



AGENDA
Committee on Ways and Means
Wednesday, July 20, 2016 @ 8:15 a.m.
10th Floor Conference Room, City Hall

Councilmember Judi Brown Clarke, Chair
Councilmember Carol Wood, Vice Chair
Councilmember Tina Houghton, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - June 1, 2016
 - June 15, 2016
- 4. Public Comment on Agenda Items**
- 5. Discussion/Action:**
 - A.) RESOLUTION – Grant Acceptance; HUD Lead Hazard Reduction Demonstration Grant
 - B.) Sole Source Purchase; Stryker Sales Corporation Power Pro Ambulance Cots; LPD
 - C.) Internal Auditor Structure and Policies Update
 - D.) Authorization of Participation in the Capital Area Recycling Initiative
 - E.) Update on Tie-Bar Memo Status (J. Abood)
 - F.) Discussion - Lansing Housing Commission Financial Statements
Discussion - Lansing Housing Commission Recovery Agreement with HUD and the City of Lansing
 - G.) Vacancy Report (M. Riley)
 - H.) Threshold on Council Approval on Separation Agreements (J. Abood)
 - I.) Process to Securing an External Investigator (Council Member Wood)
- 6. Place on File**
 - Communication from Suzanne Elms-Barclay regarding use of tax dollars and public disclosure.
- 7. Other**
- 8. Adjourn**



COMMITTEE on Ways and Means

DATE 7-20-16

Please print

NAME	ADDRESS	EMAIL	Representing	PHONE
Michael Hamel			Lansing Fire	483-4560
Loni Welch			PLS/BOEM/CART	4599
LYNAJ DOERR			RETIREE	517-256-3634
Teresa Frassetto			TSSBO "	517-927-4568
Bruce Kimmel			DEVELOPMENT	517 483-4053
Tomie Olson	Grange 16980 Wind Rd Lans.		Granger	517-371-9720
Phil Mikus	Granger		Granger	371-9761
Brena Pop	Granger		Granger	517-371-9775
Victor Rose			O&M	483-4165
Denise Steele			retired	
John Lancour	4051 Maple Friedland		Friedland	782-3000
LYNNE MEDDE			IBT 243	819-4308
KATHY MILES			RSL	

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MINUTES
Committee on Ways and Means
Wednesday, June 1, 2016 @ 8:15 a.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 8:15 a.m.

ROLL CALL

Councilmember Judi Brown Clarke, Chair
Councilmember Carol Wood, Vice Chair
Councilmember Tina Houghton, Member-excused

OTHERS PRESENT

Sherrie Boak, Council Staff
Joe Abood, Deputy City Attorney- left at 9:18 a.m.
Jim DeLine, Interim City Council Internal Auditor
Denise Estee, Retiree
Elaine Womboldt
Kathy Miles
Eric Lacy
Mary Riley, HR Director
Lisa Thelen, HR
Teresa Derosé Frassetto, Retiree
Steve Maloney, Retiree
Mary Lou Andres, Retiree
Lynn Doerr, Retiree
Dr. Joan Jackson Johnson, HRCS Director

MINUTES

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM APRIL 6, 2016 AS PRESENTED. MOTION CARRIED 2-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM APRIL 20, 2016 AS PRESENTED. MOTION CARRIED 2-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MAY 4, 2016 AS PRESENTED. MOTION CARRIED 2-0.

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MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM MAY 25, 2016 AS PRESENTED. MOTION CARRIED 2-0.

PUBLIC COMMENT

No comment.

Discussion/Action

Update on Tie Bar Memo

Mr. Abood acknowledged that he had received information from Ms. Graham from HR on May 31, 2016 at 4pm and so was going to begin the review of the factual background to make a determination if the item should be addressed in house or outside counsel. Council Member Brown Clarke asked Ms. Riley if she had any information, and she stated the only information she was aware of was already provided to Mr. Abood by Ms. Graham.

Council Member Wood pointed out that the deadline for open enrollment was May 31, 2016 so the Tie Bar memo decision will impact those retirees, will there be another open enrollment. Ms. Thelen confirmed if there is a significant change in health care in the amount, they can offer open enrollment for those affected retirees. They will look the option based on the legal opinion, and if things stay the same there will be no open enroll, if there is a significant change or change in health care, they will do a 30 day notice and give them 2-3 weeks to make a decision.

Council Member Wood referenced the May 25th minutes where Mr. Abood had stated it would take him just a week to make the determination on outside counsel, so since no decision was presented, how long will the Committee wait. Mr. Abood repeated that he had just gotten the information on May 31st, so not sure how long it will take. Council Member Brown Clarke also asked if the information provided to him included how the memo was crafted.

Ms. Estee spoke in opposition to information being provided by Ms. Graham because her belief that 100% of that source was the problem, and who made up the theory, and create the current issue which was forced upon the retirees. Ms. Estee referenced a letter of August 2010 from Ms. Graham, noting that Law should be researching the written contract.

Council Member Brown Clarke asked Mr. Abood to present his review of the topic at the next meeting in two weeks on June 15, 2016.

Discussion on Lansing Housing Commission Financial Statements

Discussion on Lansing Housing Commission Recovery Agreement (HUD/City of Lansing)

Mr. Abood informed the Committee that he had reached out to Ms. Baines Lake before the last Committee meeting and she was unable to attend the last meeting, and he had not spoken to her 5/31 about this meeting. Council Member Wood suggested the Committee and Mr. Abood go thru the documents and create a list of questions that can be compiled and sent to Ms. Baines Lake certified mail and request she attend to answer them. Mr. DeLine began the review of his May 4, 2016 memo on the documents.

Dr. Joan Jackson Johnson arrived at 8:32 a.m.

RESOLUTION – Grant Application; HRCS MSHDA- Veterans Initiative

Dr. Jackson Johnson informed the Committee that they had applied in the past and they were recently made aware of additional funding which is \$70,000 dedicated to veterans only. There is no match from the City, and all funds will go to the Advent House Ministries program. The City has signed as the agent for the homeless veterans. Council Member Brown Clarke asked

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when those funds would run out since the grant started in April 2016. Dr. Jackson Johnson confirmed it would be one year from that date, April 2016. Council Member Wood referenced the table with the breakdown, noting it was only \$66,733 for Emergency Shelter Operations, so where was the remaining \$3,000. Dr. Jackson Johnson stated it was \$3,512 was for administration for the Advent House. Advent House will send the City monthly financials, and the City will audit their books. Mr. DeLine asked if there would be an issue with sustainability after 2017. Dr. Jackson Johnson noted it was always a challenge.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION TO ACCEPT THE GRANT FOR MSHDA VETERANS INITIATIVE WITH HRCS. MOTION CARRIED 2-0.

Lansing Housing Commission Financial Statements-continued

Lansing Housing Commission Recovery Agreement (HUD/City of Lansing)-continued

Council Member Wood asked for an inquiry into if LHC hired an outside staff for an auditor, who it was. Council Member Brown Clarke acknowledged she had asked the same question of Ms. Baines Lake on May 25th and had not received a response. She then asked Mr. Abood and Ms. Bennett if during the Mayor's cabinet meeting the topic had been brought up. Mr. Abood state he had not heard anything, and Ms. Bennett confirmed she knew they were looking but was not able to answer any questions on the topic.

The Committee reviewed Mr. DeLine's memo dated May 4, 2016 and asked for additional questions to be asked.

- The letter dated March 6, 2016, under *Corrective Actions*, states that LHC has hired an in-house accountant and contracted with an external accountant to reconcile the financial activities.
 - Who is the in-house accountant? Is this a FTE or temporary position?
 - What was the selection process for contracting with the external accountant? And, who was selected and what are the terms of the contract (e.g., duration, cost, deliverables, and performance evaluation)?
 - Are both positions still filled by the above-stated accountants? If not, please explain.
- Council's Internal Auditor, Mr. DeLine was asked to review the LHC 2013 Independent Auditor's Report to see if there is a pattern to the issues and findings that were recently reported in the 2014 and 2015 Audit Report.
- In accordance with Chapter 260, Section 260.05, the City Attorney's Office was asked to research and provide a list of any contracts signed by LHC, along with summary information.
- In compliance with Chapter 260, Section 260.03, the LHC shall present an annual written report of its activities to Council, and shall promptly make such other reports as the Mayor or Council may from time to time require. This report is to be filed with the City Clerk's Office on or before September 30th of each year, and cover the fiscal period of July 1st through June 30th.
 - City Clerk's office researched back to 2006 and there is no LHC Annual Report on file in their office.

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- In compliance with Chapter 260, Section 260.07 (b), the LHC shall maintain adequate insurance, as determined by the City, on its buildings and property and shall maintain adequate liability insurance, as determined by the City. The City shall be named on the Commission's insurance policies as an additional insured, and the Commission shall furnish the insurance policies to the City Clerk's Office.
 - City Clerk's office researched and they do not have any insurance policy in their files for LHC.

- According to Chapter 260, Section 260.07 (d), Council shall be responsible for the selection of the independent certified public accountant.
 - Did this happen?
 - If so, when was the last time a RFP process occurred; if not, what was the exception and who approved it?
 - What is the evaluation process for performance?

Council Member Brown Clarke asked about the \$1,720,429 that the LHC as unrestricted cash and cash equivalents as of June 30, 2015 and if it represented committed unspent. Mr. DeLine referenced the audit report, page 9 which spoke to funds that are un-collateralized. Ms. Bennett stated the Administration is working with HUD on a corrective action plan to follow thru to get things the way they should be. Ms. Bennett stated that with the \$1.2 million they look at liabilities and also look at needs. If they intend to spend on their facilities, but they can't be booked as liabilities or encumbrances. Council Member Brown Clarke asked about a text plan, but Ms. Bennett stated that is not common in a financial statement. Ms. Bennett added that she could not speak on their planned needs.

Mr. DeLine pointed out to the Committee that since LHC receives so many grants there is a chance some may be disallowed and they need to pay back. Council Member Brown Clarke asked where that money will come from, and Ms. Bennett reiterated they are working with HUD, but did not want to speculate. If the scenario that Mr. DeLine mentioned did happen, the LHC will have to pay those amounts, however again she could not speak for them.

Vacancy Report

Ms. Riley did not have an updated vacancy report based on past meeting minutes where it was stated the Committee requests. Ms. Bennett outlined the timeline and history behind the reports the Committee and Council had gotten with the 3rd Quarter Fund Report, the May 4th report based on the budget hearings, and the December 2015 Vacancy Report. Council Member Brown Clarke pointed out that the reports are never consistent and columns of information are not carried between reports. One of the columns missing was "Hiring Status", and there needs to be information provided that states how long the position has been vacant. This information can be provided by each Department. Ms. Bennett stated the information they were requesting was perceived as a onetime request. The Committee confirmed it was not, and it needs to be provided in the future so Council can move forward. Ms. Bennett stated that to ask Departments for information would be burdensome, and Council Member Brown Clarke acknowledged that, however Council is looking for the best representation that can be reported as it relates to this position. Council Member Wood added that they also need to know if the position is contracted, then they need to know the time frame the position has been open and not filled by a FTE. Council Member Brown Clarke asked Ms. Riley to create a brief questionnaire to the Departments asking which FTE positions are vacant, which ones filled by contract and how long they have been filled by contract. Council Member Brown Clarke offered to create a spreadsheet.

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Setting a Threshold on Council Approved Separation Agreements

Mr. Abood stood by his first statement at the last meeting, that there is no path other than thru the Charter. He did acknowledge he was supposed to send the Committee a Charter check list, and will get to the Committee within the next two days. Currently he had asked Mr. Jack Roberts in his office for information which was provided to him May 31, 2016.

