



**AGENDA**  
**Committee on Public Services**  
**Tuesday, May 7, 2019 @ 3:30 p.m.**  
**City Council Conference Room, City Hall 10<sup>th</sup> Floor**

Council Member Peter Spadafore, Chair  
Council Member Kathie Dunbar, Vice Chair  
Council Member Jeremy Garza, Member

**1) Call to Order**

**2) Public Comment on Agenda Items**

**3) Minutes**

- April 16, 2019

**4) Discussion/Action:**

A.) RESOLUTION – Appointment; Michael Dombrowski; At Large Member of Park Board; Term to Expire June 30, 2020

B.) RESOLUTION – Appointment; Erika A. Poland; 3<sup>rd</sup> Ward Member of the Park Board; Term to Expire June 30, 2023

C.) DISCUSSION: 2019/2020 FY Budget: Committee discussion, priorities and recommendations

**5) Other**

**6) Adjourn**

DRAFT



## **MINUTES**

**Committee on Public Service  
Tuesday, April 16, 2019 @ 3:30 p.m.  
City Hall, Conference Room, 10<sup>th</sup> Floor**

### **CALL TO ORDER**

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

### **ROLL CALL**

Council Member Peter Spadafore, Chair  
Council Member Kathie Dunbar, Vice Chair- arrived at 3:35  
Council Member Jeremy Garza, Member

### **OTHERS PRESENT**

Sherrie Boak, Council Office Manager  
Greg Venker, Assistant City Attorney  
Walter Sorg  
Charles Yambiut

### **Public Comments**

No public comments.

### **Minutes**

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE MINUTES FROM APRIL 2, 2019. MOTION CARRIED 2-0.

### **Discussion/Action:**

#### **RESOLUTION – Appointment; Walter Sorg; Board of Public Service**

Council Member Spadafore went through Mr. Sorg's application noting this board was his first choice and he was a resident of the 2<sup>nd</sup> Ward. Mr. Sorg briefly spoke on his experience.

MOTION BY COUNCIL MEMBER GARZA TO APPROVE THE RESOLUTION TO APPOINT WALTER SORG TO THE BOARD OF PUBLIC SERVICE. MOTION CARRIED 3-0.

#### **RESOLUTION – Special Assessment for Glenburne Commons; Roll #GB-2018**

Council Member Spadafore confirmed there were not comments at the public hearing.

The Committee then reviewed the two written appeals. The first was from Theresa Brooks for 3906 Limerick Circle. After review of the letter and confirmation that the letter did not specify a specific appeal but a complaint on the process, Law confirmed it should be handled as a complaint.

DRAFT

MOTION BY COUNCIL MEMBER GARZA TO DENY THE APPEAL COMPLAINT FROM 3906 LIMERICK CIRCLE. MOTION CARRIED 3-0.

The second written complaint was from Mr. Yambuit who was also present. The owner stated to the Committee he had mowed and maintained his yard. Council Member Dunbar explained to the owner it was not for his yard. Council Member Spadafore outlined the area it was for, the common area where the City mows and removes trash, maintains and then per a decision by Council three (3) years ago, the fees are charged back to the residents in Glenburne Commons in an assessment. Council Member Dunbar provided Mr. Yambuit with a map. Ms. Boak confirmed that Mr. Yambuit mailed in a check to the Council offices for his assessment, when in turn it was then taken to the Treasury office for deposit. Mr. Yambuit appealed based on his medical condition and not being able to maintain the yard, and he was provided more details and interpretation that the fees were for the common area maintenance not his, and that everyone in Glenburne Commons received an assessment, and will continue to receive one yearly. Mr. Venker informed the Committee that since the owner had submitted payment there would be not need to consider an appeals. Council Member Spadafore added to the determination that it was also clear the owner thought the fee was for mowing his own property and was here for clarification.

MOTION BY COUNCIL MEMBER DUNBAR TO APPROVE THE RESOLUTION FOR THE 2018 GLENBURNE COMMONS ASSESSMENT ROLL AS PRESENTED. MOTION CARRIED 3-0.

**OTHER**

Council Member Spadafore asked the Committee to consider items they would like to recommend for the budget including recent discussions on climate sustainability, planters, and rain gardens.

Council Member Garza stated he had an issue with an ongoing project on Schafer Road.

**ADJOURN**

The meeting was adjourned at 3:49 p.m.

