22, 2018
SUBJECT: Dewpoint Managed Infrastructure Services – Justification and Sole Source Memo

This memo serves to justify the extension of our Managed Services contract with Dewpoint as our Infrastructure team for the City of Lansing. The original contract specified 12 months of work for \$52,000 per month and expired at the end of August 2018.

Continued Pricing:

Dewpoint continues to have a place in the IT Budget in FY19 within account 6303130.743000 until a contract is finalized. The next two months will have the original contracted invoice amount for \$52,000 per month.

A handwritten signature in black ink, appearing to read "Collin Boyce", is written over a horizontal line.

Collin Boyce
Chief Information Officer

8/27/2018
Date

**CITY OF LANSING**

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

TO: DEWPOINT INC
1921 E MILLER ROAD STE B
LANSING, MI 48911

PURCHASE ORDER	
P.O. NUMBER	P085703
DATE	08/28/18
VENDOR I.D.	V003894
DELIVERY DATE	
FOB	
REQUISITION NO	PR014009
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

Page 1 of 1

PHONE# (517) 393-5448 FAX# (517) 393-5448

DELIVER ITEMS TO:

FINANCE DEPARTMENT INFORMATION TECHNOLOG
201 N GRAND AVE
LANSING, MI 48933

SEND INVOICE TO:

FINANCE DEPARTMENT INFORMATION TECH
201 N GRAND AVE
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	2 MONTHS - INFRASTRUCTURE SERVICES	104,000	LS	1.00	104,000.00
				TAX	0.00
				TOTAL	104,000.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.



Virg Bernero, Mayor

PUBLIC SERVICE DEPARTMENT

Engineering Division
732 City Hall
124 West Michigan Avenue
Lansing, Michigan 48933
(517) 483-4455
FAX: (517) 483-6082
<http://publicservice.cityoflansingmi.com>



TO: Stephanie Robinson, Senior Buyer
FROM: Chad A. Gamble, P.E., Chief Operating Officer
DATE: February 10, 2014
SUBJECT: Sole Source Justification – Dewpoint Infrastructure Management

This memo serves to detail the justification for selecting Dewpoint for staffing and management of the Infrastructure Division of the Department of Information and Technology (IT).

The city has restructured the current Division of IT and reorganized it under a new Department of IT. In today's world of municipal government technology, the efficient management and exchange of information plays a key role in the ability of a city to remain competitive and functional. The right-sizing of our city has necessitated increased reliance on technology for city employees to perform their jobs and to be connected to other like agencies to exchange information and improve service. This reorganization will allow for better customer service by means of targeting and emphasizing the support of the end users of technology in the city.

Dewpoint, a Lansing-headquartered company with over 17 years of IT service experience, has been serving the City of Lansing IT Division with technical support, infrastructure and project management coordination for over two years. This relationship has allowed Dewpoint staff and leadership to gain an intimate understanding of the structure, organization, and flow of the IT work and its team members. This unique knowledge and experience with the city's IT systems cannot be replicated by another vendor. In addition, the need for continuity and integration between all aspects of the city's IT operations necessitates a single-vendor approach to the work assigned to Dewpoint through this contract. It is neither practical nor desirable to fragment the management of the city's core, mission-critical IT infrastructure among multiple vendors.

The reorganization of the IT Division and the expanded role for Dewpoint in the new Department of IT recognize the need to streamline and improve our infrastructure design and functionality, and to implement a more flexible staffing approach that can adapt to the ever-changing requirements of today's evolving IT environment.

February 10, 2014

Page -2-

This contract will add 4 full time employees (FTE's) for the infrastructure group with an additional 4 FTE's during the transition and over 20 FTE's that will be available 24 hours for on-call infrastructure emergencies. Dewpoint is the only firm that can step in and manage the Infrastructure Division noting the two years of experience in assisting us in many infrastructure emergencies and day-to-day functions in this area already. It also continues in offering this type of service to hundreds of its current and former clients.

