



AGENDA
Committee on Ways and Means
Wednesday, August 17, 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
 - July 20, 2016
 - August 3, 2016
- 4. Public Comment on Agenda Items**
- 5. Discussion/Action:**
 - A.) RESOLUTION – First Amendment to the Defined Contribution Plan
 - B.) Update on Tie-Bar Memo Status (J. Smiertka)
 - C.) Vacancy Report (M. Riley)
 - D.) Threshold on Council Approval on Separation Agreements (J. Smiertka)
- 6. Other**
- 7. Adjourn**

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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 _____

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MINUTES

**Committee on Ways and Means
Wednesday, July 20, 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- arrived at 9:13 a.m.

OTHERS PRESENT

Sherrie Boak, Council Staff

Jim DeLine, Interim City Council Internal Auditor

Jim Smiertka, City Attorney - arrived at 8:22 a.m.

Michael Hamel, LFD

Lori Welch, Public Service

Lynne Doerr, Retiree

Teresa Frassetto, Retiree

Barb Kimmel, PN & D

Tonya Olson, Granger

Phil Mikus, Granger

Breina Pugh, Granger

Victor Rose, Operations and Maintenance

Denise Estee, Retiree

John Lancour, Friedland

Lynne Meade, IBT 243

Kathy Miles

MINUTES

Action on the minutes moved to next meeting.

Public Comment on Agenda Items

No public comment.

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Discussion/Action:

RESOLUTION – Grant Acceptance; HUD Lead Hazard Reduction Demonstration Grant

Ms. Kimmel outlined the request which is a fund amount of \$2,318,509.50 to remediate lead hazards in homes in Lansing. There will be a match using CDBG and Inkind funds from the Ingham County Health Department. They will also be partnering with Ingham County. It was noted that this is the 3rd time they have received the funds. Council Member Brown Clarke asked for details on the process for the reduction. Ms. Kimmel stated the family must enroll and once qualified they will send out an environmental firm for testing, then based on the results and their report they will guide them on the repairs, controls and abatement. The environmental firm they have chosen based on a RFP is ECT Environmental. Council Member Wood asked how they were getting all this information out to the landlords. Ms. Kimmel confirmed that with working with Ingham County. Also this grant will pay for a part time community health worker who will spend 50% of their time in the field talking to families with elevated levels and who participate in the WIC program. Council Member Wood asked if they have considered fees for inspections and then offer a reduction if they have gone thru this program. Law was asked to check on the legality, and if that can be part of the process. Ms. Kimmel was asked if there was the ability to put together a list of properties that have been tested. Ms. Kimmel confirmed there was already a list on the State Wide lead database, and all those units produced as lead safe are listed on that base. This can be found through a link on the City website, but they can also put that site link in the new brochure they are working on.

Mr. DeLine asked for an explanation on the match portion of the grant. Ms. Kimmel noted the match will come from the CDB. \$322,000 in staff positions and it will stay in the personnel budget line item. All the CDBG work is grant work, and all this is eligible under CDBG. There will be a small amount from owner contributions, and the CDBG funds will be going to assist with owners. The cost for each unit for remediation has been estimated at \$10,000. In regards to relocation during the remediation, if the property is owner occupied they will relocate on their own funds, but if it is a rental, this group will relocate the tenants. If they are not able to keep them in the home and provide access to a bathroom, kitchen and sleeping area they have funds to relocate up to 5 days.

Council Member Wood asked about the contracted employee's role. Ms. Kimmel stated they will be a remediation specialist to manage the onsite, inspections, writing specifications for repairs, and bidding out the work under the supervision of the Development office.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE GRANT FOR HUD LEAD HAZARD REDUCTION DEMONSTRATION GRANT. MOTION CARRIED 2-0.

Sole Source Purchase; Stryker Sales Corporation Power Pro Ambulance Cots; LPD

Mr. Hamel outlined the request and new mandatory requirements on the cots the ambulances use. Stryker provides what is required and also provides a 48 hours replacement. This sole source will purchase five (5). Council Member Wood asked about the safety precautions with these types of cots. Mr. Hamel outlined the hydraulics and mechanics of them, but also acknowledged that Detroit has been using them for 3-4 years. The cots have a life span of five (5) years based on usage, but the sole source also includes an annual maintenance program.

MOTION BY COUNCIL MEMBER WOOD TO PLACE THE SOLE SOURCE ITEM ON FILE. MOTION CARRIED 2-0.

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Internal Auditor Structure and Policies Update

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE DOCUMENTS AND MOVE FORWARD TO THE FULL COMMITTEE. MOTION CARRIED 2-0.

Authorization of Participation in the Capital Area Recycling Initiative

Council Member Brown Clarke noted to all public present that this is an opportunity for questions and answers, with no planned decision today.

