



AGENDA
Committee of the Whole
Monday, January 25, 2016 – 5:30 p.m.
City Council Chambers, City Hall 10th Floor
UPDATED 1/25/2016 a.m.

Councilmember Judi Brown Clarke, Chair
Councilmember Jessica Yorke, Vice Chair

- 1. Call to Order**
 - 2. Roll Call**
 - 3. Approval of Minutes:**
 - January 11, 2016
 - 4. Public Comment on Agenda Items**
 - 5. Presentations**
 - Clerk's Office Bi-Annual Update (15 minutes)
 - Parks & Recreation Bi-Annual Update (20 minutes)
 - 6. Discussion/Action**
{CLOSED SESSION} Legal Litigation Update
- Reconvene**
- 7. Other**
 - 8. Pending:**
 - 9. Adjourn**

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

- I. Promoting a vibrant, safe, healthy and inclusive community that provides opportunity for personal and economic growth for residents, businesses and visitors
- II. Securing short and long term financial stability through prudent management of city resources.
- III. Providing reliable, efficient and quality services that are responsive to the needs of residents and businesses.
- IV. Adopting sustainable practices that protect and enhance our cultural, natural and historical resources.
- V. Facilitating regional collaboration and connecting communities



MINUTES
Committee of the Whole
Monday, January 25, 2016 @ 5:30 p.m.
City Council Chambers

CALL TO ORDER

The meeting was called to order at 5:30 p.m.

PRESENT

Councilmember Brown Clarke
Councilmember Jessica Yorke
Councilmember Patricia Spitzley
Councilmember Adam Hussain
Councilmember Kathie Dunbar arrive at 5:32 pm.
Councilmember Carol Wood
Councilmember Jody Washington
Councilmember Tina Houghton

OTHERS PRESENT

Sherrie Boak, Council Staff
Chris Swope, City Clerk
Brett Kaschinske, Parks & Recreation Director
Mark Dotson, Deputy City Attorney
Jim DeLine, Council Internal Auditor
Mary Ann Prince
Carolyn Condell
Jim Papesch

Approval of Minutes

MOTION BY COUNCIL MEMBER YORKO TO APPROVE THE MINUTES FROM JANUARY 11, 2016 AS PRESENTED. COUNCIL MEMBER WOOD NOTED CORRECTIONS. AND WOULD LIKE MORE TIME TO REVIEW. COUNCIL MEMBER YORKO WITHDREW HER MOTION.

Public Comment on Agenda Items

No Comments.

PRESENTATIONS

Clerk's Office Bi-Annual Update

Mr. Swope updated the Committee on the upcoming elections, noting the May 3rd Lansing School election on the proposed bond. Unlike the Presidential primary the school bond was

not budgeted for. Being that it is a school special election, LSD will reimburse the City. The Clerk's office will still have to request supplemental appropriation, and this will come with the budget transfers. Mr. Swope summarized his vision for the FY2017 budget due to the Presidential election and the recent removal of the "straight ticket" will require a larger work load in the office and need for temporary employees to address voter registration, absentee ballots, and working at the polls the day of the election. There is open discussions currently also on purchasing additional voting booths and materials. The State of Michigan has allocated \$5 million to deal with the elimination of the "straight party" voting option but currently the City does not have any guide on how those funds will be disbursed.

Mr. Swope moved onto the recent Collection Bin Ordinance and confirmed it does not have a huge impact on the Clerk's budget.

Council Member Wood asked Mr. Swope when the LSD will reimburse the City for the school election, and Mr. Swope noted that since it will be more than likely after the fiscal year end, they do set up an accounts receivable to address the expenses that occur in this fiscal year. The Clerk will submit a bill to the LSD within 4-5 weeks after the election, and the LSD has the same amount of time to reimburse.

Council Member Wood asked Mr. Swope if there will be changes at the polls for people who spoil their ballots due to the "straight ticket" change, so they do not have to go to the back of the line. Mr. Swope acknowledged he had not considered that option, however the tabulator if they over vote, however if they don't vote for a category it will not reject or "spoil" it. They will be educating people in line as they wait to vote. Council Member Houghton asked Mr. Swope what Council can do to educate the public on these changes. Mr. Swope admitted they are currently working on each election as it occurs, and so his office is currently working on educating residents on the upcoming election in March, which is currently posted on the Clerk website. A "Frequently Added Questions" (FAQ) will be forwarded to Council. Council Member Dunbar asked if the voters can be told the number of categories they can vote for, number of offices available, and also if there are sample ballots. Mr. Swope acknowledged that his staff does have sample ballots at each precinct and also have them available to look at when they are in line. Mr. Swope also referred them to the Secretary of State website for sample ballots.