In addition, the city is planning to sell bonds in order to make a targeted and much needed investment in IT. This investment will require the latest design strategy and infrastructure functionality, as well as the ability to deploy new technology quickly, accurately, and more cost-effectively due the age and vulnerability of current hardware.

This is notification that a sole source contract was requested for this purchase order and a purchase order was issued to Dewpoint for the amount of \$225,000.

Funds are available in the following account:

630.173130.743000.00000.

If you have any questions, please feel free to contact me.

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Andy Schor, Mayor
Samantha Harkins, Chief of Staff

FROM: Stephanie Robinson, CPPB Buyer

DATE: August 29, 2018

SUBJECT: Sole Source Purchase—City Sourced Citizen Engagement Platform

The IT Department requests that City Sourced be designated as a sole source consultant for Citizen Engagement platform for the City of Lansing. This is year three of a five-year contract with City Sourced.

Please see the attached letter and approval from Collin Boyce regarding the request.

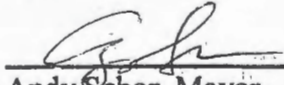
Based on the attached letter we recommend issuing a sole source purchase order to City Sourced in the amount of \$ 43,800 from the IT FY19 account 6303130.741890 per the request of the IT Department.

Attachment

Date

8-29-18

Approved ☒ Denied ☐


Andy Schor, Mayor



INFORMATION TECHNOLOGY

201 N. GRAND AVENUE • LANSING, MI 48933-1236 • (517) 483-4310 • FAX: (517) 483-4390

Andy Schor, Mayor

TO: Stephanie Robinson, Buyer
FROM: Collin Boyce, CIO
DATE: August 22, 2018
SUBJECT: CitySourced Citizen Engagement Platform – Justification and Sole Source Memo

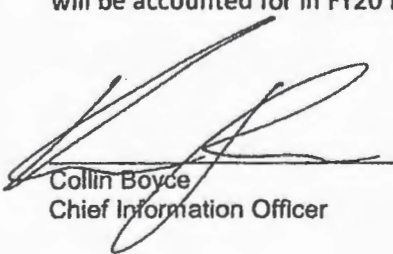
This memo serves to justify the continuation of our contract with CitySourced as the Citizen Engagement platform for the City of Lansing. The original goal of the project was to improve Citizen Engagement by increasing avenues for citizens to interact with their government to report and resolve issues, and improve services. Before signing a contract with this vendor, IT held a meeting with key stakeholders of the City to agree to project requirements and come up with a viable solution to the problem at hand. We are now on year three of five with CitySourced and have observed that citizens are more active and more willing to communicate and report issues within the City limits thus satisfying the goal of increased Citizen Engagement.

Features & Functionality:

- Departments have a single Enterprise solution to facilitate internal ownership and responsiveness
- Service requests/work orders now have direct integration to CityWorks and BS&A
- Location uses GIS information and reports are linked to one GPS coordinate
- Ability for external and internal comments on requests to facilitate solutions
- Full-knowledge abase capability to facilitate issue resolutions
- Contains issue tracking with updates and escalation tracking
- Reporting capability includes issue (topic, location, etc.), owner (department), resolution, dashboard format
- Platform has ability to attach photos, video and audio files for ease of service
- 2-way communication, News promotion, and unlimited push notifications
- Customizable auto-response
- Custom mobile Apps for iOS and Android
- Capability to integrate with multiple Facebook feeds

Year-Three Pricing:

CitySourced continues to have a place in the IT Budget in FY19 within account 6303130.741890 (software) and will be accounted for in FY20 for the annual cost going forward.