Process to Securing an External Investigator

Council Member Wood informed the Committee that what done in the past a recommendation from the City Attorney's Office was; Council held interviews and then chose. Council can ask the City Attorney office for recommendations, but it would take five (5) votes to move forward. Council Member Brown Clarke asked Mr. Abood, following the prior process, to check into the option. Council Member Wood did acknowledge that there was no RFP last time, but will research and if she is able to find something will forward that to law.

Ms. Womboldt spoke in support of an external investigator.

Mr. Abood left the meeting at 9:18 a.m.

Evaluating the Budget Review Process

The Committee discussed proposing a plan for the future budget processes, making a unified pattern, creating a template for their presentations, looking at fiscal and performance based budgets. Each Department will attend a Committee of the Whole meeting from January – March, than have 30 minutes during the budget process to address performance indicators, new initiatives, appropriations, CIP projects, fee and revenue proposals, and vacancies and staffing, and then end with discretionary materials and questions from Council. The Committee reviewed the template and made changes to "Sustainability" under New Initiatives Proposed, change "Line Items" to "Appropriations" for 2. b., adds "future maintenance cost" under CIP Projects, and then adds under 3. a. Proposed New Positions", i. Outsourcing; ii. What is outsourced and iii. Is there an intention to Outsource. Ms. Bennett noted that some of the items Committee is asking for is already in the budget book, however Council Member Brown Clarke noted they are aware of that, but want the departments to be consistent. Each department will have 30 minutes to accomplish the list and if they want more time they can request more time. The updated template will be reviewed at the next meeting.

Internal Auditor Structure and Policies Update

Mr. DeLine referenced the two recent draft sections, one being the Mission and Objectives, and the other being Proposed Procedures and Policies, and asked the Committee to review it for suggestions. Council Member Wood asked Mr. DeLine to work with the City Attorney office in obtaining the Charter Commission minutes on Internal Auditor position for reference in his documents.

ADJOURN

Adjourn at 9:41 a.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

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MINUTES
Committee on Ways and Means
Wednesday, June 15, 2016 @ 8:15 a.m.
10th Floor Conference Room, City Hall

CALL TO ORDER

The meeting was called to order at 8:17 a.m.

ROLL CALL

Councilmember Judi Brown Clarke, Chair
Councilmember Carol Wood, Vice Chair
Councilmember Tina Houghton, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Joe Abood, Deputy City Attorney- arrived at 8:36 a.m.
Jim DeLine, Interim City Council Internal Auditor
Denise Estee, Retiree
Deb Parrish
Elaine Womboldt
Kathy Miles
Angie Bennett, Finance Director
Dr. Joan Jackson Johnson, HRCS
Michael Tobin, Lansing EOC

MINUTES

Action on the minutes was moved to the next meeting.

Public Comment on Agenda Items

No public comment.

Discussion/Action:

RESOLUTION – Grant Acceptance; 2014 Homeland Security Grant Supplement

Mr. Tobin acknowledge to the Committee that this request was an increase to the already \$106,000 adding \$22,788.36. These funds are used for a search and rescue camera and rescue equipment. These funds were remaining funds from the FY2014 HSGP that were not utilized by regional partners, and they will not require matching funds.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE GRANT for 2014 HOMELAND SECURITY GRANT SUPPLEMENT. MOTION CARRIED 3-0.

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RESOLUTION – Grant Acceptance; Financial Empowerment Center Donation from Consumers Energy

Ms. Bennett acknowledges the grant of \$10,000 that will be used to offer assistance to participants in the Consumers pilot program by offering counseling and incentives. Gift Cards will be provided in denominations of \$10.

MOTION BY COUNCIL MEMBER HOUGHTON TO APPROVE THE RESOLUTION FOR THE GRANT ACCEPTANCE FOR THE FINANCIAL EMPOWERMENT CENTER DONATION FROM CONSUMERS ENERGY. MOTION CARRIED 3-0.

RESOLUTION – Budget Transfer; Human Service Carryforward/Donation Appropriations

Dr. Jackson Johnson referenced the Committee to the resolution which outlined the amounts of donations that would be appropriated from FY2015 to FY2016. These included donations in the amount of \$67,118.67, Human Services Grant Match for \$15,000, \$3,500 from One Church One Family Housing, and \$3,930.12 in Subsidized Eviction Prevention which they work with the Ingham County Land Bank on. Council Member Wood asked how close they were on obtaining group for the Youth RFP, and Dr. Jackson Johnson stated they are targeting areas where we know there are gaps. Mr. DeLine asked why in June 2016 were they finally asking for FY2015 carry forwards. Dr. Jackson Johnson was not sure, and Ms. Bennett stated they wait to determine what programs will be utilized. They have been targeting the fall in the past. Mr. DeLine then asked about the status of the 501C3, and Dr. Jackson Johnson stated it is an independent account, and they already have one established for One Church One Family.

The Committee asked for the locations of the Feeding Box distributions to be sent to Council Staff so they can distribute to all of Council.

MOTION BY COUNCIL MEMBER HOUGHTON TO APPROVE THE RESOLUTION FOR THE BUDGET TRANSFER/CARRYFORWARDS/DONATION APPROPRIATIONS FOR FY2015 INTO FY2016 FOR THE HUMAN RELATIONS COMMUNITY SERVICES DEPARTMENT. MOTION CARRIED 3-0.

Dr. Jackson Johnson introduced her new Deputy Director Desiree Kellie-Kato.

RESOLUTION – WC 2062876-00735

Mr. Abood stated that this redemption would release all seniority and claims. The claimant is retired and will not return to work. Council Member Wood asked if the claimant was on duty disability or non-duty disability and if the retired out of that. Mr. Abood stated he did not have that information, therefore would provide that to the Committee.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR WC2062876-00735. MOTION CARRIED 3-0.

RESOLUTION – WC 2062876-00610

Mr. Abood stated that this redemption would release all seniority and claims. The claimant is retired and will not return to work. Council Member Wood asked if the claimant was on duty disability or non-duty disability and if the retired out of that. Mr. Abood stated he did not have that information, therefore would provide that to the Committee.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR WC2062876-00610. MOTION CARRIED 3-0.

RESOLUTION – WC 2062876-00077

Mr. Abood stated that this redemption would release all seniority and claims. The claimant is retired and will not return to work. Council Member Wood asked if the claimant was on duty

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disability or non-duty disability and if the retired out of that. Mr. Abood stated he did not have that information, therefore would provide that to the Committee.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE RESOLUTION FOR WC2062876-00077. MOTION CARRIED 3-0.

Update on Tie-Bar Memo Status (J. Abood)

Mr. Abood confirmed he was done gathering information, however with the new City Attorney coming on shortly, he wants to review with him and that new attorney can make the determination if outside counsel is needed. Council Member Brown Clarke asked if they have all the information, and Mr. Abood confirmed he does have it all except Ms. Graham has not provided him with the notes from the collective bargaining yet. Council Member Brown Clarke asked if the information contained the draft Tie Bar memo, and Mr. Abood stated no. Council Member Wood asked if they were any closer to finding the draft memo in the former City Attorney laptop, and Mr. Abood stated no.

Ms. Estee stated her concern with the lack of response and information. In addition to the information that is being provided by Sue Graham, and no inquiry from the union or the retirees. Ms. Settee then noted she gave a letter to Ms. Lisa Thelen at the April 20th meeting, and has not received a response from Mary Riley on that yet, in addition to two FOIA requests (4/22 and 4/28) with no response. A new claim was presented to Mr. Abood, and he acknowledged receipt of it. Mr. Abood did add that the earlier FOIA were claims and not perceived as FOIA, so since that time they were returned to Law and logged May 6th with FOIA. The Committee discussed the timelines on FOIA requests and extensions and its appearance that extensions are not being sent. Ms. Estee stated she has never received a letter noting an extension. Mr. Abood stated that if they do not respond, under the Law, within a time frame it is deemed "denied". Council Member Wood asked Mr. Abood to review the Council FOIA policy that was recently amended and adopted in 2015.

Council Member Brown Clarke stated the FOIA discussion will be at the next Committee of the Whole meeting and which point Law should plan to bring and provide copies of the FOIA log from their office.

Discussion - Lansing Housing Commission Financial Statements

Discussion - Lansing Housing Commission Recovery Agreement with HUD and the City of Lansing

Council Member Brown Clarke reminded Mr. Abood he was to have invited Ms. Baines Lake to the meeting and provide her with the list of questions the Committee sent him last week. Mr. Abood confirmed he had spoken to Ms. Baines Lake and provided her with the questions. She was reviewing the questions however was not able to attend today. Mr. Abood also acknowledged he is researching information on comparison of State Law and City Charter that Ms. Baines Lake pointed out to him. Council Member Wood reminded Mr. Abood and the Committee that until this incident with the Recovery Agreement and situations, Ms. Baines Lake has attended every meeting she was invited to, to review and answer questions on the Financial Statements. All previous directors have also participated.

Vacancy Report (M. Riley)

Ms. Parrish spoke in support of filling positions and hiring instead of temps and contracted employees in union jobs.

Ms. Bennett spoke on the template report that was provided last week to her and Ms. Riley. Ms. Bennett did not understand what was requested, and Council Member Brown Clarke went thru

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the request for filling in the blanks so that Council can find out the cost savings. Ms. Bennett was then asked how many vacancies she had, which she stated 5-6, then if those were filled by contract which she stated yes, then if they were full time or part time, and Ms. Bennett stated part time. Ms. Bennett then was asked if the department would be more efficient if those positions were full time employees, and Ms. Bennett confirmed they would be, and she would be at full capacity. Council Member Brown Clarke then asked her what she was doing to fill those positions, and Ms. Bennett stated she was working with HR, however currently out of the 6 vacancies they have not posted any yet. Council Member Wood added that the information the Committee is looking for goes toward the performance based budgeting. This information will allow Council to see how many contracts there are, how long they have been there, what the rationale for it is, and so they need information to dissect and understand. Council Member Brown Clarke stated she will reach out to Ms. Riley, HR Director and meet with her individually with the outline the Committee is looking for, then she can take that to Finance for their input. Ms. Bennett repeated from earlier meetings that the vacancy factor report is a finance item that is submitted with the quarterly report to outline the \$800,000 vacancy factor. In turn, Finance cannot submit the requested information. Her belief is that Council already has all the information they are looking for on the template report.

Threshold on Council Approval on Separation Agreements (J. Abood)

Mr. Abood stated his research so far appears to show that there is no way for Council to weigh in on these agreements without a Charter amendment. He will prepare the process and present to the Committee.

Process to Securing an External Investigator (Council Member Wood)

Ms. Miles spoke in support of securing an external investigator.

Council Member Wood stated that since there is now the potential of a new City Attorney, she will speak to him, Mr. Smiertka, about this topic since he assisted the Council in the past in securing an investigator.

Ms. Womboldt spoke on her frustration with the process and lack of answers.

Committee Report on the Budget Review process

The Committee reviewed the most recent version, and added "City Council" to 2.a.iii. They also added a note that the times allotted are all approximate based on the size of the Department and their divisions. Lastly they added "Current Staffing" as 3.a. The plan is to take this form to the Committee of the Whole for all of Council to weigh in on the process.

Ms. Parrish asked that all budget hearings and meetings be held in the Council Chambers.