Council President Brown Clarke asked if the Clerk's Office needs election workers, and Mr. Swope acknowledged the need and directed anyone to the website for applications.

Parks & Recreation Bi-Annual Update

Mr. Kaschinske informed the Committee his plan to present Parks and Recreation accomplishments in 2015, unexpected costs that came up, regional planning, and the master plan process. The Master Plan 2015-2020 was filed with the DNR and passage included seven (7) public meetings. Every five (5) years the citizens are asked to approve 1 mill on their taxes to maintain the Parks and Recreation for improvements in the park system. In August 2015 this 1 mill request passed with a 69% approval rate. Highlights of upgrades in the parks included Francis Park pavilion and landscaping renovations. Also in 2015 there has been an increase of participation and success at Beacon Field with no complaints. In 2015 Parks and Recreation also increased their mowing from 16 to 27 cuts in the parks and added weekly cuts to some areas. There has been \$100,000 received in grant funds and the sponsorships for special events has increased by \$7,000. One grant was obtained for a Volunteer Coordinator and therefore there has been an increase in volunteer effort. These efforts have connected them with students, colleges, businesses and neighborhoods. The neighborhoods have also seen an increase in the use of the Park and Recreation Tool Trailer offering assistance in tools for volunteer projects in beautification.

Mr. Kaschinske then spoke about potential budget unexpected, one being the result of substantial rains that caused issues on the River Trail with wash outs and bridges. This will put strain on the budget for City wide repair and maintenance, and for spending on emergency repairs. Currently the Oakland Bridge on the River Trail is shut down, and they are working with the County.

Mr. Kaschinske pointed out that the department continues to work with ongoing regional planning with the County, and on February 4th they will meet regarding recommendations with the consultant on the County trails funds. The City has \$900,000 contributes, and the want to put the emphasis on maintaining on what we have with over the 16 miles of trails and the number of bridges over water. Mr. Kaschinske asked for Council support with the County Commissioners for determination on how funds are disseminate thru out the County. There was a meeting on January 25, 2016 with Delta Township to discuss how to connect the river trail to Delta Township which included two options; one north of the City and one on the south end of the City. These would require easements and an implementation that could take a while. It will also have branches into Eaton County.

Council President Brown Clarke asked what the consultant would be bringing to the meeting February 4th. Mr. Kaschinske clarified it should be the criteria for the selection on how the \$3.5 million will be disbursed. They present to the Trail Task Force, then the full Board of Commissioners, then select the criteria and implement on how the funds will be divided. Advocacy is a big part of this process.

Council Member Dunbar asked for specifics on the proposed locations of the trail connection in Delta Township mentioned earlier. Mr. Kaschinske noted on the South area it would be near the river at Jolly unless they can create a bridge over the river by Woldumar Nature Center. They are looking for clear area in parks like Hunters Ridge for a non-paved pathway for biking and walking. This is a similar use that is across the river in Delta Township Park so connecting the trail would give all aspects. This will also clean up the park, open it to Lansing residents, and therefore no hunting and no off road trails. Mr. Kaschinske noted that this should not take much in capital outlay to make happen. The suggest north connection will be just pasted Turner Dodge, to Tecumseh close to Delta Township. As with the other one, the opportunity is there and getting the easements will be the challenge.

Council Member Dunbar asked Mr. Kaschinske to update the public on what is in the Tool Trailer. It was stated hand tools, shovels, rakes, hammers, pick axes, drills, paint, paint supplies, wheel barrels, leaf blower, trash bags, trash pickers, etc.

Council Member Spitzley asked for an update on Moores Park pool, and Mr. Kaschinske confirmed the Parks and Recreation plans to open it up in 2016 and they are currently working with the neighborhoods. The department is also addressing other water features in the City, such as splash pads due to their popularity.

Council Member Wood encouraged Mr. Kaschinske to consider setting aside funds on the maintenance of the trail expansions.

Council Member Wood asked for an update on Bancroft Park, the Park Board's recent comments and the Drain Commissioner's office. Ms. Kaschinske confirmed the Board had recently sent a letter to the Drain Commissioner in regards to the paving and other issues at this park. It has always been stated by the Drain commissioner that if the Park Board made the change he too would. The Park Board letter formally in writing asked for a response from the Drain Office on clarification on many items, one being the paving of the pathway.

Councilmember Yorke spoke in support of the tool trailer, Beacon Park and the opening of the Moores Park pool.