Collin Boyce
Chief Information Officer

Date



Invoice #INV-100862

From

CitySourced
1545 Sawtelle Blvd
Suite 36
Los Angeles, CA 90025

Invoice Summary

Invoice Number	INV-100862
Date	07/01/2018
Due Date	07/01/2018
Amount Due (USD)	\$ 43,800.00

Bill To

Lansing, MI
124 W Michigan Avenue
Lansing, MI 48933
United States (US)

Description

Quantity	Rate	Amount
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This is your subscription fee for Knowledge Base for the term starting 07/01/2018 and ending 06/30/2019.	1	3,300.00	3,300.00
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This is your subscription fee for Platform - Enterprise Plus for the term starting 07/01/2018 and ending 06/30/2019.	1	21,000.00	21,000.00
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This is your subscription fee for Active Directory, Okta, or another Single Sign On provider for the term starting 07/01/2018 and ending 06/30/2019.	1	2,400.00	2,400.00
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This is your subscription fee for Waste Services for the term starting 07/01/2018 and ending 06/30/2019.	1	8,100.00	8,100.00
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This is your subscription fee for Web Staging Instance for the term starting 07/01/2018 and ending 06/30/2019.	1	5,400.00	5,400.00
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This is your subscription fee for Staging Smartphone App for the term starting 07/01/2018 and ending 06/30/2019.	1	3,600.00	3,600.00
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Amount Due (USD)	\$ 43,800.00
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**CITY OF LANSING**

124 W. Michigan Ave
Lansing, MI 48933
(517) 483-4128

TO: CITYSOURCED INC
1545 SAWTELLE BLVD STE 36
LOS ANGELES, CA 90025

PURCHASE ORDER

P.O. NUMBER	P085702
DATE	08/28/18
VENDOR I.D.	V009730
DELIVERY DATE	
FOB	
REQUISITION NO	PR014006
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

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PHONE#

FAX#

DELIVER ITEMS TO:

FINANCE DEPARTMENT INFORMATION TECHNOLOG
201 N GRAND AVE
LANSING, MI 48933

SEND INVOICE TO:

FINANCE DEPARTMENT INFORMATION TECH
201 N GRAND AVE
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	KNOWLEDGE BASE 7/1/18-6/30/19	3,300	LS	1.00	3,300.00
002	ENTERPRISE PLUS	21,000	LS	1.00	21,000.00
003	ACTIVE DIRECTORY, OKTA, SINGLE SIGN ON	2,400	LS	1.00	2,400.00
004	WASTE SERVICES	8,100	LS	1.00	8,100.00
005	WEB STAGING INSTANCE	5,400	LS	1.00	5,400.00
006	STAGING SMARTPHONE APP	3,600	LS	1.00	3,600.00
				TAX	0.00
				TOTAL	43,800.00

THE ARTICLES SPECIFIED ARE SUBJECT TO THE FOLLOWING CONDITIONS:

1. Goods other than those specified on this order must not be substituted or prices changed without authorization.
2. If the quantity shipped is short of the purchase order quantity, specify on the packing slip if that quantity is on back order or cancelled.

RESOLUTION 2017-240
BY THE COMMITTEE OF THE WHOLE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Charter of the City of Lansing requires the Council to adopt an annual statement of Budget Policies and Priorities serving to guide the Administration in developing and presenting the Fiscal Year 2018-2019 Budget; and

WHEREAS, the City Council, with joint efforts from the Administration and the Financial Health Team, established the following Mission/Vision and goals; and

The City of Lansing's mission is to ensure quality of life by:

- I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
 - a. The City's diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life.
 - b. The City is governed in a transparent, efficient, accountable and responsive manner on behalf of all citizens.
 - c. The City's neighborhoods have various resources that allow them to be on a long term viable and appealing basis.
 - d. Support economic development initiatives that promote and retain new industries and markets.
- II. Securing short and long term financial stability through prudent management of city resources.
 - a. Wise stewardship of financial resources results in the City's ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.
 - b. Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.
 - c. Support initiatives that build the City's property and income tax base.
- III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
 - a. The City's core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen's health, safety and general welfare.

IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.

- a. Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.
- b. Create vibrant places, support events and activities that showcase our waterfront and green spaces.
- c. Raise the level of support for projects and initiatives that showcase local and state history.