Submitted by Sherrie Boak,

Recording Secretary

Lansing City Council

Approved: \_\_\_\_\_

**Boak, Sherrie**

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**From:** noreply@civicplus.com  
**Sent:** Saturday, January 13, 2018 10:22 PM  
**To:** Plummer, Marilyn  
**Subject:** Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

*Thank you for your interest in serving on a Lansing Board, Commission or committee. The Lansing City Charter requires that every appointee to a board, commission, or committee established by Charter or ordinance must meet the following qualifications and eligibility requirements:*

- Be a registered elector in the City of Lansing (Charter Section 2-102).*
- Be a resident of Lansing for one year prior to taking office (Charter Section 2-102).*
- Not be in default to the City at the time of taking office (Charter Section 2-103.2).*
- Not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).*

(Section Break)

Date	1/13/2018
First Name	Michael
Middle	<i>Field not completed.</i>
Last Name	Dombrowski
Other name(s) by which you have been known, including maiden names	Michael Dombroski
Date of Birth	
Address	213 N HAYFORD AVE
City	LANSING
State	MI

Zip Code	48912
Email	mike.dombrowski@protonmail.com
Gender	Gender
Ward	1
Precinct	4
Best phone number to contact you	
Last 4 digits of social security number	
In what year did you move to Lansing?	2015
Additional information regarding experience and credentials	I have lived in Lansing for almost three years. I am an active member of the Tri-County Bicycle Association Advocacy board. My wife and I have been organizing the Lansing Bike & Seek (a bicycle-based scavenger hunt in the city) for the last two years (~70 bikers each year). I have spoken at City Council meetings regarding parks and roads in the city. I volunteered for the Michigan Audubon society and built a Chimney Swift tower at the Capitol City Bird Sanctuary. I bike to work year round and engage with public officials regarding safety and design concerns.
Occupational Background	I have worked as an engineer in the software industry since I graduated in 2008. Please see my resume for additional details.
Educational Background	I graduated with a BSE in Aerospace Engineering from the University of Michigan in 2008. Please see my resume for additional details.
Please attach a resume if available	<a href="#">Mike Dombrowski Resume Lansing Boards.pdf</a>
First choice for board to serve on	Planning Board
Second choice of a board to serve on	Parks Board
Third choice of a board to serve on	Michigan Avenue Corridor Improvement Authority

Fourth choice of a board to serve on	Public Service
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission	Serving on the Planning Board would allow me to actively contribute to developing Lansing into strong, vibrant city. I believe that small, incremental changes will allow Lansing to make the best use of its land for its citizens. I believe that properly developing the local economy will allow to flourish and improve residents' lives. My background as a father, engineer, coach, and bicycling advocate will enable me to contribute practical, straight-forward solutions to the work of the Planning Board. Serving on the Parks Board would allow me to actively contribute to the improvement of the Lansing Parks that I use almost daily. I believe that Lansing needs to embrace its plethora of parks and continue to connect them to allow residents to truly enjoy them everyday. Green spaces reduce stress and I believe that Lansing needs to focus on linear small pocket parks throughout the city to breakup the larger roads and development in the area.
Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office	-
Background Check Authorization	I agree
Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge	Michael Dombrowski
Date & Time	1/13/2018 10:15 PM

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# MIKE DOMBROWSKI

517.507.9547 • [mike.dombrowski@protonmail.com](mailto:mike.dombrowski@protonmail.com)

## WORK EXPERIENCE

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**Siemens PLM**, East Lansing, MI

August 2015 to Present

### **Senior Applications Engineer, HEEDS Technical Team**

- Support sales team by developing and conducting software demonstrations, completing competitive technical benchmarks, and training prospective users to be successful.
- Distribute support cases to team based on availability and skill-set of team members. Provide excellent technical support and work with customers to develop meaningful optimization statements, troubleshoot automated analysis processes, and efficiently utilize their existing hardware resources. Primary support contact for Amesim and STAR-CCM+ projects, Linux systems, job schedulers, and processes requiring advanced scripting.
- Develop quotations for potential services projects. Create timely and comprehensive reports to support customers' product design requirements. Responsible for \$120k in consulting and mentoring revenue in FY2017.

