



AGENDA
Committee on Ways and Means
Tuesday, September 19, 2017 @ 3:30 p.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

- September 5, 2017

3. Public Comment on Agenda Items

4. Discussion/Action:

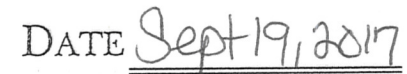
- A.) RESOLUTION – Appointment; Tom Donaldson; At-Large Member of EDC/TIFA/LBRA Board; Term Expire 2/28/2022
- B.) RESOLUTION – Budget Appropriation; National League of Cities/Met Life Foundation Grant for Financial Empowerment Center
- C.) RESOLUTION – Grant Appropriation, 54-A District Court Sobriety Court
- D.) RESOLUTION – Introduction and Set the Public Hearing; Ordinance to Add Section 286.16; Retiree Summary of Benefits
- E.) RESOLUTION – Introduction and Set the Public Hearing; Ordinance to Amend Section 206.05; Sole Source Procurement
- F.) DISCUSSION – Budget Priorities FY2018/2019

5. Pending

- Teamsters 580 Retiree Healthcare Coverage

6. Other

7. Adjourn





MINUTES
Committee on Ways and Means
September 5, 2017 @ 3:30 p.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 3:33 p.m.

ROLL CALL

Councilmember Jody Washington, Chair
Councilmember Kathie Dunbar, Vice Chair-arrived at 3:38 p.m.
Councilmember Carol Wood, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim Smiertka, City Attorney
Gregory Venker, Assistant City Attorney
Elaine Womboldt
Kathy Miles
Denise Estee
Susan Brownlee
Steve Maloney
Joseph Abood, Chief Assistant City Attorney

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM THE AUGUST 15, 2017 MEETING AS PRESENTED. MOTION CARRIED 2-0.

Public Comment

Public Comment will be made at each agenda item.

Discussion/Action

RESOLUTION – Appointment; Tom Donaldson; At-Large Member of EDC/TIFA/LBRA Board; Term Expire 2/28/2022

Council Member Washington informed the Committee that Mr. Donaldson would be replacing a vacancy left by Mr. Garcia who resigned. Mr. Donaldson would be filling the term to expire 2022. It was also noted that it was confirmed by the City Attorney that even though he was appointed recently to the Saginaw Corridor Authority, he can sit on both Boards because they do pose a conflict or requirement that he cannot.

Mr. Donaldson was not present so the Committee chose to hold his appointment until the next meeting on September 19th so he could be present to answer any questions.

RESOLUTION – Budget Amendments; HRCS Connect 4 Kids Program

Council Staff confirmed that Dr. Joan Jackson Johnson was invited to attend to explain the need for the budget amendment. Council Member Washington reviewed the resolution and Council Member Wood inquired into the amount and if it was a single donation or multiple donations. Council staff was asked to reach out to Dr. Jackson Johnson office for the information prior to approval at Council. (See later in the minutes where information was provided by HRCS staff).

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR THE BUDGET AMENDMENTS TO THE HRCS BUDGET FOR THE CONNECT 4 KIDS PROGRAM. MOTION CARRIED 2-0.

DISCUSSION/RESOLUTION – Introduction and Set the Public Hearing; Ordinance to Add Section 286.16; Retiree Summary of Benefits

Council Member Wood asked if the ordinance amendments would be for the ERS Pension System and the Police and Fire System referencing line 9. She also recapped from the last meeting that there was discussion that there would be a changed to address employees in the Defined Contribution and those in the Defined Benefit Pension Plan.

Mr. Smiertka read from an email from Mr. Roberts in the Attorney Office. It was stated to the Committee that “the proposed ordinance that would require all retirees’ receive a summary of benefits upon leaving City employment also provides that it is to be given to employees who are members of either the P & F Pension System or the ERS. This classification by pension membership is a way to be sure the ordinance will cover all regular full-time City employees (excluding elected officials). This identification of employees does not need to include Defined Contribution members because there are no Defined Contribution members who are not also in a Defined Benefit pension plan (although there are some employees who are in the Defined Benefit plans that are not in the Defined Contribution Plan).” Therefore, his determination was that there was no reason to place that label in the ordinance amendment.