Ms. Welch informed the Committee that there is a Tri-County group that has been meeting to discuss participation in a regional recycling initiative. Studies have shown there is enough tonnage in the region for this to work cooperatively. The resolution now in front of the participating communities represents their support for the initiative. The group is not asking for financial commitment, just confirmation they will work together. Currently participation has been confirmed by the City of East Lansing, Eaton Rapids and Bellevue Township. Council Member Brown Clarke asked, based on the fact it is a formal resolution, is Council looking at a cost match, how is it envisioned, and are there signed agreements to expand recycling efforts. Ms. Welch confirmed they did not know what the end result will be, but they all desire to make it more efficient. It could be a cooperative plan, but at this point there is not a financial commitment. Mr. Rose added to the conversation that the goal is to get out of the transfer process. Mr. Rose noted the group had sent to the private sector to look at the resolution to see if they can live with it, but have not gotten any responses. Council Member Wood asked if the private sector has been invited to any of the meetings. Ms. Welch admitted they originally kept the private sector out but there was an interest by Granger so they had them, but they didn't open it up to the private sector. Council Member Wood then asked for the feasibility study that was done, and Ms. Welch stated she could provide that. Council Member Wood then asked Mr. Rose how they have been communicating with the private sector and if they have reached out to Friedland. Mr. Rose admitted they had not, but he does not sit on that steering committee. Council Member Wood stated to Mr. Rose and Ms. Welch that before Council considers the resolution, the representatives from the group should sit down with all stake holders, all groups in the greater Lansing area. Ms. Welch did acknowledge that when the feasibility study was done there was a component where they did reach out to the private sector as a direct communication from the consultant. There were 5-6 companies that provided input.

Council Member Brown Clarke asked if the communities listed on the resolution were targeted communities or the committed communities. Ms. Welch confirmed they were all targeted communities. Council Member Brown Clarke asked if the current hauling contract is up this month and if they would be signing an extension. Ms. Welch stated they had already signed an extension on 1 year renewals.

Mr. DeLine asked if the drop off site terminology was long term or a goal, and Ms. Welch answered it was a long term goal for the entire region.

Council Member Brown Clarke asked then is Lansing being as to be a part of it as a strong stake holder, and that was confirmed by Ms. Welch.

Ms. Olson gave a brief outline of what Granger offers, their 30 years in the Lansing region, and the 35 million pounds of recycling they do annually. Ms. Olson also noted that even though Mr. Rose stated no one from the private sector responded to their inquiry, she offered a copy of a letter that Granger did send in response. Granger's concerned because they believe they already have a system in place and does provide cost effective service. The intent that can be interpreted from the proposed resolution is it can be replaced. Currently capacity of Granger has not even been met. The initiative group's proposal goes beyond residential to multi-family

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and commercial, and includes trash, which Granger we already participates in. Ms. Olson concluded that Granger has been invited and attended 4 meetings, however the meeting where the group red-lined the proposal Granger was not invited to.

Council Member Brown Clarke asked for an environmental scan of what is already out there, along with data that states Lansing does not have the capacity regionally to meet our needs. Ms. Welch answered that the information was in the feasibility study. Mr. Rose stated that they put out bid for trucking haul, but Granger did not submit bid. If Granger has the capacity, they would like to go to Granger. Council Member Brown Clarke reminded Mr. Rose that if the City lists what they have needs for, it allows the bidder to build up to that. Council Member Wood asked if Granger does single stream, and Ms. Olson stated they do.

Mr. Lancour stated that when the City did a bid in 2009 for hauling and transferring Friedlnad did submit a bid, however Lansing then decided to build their own facility. Mr. Lancour noted his opinion that the contractor that does the feasibility study has been the same consultant every time, and is wrong in their findings every time, noting they over state their tonnage every time. The last time it stated 46,000 tons, and the private sector does not see that tonnage. The region does not support what the consultant is stating. Lastly Mr. Lancour noted that Friedlnad does also have a processing center that they also provide to the commercial areas. Friedland however has not gotten into the single stream yet.

Ms. Olson made the statement to the Committee that demand will create the plan to meet the vision. Adding that she is aware that Delta, Delhi and Clinton County have declined to be involved on the resolution.

Council Member Wood asked Ms. Welch for information on the pilots for multi dwellings, information on that speak to issues on trash, debris, and nuisance, and lastly consultant reports. Council Member Brown asked Mr. Rose and Ms. Welch the contract duration for the consultant who did the feasibility study and if that is complete or ongoing. Ms. Welch stated it was complete at this point. Council Member Brown Clarke then asked that with the other information requested they also update the list to note who has declined to participate.

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

Council Member Wood provided a history on the request to Mr. Smiertka. The questions began in 2014 and the Committee was informed in December of 2015 that a memo was sent to the Mayor's office regarding the status and process. The Committee was informed they would not receive a copy of it until the Administration had approved its distribution. The discussion involved the topic of the 1% coverage and the "tie-bar" issue. The 1% was resolved to a certain extent, so now the Committee is waiting on information on the tie-bar. Mr. Smiertka confirmed he was able to locate a research memorandum that was sent to the Mayor that relates to collective bargaining, which this appears to address. He also confirmed it was written by Ms. Janene McIntyre, and does not come to any conclusion but only advises the Mayor. It appears the issue is to the interpretation of contract language. Mr. Smiertka stated that since Mr. Hannan from the Mayor's office is out this week, he will follow up the week of July 25th with him and HR. Council Member Wood added historical information for Mr. Smiertka that also included a letter from Mr. Hobe that stated certain retirees had to start paying for their benefits, yet other groups did not. This is the issue in front of the Committee to resolve who, when, and how much. Mr. Smiertka acknowledged that it appeared there were two issues, one being the interpretation of the language which can be part of the collective bargaining, which the memo he located speaks to, the other issue is if all those retirees have a claim against the City if the Kobe memo was wrong. He will meet with the Mayor's office, HR and Finance before he reports

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back. Ms. Estee and Ms. Meade provided their assistance to Mr. Smiertka on the history research and timelines of how things occurred.