**Dassault Systèmes SIMULIA**, Providence, RI

January 2015 to July 2015

### **Technical Specialist, Innovation Lab**

- Created engaging and persuasive technical presentations to convey the value of SIMULIA products and services to prospective customers.
  - Spearheaded the technology vision presentation for the 2015 SIMULIA Customer Conference. Collaborated with development, industry growth, and marketing to develop a clear and concise message.
  - Created a presentation on opportunities in renewable energy and delivered it to a group of Rhode Island policy makers.
- Secured funding for the development of augmented and virtual reality experiences for visualization of simulation information. Implemented these experiences using structural simulation data and the Unity development environment.

**Dassault Systèmes SIMULIA**, Providence, RI

December 2013 to January 2015

### **User Experience Solutions Manager, Industry Growth**

- Ensured SIMULIA provided the right tools to their aerospace and defense customers.
  - Chaired a cross functional team composed of members of development, sales, marketing, and support to capture customer needs and market trends.
  - Coordinated the aerospace hybrid meshing project that provided feedback to development based on customer requirements. Worked closely with customers to understand their workflows and helped prioritize development tasks.
- Accelerated computation fluid dynamics development and adoption by providing feedback to development on usability, developing technical material, and giving technical guidance to support strategic engagements.
- Redesigned and constructed a quadcopter using SIMULIA technology to demonstrate the value of simulation for the 2014 SIMULIA Customer Conference. This hardware and software story telling approach was replicated throughout the company.

# MIKE DOMBROWSKI

517.507.9547 • [mike.dombrowski@protonmail.com](mailto:mike.dombrowski@protonmail.com)

CD-adapco, Northville, MI

2012 to 2013

## Principle Application Engineer, Pre-Sales

- Responsible for the development, marketing, training, and support of Optimate, an automation and optimization plugin for STAR-CCM+.
- Created Optimate to fill a gap in the product offering at CD-adapco: an automated method to perform multiple analyses for experimental replication, design of experiments, sensitivity analyses, and multi-objective parameter optimization. I worked closely with Red Cedar Technology to embed their tools which provided the required technology.
- Worked with the marketing department to create material to sell Optimate internally and externally based on strengths of the tool and weaknesses of competing solutions.
- Primary application engineer and support team resource in North America for fluid-structure interaction problems using STAR-CCM+ and Abaqus.

CD-adapco, Northville, MI

2011 to 2012

## Senior Application Engineer, Pre-Sales

- Primary support team resource in North America for custom scripting work using Java.
- Developed plugins in STAR-CCM+ for performing common meshing operations, creating attractive post-processing plots, and calculating boundary layer thickness and mesh size. These were distributed internally and are widely used by support engineers.
- Collaborated with sales team to create sales strategies that focused on customer goals, current design processes, and strengths of CD-adapco software.
- Implemented a momentum source model in STAR-CCM+ for studying fuselage-rotor interaction using custom scripts in Java.

CD-adapco, Plymouth, MI

2009 to 2011

## Application Engineer, Pre-Sales

- Communicated value of STAR-CCM+ using product demonstrations, technical benchmarks, and customized training sessions. This required extensive domestic and international travel to client sites to provide dedicated technical support.
- Worked with over 100 industry leaders including: Aerojet, Bombardier, Bell Helicopter, Chrysler, Ford, General Motors, Gibbs Sports, Hamilton Sundstrand, and Raytheon.

## EDUCATION

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**B.S.E. Aerospace Engineering**, University of Michigan, Ann Arbor, MI

April 2008

Graduated magna cum laude, GPA 3.6/4.0

Minored in Applied Mathematics

## COMPUTER SKILLS

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**Programming:** Bash, C++, Java, Python

**Engineering Software:** Abaqus, Amesim, HEEDS, Matlab, NX, OpenPBS, SolidWorks, STAR-CCM+

**Platforms:** Linux, Windows

## ACTIVITIES AND INTERESTS

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Bicycling – avid cyclist and advocate

Hiking – thru-hiked the Pacific Crest Trail in 2013 – <http://pct.mikedombrowski.com/>

Rowing – coached at Ann Arbor Rowing Club from 2008 to 2013

Eagle Scout recipient



BY THE COMMITTEE ON PUBLIC SERVICE  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor made the appointment of Mike Dombrowski 213 N. Hayford Ave. Lansing, MI 48912 as an At-Large Member of the Park Board for a term to expire June 30, 2020; and

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

WHEREAS, the Committee on Public Service met on May 7, 2019 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Mike Dombrowski 213 N. Hayford Ave. Lansing, MI 48912 as an At-Large Member of the Park Board for a term to expire June 30, 2020.