Council Member Wood asked that “by registered mail” is placed on line 18 of the amendment.

After further consideration, Mr. Smiertka stated he saw no reason that he could not add “Defined Contribution” to the ordinance, regardless of the earlier read statement of Mr. Roberts.

Ms. Estee referred the Committee to line 12, where it states “written summary” and asked if it could also state that the written summary will be signed and dated by the retiree and a City representative. Secondly she referred to line 15, where it states “when benefits are changed” if it could also state “if applicable and covered by a Union and/or collective bargaining unit”. Mr. Venker stated the language that was used was the broadest language, and the ordinance does not cover how the benefits are changed. Council Member Wood noted that not every employee is in a collective agreement, and Council Member Dunbar pointed out to law that those that are, want assurance that the only way things can change will be through collective bargaining. Mr. Smiertka proposed that Law could add to the end of the ordinance “either pursuant to neither collective bargaining nor policy whichever is applicable”. Ms. Estee agreed to the suggestion, and Council Member Washington reminded Law that Council wants to make sure things cannot change by policy. Ms. Brownlee asked that the ordinance be clear that the changes are to the health care benefits not the payroll retirement benefits. Council Member Wood pointed out that the ordinance states “benefits” and that covers all benefits. Mr. Smiertka stated he would check

the complete Chapter 286 to see if there is a definition for “Benefits”, and assured them that this ordinance would be about non-retirement allowance benefits and is only relative to OBEP Benefits.

Council Member Washington asked Mr. Smiertka to have the information available at the next meeting, September 19th, and Mr. Smiertka confirmed he would have it available by September 14th for the Committee packet, allowing them to see it before the meeting.

HRCS Budget Amendment

HRCS staff arrived at 3:48 p.m., and clarified the earlier question on donations. It was confirmed the amount for \$1,355.00 in the resolution spoke to the multiple donations the City receives when residents delegate a donation on their income taxes.

DISCUSSION/RESOLUTION – Introduction and Set the Public Hearing; Ordinance to Amend Section 206.05; Sole Source Procurement

Mr. Smiertka confirmed the question from the last meeting on this amendment was regarding “Hay Group”. He informed the Committee the language was currently under Grievance with the 243 Sups group. The second question from the last meeting asked of Law was to add a time line for submission of the Sole Source to 60 days.

Council Member Dunbar asked if item (6) on line 30 was regarding a “non-compete” vendor clause, and Mr. Smiertka confirmed.

Mr. Smiertka then recapped that all the amendments were drawn from other municipalities or private organizations, and is written so that whoever is procuring would have a check off list to complete and justification is required.

Council Member Wood asked Mr. Smiertka that if it is determined that based on information received, that a purchase does not meet the criteria of a sole source, other than a civil infraction, what would the enforcement be. Mr. Smiertka stated that the Council would have to believe that the Administrative body was not performing right, and assuming it was not criminal, the Committee would have to sue, unless it is determined as a constant violation then they could pursue that the Administrative body forfeiture of office. Also, it was noted that if it is determined there is a claim of a violation of the ordinance, the contract would be void. Mr. Smiertka referred to the current ordinance 206.17 which spoke to the issue if a sole source is not approving the contract would be voidable. *(Except as otherwise provided in this chapter, no City officer, employee or official shall order or enter into the purchase of supplies, services or construction items other than through the Director and according to the procedure specified in this chapter. Any purchase or contract made contrary to the provisions of this chapter shall not be approved by City officials and the City shall not be bound thereby.)* To void the contract he stated Council could declare by Resolution that in effect anyone who enters into a contract believes it is not solid and in violation of the ordinance. Mr. Smiertka then suggested that he could add to the current amendments that the provisions of this amended section will be subject to 206.17.