Council Member Houghton asked what the next steps would be if the retirees did not like the interpretation from the City Attorney office. Mr. Smiertka confirmed it would be a law suit.

Council Member Brown Clarke noted this item would appear again on the August 17th meeting agenda.

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

Council Member Wood informed Mr. Smiertka of the history on the request for LHC representation to be present and their attendance in the past. Mr. Smiertka acknowledged he was not aware of the request, and that he would reach out to Patricia Baines-Lake to attend the future meeting.

Vacancy Report (M. Riley)

Council Member Brown Clarke noted that she has been making attempts to meet with Ms. Riley the HR Director since the June meeting, however has been unsuccessful. Once a meeting has been confirmed she will review with the HR Director and Mr. Hannan the plans for the grid spreadsheet the Committee wants to determine vacancies. It was also noted she was just made aware of the hiring of a HR Consultant and a new hiring computer program.

Threshold on Council Approval on Separation Agreements (J. Abood) **Process to Securing an External Investigator (Council Member Wood)**

Council Member Wood informed Mr. Smiertka of the history of both requests and the information the Committee is searching for. This was to research the ordinance to allow Council the stipulation to review any separation agreements before they are signed by the administration and the employee. Mr. Abood had informed the Committee at earlier meetings it would have to be a Charter amendment, but they were still waiting on confirmation of that statement and the process. Mr. Smiertka noted his understanding that the Charter speaks to no severance payments on one year contract. It was clarified that the document in question was not a severance payment but a separation agreement payment. Mr. Smiertka noted that if that was the case the Mayor could do that, however Council Member Wood clarified that the Council was not asking if the Mayor has the authority, but if Council can review. Therefore the request is, moving forward, how does Council make these actions transparent. This item will continue to appear on the agenda for an update from Law.

Place on File

Communication from Suzanne Elms-Barclay regarding use of tax dollars and public disclosure.
MOTION BY COUNCIL MEMBER WOOD TO PLACE ON FILE. MOTION CARRIED 3-0.

Ms. Miles spoke in support of hiring an external auditor to investigate the separation agreement of Ms. McIntyre.

ADJOURN

Adjourn at 9:48 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, August 3, 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

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim DeLine, Interim City Council Internal Auditor
Jim Smiertka, City Attorney - arrived at 8:17 a.m.
Angie Bennett, Finance Director
Lori Welch, City of Lansing Operations & Maintenance
Kathy Miles
Tonia Olson, Granger
Kevin McKinney, Granger
Breina Push, Granger
John Lancour, Friedland
Victor Rose, City of Lansing Operations and Maintenance
Lynne Meade, UAW IBT 243
Phil Mikus, Granger

MINUTES

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JUNE 1, 2016 AS PRESENTED. MOTION CARRIED 3-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JUNE 1, 2016 AS PRESENTED. MOTION CARRIED 3-0.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM JULY 20, 2016 AMENDED TO REFLECT THE COMMENT BY MR. SMIERTKA THAT HE WOULD MEET WITH MS. MEADE AND MS. ESTEE. MOTION CARRIED 3-0.

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Public Comment on Agenda Items

Was discussed during each agenda item.

Discussion/Action:

Authorization of Participation in the Capital Area Recycling Initiative

Ms. Welch referenced the information she provided via email to the Committee based on the last meeting. This included the feasibility study that was requested in a power point presentation. They hope to continue to work together to accomplish their goals.

Council Member Brown Clarke asked who was represented during the discussions. Ms. Welch stated that the process of the report had one component reaching out to 5-6 of the private sectors. This part did not involve the steering committee.

Ms. Olson acknowledges they did participate in the discussions, but it only involved a consultant representing the principal. There was a dialogue and discussion, and Granger shared where they thought the study missed the mark, and they also inquired to participate. They would want to be in the mix, if this area recycling was chosen and the only choice. Ms. Olson lastly clarified that Granger does not believe the volume is sufficient enough for this proposal they Granger continues to be interested in working towards a collaborative outcome. Ms. Olson handed out a draft resolution recently used by Delta Township as an appropriate resolution.

Council Member Wood referenced the 2008 and 2015 studies, which showed a projection. She then asked Ms. Welch where the City sits now in 2016 in relationship to the projections. Ms. Welch answered they had not officially evaluated the data and released a statement. With single stream, which was the bigger one, in 2010 they went to single stream and increased recycling, and then later with the changes in carts that also increased. Council Member Wood again asked for the breakdown on the projection comparison, and also tonnage for 2009-2015. Ms. Welch agreed to provide that in a yearly breakdown, which is what they currently track.