**Boak, Sherrie**

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**From:** noreply@civicplus.com  
**Sent:** Friday, November 2, 2018 4:30 PM  
**To:** Plummer, Marilyn  
**Subject:** Online Form Submittal: Application for Appointment to Board or Commission

Application for Appointment to Board or Commission

*Thank you for your interest in serving on a Lansing Board, Commission or Committee.*

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*Certain boards, commissions or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).*

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*Appointees to every board, commission or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).*

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(Section Break)

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Date	11/2/2018
First Name	Erika
Middle	Adel
Last Name	Poland
Other name(s) by which you have been known, including maiden names	Erika Adel Warner
Date of Birth	
Address	4048 Glenburne Blvd
City	Lansing
State	MI
Zip Code	48911
Email	eawarner17@gmail.com

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Gender	female
Ward	3
Precinct	23
Best phone number to contact you	
Last 4 digits of social security number	
In what year did you move to Lansing?	2006
Additional information regarding experience and credentials	I have served as a fundraiser for various charitable organizations and have extensive volunteer experience.
Occupational Background	I have worked as a nurse for the last 15 years and am currently a State of Michigan employee
Educational Background	I hold two Bachelor's Degrees one in Healthcare Management and a second in History as well as a Michigan LPN license
Please attach a resume if available	<a href="#">EAPolandResume.doc</a>
First choice for board to serve on	Historic District Commission
Second choice of a board to serve on	Mayor's Neighborhood Advisory Board
Third choice of a board to serve on	Parks Board
Fourth choice of a board to serve on	Potter Park Zoo
Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission	I have a passion for history specifically Michigan and Lansing history and feel that I would be an asset to the Historic District Commission. I also have a passion to serve my city in any way possible.

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

*Field not completed.*

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Background Check Authorization

I agree

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

Erika Adel Poland

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Date & Time

11/2/2018 4:30 PM

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# Erika A. Poland

4048 Glenburne Blvd, Lansing, MI 48911 • 517-993-7214 • eawarner17@gmail.com

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I look to utilize my experience, skills, and education to best abilities to help students be successful.

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## Skills and Qualifications

- I have a bachelor's degree in History and Healthcare Management.
  - I have 15 years of nursing/customer service experience.
  - I am currently seeking my Master's Degree in American History.
  - I have years of volunteer experience with the Lansing Area AIDS Network, HelpHOPELive, Cystic Fibrosis Foundation, and more.
  - I am thoroughly experienced in all aspects of Microsoft Office Suite, case management software, and other software.
- 

## Professional Highlights

### Michigan Department of Health and Human Services, Lansing, MI

July 2018-Present

#### C-Waiver Analyst

As the C-Waiver analyst I am responsible for the review of Waiver Applications and the Nursing Facility Level of Care Determinations to ensure beneficiaries receive the care they need to remain safely in the community. I also serve as a training source and subject matter expert within the MI Health Link waiver program. I assisted in the training of new waiver review nurses and am responsible for providing data reports for management.

### Michigan Public Health Institute, Lansing, MI

January 2018-July 2018

#### C-Waiver Analyst, contracted to State of Michigan

As the C-Waiver analyst I am responsible for the review of Waiver Applications and the Nursing Facility Level of Care Determinations to ensure beneficiaries receive the care they need to remain safely in the community. I also serve as a training source and subject matter expert within the MI Health Link waiver program. I assisted in the training of new waiver review nurses and am responsible for providing data reports for management.

### MeridianHealth, Detroit, MI

July 2017-December 2017

#### Denials Team Lead

As the Denials Team Lead, I served a leadership role for the Denials Nurses and specialists. I helped develop policy for efficient operations of the claims process. I also served as a trainer for new team members, and assured that all processes met NCQA and other regulatory guidelines. Integral to this role was coordination and communication between other departments within the organization to ensure program success.

### MeridianHealth, Detroit, MI

October 2016-July 2017

#### Denials Nurse

As a Denials Nurse I processed claims that did not meet criteria set forth by InterQual, or otherwise denied by staff physicians. This process included determining claim eligibility based on predetermined criteria, and referring cases to physicians for review. In this role communication was necessary between various levels of the organization, in addition to communication with service providers and plan members.