Internal Auditor Structure and Policies Update

Mr. DeLine asked the Committee to review the documents in the packet and forward any comments to him and he will compile them for the next meeting.

ADJOURN

Adjourn at 9:32 a.m.

Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____



OFFICE OF THE MAYOR

9th Floor, City Hall
124 W. Michigan Avenue
Lansing, Michigan 48933-1694
(517) 483-4141 (voice)
(517) 483-4479 (TDD)
(517) 483-6066 (Fax)

Virg Bernero, Mayor

TO: City Council President Judi Brown Clarke and Councilmembers

FROM: Mayor Virg Bernero

DATE: 6-23-16

RE: Resolution— Grant Acceptance— HUD Lead Hazard Reduction Demonstration Grant

The attached correspondence is forwarded for your review and appropriate action.

VB/rh
Attachment



City of Lansing
Inter-Departmental
Memorandum



To: Virg Bernero, Mayor

From: Susan Stachowiak, Zoning Administrator

Subject: CITY COUNCIL AGENDA ITEM
Approval to accept HUD Lead Hazard Reduction Demonstration Grant

Date: June 22, 2016

Please forward this resolution to City Council for placement on the Agenda.

If you have any questions, or need additional information, please give me a call.

Attachments



LANSING CITY COUNCIL

GRANT INFORMATION FORM

(Required for all grant applications and acceptances)

REFERRAL DATE: 6/13/2016

GRANT NAME: HUD Lead Hazard Reduction Demonstration Grant

DEPARTMENT: Development

CONTACT PERSON (INCLUDE EMAIL AND PHONE): Donald J. Kulhanek, 517-483-4050

APPLICATION DATE: 4/28/2016

AWARD DATE: 6/13/2016

GRANT CYCLE: 3 years Check One: ___ Annual _X_ One-Time

FUND AMOUNT: \$2,318,509.5 (Breakdown below should total this amount)

GOODS & SERVICES	\$1,520,778.50
PERSONNEL	\$752,481.00
CONSTRUCTION	<u>\$0.00</u>
LAND	\$0.00
OTHER (Training)	\$45,250.00

CITY MATCH (IF APPLICABLE): \$780,750.00

GRANT PAYS FOR: Personnel and fringe, travel, consumable supplies and equipment, outreach, training and certification fees, lead paint testing and clearances, remediation of lead-based paint, minimal housing intervention activities and relocation.

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

The grant will provide resources to make 150 housing units lead-safe, will provide direct outreach to families with lead-poisoned children, families with children under age 6 and pregnant women at risk for lead poisoning, and landlords. It will provide 165 lead-based paint Risk Assessment/Paint Inspections in target housing. Grant funds will provide Renovation, Repair and Painting (RRP) training to 70 landlords, and will provide Lead Abatement Supervisor training and certification to 50 Section 3 Residents. Funds also provide personnel and fringe, consumable supplies and equipment, certification fees, travel, minimal housing intervention activities and temporary relocation of residents.

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

Approval to Accept HUD \$2.318 Million Lead Hazard Reduction Demonstration Grant

WHEREAS, the Department of Housing and Urban Development (HUD) has awarded the City of Lansing \$2,318,509.50 in grant funds to be used over a three year period to reduce lead hazards in housing; and

WHEREAS, HUD desires timely implementation of grant activities and has requested the City to sign the grant by July 31, 2016; and

WHEREAS, the HUD required match of \$774,759.00 will be met by the Development Office using CDBG funds from its existing budget for staff and housing rehabilitation program activities and from in-kind services from the Ingham County Health Department; and

WHEREAS additional match provided from CDBG funds, and match from the Ingham County Health Department and owner contributions toward the direct cost of eliminating lead paint hazards will exceed the required 25% match; and

WHEREAS, the Lead Hazard Reduction Demonstration Grant will provide funds for lead remediation and clearance in 150 housing units, public outreach and education regarding lead hazards, training in Renovation, Repair and Painting for 70 landlords and Lead Abatement Supervisor training and Certification for 50 Section 3 Residents; and

WHEREAS, the elimination of lead hazards in housing occupied by children under the age of six is a priority under the City's Consolidated Strategy and Plan; and

WHEREAS, grant funds, combined with City of Lansing CDBG local funds, Ingham County Health Department in-kind match funds and owner funds will be sufficient to complete the project as proposed with no additional funds from the City; and

WHEREAS, the City of Lansing successfully completed its prior 2011-2014 \$1.7 million HUD Lead Hazard Reduction Grant by clearing 105 units of lead hazards and exceeding all other goals;

NOW THEREFORE BE IT RESOLVED, that the Lansing City Council approves the acceptance of \$2,318,509.50 grant award by HUD for the purpose of accepting funds to complete the activities funded through the 2016 Lead Hazard Reduction Demonstration Grant.

BE IT FINALLY RESOLVED THAT Virg Bernero, Mayor of the City of Lansing, is authorized to accept the above described award, and that upon receipt of the final grant agreement from HUD, he shall be authorized to sign the contract and any necessary amendments or ancillary documents, and to establish new and separate accounts as

required by HUD for this grant.



OFFICE OF MAYOR VIRG BERNERO
124 W. MICHIGAN AVENUE – NINTH FLOOR
LANSING, MI 48933

TO: City Council President Judi Brown Clarke and Council Members

FROM: Mayor Virg Bernero

DATE: July 7, 2016

RE: Sole Source Purchase—Stryker Sales Corporation—Power Pro
Ambulance Cots—Lansing Fire Department

The attached correspondence is forwarded for your review and appropriate action.

VB/rh
Attachment

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Virg Bernero, Mayor
FROM: Stephanie Robinson CPPB, Senior Buyer
DATE: June 23, 2016
SUBJECT: Sole Source Purchase -- Stryker Power Pro Ambulance Cots

Please include this Sole Source packet of information in your transmittal to Council as required by the Purchasing Ordinance Section 206.05.

In summary, the Purchasing Office processed the following Sole Source transaction:

Department: Lansing Fire Department
Vendor: Stryker Sales Corporation
Item Purchased: Power Pro XT Cots
Dollar Amount: \$ 98,617.52 from the 2063501-977000 Fund

Additional information pertaining to this purchase is attached for your information.

This letter is filed in accordance with the Purchasing Ordinance Section 206.05 (a) and (b).

sr



CITY OF LANSING

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

PURCHASE ORDER	
P.O. NUMBER	P084596
DATE	06/22/16
VENDOR I.D.	V002090
DELIVERY DATE	
FOB	Shipping Poi
REQUISITION NO	PR012479
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

TO: STRYKER SALES CORPORATION
3800 EAST CENTRE AVENUE
PORTAGE, MI 49002

PHONE# (888) 651-9156 FAX# (888) 651-9156

DELIVER ITEMS TO:
LANSING FIRE DEPARTMENT - MAINTENANCE AL 3708 PLEASANT GROVE LANSING, MI 48910

SEND INVOICE TO:
LANSING FIRE DEPARTMENT - MAINTENAN 3708 PLEASANT GROVE LANSING, MI 48910

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	POWER PRO XT STRYKER COTKPS OPTION, STEER LOCK OPTION, EQUIPMENT HOOK WITH MANUAL TRADE IN	5	EA	13,793.32	68,966.60
002	PROTECT POWER COT 7 YEAR	6	EA	2,490.50	14,943.00
003	POWER PRO XT XPS OPTION, STEER LOCK OPTION, EQUIPMENT HOOK	1	EA	11,793.32	11,793.32
004	FLOOR MOUNT CO FASTENER PER QUOTE DTD 10/15/16 QUOTE 4457461	5	EA	582.92	2,914.60
				TAX	0.00
				TOTAL	98,617.52

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.



CITY OF LANSING

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

PURCHASE ORDER	
P.O. NUMBER	P084597
DATE	06/22/16
VENDOR I.D.	V022301
DELIVERY DATE	
FOB	
REQUISITION NO	PR012478
OUR PURCHASE ORDER NUMBER MUST APPEAR ON ALL INVOICES, PACKING LIST AND CORRESPONDENCE.	

TO: NTH CONSULTANTS LTD
608 S WASHINGTON AVE
LANSING, MI 48933

PHONE# (517) 702-2950 FAX#

DELIVER ITEMS TO:

PUBLIC SERVICE DEPARTMENT ENGINEERING
124 W MICHIGAN AVENUE 7TH FL
LANSING, MI 48933

SEND INVOICE TO:

PUBLIC SERVICE DEPARTMENT ENGINEERI
124 W MICHIGAN AVENUE 7TH FL
LANSING, MI 48933

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	EXTENSION
001	MUSEUM DR & SHILAW GEOTECH SVC	3,325	LS	1.00	3,325.00
002	MUSEUM DR & SHILAW GEOTECH SVC	3,325	LS	1.00	3,325.00
				TAX	0.00
TOTAL					6,650.00

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 canceled.

AUTHORIZED SIGNATURE

CITY of LANSING
INTEROFFICE COMMUNICATION

TO: Randy Hannan, Chief of Staff
Chad Gamble, Chief Operating Officer

FROM: Stephanie Robinson, CPPB Buyer

DATE: June 13, 2016

SUBJECT: Sole Source Purchase –Stryker Ambulance Cots

The Lansing Fire Department requests that Stryker EMS Equipment be designated as a sole source supplier for replacement Ambulance Cots for the City of Lansing.

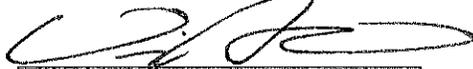
Please see the attached letter and approval from Assistant Chief Michael Hamel the request.

Based on the attached letter we recommend issuing a sole source purchase order to Stryker EMS Equipment in the amount of \$ 98,617.52 from the residual millage monies account 2063501-977000.

Attachment

Date 6-21-2016

Approved Denied



Virg Bernero, Mayor



Lansing Fire Department

120 E. Shiawassee Street
Lansing MI 48933
(517) 483-4200
Fax (517) 483-4488
www.lansingfire.com



Virg Bernero, Mayor
Randy Taliffarro, Fire Chief

June 10, 2016

To: Stephanie Robinson CPPB, Buyer
From: Michael Hamel, Asst. chief
Subject: Sole Source Purchase - Stryker
Power-Pro XT Cots

Dear Stephanie

The Lansing Fire department is moving forward with the replacement of our current worn out cots utilized by our Ambulance crews. Last summer the LFD evaluated a couple different styles of cots based on the changing to electric cots. The reason for this change is to protect our personnel from possible back injuries do to less lifting. As well in the next two years these cots will be required by all EMS agencies.

The Cot was approved by our personnel after extensive evaluation is the Stryker Power-Pro XT. We have been in communication and received a quote from Stryker EMS sole source distributor of the item listed. I have attached their sole source letter.

We will be purchasing five Power-Pro XT units with a Seven year warranty that includes all parts, labor, travel, and 1 preventative maintenance for each cot annually. This would also include the ability within 48 hours to get a loner cot from Stryker headquarters in Kalamazoo and/or Grand Rapids.

We will use funding from account 2063501-977000 and the total cost will be \$98,617.52.

It there are any questions, please feel free to contact me.

Asst. Chief Michael Hamel

6-10-16

Date

Purchase of new Cots

Hamel, Michael

Sent: Friday, June 10, 2016 7:57 AM

To: Robinson, Stephanie

Attachments: Stryker Sole Source Letter.doc (49 KB) ; Final Stryker Quote 3.28.16.pdf (76 KB) ; PowerPRO XT 6506 Warranty.pdf (39 KB) ; Stryker Medical Terms - Pr~1.PDF (66 KB)

Lansing Fire has evaluated and determine that the Stryker Cot is the equipment we would like to purchase. I have attached a letter from Stryker to see what your thoughts are on if they qualify as a sole source..