Council Member Brown Clarke stated that it appeared they were looking at creating a regional facility but the City already has existing resources. Therefore what is showing them that the current resources cannot meet the needs, and in our current situation do we have the resources to meet. Ms. Welch acknowledges she did not have a simple answer, because currently every community is doing their own collecting, shipping, etc. They believe they can do better by pooling the resources. They believe it was proven by working with East Lansing. This proposal will be market driven. Ms. Welch added that they haven't found they don't have the local resources. Mr. Rose added to the discussion that currently the City uses a transfer and haul system, shipping to Ann Arbor. The City has a trucking issue they don't want and a facility on site they don't want. Regional collaboration is important to the City and they have begun to partner with a private entity to participate in a pilot program who will be tipping on floor. They hope if they see an increase in tonnage, they might convince Granger and Friedland that there could be a joint tipping floor.

Council Member Brown Clarke agreed with regional collaboration however, the resolution proposed is progressive to where the City currently is. Mr. Rose saw the value of the resolution, however with so many government agencies involved they need to start on the process.

Council Member Wood voiced a concern on the recent information of a pilot program with a private entity. Mr. Rose clarified that they are dumping the load, the City takes care of it and bills the private entity. This is nothing to do with staffing or equipment.

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Council Member Wood referenced the “Options for Recycling” graph in the 2008 powerpoint, and asked for follow up information, and any projections on what was collected when it got to single stream. This research should also reflect revenue projections.

Council Member Brown Clarke asked Ms. Olson and Mr. Lancour, in comparing the two resolutions, what language is problematic in the original resolution if they are looking at collaboration, and private partnerships.

Mr. Lancour pointed out that the resolution has list of commodities, and that list is a big part of what Friedland already does, it also says they are working towards and ordinance to have haulers use the regional. His belief is that this will force people to go to the facility. The determination is flow control, and that is why their consultant tonnage count is off. Friedland is already providing the service to the community. Lastly he wanted it noted that in 2009 Friedland did bid on the transfer haul.

Ms. Olson acknowledge her support of the revised resolution she submitted today, and did recognize Ms. Welch for listening, however it still says that the concept is to work towards a facility. A facility infrastructure already exists, so this would be a replacement. It says “collaborating”, but that means “contracting”, which is a flag to the private sector. The revised resolution, was an initiative by Delta Township and revolves around activity to increase volumes so services already provided are uses. Right now the resolution does not tip to support the ventures.

Council Member Brown Clarke asked for an updated list of what municipalities had definitely confirmed to the Resolution. Ms. Welch admitted that the resolution can be customized for each community so not all have agreed to the original resolution. Delta Township has adopted the revised resolution that was handed out. It is possible that the revised resolution will get more collaboration, but both have mutual support of her resolution. The purpose of the resolution is to show everyone is working together.

Council Member Wood encouraged a resolution that has buy in from the private sector and public sector, then use that one resolution.

Ms. Olson pointed out that other communities have opted to not use the original resolution, those being Clinton County and Delhi.

Council Member Houghton asked Ms. Welch what her resolution addresses that the Delta Township did not. Mr. Rose answered stating it theirs focuses on increasing volume, the City works towards a facility being created. Ms. Olson confirmed the Delta version struck out the idea of pushing towards a facility, and maintaining that would increase the volume to drive a facility with normal market conditions, instead of forced market control. From the private sector, the information exists, there is no need for the group to push the facility because the private has sector already made the investment and needs to fill the need.

Ms. Miles recalled the last meeting where it appeared that multi-family residences were not in place for recycling. Ms. Welch stated that most are best serviced through commercial usage with larger dumpsters. They are exploring on a case by case basis.

Council Member Houghton asked if the steering committee can continue without the resolution, and Ms. Welch did state they could.

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Council Member Brown Clarke asked Ms. Welch to take the new resolution back to the steering committee, then Council will discuss again at Ways and Means on September 7th.

Council Member Wood added that her concern is that there are multi resolutions out there with different concepts, and therefore the steering needs to settle on one resolution.

Vacancy Report

Council Member Brown Clarke recapped a meeting she held with HR Director Ms. Mary Riley on August 2, 2016. This discussion involved the restructuring of the vacancy report. The process will begin with Finance as it has done in the past, then forwarded to Ms. Black in HR. The HR department will do their regular process but also create the column that was introduced in 2015 that would address the status of the vacant positions. Council President Brown Clarke acknowledged the report is not amended to burden the two departments, so the Council staff will assist with financial research. Items that have been added to the spreadsheet include the status column, if the position is offset by a contract worker, if it is offset by a retiree. The earlier request on if the work had been distributed to others via overtime was eliminated because Council Member Brown Clarke acknowledged that after talking to Ms. Riley that would be hard to determine. The column that would reflect how long a position was vacant could be difficult, therefore the Committee is looking for an annual reporting as a baseline. Therefore Ms. Black would look back 6 months, and then annually to see if each vacant position was vacant at those two baselines. Ms. Black confirmed that she can look back 6 months and make note for each positions if it was or was not vacant at that time. Council Member Brown Clarke clarified that the audience for the generation of the report is the Council, so they need these changes to help them better understand the vacancies and positions. Ms. Bennett added that the administration also uses it as a budget monitoring tool.