Council Member Wood asked if it needed to be stated that they have to have findings that the vendor is the only sole source. Mr. Smiertka stated it could be added under 206.05 (a). He also confirmed that he could add that a written report would be required to be submitted to Council within 30 days. Council Member Dunbar asked what the difference was between a “report” and a “check list of specifications”. Mr. Smiertka stated that an Emergency Sole Source currently is the only one that requires a report, and he will now add it to this amendment that a written report be required within 30 days.

Council Member Washington asked Mr. Smiertka to provide the new drafts for the meeting on September 19, 2017 and provide to Council Staff by September 14th for the packet.

PENDING

Teamsters 580 Retiree Healthcare Coverage

Council Member Washington stated this will continue to stay on the agenda as “pending” until the new administration in 2018.

Public Comment

Ms. Estee asked why Ms. Thelen from HR was not present. Council Member Washington stated Ms. Thelen was on vacation and would be invited to the September 19, 2017 meeting.

Ms. Estee then asked for a status update on a report that Mr. Brewer was supposed to do and forward to the City Attorney regarding the viably option that the City could make the retirees whole. Ms. Estee then referred the Committee back to the August 14th minutes where Mr. Smiertka stated he had reached out to the Union but had not gotten a response, and inquired as to the topic he wanted to speak to the Union on. Mr. Smiertka stated it related to the current ordinance the Committee is reviewing, and he confirmed again he left a message with Ms. Meade and did not get a return call. Ms. Estee stated again her confusion on the understanding of the ordinance amendments for Chapter 286 in regards to the reference to the benefits.

OTHER

No other topics were discussed.

ADJOURN

Adjourn at 4:08 p.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

Date 7/28/2017

First Name THOMAS

Middle JAMES

Last Name DONALDSON

Other name(s) by which you have been known, including maiden names *Field not completed.*

Date of Birth 1/20/1956

Address 3604 SAWGRASS

City Lansing

State MI

Zip Code 48911

Email donalddt2@lcc.edu

Gender Gender

Ward 3

Precinct *Field not completed.*

Best phone number to contact you 517-483-1921

Last 4 digits of social security



number

In what year did you move to Lansing?	1956
Additional information regarding experience and credentials	Active Member of SOCA: Saginaw-Oakland Commercial Association (formerly Westside Commercial Association) Active with many local business groups including LEAP, Lansing Regional Chamber, Allen MarketPlace and many more.
Occupational Background	Current: Director of Small Business Development Center at Lansing Community College Previous: Vice President, Daniels Group Companies and Delphi Glass Corp.
Educational Background	BA Business -- Michigan State University
Please attach a resume if available	<u>Tom Donaldson Bio 2016.doc</u>
First choice for board to serve on	Saginaw St. Coordinator Improvement Authority
Second choice of a board to serve on	Local Development Finance Authority
Third choice of a board to serve on	<i>Field not completed.</i>
Fourth choice of a board to serve on	<i>Field not completed.</i>
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas	Lansing Community College is located on the Saginaw Street-Oakland Avenue corridor and is committed to improving the commercial corridor. My work at LCC's Small Business Development Center and specifically with the Saginaw Oakland Commercial Association has made me aware of business concerns and I am dedicated to

about how you wish to contribute to the work of the board or commission improving the area.

Qualifications and Eligibility – *Field not completed.*

At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office

Background Check Authorization I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge T. Donaldson

Date & Time 7/28/2017 11:30 AM

BY THE COMMITTEE _____
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor made the appointment of Tom Donaldson of 3604 Sawgrass in Lansing, MI, 48911, as an At-Large Member of the EDC/TIFA/LBRA Board for a term to expire February 28, 2022; and

WHEREAS, the nominee has been vetted and meets the qualifications as required by the City Charter; and

WHEREAS, the Committee _____ took affirmative action;

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Tom Donaldson of 3604 Sawgrass in Lansing, MI, 48911, as an At-Large Member of the EDC/TIFA/LBRA Board for a term to expire February 28, 2022.