Sole source status in Michigan for Stryker Power Pro XTs with Stryker Certified Service Contracts. Local ambulance dealers do sell Stryker equipment in conjunction with the purchase of new vehicles and would perhaps bid on Stryker Equipment if it was listed without a service contract. These dealers are not authorized to sell service agreements and their contracted discounts for equipment are less than the discount I have quoted you. Likewise, we may get a bid on a service contract if it was listed without equipment. There is one other company that is authorized by Stryker to service our equipment, but they are not allowed to sell any capital equipment. To provide further confirmation of the inability of other companies to quote both equipment and service, please refer to the recent Royal Oak Fire Department MITN bid for Stryker Stretchers. You can see the details of their bid in the Documents Tab and that Stryker was the only organization to bid under the Awards Tab.

The person who wrote the Sole source letter gave me the information above.

What are your thoughts.

Asst. Chief Michael R. Hamel
City Of Lansing Fire Dept.
517-483-4560 Office
517-290-3164 Cell
mhamel@lansingmi.gov

Becky McKim
Territory Manager

3800 E. Centre Ave
Portage, MI 49002
c: 616 202 8449 f: 616 825 6446
rebecca.mckim@stryker.com

stryker®

EMS Equipment

Date: June 9th, 2016

Re: Power Pro XT Ambulance Cot and Stryker Certified Service Sole Source Information

To Whom It May Concern,

Stryker Medical is the sole Manufacturer of the Stryker EMS Power Pro XT (Model 6506). This correspondence is to inform you that Stryker Medical is also the only company in the state of Michigan that can sell both Stryker Brand Capital Equipment and Stryker Certified Service Contracts on the same agreement.

If you have any questions or need additional assistance, please reach out to me directly at (616)202-8449

Sincerely,

Rebecca McKim

Rebecca McKim
Account Manager
Stryker EMS



Comprehensive Quotation

Sales Account Manager
 REBECCA MCKIM
 rebecca.mckim@stryker.com
 Cell: 616-202-8449

Remit to:
 P.O. Box 93308
 Chicago, IL 60673-3308

End User Shipping Address
 1172130
 LANSING FIRE DEPT
 3708 PLEASANT GROVE
 LANSING, MI 48910

Shipping Address
 1172130
 LANSING FIRE DEPT
 3708 PLEASANT GROVE
 LANSING, MI 48910

Billing Address
 1172130
 LANSING FIRE DEPT
 3708 PLEASANT GROVE
 LANSING, MI 48910

Customer Contact	Ref Number	Date	PO Number	Reference Field	Quote Type
	4457461	10/15/2015	QUOTE		BUDGET QUOTE

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
1.00	5	Power-PRO XT	6506000000	\$13,793.32	\$68,966.60	
		Options				
	5	Power-PRO XT	6506000000	\$12,142.52	\$60,712.60	
	5	XPS Option	6506040000	\$1,526.84	\$7,834.20	
	5	Steer Lock Option	6506038000	\$584.44	\$2,922.20	
	5	Equipment Hook	6500147000	\$39.52	\$197.60	
	5	NO IV POLE	6500318000			
	5	X-RESTRAINT PACKAGE	6500001430			
	5	STANDARD FOWLER	6506012003			
	5	2 Yr Bumper to Bumper Warranty	7777881670			
	5	DOM SHIP (NOT HI, AK, PR, GM)	0054030000			
	5	Dual Wheel Lock	6086602010			
	5	PR Cot Retaining Post	6085033000			
	5	Power Pro Standard Components	6506026000			
	5	No Runner/HE O2	0054200904			
	5	Non Power-Load Compatible	6506029000			
	5	Trendelenburg	6085031000			
	5	No HE Section O2 Bottle	6506036000			
	5	English Manual	6506600000			
	5	120V AC SMRT Charging Kit	6500028000			
	5	J Hook	6092036018			
	5	XPS Knee Gatch Bolster Matrss	6500003130			
	5	3 YR X-Frame Powertrain Wnty	7777881669			
	5	Manual Trade-in 2016	9999999919	(\$500.00)	(\$2,500.00)	
2.00	6	Protect Power Cot 6506- 7year	77115001	\$2,490.50	\$14,043.00	
3.00	1	Power-PRO XT	6506000000	\$11,793.32	\$11,793.32	
		Options				
	1	Power-PRO XT	6506000000	\$12,142.52	\$12,142.52	
	1	XPS Option	6506040000	\$1,526.84	\$1,526.84	
	1	Steer Lock Option	6506038000	\$584.44	\$584.44	
	1	Equipment Hook	6500147000	\$39.52	\$39.52	
	1	Dual Wheel Lock	6086602010			
	1	PR Cot Retaining Post	6085033000			
	1	Power Pro Standard Components	6506026000			
	1	No Runner/HE O2	0054200994			
	1	Non Power-Load Compatible	6506029000			
	1	Trendelenburg	6085031000			
	1	No HE Section O2 Bottle	6506036000			
	1	English Manual	6506600000			
	1	120V AC SMRT Charging Kit	6500028000			



Comprehensive Quotation

Sales Account Manager
 REBECCA MCKIM
 rebecca.mckim@stryker.com
 Cell: 616-202-8449

Remit to:
 P.O. Box 93308
 Chicago, IL 60673-3308

Line #	Quantity	Item Description	Part #	Unit Price	Extended Price	Item Comments
	1	J Hook	6092036018			
	1	XPS Knee Gatch Bolster Matrss	6500003130			
	1	2 Yr Bumper to Bumper Warranty	7777881670			
	1	NO IV POLE	6500318000			
	1	X-RESTRAINT PACKAGE	6500001430			
	1	STANDARD FOWLER	6506012003			
	1	3 YR X-Frame Powertrain Wrnty	7777881669			
	1	DOM SHIP (NOT HI, AK, PR, GM)	0054030000			
	1	Power Trade-In 2016	9999999920	(\$2,500.00)	(\$2,500.00)	
4.00	5	Floor Mount Cot Fastener	6370000000	\$582.92	\$2,914.60	
		Options				
	5	Floor Mount Cot Fastener	6370000000	\$582.92	\$2,914.60	
	5	Floor Mount Assy	6370230010			
	5	1 year parts, labor & travel	7777881660			
	5	Standard Rail Option	6360020000			
	5	Domestic Manual	6370000001			

Note:
 2016 Pricing. Cot is listed with all options that were on the unit yo
 ur service traded. The Protect Service Contract quoted is OPTIONAL.
 It includes all Parts, Labor, Travel and 1 PM per year for 7 years.
 It does not includes soft goods such as mattresses, restraints and IV
 Poles as well as the batteries and charger. These items have
 standard warranty coverage.

Product Total	\$98,617.52
Freight	\$0.00
Tax	\$0.00
Total Incl Tax & Freight	\$98,617.52

Signature: _____ Title/Position: _____ Date: _____

Deal Consummation: This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.
Confidentiality Notice: Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.
Terms: Net 30 Days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-STRYKER.
Cancellation and Return Policy: In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.

STRYKER MEDICAL SERVICE TERMS AND CONDITIONS – PROTECT EMS MAINTENANCE CONTRACT

Stryker Medical, a division of Stryker Corporation, will provide services listed below under the following terms and conditions of this Service Contract (the "Agreement") to the customer detailed below ("Customer"). Services will be conducted on the equipment identified ("Equipment") at the location described ("Equipment Site").

1. STRYKER PROTECT -EMSSM

The Stryker Protect Agreement pricing includes parts, labor and travel associated with one (1) annual maintenance inspection, unscheduled service calls and JCAHO equipment checklists. Replacement parts do not include mattresses, batteries, probes and other disposable or expendable parts.

2. INITIAL REPAIRS

This Agreement shall be applicable only to such Equipment as listed on this Agreement which has been determined by Stryker Medical's Service Representative to be in good operating condition upon his/her initial inspection thereof. If, upon inspection, initial repairs are required to put any Equipment back into good operating condition, the cost of such initial repairs will not be covered under this Agreement, and will be separately invoiced at Stryker Medical's then current hourly labor rate plus parts at Stryker Medical's then current list price.

3. PAST USEFUL LIFE

Each Stryker Medical product comes with a user manual which details the Equipment's useful life. Equipment older than useful life as defined in the user manual will be repaired as requested, HOWEVER, EQUIPMENT PAST ITS USEFUL LIFE IS NOT COVERED BY ANY WARRANTY, EXPRESS OR IMPLIED. Therefore, Customer acknowledges that use of the Equipment is at its own risk.

4. ADVANCE NOTIFICATION

Maintenance inspection service calls will be scheduled annually at a mutually agreed upon time between Customer and Stryker Medical. Equipment not made available at the mutually agreed upon time will be serviced during the next scheduled service call or at another specified date. Any Maintenance Service call scheduled outside of Stryker Medical's normal working hours will carry an additional charge.

5. SERVICE CALL ACTIVITY

On each scheduled service call, Stryker Medical's Service Representative will inspect and adjust each available item of Equipment as required in accordance with Stryker Medical's then current maintenance procedures for said Equipment. The maintenance services will be performed annually each year. Stryker may amend this Agreement if there are any discrepancies on the number of inspections, price, equipment, or location.

6. SERVICE INVOICING

All prices are exclusive of taxes. All taxes, when applicable, will appear as separate items on Stryker Medical's invoice. All invoices issued under this Agreement are to be paid within thirty (30) days of the date of the invoice.

Failure to comply with Net 30 Day terms will constitute breach of contract and future service will only be made on a prepaid or COD basis, or when the previous obligation is satisfied, or both. Stryker Medical reserves the right, with no liability to Stryker Medical, to cancel any contract on the basis of payment default for any previous product or service provided by Stryker Medical or any of its affiliates.

7. PRICE CHANGES

The Service prices specified on Exhibit A herein are those in effect as of the date of acceptance of this Agreement, and will continue in effect throughout the duration of Agreement.

8. OPERATION MAINTENANCE

Stryker Medical service is ancillary to and not a complete substitute for the requirements of users to adhere to the routine maintenance instructions provided by Stryker Medical, its equipment and operations manuals, and accompanying labels and/or inserts for each item of Equipment. Appropriate user personnel should be entirely familiar with the instructions and contents of those manuals, labels and inserts and implement them accordingly.

9. SERVICE EXCLUSIONS

Notwithstanding any other provision of the Agreement, this Service does not include (i) repairs to mattress covers; (ii) any other service made necessary by abuse, misuse, negligence, accident, catastrophe, act of God (iii) services necessary caused by malfunction resulting from faulty maintenance, improper repair, damage or alteration by non-Stryker Medical Representative; (iv) service necessary due to the failure of the Customer or anyone under its control to comply with written instructions or recommendations; (v) service necessary due to improper storage, handling, use or maintenance of the Equipment by anyone other than Stryker Medical; (vi) services or parts to equipment other than to the Equipment listed hereunder; (vii) service Stryker cannot perform because the Equipment has been discontinued or its parts have been discontinued or made obsolete; and (viii) service to the Equipment if the Equipment or the Equipment Site is contaminated with blood or other potentially infectious substances.

If, at any time, upon inspection of the Equipment in service, Stryker Medical deems any single unit of Equipment to be unserviceable, a record and report of such will be made, and provided to the Customer in writing on the date of service.