Council Member Brown Clarke instructed Mr. DeLine to update the Internal Auditor job scope to include this new task.

Lastly, Council Member Brown Clarke noted the new report will have a key to define the labels HR uses for status.

Ms. Black confirmed she had a conversation with Ms. Riley after the August 2, 2016 meeting and that the discussion in this meeting was the same information she shared.

Ms. Meade informed the Committee that she, as Union representative, gets a report from HR with all temporary contracted listed. Ms. Meade noted that the reports are never complete, and she is required to always ask further questions and more requests to obtain the information she asked for. This includes the need to have the contract, amendments to contracts, and information on if the temporary contracts receive benefits, overtimes, etc. Ms. Black acknowledged the information in the past given to Ms. Meade was insufficient, and that request has now been turned over to her, and therefore she solely will be responsible for providing everything.

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

Council Member Brown Clarke informed all present that Council staff sent a letter to Ms. Baines Lake inviting her again to a Committee meeting. There was no response, and so she asked Council staff to invite her again and include Mr. Baltimore with the LHC Board also. Ms. Baines

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Lake attendance is requested to discuss the financials and recovery plan before her retirement from the LHC at the end of 2016.

Council Member Wood informed the Committee that she had sent information to Mr. Smiertka that addressed the section of the ordinance that speaks to all contracts, and other than purchasing and contracts with tenants, all are supposed to be approved by Council. Currently there is no contract in the Clerk's office for Ms. Baines Lake, and no proofs of insurance for the LHC as required. Mr. Smiertka acknowledged the information sent to him by Council Member Wood, and admitted he is still researching the statute that pre-empts the ordinance, and that has also been amended. There is currently no language in the ordinance that states the organizations have to physically attend Committee meetings. Mr. Smiertka will continue to research, and Council Member Brown Clarke stated the item will appear on the agenda in September when a determination has been made by Law.

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

Mr. Smiertka informed the Committee that in terms of employment contracts that are currently being signed, they are following the recent Charter provision. To address other issues, they could consider amending the executive plan and attach it to the contract. The amendment states that provision of 4 month's severance is not in effect.

Mr. Smiertka addressed the question on Ms. McIntyre, stating that the calculations on Ms. McIntyre payment included issues of benefits. The benefit amount was right, the hours weren't reflected right. Ms. Bennett added to the discussion that the dollar amount in the contract was correct, but it only gave a vacation balance, not sick leave or personal time, that was also part of the calculation. Mr. Smiertka assured them again that it had to do with transmission of the calculation. The determination was \$49,565 the excess of that was structurally authorized for payment because there were claims, whether under the City Attorney McIntyre or the Mayor. Council Member Wood asked if that was because of the communications of a potential law suit, and Mr. Smiertka confirmed there was nothing in writing found, just claims of employment related and those could take various natures. The \$78,000+ was for the release of the claim.

Mr. Smiertka moved onto the options Council has to address similar situations in the future. One option he proposed was to address it in the upcoming annual contracts, adding in that any separation or severance benefits not otherwise covered must be ratified by the Mayor and City Council. A second option would be to put language in the executive plan with fringe benefit summaries. This can be put in the executive management rules for the end of year approval by City Council. A third option would be for Council to consider a Charter amendment and lastly Council can consider a resolution which would not be as effective. Mr. Smiertka did assure Council that what occurred is not unusual; a severance and release agreement.

Council Member Houghton asked if other municipalities have the similar options or a common practice. Also what the benefit would be to put the language in or not put it in for safe guards. Mr. Smiertka stated it is always seen in the employment relationship, what Council wants is a safe guard to review but then it becomes difficult to negotiate. Mr. Smiertka admitted he has seen these practices in private and public practice. Council Member Houghton then asked who has the authority in the other municipalities he has researched. Mr. Smiertka admitted it depends, in Grand Rapids it is the City Commission, but they do not have a Mayor. Some corporations it is the personnel manager.

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Council Member Brown Clarke asked if there was a way to impose a threshold, so anything below that threshold would not go through Council, but anything over would. This would allow anything below management to have discretion. Mr. Smiertka was asked for a best practice recommendation. Mr. Smiertka confirmed it is standard if you are talking severance vs. settle. If it is a layoff, the company policy would be they get severance pay per the time worked. If the employee had issues they negotiate. Mr. Smiertka basically stated there is no standard. For a public body he stated they adopt language. The Charter says litigation is settled with Council approval, so he agreed to continue to research. Currently with the provision of 4 months, there is no flexibility. Council could see issues of termination of department heads, but that would be in closed sessions.