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

WHEREAS, the City of Lansing was selected to receive a National League of Cities / MetLife Foundation grant for “Financial Inclusion Systems and City Leadership (FISCL)”; and

WHEREAS, the National League of Cities / MetLife Foundation grant was the result of a competitive proposal process, and a proposal was submitted by the Office of Financial Empowerment on May 26, 2017, approved on July 20, 2017, and was received on August 14, 2017; and

WHEREAS, the National League of Cities / MetLife Foundation grant supports the building of financial inclusion systems within city government; and

WHEREAS, the National League of Cities awarded \$10,000.00 to the City of Lansing’s Office of Financial Empowerment; and

WHEREAS, the award for \$10,000.00 does not require a local match;

NOW, THEREFORE, BE IT RESOLVED, the Lansing City Council approves acceptance of the National League of Cities / MetLife Foundation Grant in the total amount of \$10,000.00 for the grant period beginning July 2017 and ending December 2017 for the City of Lansing.

BE IT FINALLY RESOLVED, the Administration is authorized to create appropriate accounts and to make the necessary operating transfers for the expenditure and control of the balance of the grant funds.

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

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, appropriates the following grant award amounts for the following purpose:

\$45,996.85 State Grant Revenue	273.000000.547000.17213
\$23,100.00 Temporary Help	273.132201.707000.17213
\$1,996.65 Fringe Benefits-Variable	273.132201.715400.17213
\$19,789.20 Contractual Services	273.132201.743000.17213
\$226.00 Supplies	273.132201.742000.17213
\$885.00 Training	273.132201.747000.17213

To assist in the basic funding of 54A District Court's Specialty Court, for things such as temporary help, with grant resources from Michigan Drug Court Grant Program administered by the State Court Administrative Office. The grant period is October 1, 2017 through September 30, 2018.

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE
LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 286, TO ADD SECTION
286.16 THAT REQUIRES THE CITY PROVIDE AN EMPLOYEE WITH A SUMMARY OF
BENEFITS WHEN THE EMPLOYEE SEPARATES FROM CITY SERVICE.

THE CITY OF LANSING ORDAINS:

Section 1. That Chapter 286, of the Code of Ordinances of the City of Lansing,
Michigan, be and is hereby amended to add a new section 286.16 to read as follows:

WHEN A CITY EMPLOYEE, WHO IS EITHER A MEMBER OF THE
EMPLOYEES' RETIREMENT SYSTEM, THE POLICE AND FIRE RETIREMENT
SYSTEM, A DEFINED CONTRIBUTION PLAN, OR A HYBRID DEFINED BENEFIT/
DEFINED CONTRIBUTION PLAN VOLUNTARILY SEPARATES FROM CITY SERVICE,
THE EMPLOYEE SHALL BE PROVIDED WITH A WRITTEN SUMMARY OF THE
EMPLOYEE'S POST-SEPARATION BENEFITS BASED ON THE EMPLOYEE'S CITY
SERVICE. THE SUMMARY WILL BE PREPARED BY THE DEPARTMENT OF HUMAN
RESOURCES AND UPDATED WHEN BENEFITS, OTHER THAN RETIRANT
ALLOWANCE, ARE CHANGED EITHER THROUGH A COLLECTIVE BARGAINING
AGREEMENT OR POLICY, WHICHEVER IS APPLICABLE. THE SUMMARY SHALL BE
GIVEN TO THE EMPLOYEE AT THE EMPLOYEE'S CITY SERVICE EXIT MEETING OR,
IN THE EVENT THE EMPLOYEE DOES NOT PARTICIPATE IN AN EXIT MEETING
PRIOR TO SEPARATION, IT SHALL BE MAILED BY REGISTERED OR CERTIFIED

MAIL TO THE EMPLOYEE'S CURRENT ADDRESS AS MAINTAINED IN THE
DEPARTMENT OF HUMAN RESOURCE'S RECORDS.