Council Member Washington noted to Mr. Kaschinske this was the first time the Council was hearing that the Park Board had an issue with Bancroft Park plans and had sent a letter. It was noted that the Council Committee on Public Service held an extensive meeting with Mr. Lindemann with the Drain Commissioner Office and the residents near Bancroft Park. Mr. Kaschinske noted that the letter was sent to address issues, but the Park Board is aware that they have an easement that was paid for, an agreement that was signed and there have been multiple public meetings. The Board feels the need for closure on these items. Council Member Dunbar was also not aware the discussion was going to the Parks Board and noted to Mr. Kaschinske if she had known she would have sent the Committee on Public Service minutes to the Board. Council Member Dunbar concluded that there is no way the Drain Commission can do the project without keeping with the plan that was finalized. Mr. Kaschinske clarified for the Committee that the topic of Bancroft Park and the letter was not on the agenda of the Board, it was added and therefore that is why Council was not aware it would be discussed that night. The goal of the Parks Department is to provide opportunities that are not regular to City residents, and they will provide off road biking but Bancroft Park is not the spot. Council Member Washington asked that Council be continually updated.

Council Member Hussain encouraged Council Members to invite the Park Boards to their neighborhood meetings for continual updates.

Council Member Hussain asked how the mowing schedule is determined and determination on naturalization of some parks. Mr. Kaschinske noted it can be based on events, if it is irrigated, and frequency. As for the naturalization they won't naturalize a full park, but some areas. These areas can be based on expanding natural wetlands, hills or slopes of the already natural topography and embankments.

Council Member Hussain asked for an update on the Hill Center Pool. Mr. Kaschinske confirmed it was open as of January 4, 2016 and running with programs, added features, and discussions with the Lansing swim team. Council Member Wood asked if Lansing Community College was utilizing the pool. Mr. Kaschinske confirmed they had gone to East Lansing. It was noted that in the prioritization of the pool use, the Lansing School District is first, then the City Parks and Recreation, which is similar to how the gym use is set up.

Council Member Wood asked for an updated map on the parks where areas or whole parks were naturalized.

Mr. Kaschinske concluded with the Master Plan status, noting it was passed, they are making progress on the diversity goal; there is progress with Beacon Field and making progress with volunteers.

Council President Brown Clarke asked if the layout of the Master Plan can be based on the Performance Based Budgeting.

DISCUSSION/ACTION

{CLOSED SESSION} Legal Litigation Update

Roll Call Vote to go into Closed Session at 6:30 p.m.

Reconvene at 6:46 p.m.

Minutes

Council Member Dunbar made a correction to page 4 to state why Council Member Brown Clarke passed the gavel to Council Member Yorke. It was corrected to reflect that Council Member Brown Clarke stepped away from the meeting.

Council Member Wood asked the minutes be moved to the next meeting for approval.

Other

No topics.

Pending

No topics.

ADJOURN

The meeting was adjourned at 6:49 p.m.

Respectfully Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on February 8, 2016



MINUTES
Committee of the Whole
Monday, January 11, 2016 @ 5:30 p.m.
City Council Chambers

CALL TO ORDER

City Clerk Swope called the meeting called to order at 5:30 p.m.

PRESENT

Councilmember Brown Clarke
Councilmember Jessica Yorko
Councilmember Patricia Spitzley
Councilmember Adam Hussain
Councilmember Kathie Dunbar- arrived at 5:31 p.m.
Councilmember Carol Wood
Councilmember Jody Washington
Councilmember Tina Houghton – arrived at 5:37 p.m.

OTHERS PRESENT

Sherrie Boak, Council Staff
Angela Bennett, Finance Director
Stephen Blann, Rehmann Robson
Randy Hannan, Mayor Executive Assistant
Joseph Abood, Deputy City Attorney
Mary Ann Prince
Todd Heywood, Lansing City Pulse
Eric Lacy, LSJ

Approval of Minutes

MOTION BY COUNCIL MEMBER YORKO TO APPROVE THE MINUTES FROM JANUARY 4, 2016 AS PRESENTED. MOTION CARRIED 8-0.

Public Comment on Agenda Items

No Comments.

PRESENTATIONS

Comprehensive Annual Financial Report (CAFR)

Ms. Bennett gave introductions and then gave an overview of the year end results. Handouts included the CAFR, the independent audit report; management responses to the auditor letter; accounting standards on financial position and where it ended with the fiscal year.