10. COVERAGE

Unless otherwise set forth in the Exhibits, Stryker Medical will provide Customer the Services Mondays through Fridays, 8:00 AM to 5:00 PM Customer local time, excluding Stryker observed holidays ("Service Coverage"); Unless otherwise set forth in the Exhibits, travel necessary to perform the Services during the Service Coverage hours is included. Subject to the availability of personnel and repair parts, Stryker Medical will provide, at Customer request and additional expense, service relating to certain excluded items (invoiced at Stryker Medical's then current standard rates for material and labor) or service outside the Service Coverage hours (invoiced at Stryker Medical's applicable rates for out-of-hours service of this type in effect for service contract customers with this Equipment, including round trip travel time) and Customer will be charged a minimum of two hours on-site time plus applicable travel charges per such service visit. Other travel expenses and overnight living expenses will be charged at actual cost in accordance with Stryker Medical's standards for business expense reimbursement of its employees.

11. CUSTOMER RESPONSIBILITIES

During the Term, Customer will (i) assure that the Equipment Site is maintained in a clean and sanitary condition and that the Equipment is cleaned and decontaminated after contact with blood or other potentially infectious material; (ii) operate the Equipment in accordance with the published operating instructions and user manual; and (iii) provide Stryker Medical service personnel full and free access to the Equipment at the scheduled service time.

12. WARRANTY LIMITATIONS

There are no express or implied warranties by Stryker Medical other than the warranties that accompany the Equipment. Stryker Medical makes no warranty of merchantability or fitness for a particular purpose with respect to the Equipment or parts thereof. Stryker Medical's liability on any claim whether in contract or otherwise, for any loss or damage arising out of, connected with or resulting from the repair of any product furnished hereunder shall in no event exceed the price paid for said repair which gives rise to the claim. In no event shall Stryker Medical be liable for incidental, consequential or special damages. Notwithstanding the foregoing, nothing herein shall be deemed to disclaim Stryker Medical's liability to third parties resulting from the sole negligence of Stryker Medical as determined by a court of law.

13. EQUIPMENT SCHEDULE CHANGES

During the term of the Agreement and upon Stryker Medical's written consent, which will not be unreasonably withheld, additional equipment may be included in this Agreement. All additions are subject to the terms and conditions contained herein. Stryker Medical shall adjust the charges and modify the Agreement to reflect the additions.

14. ACCEPTANCE-LENGTH OF AGREEMENT

To receive the desired service, on the terms described herein, please indicate Customer's acceptance by signing this Agreement where indicated and returning to Stryker Medical all copies of the Agreement within thirty (30) days of the date indicated on this Agreement. This Agreement can be canceled by either party by giving at least thirty (30) days prior written notice of any such cancellation to the other party. If this Agreement is canceled during or before the expiration date of the Agreement by the Customer or by Stryker Medical for cause, the Customer will be charged for the months covered during contract period and for all parts, labor, and travel need to maintain the Equipment during the Agreement period with no early cancellation penalties.

15. PERFORMANCE EXCLUSIONS

Service and articles delivered by Stryker Medical hereunder shall be subject to and conditional upon floods, strikes, other labor disturbances (regardless of the reasonableness of the demands of labor), riots, fires, accidents, wars (present and future), embargoes, delays of carriers, inability to obtain raw materials, failures of normal sources of supply, restraints of government or any other cause (whether similar or dissimilar to the foregoing) beyond Stryker Medical's reasonable control.

16. SEVERABILITY OF PROVISIONS

The invalidity, in whole or in part, of any of the foregoing paragraphs, where determined to be illegal, invalid, or unenforceable by a court or authority of competent jurisdiction, will not affect or impair the enforceability of the remainder of the Agreement.

17. CONFIDENTIALITY

This Agreement is confidential. It is not intended for use by anyone other than the representatives of Stryker and its Customer.

18. NOTICE

Notices required must be made in writing and will be deemed given only if delivered and proof of delivery received to:

Stryker Medical
Customer Care
3800 E. Centre Ave.
Portage, MI 49002

Customer

19. GOVERNING LAW

This Agreement shall be construed and interpreted in accordance with the laws of the State of Michigan.

Acknowledged and agreed to this _____ day of _____, 20_____.

Accepted by:

Stryker Medical:

Customer:

By: _____

By: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Page left blank intentionally

Warranty

STRYKER EMS RETURN POLICY

Cots, Stair Chairs, Evacuation Chairs, Cot Fasteners and Aftermarket Accessories may be returned up to 180 days of receipt if they meet the following guidelines:

Prior to 30 Days

- 30 day money back guarantee in effect
- Stryker EMS is responsible for all charges
- Returns will not be approved on modified items

Prior to 90 Days

- Product must be **unused, undamaged** and in the original packaging
- Customer is responsible for a 10% restocking fee

Prior to 180 Days

- Product must be **unused, undamaged** and in the original packaging
- Customer is responsible for a 25% restocking fee

RETURN AUTHORIZATION

Stryker customer service department must approve any merchandise return and will provide an authorization number to be printed on any returned merchandise. Stryker reserves the right to charge shipping and restocking fees on returned items. **SPECIAL, MODIFIED, OR DISCONTINUED ITEMS NOT SUBJECT TO RETURN.**

DAMAGED MERCHANDISE

ICC Regulations require that claims for damaged merchandise must be made with the carrier within fifteen (15) days of receipt of merchandise. **DO NOT ACCEPT DAMAGED SHIPMENTS UNLESS SUCH DAMAGE IS NOTED ON THE DELIVERY RECEIPT AT THE TIME OF RECEIPT.** Upon prompt notification, Stryker will file a freight claim with the appropriate carrier for damages incurred. Claim will be limited in amount to the actual replacement cost. In the event that this information is not received by Stryker within the fifteen (15) day period following the delivery of the merchandise, or the damage was not noted on the delivery receipt at the time of receipt, the customer will be responsible for payment of the original invoice in full.

Claims for any short shipment must be made within thirty (30) days of invoice.

INTERNATIONAL WARRANTY CLAUSE

This warranty reflects U.S. domestic policy. Warranty outside the U.S. may vary by country. Please contact your local Stryker Medical representative for additional information.

PATENT INFORMATION

The Stryker **Power-PRO™** XT cot is covered by one or more of the following patents:

United States	5,537,700	5,575,028	6,908,133	7,398,571	7,540,047
---------------	-----------	-----------	-----------	-----------	-----------

Other patents pending

The Stryker **SMRT™** Power System is covered by one or more of the following patents:

United States	5,977,746	6,018,227
---------------	-----------	-----------

Other patents pending

Warranty

Stryker EMS, a division of the Stryker Corporation, offers one warranty option in the United States:

Two (2) year parts and labor. Stryker EMS warrants to the original purchaser that its products should be free from manufacturing non-conformances that affect product performance and customer satisfaction for a period of two (2) years after date of delivery. Stryker's obligation under this warranty is expressly limited to supplying replacement parts and labor for, or replacing, at its option, any product that is, in the sole discretion of Stryker, found to be defective. Expendable components, i.e. mattresses, restraints, I.V. poles, storage nets, storage pouches, oxygen straps, and other soft goods, have a one (1) year limited warranty.

The Stryker **Power-PRO™ XT** is designed for a 7 year expected service life under normal use conditions, and with appropriate periodic maintenance as described in the maintenance manual. Stryker warrants to the original purchaser that the welds on the **Power-PRO™ XT** will be free from structural defects for the expected 7 year life of the product as long as the original purchaser owns the product. Original purchasers will also obtain a three (3) year limited parts warranty for the X-frame components of the **Power-PRO™** cot and a three (3) year limited power train warranty covering the motor pump assembly and hydraulic cylinder assembly. Stryker's obligation under this three (3) year limited warranty is expressly limited to supplying replacement parts and labor for, or replacing, at its option, any part that is, in the sole discretion of Stryker, found to be defective.

SMRT™ Power Warranties. Stryker EMS warrants the **SMRT™** Charger for the same duration as the Stryker product for which it is furnished. All **SMRT™** Paks are warranted to be free from manufacturing non-conformances that affect product performance and customer satisfaction for a period of one (1) year.

Upon Stryker's request, purchaser shall return to Stryker's factory any product or part (freight prepaid by Stryker) for which an original purchaser makes a warranty claim.

Any improper use or alteration or repair by unauthorized service providers in such a manner as in Stryker's judgment affects the product materially and adversely, shall void this warranty. Any repair of Stryker products using parts not provided or authorized by Stryker shall void this warranty. No employee or representative of Stryker is authorized to change this warranty in any way.

This statement constitutes Stryker EMS's entire warranty with respect to the aforesaid equipment. STRYKER MAKES NO OTHER WARRANTY OR REPRESENTATION EITHER EXPRESSED OR IMPLIED, EXCEPT AS SET FORTH HEREIN. THERE IS NO WARRANTY OF MERCHANTABILITY AND THERE ARE NO WARRANTIES OF FITNESS FOR ANY PARTICULAR PURPOSE. IN NO EVENT SHALL STRYKER BE LIABLE HEREUNDER FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING FROM OR IN ANY MANNER RELATED TO SALES OR USE OF ANY SUCH EQUIPMENT.

[Return To Table of Contents](#)



CITY OF LANSING

INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159
Fax (517) 483-7630

REVIEW AND RECOMMENDATIONS ON STRUCTURE, POLICIES AND PROCEDURES FOR THE CITY OF LANSING OFFICE OF THE INTERNAL AUDITOR

Jim DeLine
Internal Auditor
October 12, 2015

- I. Structure
 - a. Staffing
 - i. Per City Charter
 1. "The City Council shall appoint a qualified person as the Internal Auditor."
 2. "The Internal Auditor shall be responsible to the City Council ..."
 3. "The Internal Auditor may be authorized by City Council to hire adequate staff to perform the internal auditing functions."
 - ii. With the present workload and budget constraints, no staffing recommendations are being made at this time.
 - b. Reporting
 - i. Per City Ordinance regarding Council staff, the Committee on Personnel is responsible for "recruitment; selection; discipline; performance evaluations; job descriptions; policy and procedure manual development ..."
 - ii. As a member of Council staff, the Internal Auditor reports to the Council President in matters of operations including workload, scheduling and timekeeping.
 - c. Committee on Ways & Means
 1. The Internal Auditor works with the Chair of the Committee on Ways & Means in researching items referred to the Committee and attends all meetings of the Committee but has no direct reporting requirements to the Committee Chair.