Section 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules
inconsistent with these provisions are repealed.

Section 3. Should any section, clause or phrase of this ordinance be declared to be
invalid, the same shall not affect the validity of the ordinance as a whole, or any part thereof
other than the part so declared to be invalid.

Section 4. This ordinance shall take effect on the 30th day after enactment, unless given
immediate effect by City Council.

Approved as to form:

City Attorney

Dated: _____

INTRODUCTION OF ORDINANCE
AMENDMENT TO CHAPTER 286

Council Member Washington, Chair of the Committee on Ways & Means introduced:

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN, TO AMEND THE LANSING CODIFIED ORDINANCES BY AMENDING CHAPTER 286, TO ADD SECTION 286.16 THAT REQUIRES THE CITY PROVIDE AN EMPLOYEE WITH A SUMMARY OF BENEFITS WHEN THE EMPLOYEE SEPARATES FROM CITY SERVICE.

The Ordinance is read a first time by its title and referred to the Committee on Ways and Means:

RESOLUTION SETTING PUBLIC HEARING
By Council Member Washington

RESOLVED BY THE CITY COUNCIL, CITY OF LANSING, that a public hearing be set for Monday, _____ 2017 at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Avenue, Lansing, MI for the purpose of considering an amendment to Chapter 286 to add Section 286.16 that requires the City provide an employee with a summary of benefits when the employee separates from City Service.

Interested Persons are invited to attend this Public Hearing.

CITY OF LANSING, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN TO AMEND SECTION 206.05 OF THE CITY OF LANSING CODIFIED ORDINANCES TO PROVIDE FOR SOLE SOURCE PROCUREMENT OF SUPPLIES, SERVICES, OR CONSTRUCTION ITEMS AND SETTING THE CRITERIA FOR SUCH PROCUREMENT

THE CITY OF LANSING ORDAINS:

SECTION ONE: Section 206.05 of Part 2, Title 2, Chapter 206 of the City of Lansing Codified Ordinances is amended to read as follows:

206.05. - Sole source procurement.

(a) A contract for supplies, services or construction items may be awarded by the Mayor or Director, whoever is applicable, without competitive sealed bids when the Director, **HAVING PERFORMED A WRITTEN ANALYSIS WITH FINDINGS PURSUANT TO THIS SECTION**, determines, after conducting a good faith review of available sources AND APPLYING THE CRITERIA SET FORTH IN Section 206.05 (C), that there is only one source for supplying the requested supply, service or construction item AND NO OTHER REASONABLE ALTERNATIVE SOURCE EXISTS. The Director, along with a representative from the requesting using agency, shall conduct negotiations as appropriate. The written documentation shall be available for public inspection in the Finance Department.

(b) The sole source procurement shall be made at the lowest obtainable price and the Mayor **OR DIRECTOR** shall submit a **WRITTEN** report, **INCLUDING THE ANALYSIS AND FINDINGS REQUIRED IN SECTION 206.05, At the time WITHIN THIRTY DAYS FROM THE DATE** the transaction is ~~made~~ **CONSUMMATED**, to the City Clerk and CITY Council identifying ~~the number of~~ sole source procurement contracts equal to or in excess of \$15,000.00 awarded by the City, the name of the firm **(S)** involved, and the prices the contracts were awarded for.