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The report includes the snap shot of the City as a whole, looking at long term and the financial position. The report included a financial highlight found on page 18 of the CAFR and an overview. There were changes in the standards, which created a report that was issued known as GASB 68. The net pension liability ending June 30, 2014 was \$245,966,852 found on page 34 of the CAFR, and the starting amount was \$226 million noted in the Financial Highlights on page 18. A significant amount of time was spent on page 34 of the report which was a break down on activities including governmental, business-type. This new breakdown is now required by all municipalities on their CAFR.

Council Member Wood asked for confirmation that the number was always known but was not required on the balance sheet before, and Ms. Bennett confirmed that.

Council Member Spitzley asked for a breakdown on “business-type” referenced in the report, and Ms. Bennett clarified they are items where they structure rates such as sewer, recycling, etc.

Council Member Wood asked if pension reports use a calendar year schedule and the City uses fiscal, and Ms. Bennett confirmed.

Ms. Bennett informed the Council that previous to this the only time pensions would hit the balance sheet would be if the City was not making payments. The City funds the actuarial determined amount each year. There is \$56,984,136 in “net other postemployment”, which is health care. This health care is on the old standard. We pre-fund retiree health care, however later than pension. Council President Brown Clarke asked if this amount is the difference of pre-funding, with the outstanding still due. Ms. Bennett confirmed and added that municipalities did not have to report retiree health care obligations.

Council Member Yorke asked what the difference was with health care vs pension. Ms. Bennett answered it was \$57 million, an amount since the standard came that now says the City should be placing retire health care on the statement, amount we are not able to commit to, since prefunding did not occur. Council Member Yorke asked if this was a statutory requirement. Ms. Bennett stated it was government standards. Council Member Wood added to the conversation by clarifying that the City receives an actuarial amount that needs to be contributed by the City and the Retirement Board votes on that and then the City is required to fill that.

The Committee moved on to page 156 in the CAFR which is the breakdown on the deferred pension amounts between funds such as cemetery, golf, garbage, recycling, etc. This puts some funds in deficit, which is happening to all communities, not just Lansing. All funds ending the year in June 2015 was a positive fund balance, however with net pension liability all but two (2) end up with a deficit. Council Member Brown Clarke asked if the City can predict a better model in the future. Ms. Bennett stated they have had actuarial all along , so it is not new knowledge, but different ways now to look at things.

Council Member Dunbar referenced page 156 and asked for a list of non major and major enterprises. Ms. Bennett referred the Committee to page 48 in the CAFR.

Council Member Yorke asked where the origin of the amount in the GASB came from and Ms. Bennett said the origin goes back to the actuarial evaluations, and the difference between 12/31 and June 30 can be found on page 34. Council Member Dunbar asked if the amount distributed is based on active employees in a unit at a time, or based on percentage of budget taken up. Ms. Bennett detailed the practice of looking at pulling numbers from retirees, then compare to allocation vs based on employees. Employee and retire so close, decided to use

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on employee based number not dollar. Council Member Dunbar added to the questions, if this is reflective of liability and a choice we made. It was confirmed.

Council Member Brown Clarke asked how the pension liability in positions is allocated, and she was informed if there is a vacancy during the year there is less into vacancy. Once the position is filled, then there are pension contributions. If positions were budgeted, but went unspent, then more funds at the end of year.

Council Member Washington asked as far as projections if the City is taking into account mortality rate, so the number will be lower. Ms. Bennett confirmed that they look at current employees and look at actuarial assumptions as standards. Council Member Wood added that when they do actuarial they adopt the charts and projection rates to deal with.

Ms. Bennett referenced page 40-42 in the CAFR and handout for general fund/budget stabilization fund. The changes of unassigned are at \$2,731,083 which was below the goal.

Council Member Brown Clarke asked if the surplus from the stadium fund was reinvested into maintenance of the facility. She was informed it was budgeted for the bond payments for the coming year, and restricted for the stadium. This surplus will be to offset in the general fund. It was also noted the Police and Fire millage stay with the Police and Fire.

Council Member Spitzley asked if the surplus from the stadium will pay off the Bond, and Ms. Bennett agreed, but added there were some maintenance items this year and the City did issue a bond this year for that. We will not see this next year. Ms. Bennett was not able to provide the projected payment and would bring that information back to the Committee. Council Member Washington asked what year the City started putting funds in for maintenance and what they are obligated to do. Ms. Bennett stated she would have to provide that later. With the anticipation of all the upgrades will allow the City not to have use for maintenance. As in the prior year agreement we have a clause that sets aside funds for maintenance.

Ms. Bennett referenced page 42 noting the difference was monies set aside from 2013 which were police, fire and road millage, and because of the spending from restrictive it appears unrestricted. Council Member Brown Clarke asked if with the restrictive dollars if there is carry over without restrictions or a time frame. Ms. Bennett noted the 2015 were appropriated, but not all dollars were spent.