Council Member Wood spoke on her frustration in what had occurred with Ms. McIntyre departure, and the lack of information that was provided to Council, or incorrect information.

The discussion continued on appropriate language, claims that would run through Council, considering adopting a resolution for any insured or uninsured claim made by a department head shall not be settled without City Council approval, or something similar. Council Member Brown Clarke asked for something in place to address future claims and make sure they comport to certain rules and procedures so Council can address with the constituents.

Council Member Wood gave an example of a Council resolution on appointments adopted, not vetoed, then later the Mayor state he would not follow what it stated. The question to Mr. Smiertka was how was that legal. Mr. Smiertka stated if the resolution referenced the Charter, the Charters says no litigation settlement without Council. What would happen in that scenario, the Mayor would say Council was prohibiting his executive power. In the terms of the Charter where Council approves litigation he could not guarantee what happened wouldn't happen again. If Council does a Charter amendment it will take care of the concerns and issues, and there will be no wiggle room.

Ms. Miles spoke in opposition to the information that was provided to Council and asked the Committee to find out if a contract for Ms. McIntyre was ever found. Mr. Smiertka stated the original was found, but no signed amendments were found. The employee remained in office under employment of the Mayor, and there is no requirement in the Charter.

Council Member Houghton asked Mr. Smiertka if it needs to be a blanket for all department heads or just the City Attorney office since there is a unique working responsibility with Council. Mr. Smiertka stated they could start out addressing Councils authority to settle and then reference the City Attorney position as unique and therefore no claims will settle without Council. Committee asked for two documents to review, one for just the departments and one for the City Attorney.

Process to Securing an External Investigator (Council Member Wood)

Request by Council Member Wood to remove the item from the Committee agenda. Council Member Brown acknowledged that the Committee is aware they will not get the votes from Council they will need to complete this process and hiring.

Ms. Miles asked why, and Council Member Brown Clarke reiterated that it was not fund driven, but they knew they would not get the votes of Council to pursue. It does not mean there aren't other steps, just not this step.

Ms. Miles offered financial assistance, and asked for a roll call vote on this item at Council.

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ADJOURN

Adjourn at 9:54 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: 8-4-16
RE: First Amendment to the Defined Contribution Plan

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

VB/rh
Attachment



Virg Bernero, Mayor

City of Lansing
Inter-Departmental
Memorandum



To: Virg Bernero, Mayor
From: Nick Soucy
Subject: First Amendment to the Defined Contribution Plan
Date: 8-4-16

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

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

WHEREAS, the City of Lansing (“City”) has established the City of Lansing Defined Contribution Plan and related trust (collectively referred to as the “Plan”) for the benefit of employees of the City; and

WHEREAS, as a result of, and subsequent to, the recent Plan restatement, clarification between Trustee and Special Trustee, as well as an update of the of Plan Trustee address, is needed in section 1.3(f) of the Plan; and

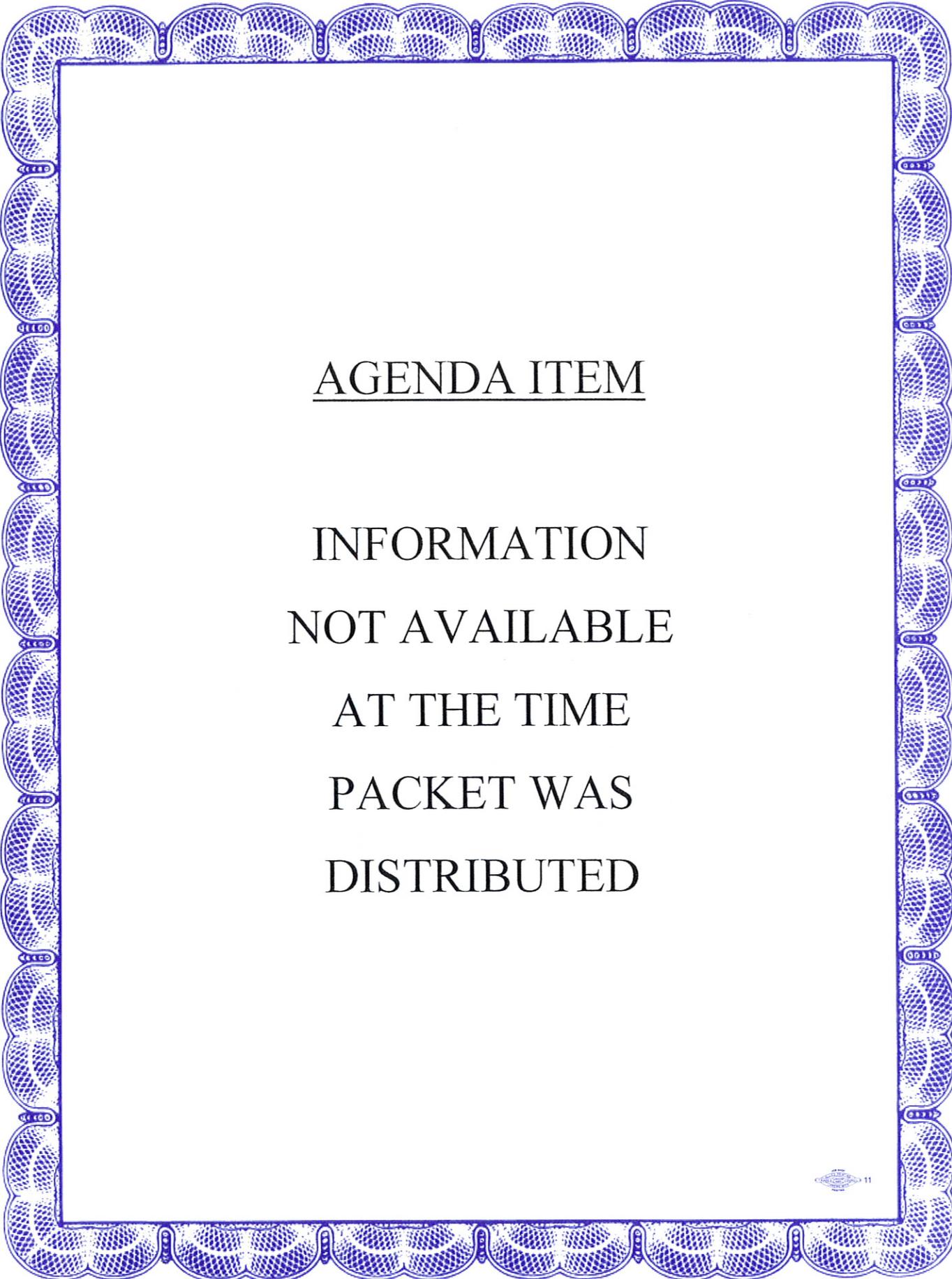
WHEREAS, the 54-A District Court is an Adopting Employer of the Defined Contribution Plan; NOW, THEREFORE BE IT RESOLVED that the First Amendment to the City of Lansing Defined Contribution Plan is hereby adopted.