### MeridianHealth, Detroit, MI

July 2014-October 2016

#### Pre-Service Review Nurse

As a Pre-Service Review Nurse, I reviewed requests from physicians and members for prior authorization of various medical equipment and procedures. These determinations were made using InterQual or company policies. Communication was essential in this role with my teammates, providers and the medical directors. Completed referrals for community care coordination for members who were at high utilization risks.

### Great Lakes Caring, Jackson, MI

February 2008-July 2014

#### Home Health Nurse

My duties as a Home Health Nurse were diverse, as each patient had different needs. I provided direct care to patients and hands on education. This education consisted of proper medication/disease management and re-hospitalization prevention. I was also responsible for referring patients to proper community resources for assistance. While in this role I also provided care to many HIV positive and elderly patients. I also served as a trainer for new nurses, and worked in

Jackson headquarters in coordinating care. I received the "Patient's Choice Award" for receiving the most positive comments about my care.

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## **Education**

Southern New Hampshire University  
American History

Graduate Studies  
October 2018-Present

Southern New Hampshire University  
History

Bachelor of Arts  
January 2017-January 2018

Southern New Hampshire University  
Healthcare Management

Bachelor of Science  
Graduated January 2017

Lansing Community College  
Nursing

Associate Studies  
2009-2014

Northwest State Community College  
Nursing

Practical Degree  
Graduated August 2003

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BY THE COMMITTEE ON PUBLIC SERVICE  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor made the appointment of Erika A. Poland 4048 Glenburne Blvd. Lansing, MI 48911 as a Third Ward Member of the Park Board for a term to expire June 30, 2023; and

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

WHEREAS, the Committee on Public Service met on May 7, 2019 and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the appointment of Erika A. Poland 4048 Glenburne Blvd. Lansing, MI 48911 as a Third Ward Member of the Park Board for a term to expire June 30, 2023

**CURRENT**  
**FY 2019 Budget Policies**

In accordance with the State Uniform Budget and Accounting Act (Public Act 2 of 1968), the City of Lansing's annual appropriations, as set forth in the annual budget resolution, shall be made in accordance with Generally Accepted Accounting Principles (GAAP) and shall apply to all funds except internal service funds, debt service funds, permanent funds, and trust and agency funds.

The City's fiscal year is July 1 through June 30. In accordance with the City Charter, on or before the fourth Monday in March, the Mayor submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. No later than the third Monday in May, the Council adopts the budget and sets the property tax rates for the ensuing fiscal year.

Appropriations are set forth in the annual budget resolution. Authority to transfer between appropriations is dictated by City Charter; however, additional administrative budget transfer authority is granted for the following instances. The Administration is requested to submit to Council quarterly reports of such transfers.

Wastewater Funds – the transfer residual State Revolving Fund (SRF) loan and/or bond proceeds between projects and project segments.

Flood Control – the transfer of funds for flood control and/or storm sewer purposes to address flooding or unanticipated storm sewer maintenance needs.

Major and Local Street (Act 51) Funding – Transfer authority is not limited by departmental allocation, and administrative authority is included for appropriation of MDOT special authorization funding.

Parking System – the transfer of capital project accounts from operating accounts is permitted to meet bid or unforeseen capital needs.

Debt Service Funds – the transfer of residual balances between general obligation bond debt service accounts.

Vacancy Factor/funded and unfilled Positions - The budget includes an attrition vacancy allowance of \$500,000. The Administration is requested to provide Council on July 1, ~~2018~~ 2019 and on a quarterly basis, thereafter, a list of vacant positions by department. The Administration is also requested to provide, on a quarterly basis, a detailed list by Department of all positions by title, FTE, wages and fringes, and impact



on programs and/or services which are included within this allowance. The personnel wages and fringes associated with all positions identified above as of July 1, ~~2018-2019~~ and any such position vacated, thereafter, shall be placed in a budget control account, and will require City Council approval for expenditure.

In addition, administrative authority is granted for the transfer of wage and fringe benefit reserves to departmental budgets upon settlement of a collective bargaining agreement.

#### Carryforwards

Authority is granted to reappropriate available capital project balances as of June 30, ~~2018 2019~~ into the FY ~~2019-2020~~ budget. All non-capital balances require City Council approval to carryforward, except for encumbered (purchase order) obligations less than \$5,000 and not more than 8 months old.