- ii. No changes to the present reporting system are being recommended at this time.
 - II. Policies
 - a. Independence
 - i. The Office of the Internal Auditor functions independently of both the Council and Administration in order to best serve the citizens of Lansing.
 - ii. The Office of the Internal Auditor performs audits and reviews based on issues before Council, requests from the Administration, and requests from individual Councilmembers as well as self-initiated projects.
 - iii. Selection of audits and reviews to be conducted by the Office of the Internal Auditor are not subject to approval by the Administration or Council leadership.
 - b. Confidentiality
 - i. The Internal Auditor, upon request, keeps tips and conversations confidential as to the source of information provided.
 - ii. No information received in confidence is to be accepted as fact without documented evidence.
 - iii. Upon verification, documented evidence may be utilized by the Internal Auditor without revealing the source through which the evidence was brought to light.
 - c. Selection of Projects
 - i. City Charter Mandated Projects
 - 1. Financial Transactions of all City Agencies
 - 2. Analysis of the Financial Position of the City
 - 3. Evaluate the Capital Improvement Plan
 - ii. Other Projects
 - 1. In the City's Procurement Card procedure, the Internal Auditor is recognized as doing periodic audits of their use.
 - 2. Projects are requested and suggested by Councilmembers, primarily by members of the Committee on Ways & Means.
 - 3. Projects are self-initiated..
 - III. Procedures.
 - a. Annual Reports
 - i. The required Analysis of the Financial Status of the City will be compiled as soon as possible after the submission to the State of Michigan of the City's Comprehensive Annual Financial Report (CAFR).
 - ii. As soon as possible after publishing the Financial Status of the City, the Internal Auditor will update Councilmembers on the City's Long Term Debt.
 - iii. Analysis of the Capital Improvement Plan is provided in conjunction with the budget process.
 - b. Cash Audits
 - i. Cash Audit Checklist

1. Currently in use.
 - ii. Cash Audit Form
 1. Currently in use.
- c. Performance Audits
 - i. Audit Plan
 1. It is recommended that, prior to the start of a performance audit, that an audit plan be developed for the project.
 2. The Audit Plan would include:
 - a. Audit methodology most suited to the operations being audited.
 - b. Expected time frame for steps within the proposed methodology to be conducted.
 - c. The format and general content of the report to be prepared.
 - ii. Field Work
 1. Review of like operations in municipalities similar to Lansing.
 2. Review of benchmarks available for like operations.
 3. Interviews conducted.
 - a. Have interview summaries reviewed by the interviewee for accuracy / need for follow-up.
 4. Conduct on site visits to operations discussed in the interviews.
 - iii. Reports
 1. See separate section regarding reports.
 - iv. Follow-Up audit conducted approximately 3-6 months later.
- d. Suspected Fraud
 - i. Currently the City intranet contains a Fraud Reporting Hotline link for employees. It reads as follows:
 1. "Should you have concern of a possible fraud, illegal activities, or inappropriate use of City resources, please [click here](#) to submit your concern. Concerns may be submitted anonymously. Concerns may also be addressed to Angela Bennett, abennett@lansingmi.gov, or by calling 517-483-4511."
 - ii. No information could be found on the City of Lansing website for reporting suspected fraud on the part of a City of Lansing employee by members of the general public.
 - iii. It is recommended that the Internal Auditor establish a procedure for the investigation of suspected fraud within City government.
 - iv. It is recommended that, once a procedure has been adopted, that cases of suspected fraud within City government be handled by the Office of the Internal Auditor.
- e. Procurement Cards
 - i. It is recommended that a periodic spot audit of employee use of procurement cards be included in the Audit Schedule.

- ii. The procedure for a spot audit of procurement card use would include the following:
 - 1. Review selected employee procurement card monthly packets for adherence to published policies and procedures.
 - 2. Report findings to the Finance Director and the Committee on Ways & Means.
- f. Committee on Ways & Means Referrals
 - i. All items referred by the Council President to the Committee on Ways & Means are also, by inference, referred to the Internal Auditor.
 - ii. The Internal Auditor is to study all items referred and be prepared to discuss at the next meeting of the Committee.
 - iii. At the Internal Auditor's discretion, contact can be made with appropriate personnel in advance of the meeting to have questions answered or, alternatively, questions may be posed by the Internal Auditor to personnel attending the meeting specifically to brief the Committee on the item referred.
- g. Track Council Expenses
 - i. Provide monthly reports to individual Councilmembers on year-to-date expenditures on all line items in the Council budget.
 - ii. Provide a monthly report to each Councilmember detailing the expenditures in their individual officeholder account.
- h. Claims Review Committee
 - i. Serve on the three-member panel that hears from citizens filing a claim against charges imposed upon them by the City, primarily by the Office of Code Compliance.
- i. LEPFA Board of Commissioners
 - i. Serve as an ex-officio member of the Lansing Entertainment and Public Facilities Authority Board of Commissioners.
- j. Public Information
 - i. The Internal Auditor will publically address questions and provide presentations upon request referencing only work product of the Office of the Internal Auditor and will in no way imply that he / she is speaking on behalf of either the Administration or City Council.



CITY OF LANSING

INTERNAL AUDITOR
124 W MICHIGAN AVE FL 10
LANSING MI 48933-1605
(517) 483-4159
Fax (517) 483-7630

REVIEW AND RECOMMENDATIONS ON STRUCTURE, POLICIES AND PROCEDURES FOR THE CITY OF LANSING OFFICE OF THE INTERNAL AUDITOR

Jim DeLine
Internal Auditor
March 30, 2016

- I. Mission Statement: *"The mission of the City of Lansing Internal Auditor's office is to follow the City Charter, to improve the accountability for public funds and to improve operations of City government for the benefit of the citizens of the City of Lansing."*
- II. Objectives:
 - a. To ensure City programs are meeting goals and objectives by conducting performance audits which make recommendations based on criteria established and evidence obtained.
 - b. To ensure the integrity of City finances by conducting financial and cash audits focusing on economy, accuracy and efficiency in the use of resources used to achieve program results.
 - c. To provide City Council with information necessary to performing its legislative charge.



City of Lansing
Inter-Departmental
Memorandum



Memorandum For: Regional Recycling Resolution

From: Chad Gamble, Director of Public Service

To: Virg Bernero, Mayor

Date: June 8, 2016

Please find attached the resolution to be considered at the next City Council meeting to support the Capital Area Recycling Initiative.

The City of Lansing has been an active participant in discussions regarding a regional recycling initiative. Other communities, such as East Lansing, Eaton County and Bellevue have already passed this resolution.

The attached supporting documents summarize the initiative, which is seeking support from tri-county communities to lower the cost and increase the availability of recycling services in the region. Through regional collaboration, cooperative contracting, and by encouraging all recyclable materials to flow through a designated facility; an increasing volume of materials are available to attract a private partner to invest in a tri-county recycling facility. This effort will:

- Increase recycling services for more tri-county residents, businesses, and institutions.
- Reduce the economic and environmental impact of transporting materials out of the region.
- Bring jobs and potentially new business to the region.

Please let me know if there are questions.

Resolution #

BY THE COMMITTEE ON WAYS AND MEANS

RESOLVED BY _____

WHEREAS, the recycling rate in Michigan is 15%, one of the lowest in the nation;

WHEREAS, it is estimated that approximately \$435 million worth of recyclable materials are placed in Michigan landfills each year;

WHEREAS, Governor Snyder launched an initiative to double the rate of recycling in Michigan;

WHEREAS, in the tri-county area there are a number of urban and rural residents, businesses, and institutions whom lack access to any recycling services;

WHEREAS, there are existing recycling programs residents are not utilizing fully or correctly;

WHEREAS, there is little regional cooperation between tri-county communities on contracting for recycling services;

WHEREAS, recyclable materials collected in the tri-county area are currently transported to recycling centers in other parts of the state because there are no local facilities in the region;

WHEREAS, materials diverted from disposal contribute to the health and welfare of local communities and businesses; and

WHEREAS, _____ acknowledges that it is committed to:

- Working toward consistent ordinances that encourage haulers to use the designated regional transfer or processing facility;
- Working toward hauling of recyclable materials to a cooperative processing facility or transfer station;
- Seeking a private sector partner to build, own, and/or operate a transfer station or material recovery facility and/or develop a phased into approach working toward regional infrastructure;
- Accepting a common set of materials so everyone in the region, regardless of hauler/service provider, can recycle the same items;
- Providing consistent recycling education and outreach to citizens;
- Establishing an adequate number of drop off sites in the region; and
- Working cooperatively with other communities in the region by 2018.

BE IT NOW, THEREFORE, BE IT RESOLVED THAT _____ hereby authorizes participation in the Regional Recycling Initiative.

Date _____

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[28409:2:20160608:141545]

Capital Region Recycling Initiative

This document will be used to get support from tri-county communities to lower the cost and increase the availability of recycling services in the region. Through regional collaboration, cooperative contracting, and by requiring all recyclable materials to flow through a designated facility; an increasing volume of materials are available to attract a private partner to invest in a tri-county recycling facility. This effort will:

- Increase recycling services for more tri-county residents, businesses, and institutions.
- Reduce the economic and environmental impact of transporting materials out of the region.
- Bring jobs and potentially new business to the region.

Vision Statement draft:

Tri-County communities will collaborate and together develop a sustainable, consistent, and efficient regional recycling system.

Communities are committed to the following actions and goals:

- Providing consistent recycling education and outreach to citizens
 - A regional approach will reduce confusion, increase consistency, and ultimately increase both the quality of materials and overall recycling volumes
- Accepting a common, standard set of materials so everyone in the region, regardless of hauler/service provider, can recycle the same items
 - This would include, but not be limited to: common household paper and packaging, such as office paper, junk mail, cardboard, boxboard, magazines, etc.; plastic bottles and jugs, bulk rigid plastics; steel, aluminum, household scrap metal; glass bottles and containers.
- Establishing an adequate number of drop off sites
 - Serving communities where curbside services are not available
 - Serving multi-family and commercial needs
 - Providing options to recycle “hard to recycle at the curb items”, such as electronics
- Explore more efficient hauling of recyclables that could result in monetary savings for the region
- Work toward consistency with ordinances, encouraging haulers to transport recyclables to the designed regional recycling processing facility
- Seek a private partner to build/own/operate a transfer station or material recovery facility and/or develop a phased into approach working toward regional infrastructure

- Honor existing contracts through 2018, and then work toward cooperative contracts
- Require service providers to provide data to local communities on an annual basis.
- Commit to working together to accomplish the above goals by _____ (date)

The following participating communities commit to the above goals:

Clinton County

Bath Charter Township
 Bengal Township
 Bingham Township
 City of DeWitt
 City of St. Johns
 Dallas Township
 DeWitt Charter Township
 Duplain Township
 Eagle Township
 Essex Township
 Greenbush Township
 Lebanon Township
 Olive Township
 Ovid Township
 Riley Township
 Victor Township
 Village of Eagle
 Village of Elsie
 Village of Fowler
 Village of Hubbardston
 Village of Maple Rapids
 Village of Ovid
 Village of Westphalia
 Watertown Charter Township
 Westphalia Township

Eaton County

Bellevue Township
 Benton Township
 Brookfield Township
 Carmel Township
 Chester Township
 City of Charlotte
 City of Eaton Rapids
 City of Grand Ledge
 City of Olivet
 City of Potterville
 Delta Charter Township
 Eaton Rapids Township
 Eaton Township
 Hamlin Township
 Kalamo Township
 Oneida Charter Township
 Roxand Township
 Sunfield Township
 Vermontville Township
 Village of Bellevue
 Village of Dimondale
 Village of Mulliken
 Village of Sunfield
 Village of Vermontville
 Walton Township
 Windsor Charter Township

Ingham County

Alaiedon Township
 Aurelius Township
 Bunker Hill Township
 City of East Lansing
 City of Lansing
 City of Leslie
 City of Mason
 City of Williamston
 Delhi Charter Township
 Ingham Township
 Lansing Charter Township
 Leroy Township
 Leslie Township
 Locke Township
 Meridian Charter Township
 Onondaga Township
 Stockbridge Township
 Vevay Township
 Village of Dansville
 Village of Stockbridge
 Village of Webberville
 Wheatfield Township
 White Oak Township
 Williamstown Township

CAPITAL REGION RECYCLING INITIATIVE – DOUBLING OUR RECYCLING RATE

Recycling has become a valued public service that provides many economic, environmental and public health benefits to communities and their residents. Many tri-county communities provide this valued service and more would like to provide similar services. If more governmental entities in the tri-county region made a commitment to provide recycling opportunities to residents, materials volumes captured will grow and private investment in a local recycling center is likely. This would keep recyclable materials in the region, rather than paying to transport them to other parts of the state.