BE IT FURTHER RESOLVED that William Barkyoub, Chairperson of the Defined Contribution Governing Committee, is hereby authorized to execute the First Amendment to the City of Lansing Defined Contribution Plan.

Approved for Placement on City Council Agenda

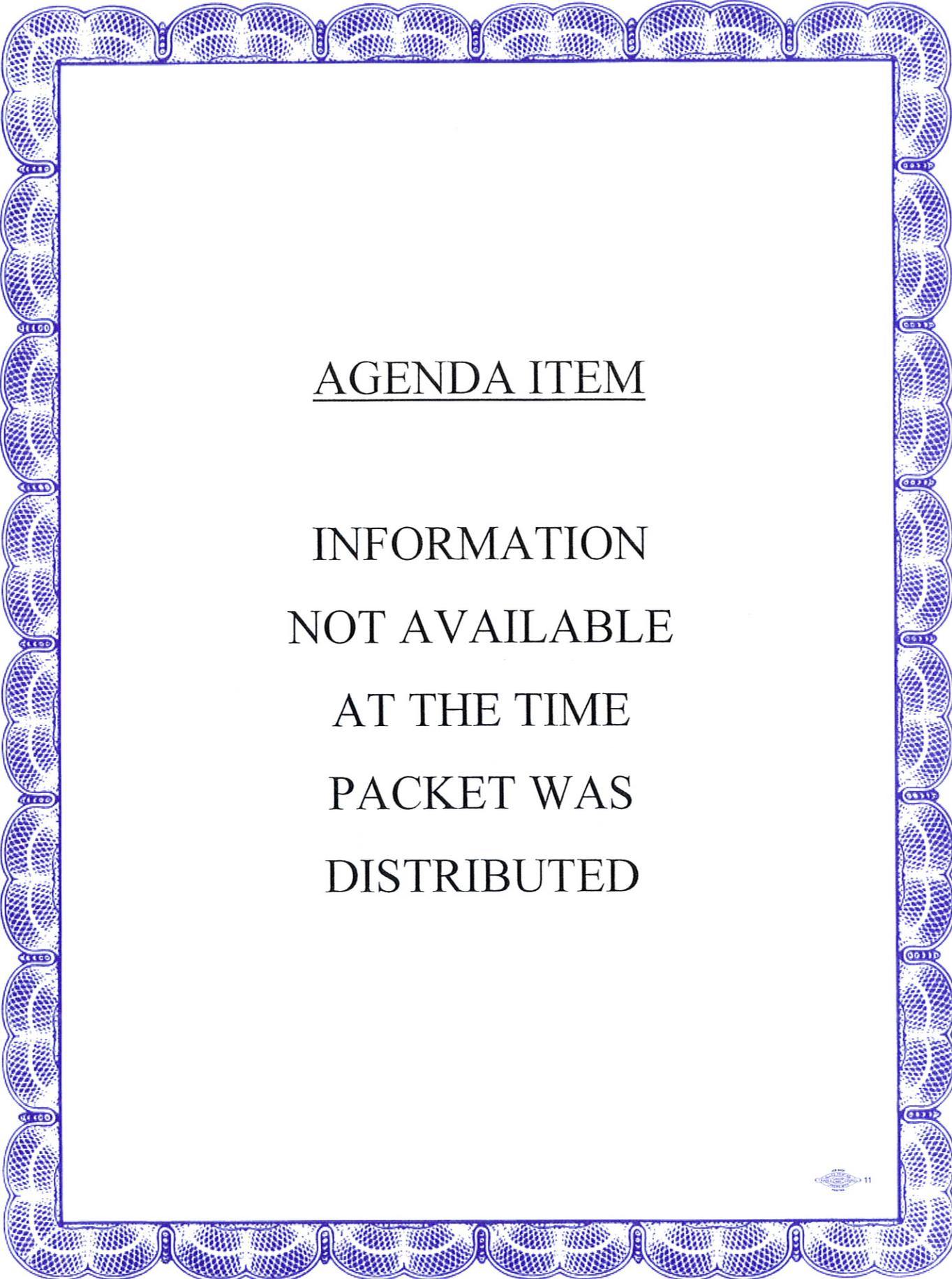
Joseph Abood, Interim City Attorney

Date: _____



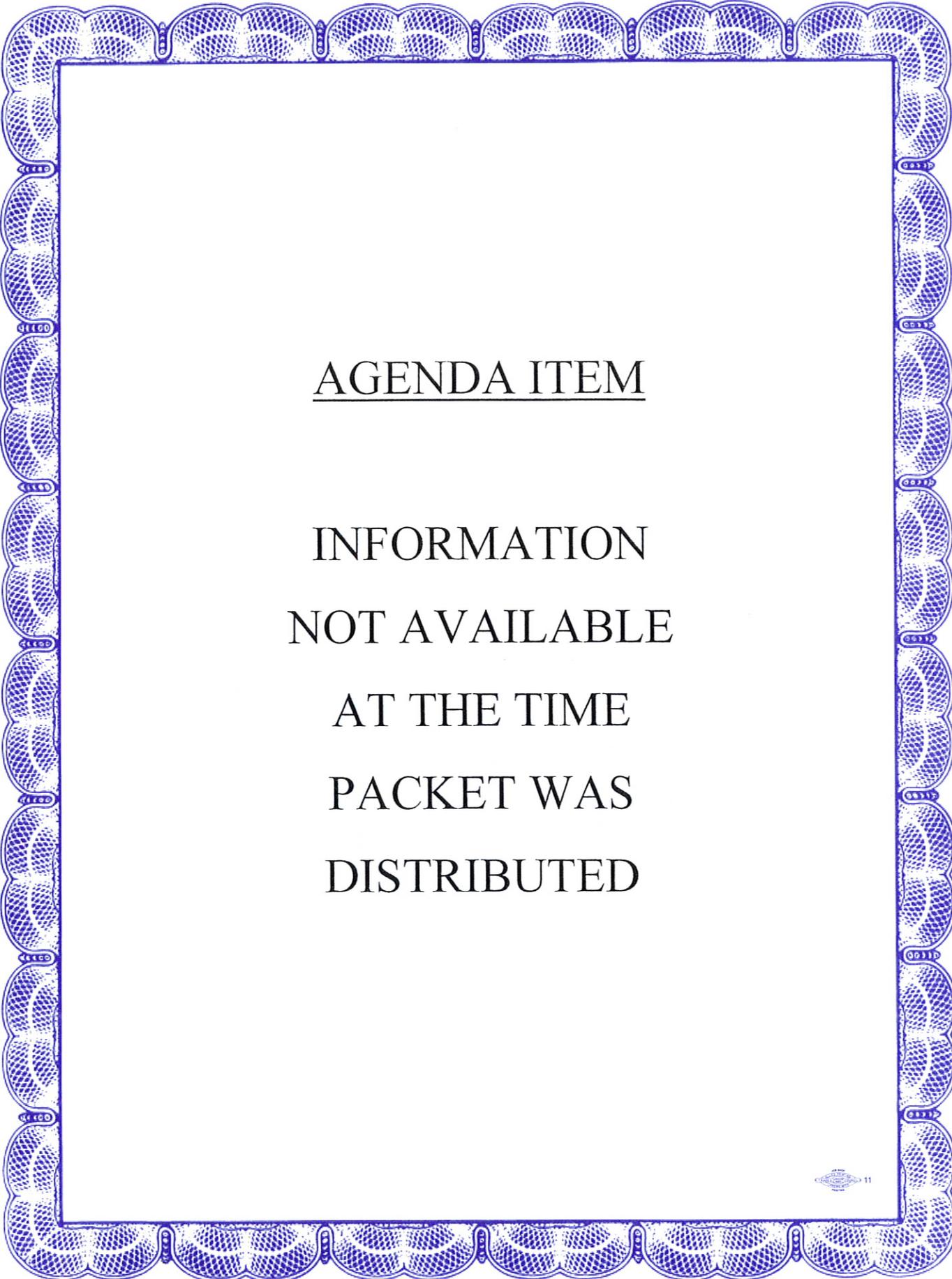
AGENDA ITEM

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