- Human Services and Community Supported Agencies Funding

The plan for funding Agencies submitted to Council designate particular Agencies. If any agency does not apply for or use their funding, all funds will remain in their respective account(s) for additional appropriation and approval by Council for Human Services and Community Supported Agencies use pursuant to the Charter transfer authority. The Administration/Human Relations Community Services Department is requested to submit to Council a quarterly report on the status of the Human Services and Community Supported Agencies' funding. This report should include the accounting level detail appropriation; amount spent, balance, and a notation as to whether the balance of funds is expected to be spent by the end of the Fiscal Year; if not, why.

#### General Fund Reserve Policy

The City's General Fund reserves consist of the General Fund fund balance and the Budget Stabilization Fund. Use of and contributions to the Budget Stabilization Fund are dictated by Ordinance section 218.05.

The targeted unrestricted balance for the combination of the General Fund fund balance and the Budget Stabilization Fund is a minimum of 12% of General Fund expenditures and a maximum of 15% of General Fund expenditures. If events necessitate that the combined balances drop below 12% of General Fund expenditures, annual appropriations of a minimum of \$500,000 will be made until the 12% target is reached. In the event that combined reserves are projected to exceed 15% of General Fund revenues, the excess amount will be used to supplement pension and/or retiree healthcare prefunding.

### Debt Management

Appropriations are made to adequately fund annual debt service obligations. Adherence will be made to required debt service reserves, where applicable, as well as to the provision of annual disclosures as required by outstanding bond obligations.

### Investment Policy

Management of cash investments is governed by the City's investment policy and in accordance to State statute, with the objective being the maximization of return on the City's governmental funds through pooling of funds where appropriate and permitted, monitoring of interest rates and fee structures. Investments of the Employee Retirement System, the Police and Fire Retirement System, and the VEBA, are governed those respective boards and dictated by their respective investment policies.

### Strategic Planning and Budget Development

In working toward the goal of the incorporation of strategic planning into the budget process, this next year, Administration is encouraged to work towards developing a multi-year budgeting process. This process should align the City's master plan, strategic goals, and performance metrics to short-term and long-term budget priority-setting by Council in accordance with Financial Health Team recommendations.

### Civil Actions, Claims, and Damages

Whenever a claim is made or any civil action is commenced against the Mayor, a City Council member, a non-bargaining unit employee, or a Lansing retirement board trustee (collectively in this provision "the Employee") for damages caused by an act or acts of the Employee within the scope of his or her authority and while in the course of his or her employment with the City or his or her duties on behalf of the retirement board, the City will pay for, engage, or furnish the services of an attorney to advise the Employee as to the claim and to appear for and represent the Employees in the action. If the City Attorney does not provide the attorney services, the attorney selection shall be made by the City Attorney in the manner the City Charter requires. The City may compromise, settle, and pay a claim before or after the commencement of any civil action. Whenever any judgment for damages caused by the act or acts of the Employee covered under this provision is awarded against the Employee as the result of a civil action, the City will indemnify the Employee or will pay, settle, or compromise the judgment. The City's obligations under this provision, however, is contingent upon the Employee giving prompt notice of the commencement of the action and upon the Employee cooperating in the preparation, defense, and settlement of the action. The term "scope of authority" under this provision does not include any act or acts of Employee (i) fraud, (ii) dishonesty, (iii) willful, intentional, or deliberate violation of the law or breach of fiduciary

duty, (iv) criminal act, or (v) traffic violation; nor does this provision abrogate or diminish governmental immunity.

### Grants

In order to receive timely Council consideration of the approval of any grant award, every application for any grant requiring legislative approval shall be submitted to Council, and, upon notification of the award of such a grant, the acceptance shall be submitted to Council. Once accepted administrative authority is granted to create necessary accounts and transfers in accordance with the requirements of the grantor. Any grant that can be applied for administratively should be submitted for Council review within 10 days of the application.

### Transparency and Accountability in Government

Council will review, and when necessary, pass policies, procedures and ordinances to achieve improved transparency and accountability with respect to economic incentives, outsourcing of service and contracting within City government.

### Corridor Façade Grants

The Council will generate a resolution of guidelines with LEAP describing the area and requirements for the implementation of the Corridor Façade Grants by August 1, 2018.