V. Facilitating regional collaboration and connecting communities.

- a. The City has a safe efficient and well connected multimodal transportation system that contributes to a high quality of life and is sensitive to surrounding uses.
- b. Seek a balanced distribution of affordable housing in the tri-county region.

WHEREAS, the City Council would like to continue its commitment, if funding is available, to:

- Maintain and improve the City's infrastructure;
- Preserve and ensure clean, safe, well-maintained housing and neighborhoods;
- Provide comprehensive and affordable recreational programs and youth and family services;
- Explore alternatives for improved efficiency in service and delivery; and

WHEREAS, in considering these Fiscal Year 2018-2019 Budget priorities, the Administration is encouraged to ascertain the feasibility of funding any new programs through either the reduction of spending in existing program areas or the exploration of new funding sources that would assure the sustainability of the program; and

WHEREAS, the Administration is encouraged to supplement, not supplant any existing resources for police, fire and local roads with the General Fund revenues collected under this millage; and

WHEREAS, the Administration was requested to include in its Fiscal Year 2018-2019 Budget, the necessary funding to accomplish all requested plans, studies, evaluations, reviews, report submissions, program assessments, and analyses noted within this resolution below, or alternatively documentation as to why such activities are prohibitively costly; and

WHEREAS, the Lansing City Charter states that the budget proposal due on the fourth Monday in March of each year shall contain "the necessary information for understanding the budget" and how the proposal addresses the priorities proposed by the City Council.

NOW BE IT RESOLVED, that the Lansing City Council, hereby, acknowledges that the City will likely need to adopt, at best, a budget which recognizes the structural changes that are the result of lost revenues and future liabilities, encourages the Administration to prudently develop next year's budget with the following conditions:

- Protection of public and emergency services.

BE IT FURTHER RESOLVED, that the Administration review the attached statement of policies and priorities and implement those items that would boost efficiencies to increase productivity or reduce costs, that could replace existing programming, or if funding becomes available, that could be considered as new programming; and

BE IT FURTHER RESOLVED, that the Administration is requested to the extent practicable to include non-appropriations clauses and other similar out provisions in existing and future leases, and vendor contracts upon review of City Council; and

NOW THEREFORE BE IT FURTHER RESOLVED that the Administration provide all requested plans, studies, evaluations, reviews, report submissions, program assessments, and analyses noted within this resolution below, or alternatively documentation as to why such activities were prohibitively costly, by the fourth Monday in March 2018.

- I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors.
 - a) The City's diverse economy generates and retains (sustains) high quality stable jobs that strengthen the sales and property tax base and contribute to an exceptional quality of life
 - (1) Economic Development The Administration should require a beautification standard/expectation and a storm water mitigation plan for all proposed development projects that receive incentives from the City. Such standards should serve as a planning and economic development tool that will enhance property values, create jobs, and revitalize neighborhoods and business areas. These standards and plan should be presented to the City Council.
 - b) The City is governed in a transparent efficient accountable and responsive manner on behalf of all citizens.
 - (1) Administration is to present to City Council a delineation of recommendations of the Financial Health Team, noting which recommendations have been implemented, which are in the FY

2018/2019 proposed Budget, which are planned to be implemented at a future time, and which have been determined not to be implemented at any time. A timetable for future implementation is requested.

- (2) Administration is to present to Council a Supplemental Accounting Level Detail. Administration is to develop a plan and timeline for the implementation of performance based budgeting.
 - (3) Develop and analyze a cost recovery schedule for City services.
 - (4) Develop a return on investment analysis for all proposed changes in City services.
 - (5) Identify and provide a complete and ongoing analysis of the City's structural deficits and the Administration's plan to eliminate the same.
 - (6) Incorporate into the proposed Budget a 5-Year projection of revenues and expenditures.
- c) The City's neighborhoods have various resources that allow them to be long term viable and appealing.
- (1) Administration research and issue a report on surrounding community models for neighborhood organization technical support structure within the City.
 - (2) Working with the City Attorney and Fire Department Code Compliance Division to expedite improvements or closure of abandoned, neglected, and burned out houses and commercial building by using the International Property Maintenance Code (IPMC) and adopt the latest version of the IPMC from the State of Michigan. Develop aggressive policies to deal with problematic property owners.
 - (3) Food Access: The Administration and the City of Lansing Economic Development Corporation should increase quality food access throughout the City using all incentives available.
 - (4) Code Compliance: The Administration shall ensure the Code Compliance Department is conducting the appropriate inspections and issuing appropriate fines to ensure the buildings in our City are safe and that we have quality neighborhoods. The Administration