(C) THE CRITERIA TO BE FOLLOWED BY THE DIRECTOR IN DETERMINING THAT THERE IS ONLY ONE SOURCE FOR SUPPLYING THE REQUESTED SUPPLY, SERVICE, OR CONSTRUCTION ITEM ARE:

(1) SPECIAL FEATURES ARE REQUIRED; OR

(2) SPECIAL MARKET CONDITIONS EXIST; OR

(3) SPECIAL SERVICES OR FACILITIES ARE REQUIRED; OR

(4) THE SOURCE IS UNIQUE OR SPECIAL IN NATURE; OR

(5) THE SOURCE IS LIMITED OR PROPRIETARY; OR

(6) SALES TERRITORIES OR PRODUCT AVAILABILITY WITHIN LIMITED GEOGRAPHICAL BOUNDARIES REQUIRE SOLE SOURCE PROCUREMENT; OR

(7) WHERE STANDARDIZATION OR COMPATIBILITY IS THE OVERRIDING CONSIDERATION AND SUCH COMPATIBILITY OR STANDARDIZATION CAN ONLY BE ACHIEVED THROUGH THE PURCHASE OR USE OF A UNIQUE PRODUCT; OR

(8) WHERE A PRODUCT OR SERVICE IS SPECIFICALLY IDENTIFIED AS PART OF A GRANT AWARD.

(D) THIS SECTION IS SUBJECT TO SECTION 206.17., UNAUTHORIZED PURCHASES.

1 SECTION 2. All ordinances, resolutions or rules, parts of ordinances, resolutions or rules,
2 inconsistent with the provisions hereof are hereby repealed in their entirety and shall be void
3 and of no effect.

4 SECTION 3. Should any section, clause or phrase of this Ordinance be declared to be invalid,
5 the same shall not affect the validity of the ordinance as a whole, or any part thereof, other
6 than the part declared to be invalid.

7 SECTION 4. This Ordinance shall take effect on the 30th day after enactment unless given
8 immediate effect by the City Council.

9

INTRODUCTION OF ORDINANCE
AMENDMENT TO CHAPTER 201

Council Member Washington, Chair of the Committee on Ways & Means introduced:

AN ORDINANCE OF THE CITY OF LANSING, MICHIGAN TO AMEND SECTION 206.05 OF THE CITY OF LANSING CODIFIED ORDINANCES TO PROVIDE FOR SOLE SOURCE PROCUREMENT OF SUPPLIES, SERVICES, OR CONSTRUCTION ITEMS AND SETTING THE CRITERIA FOR SUCH PROCUREMENT

The Ordinance is read a first time by its title and referred to the Committee on Ways and Means:

RESOLUTION SETTING PUBLIC HEARING
By Council Member Washington

RESOLVED BY THE CITY COUNCIL, CITY OF LANSING, that a public hearing be set for Monday, _____ 2017 at 7:00 p.m. in the City Council Chambers, 10th Floor Lansing City Hall, 124 W. Michigan Avenue, Lansing, MI for the purpose of considering an amendment to Chapter 201 to amend Section 201.05 of the City of Lansing Codified Ordinance to provide for sole source procurement of supplies, services, or construction items and setting the criteria for such procurement.

Interested Persons are invited to attend this Public Hearing.

As Adopted in 2016, under Resolution 2016-206 9/26/2016

**1st Draft Working Copy for the FY2018/2019 Budget
Must be adopted by 10/1/2017 (Council Meeting 9/25/2017)**

**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 ~~2017-2018~~ **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 ~~2017-2018~~ ~~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 ~~2016-2017~~ ~~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 ~~2017~~ 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 ~~2017/2018~~ 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).
 - (3) Grocery Stores: The Administration and the City of Lansing Economic Development Corporation should pursue grocery stores in the urban core using all State and Federal incentives, such as Public Act 231 of 2008 (Tax Incentive for the establishment of retail groceries promoting healthy foods), the Federal Community and Economic Development Healthy Food Financing Initiative and the

issuance of a national request for proposals, to be shared with the Lansing City Council, to encourage the location of urban grocery stores.

- (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 the Code Compliance needs for the City and report back to the City Council on the findings of the study.

- 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 Commercial buildings based under the authority of the International Property Maintenance Code (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.

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.