What do we hope to accomplish?

Join the region's local governments who are working toward a coordinated recycling effort that will increase the volume of material collected and contain the costs associated with recycling. Join communities whom are already talking about the potential of adding recycling infrastructure in the region by mutually agreeing to step up to recycling best practices and use the region's recycled material volume to drive the developments needed to make recycling a regional and community asset. Goals of the initiative include:

- ✓ Attract investing partner(s) to work with regional stakeholders to build/own/operate a transfer station or, Material Recovery Facility
 - work toward cooperative contracts by 2018
 - potentially develop a phased into approach growing regional infrastructure
- ✓ Commit volume of recyclable material collected within all tri-county communities to the designated facility
- ✓ Provide an optimal number of drop-off sites to provide opportunities for rural, sub-rural, multi-family, and commercial populations
- ✓ Recycle a common set of materials so every household in the region, regardless of service provider, can recycle the same items
- ✓ Provide consistent recycling education to properly inform citizens

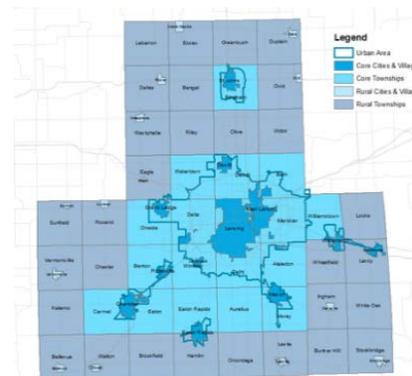
How will my community benefit?

Communities with established recycling services will benefit from keeping materials in the region and avoiding the cost of hauling recyclables to other parts of the state. Communities without established recycling services will benefit from the development of a comprehensive recycling system that provides services at a low cost with the potential for revenue sharing. Building infrastructure and creating jobs in the tri-county region will benefit everyone. Additionally, improving the system that is already in place through more supportive and collaborative programs, services, and education will have benefits for all area residents.

Who would be involved?

All governmental units in Ingham, Eaton, and Clinton counties are encouraged to engage in the process, agree to the conditions, and ultimately sign on to the Capital Region Recycling Initiative. The initiative intends to serve all those who work, live, and play in this region.

Where will these services be provided?

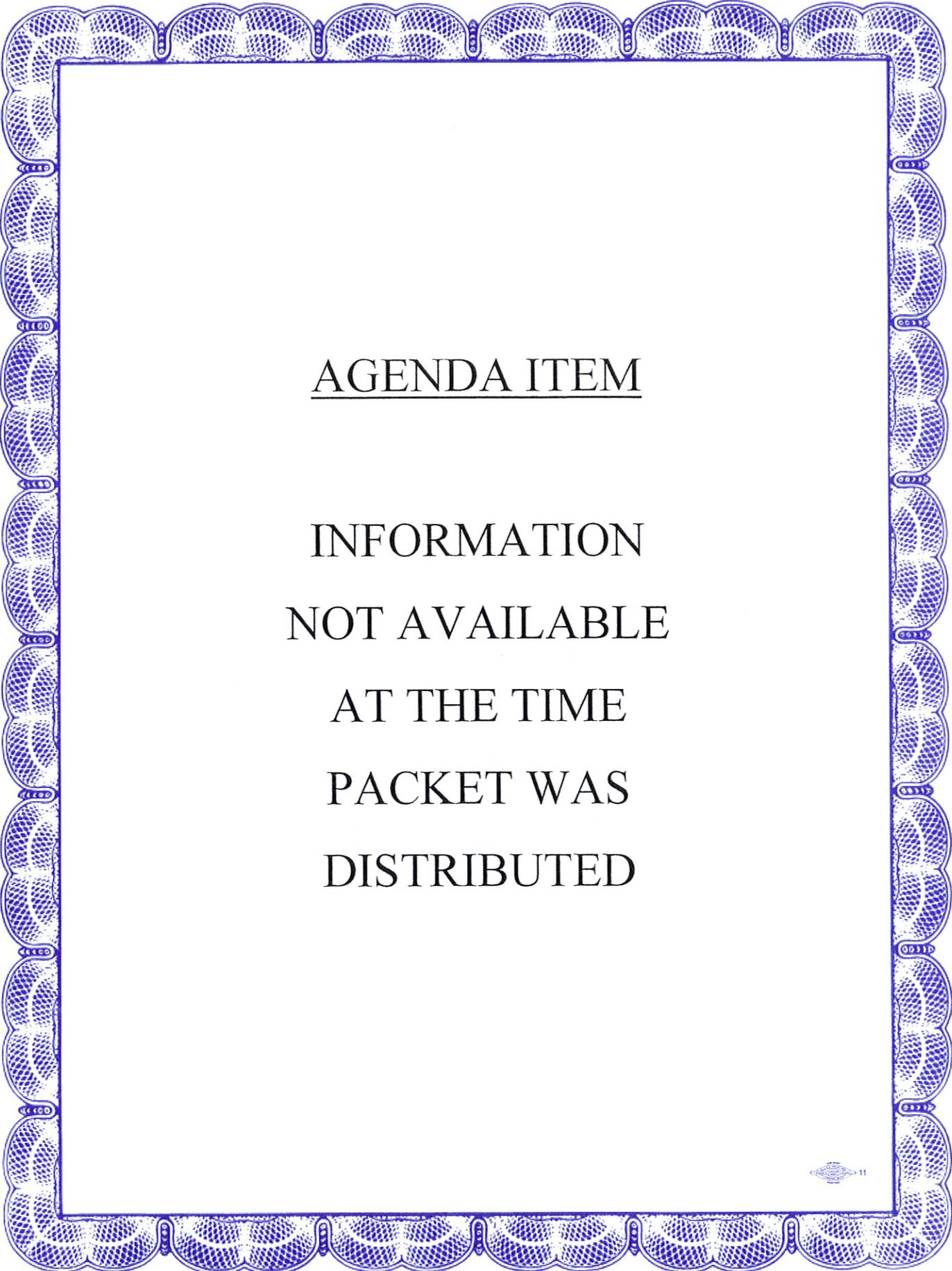


The Initiative will encourage curbside recycling in core cities, villages, and townships as identified in map provided

and will encourage the provision of drop-off recycling opportunities in rural cities, villages, and townships as identified.

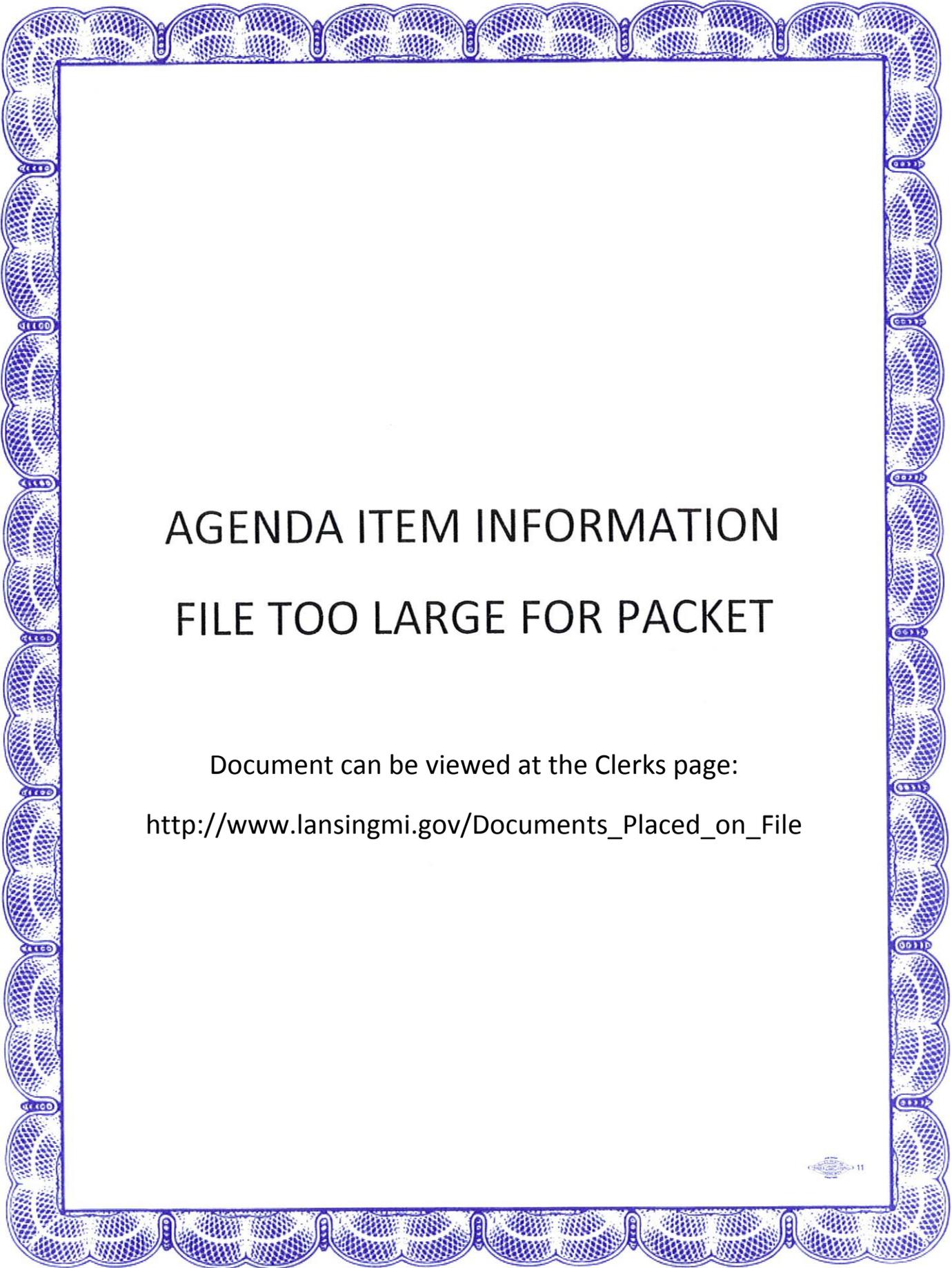
When can we expect progress?

Work has already begun to align Initiative goals within the region and will have to continue through completion. As contract terms end by 2018, communities will step up to their commitment.