is to conduct a study of Code Compliance to determine a level of service for first time inspections and re-inspections assuring the safety of the housing stock for residential and mobile homes.

- d) Support economic development initiatives that promote and retain new industries and markets.
- II. Securing short and long term financial stability through prudent management of City resources.
- a) Wise stewardship of financial resources results in the City's ability to meet and exceed service demands and obligations without compromising the ability of future generations to do the same.
 - (1) Administration is requested to submit the following list of deliverables when they are due per City Charter and State Statute and adhere to them based on these priorities.
 - (a) Comprehensive Annual Financial Audit (CAFR)- annually, no later than December 31st of each year, in accordance with the State Statute.
 - (b) During the months of October, January and April of each fiscal year, the Director of Finance shall provide a written report showing the control of expenditures. (Charter- Article 7-110)
 - (c) By September 1st of each fiscal year, the Administration shall provide a written budget update report so that Council can review their standings on current budget items in preparation for the Council required creation of Budget Policies and Priorities that need to be adopted by October 1, 2016 2017. (Charter- Article 7-102)
 - (d) No later than the last regular City Council meeting in January of each year, the Mayor shall present a state of the City report to the City Council and to the public. (Charter- Article 4 -102.4)
 - (e) The Mayor shall submit the Proposed Budget with annual estimate of all revenues and annual appropriation of expenditures no later than the 4th Monday in March of each year. (Charter – Article 7-101)

- (f) Administration shall present to Council each department budget in preparation for Council to adopt the Budget Resolution no later than the 3rd Monday in May each year.
- b) Pursue and facilitate shared services regionally that allow for cost savings and revenue enhancement.
 - (1) Administration pursue partnerships with stakeholders, (intra municipal and intergovernmental), to align services in relation to public services.
 - (2) Facilities Plan: The Administration is requested to submit to the City Council a five and ten year Master Facilities Plan including school and county facilities that are used for current and future City uses. City Council is also requesting that the Administration continue to work on any delayed maintenance issues with regard to all City Facilities.
- c) Support initiatives that build City's property and income tax base

III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.

- a) The City's core services and infrastructure are efficiently, effectively and strategically delivered to enable economic development and to maintain citizen's health, safety and general welfare.
 - (1) Establish funding for an additional Code Compliance Officer dedicated to sign enforcement, and Commercial buildings based under the authority of the IPMC. As well as an additional support staff to track down property owners that have not scheduled re-inspection and to research properties suspected of being unregistered rentals.
 - (2) City-wide Emergency Preparedness: The Administration should allocate sufficient funding for the Emergency Management Division to prepare City Employees with appropriate emergency training, continue efforts to prepare the public and neighborhood groups to assist in emergencies, and provide basic search and rescue operations and necessary emergency equipment at key City facilities, and communicate the plan to the Lansing City Council and the public. Updated and continual training should be provided. The

Administration shall assist residents in times of unforeseen disasters.