Council Member Wood asked if there is \$2.7 million, how much is in the vacancy factor. Ms. Bennett stated \$1 million more than budgeted, expenses \$1.7 less than budget, of that \$1 million was due to fringe benefits being less than budgeted \$700,000 other expenses. Council Member Spitzley asked if the savings in fringe was in unfilled positions, and Ms. Bennett confirmed and added that health care came in less. Ms. Bennett was not able to provide the percentage. Council Member Brown Clarke added that some funds could have been used to cover the overtime.

Council Member Yorke asked what the changes in fund balance were in the spending from 2013 and then in 2015. Ms. Bennett referenced page 42 of the CAFR "Net Change in Fund Balance"

Ms. Bennett informed the Committee that all funds came within expectations for FY 2015 with three (3) exceptions, Building Safety Fund ending at \$10,000; Stadium anticipated at \$410,000 and ended at \$328,000 and Garbage/Rubbish with within \$1,000. None of these will affect the FY 2016 budget.

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Council President Brown Clarke asked Mr. Blann to expand on the findings. Mr. Blann provided an overview noting that the responsibility in their report rests with the City and management, their job is to provide the reports. The key question is "Can the City Council rely on the financial data brought forth?" and Rehmann Robson provided a statement that the City can. Mr. Blann then went briefly thru their report on findings, system of control and noted and additional report on Federal grants. (INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS). Finding 2015-001 Material Audit Adjustments has a recommendation to minimize in the future.

Council Member Dunbar stepped away from the meeting at 6:37 p.m.

Ms. Bennett explained that this was a finding during Finance staffing level changes. Council Member Wood informed Ms. Bennett that this is the answer Council hears every year, and it appears that most auditor comments are due to lack of staff. The administration needs to work on filling those positions, not contract moving forward. Ms. Bennett added that one position was filled. Council Member Wood suggested that a monthly updated be provided at Committee of the Whole where the Finance positions are.

Council Member Dunbar returned to the meeting at 6:42 p.m.

With 2015-002 the recommendation is to be timelier. Council Member Spitzley asked if the City was still on target for liabilities. Mr. Blann noted that when exposed to an increased risk, the reason they reconcile is to make sure nothing does go askew. They did not find any issues.

With 2015-003 Mr. Blann noted this is seen in most city accounting systems and is handled thru internal controls.

Council Member Brown Clarke passed the gavel at 6:46 p.m.

It is manually done at year end, and Rehmann Robson recommends that year end transactions that are currently large manual spreadsheets be updated. The references in CONDITION have been corrected, but they are still are encouraging the same set.

Council Member Wood referred back to 2015-002 and asked if there has there been an audit done of all retiree health care to make sure they are only paying exactly what they were told.

Council Member Yorke passed the gavel back to Council Member Brown Clarke at 6:47 p.m.

Ms. Bennett stated it had been done. Mr. Blann added that it was not that the retirees were paying the inappropriate amount, but it was not reported correctly. No one was mispaid.

Lastly, in regards to 2015-004, Rehmann Robson encourages them to keep watching.

Council Member Wood asked Mr. Blann how many of the findings are more than one year old. Mr. Blann admitted he would have to look at older reports but it appears there were 5 of the 7 in the 2013 report, but he can go back further.

Mr. DeLine asked about the budget deficit. Mr. Blann stated it was not a balance on the income statement side but on overall.

Council President Brown Clarke acknowledged Mr. Blann for his attendance and presentation and Ms. Bennett.

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DISCUSSION/ACTION

No Topics

Other

Council President Brown Clarke referenced the Committee assignments at each seat, and stated there were two more changes. Council Staff will make those changes and she will announce Committee Assignments for the record at the Council Meeting.

Council Member Yorke left the meeting at 6:58 p.m.

Council President Brown Clarke outlined the proposed training by Susan Combs for February 2, 2016.

Pending

No action remained pending.

RESOLUTION – Appointment of Tina Houghton to Tri-County Regional Planning Commission; City of Lansing Representative; Term to Expire December 31, 2016.

RESOLUTION – Appointment of Kathie Dunbar to Tri-County Regional Planning Commission; City of Lansing Representative; Term to Expire December 31, 2016

RESOLUTION – Appointment of Chris Swope to Tri-County Regional Planning Commission; City of Lansing Representative; Term to Expire December 31, 2016

ADJOURN

The meeting was adjourned at 7:00 p.m.

Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council
Approved by the Committee on