AGENDA ITEM

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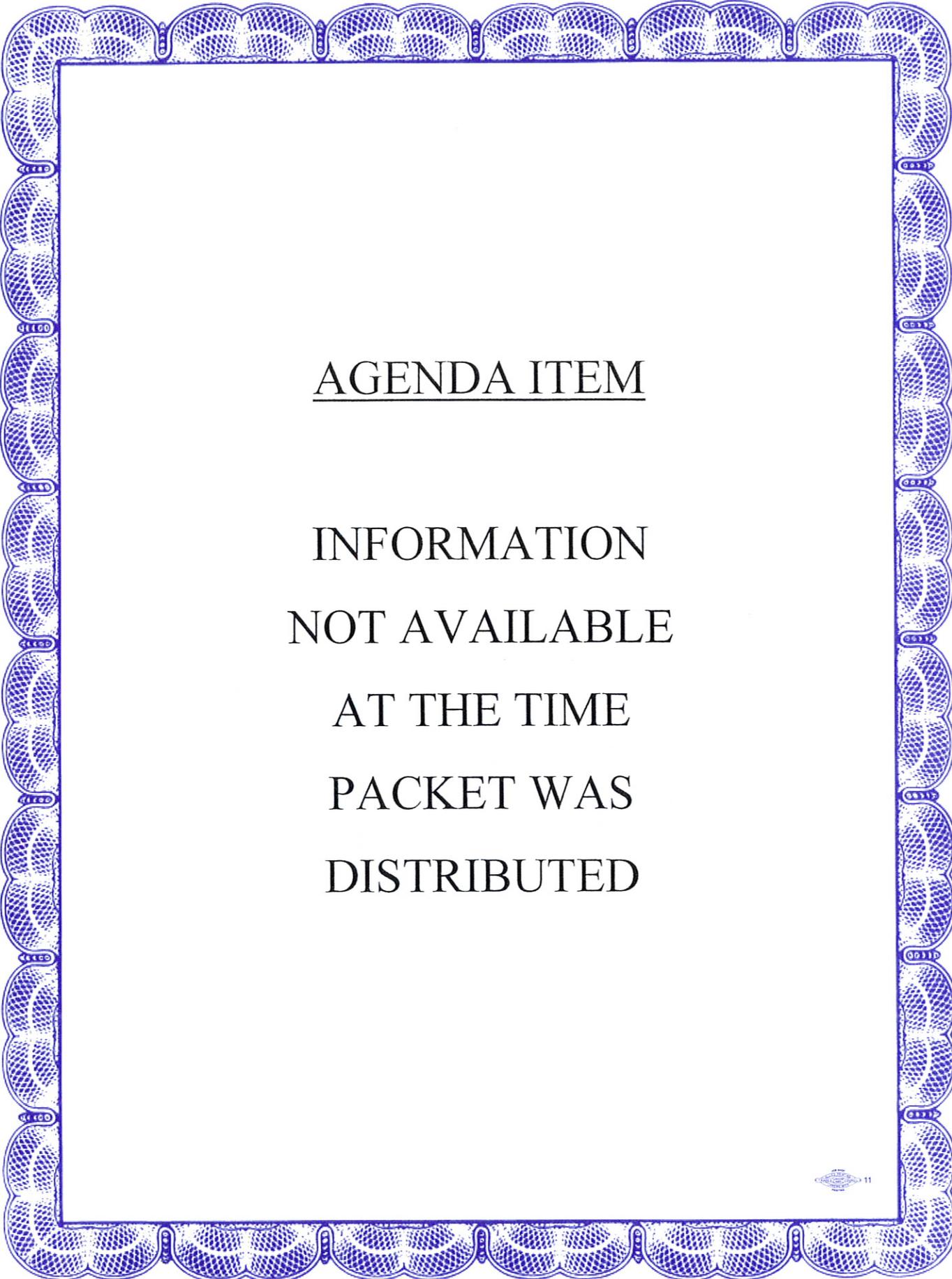


AGENDA ITEM INFORMATION

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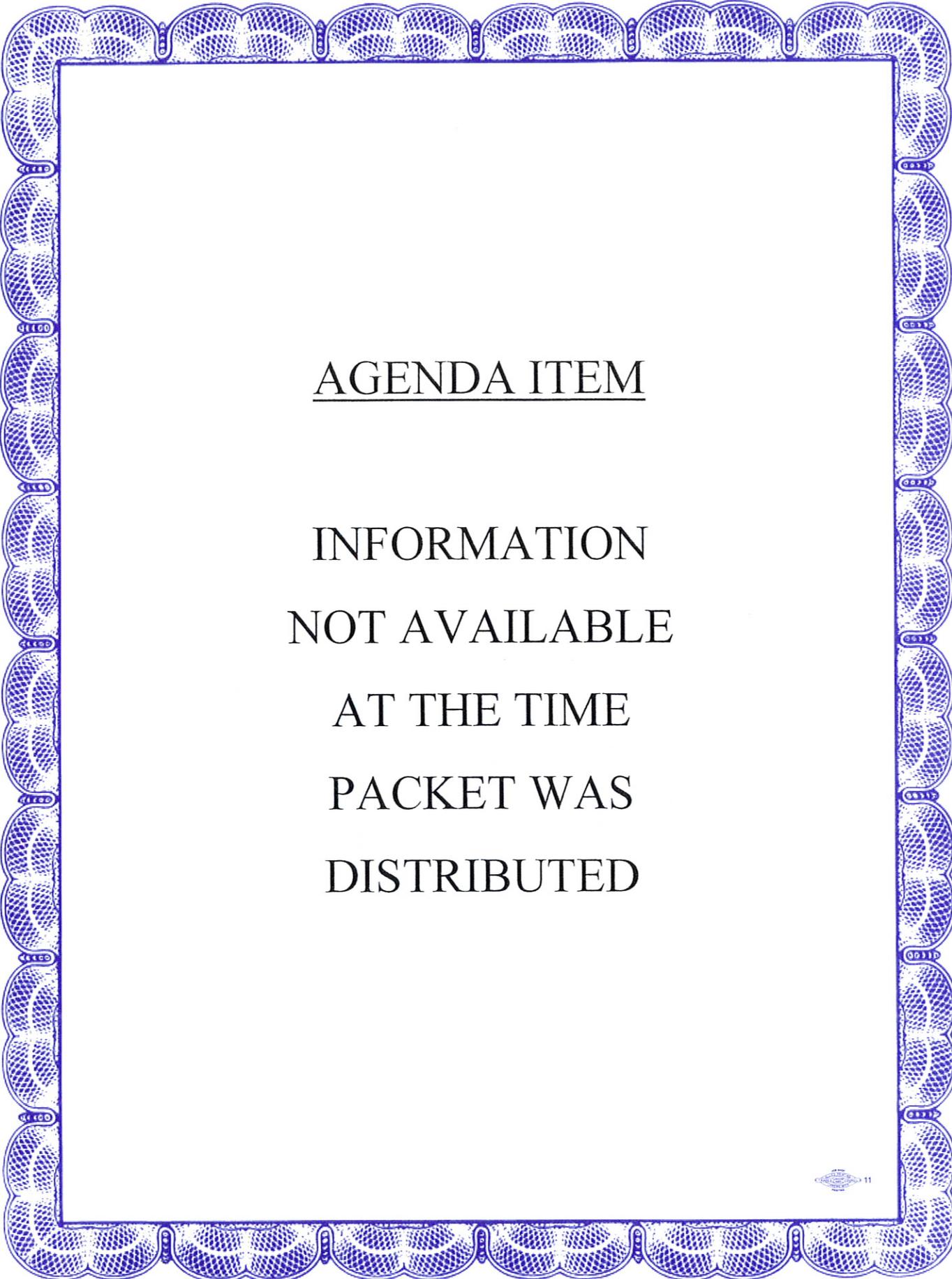
Document can be viewed at the Clerks page:

http://www.lansingmi.gov/Documents_Placed_on_File



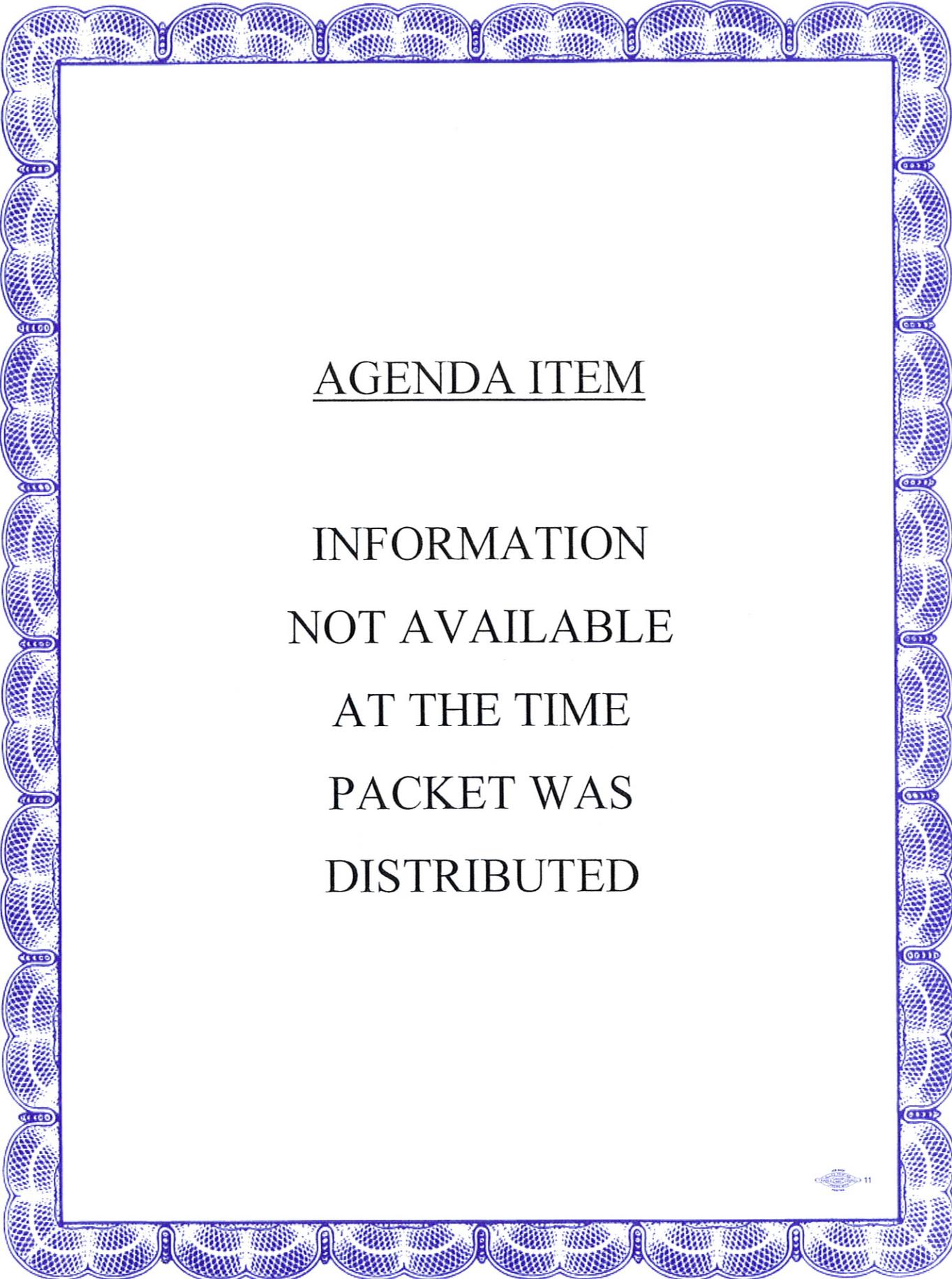
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From: Suzanne Elms-Barclay <elmsbarclay1@gmail.com>
Sent: Monday, June 27, 2016 2:39 PM
To: City Council; Clerk, City
Subject: I believe that the citizens of Lansing's tax dollars means we have a public interest

Please determine a way that the citizens and taxpayers of this city can render OUR opinions, via petition (if necessary). The hu\$h money was OUR MONEY. We are owed that information.

Please let me know any other way that I and many other interested (and INVESTED) citizens can find out WHAT was written in those redacted "words, sentences or entire pages."

If Bernero and McIntyre didn't use OUR money, we might agree that there is something behind their "attorney-client privilege." {

Mayor Bernero needs to either pay the city back out of HIS own \$ or that information regarding his use of OUR tax money is OURS to see.

PERIOD. Suzanne Elms-Barclay

This email has been scanned by the City of Lansing Symantec Email Security.cloud service.
For more information please visit <http://www.symanteccloud.com>