- (3) Fire Facilities Maintenance: The Administration is to conduct a study of the maintenance needs of all fire stations and report to City Council an update of the status of the study by the 4th Monday of March. Along with a funding recommendation for short and long term improvement to these structures.
- (4) Regionalism: The Administration should continue with the current regional efforts, and look into the possibility of expanding the efforts.
- (5) Police-Community Relations: Designate funding to help the Police Department to ensure the improvement of police-community relations. Reaffirming the City's commitment to equality and freedom for all people regardless of actual or perceived race, sex, religion, ancestry, national origin, color, age, height, weight, student status, marital status, familiar status, housing status, military discharge status, sexual orientation, gender identification or express, mental or physical limitation, and legal source of income.
- (6) Crime Prevention: Designate funding to invest in programs for long-term crime prevention strategies.
- (7) Allocate Overtime for Problem Solving Area: Designate sufficient funding for overtime for police officers to address problem solving to help certain crime and address quality of life issues.
- (8) Community Policing: Continue and increase funding along with searching for grant funds for COPs in neighborhoods with goal not only to reduce crime but to stabilize the neighborhood over an extended period of time that will help to ensure its ability to rebound.
- (9) Leadership vacancies: Develop and implement a plan and timeline to fill all funded vacancies and provide a report to City Council.
- (10) Front-loading of Police Officers: Continue to front-load Police Officers so that we have officers ready to take the road when officers retire.

IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.

- a) Seek partnership opportunities with educational and corporate institutions and to maintain and expand our talent base.
- b) Create vibrant places, support events and activities that showcase our waterfront and green spaces.
 - (1) Trail/Greenways The Administration should encourage the Parks and Recreation Department to work collaboratively with the Tri-County Planning Commission to develop/expand our citywide/regional trail system and seek opportunities to reduce expenses in this effort. Additionally, look at the feasibility of connecting the River Trail (through bike lanes/Greenways to Trails) where there is currently no access to the trail.
- c) Raise the level of support for projects and initiatives that showcase local and state history.

V. Facilitating regional collaboration and connecting communities

- a) The City has a safe efficient and well connected multimodal transportation system that contributes to a high quality of life and is sensitive to surrounding uses.
 - (1) Corridor: City Council encourages the Administration continue to develop a plan and report its status to the Lansing City Council that seeks to revitalize and enhance all major corridors that lead into the City.
- b) Seek a balanced distribution of affordable housing in the tri-county region.

VI. LANSING BOARD OF PUBLIC SERVICE BUDGET PRIORITIES RESOLUTION ON JULY 13, 2017

RESOLVED, recognizing the financial challenges facing the City of Lansing (“City”) and its Public Service Department (“Department”), including the Department’s obligations to comply with numerous mandates, including unfunded mandates, the Lansing Board of Public Service supports the efforts of the Department.

RESOLVED, the Board of Public Service supports and recommends the following budget priorities to the Lansing City Council for consideration with Council's Budget Policies and Priorities for the Fiscal Year July 1, 2018 – June 30, 2019:

1. General Fund levels should be increased for implementation of the City's Street System Asset Management Plan, and for additional funding for reconstructing neighborhood streets with a Pavement Surface Evaluation Rating of 4 or lower;
2. Continued implementation of the recommendations in the City's Complete Streets Ordinance, and funding of the sidewalk gap closure program, sidewalk repairs and right-of-way maintenance and improvement, consistent with keeping safety a priority;
3. Increase funding to update and improve the fleet of city vehicles, with specific priority for the Public Service Department;
4. Continued support for maintaining, keeping current and updating of the City's Cityworks Asset Management Software, consistent with legal requirements and improved efficiencies, along with other financial considerations;
5. The City should approve a budget to: (i) expand opportunities for multi-family residential and business recycling; and (ii) implement organic waste recovery;
6. Explore the establishment of a Material Recovery Facility (MRF) for the recovery of recyclable commodities; and
7. The Department's efforts to secure approval for the implementation of the Wet Weather Program, submitted to the Michigan Department of Environmental Quality in 2011.

RESOLVED, as the Department generates savings through improved efficiencies in service delivery and other areas, these savings should be maintained within the Department.



Chris Swope, CMMC/MMC
Lansing City Clerk

I hereby certify that the foregoing is true
and is a complete copy of the action
adopted by the Lansing City Council.