



**AGENDA**  
**Committee of the Whole**  
**Monday, May 9, 2016 – 5:30 p.m**  
**City Council Chambers, City Hall 10<sup>th</sup> Floor**

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

1. **Call to Order**
  2. **Roll Call**
  3. **Approval of Minutes:**
    - April 13, 2016 Budget Hearings
    - April 18, 2016
    - April 20, 2016 Budget Hearings
    - April 25, 2016
  4. **Public Comment on Agenda Items**
  5. **Discussion/Action:**
    - A.) Budget Wrap Up
    - B.) RESOLUTION – Adoption of the Budget FY2017 and Policies
    - C.) RESOLUTION – Reappointments of 13 Individual to Various Boards, Commissions and Authorities
    - D.) Discussion on City Attorney Issues- Dykema Gossett (Gary Gordon)
    - E.) {CLOSED SESSION} Legal Litigation Update
- Reconvene**
6. **Other**
  7. **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 Neighborhood Budget Hearings Monday, April 13, 2016 @ 5:00 p.m. Hill Center – Oak Room**

#### **CALL TO ORDER**

The meeting was called to order at 5:09 p.m.

#### **PRESENT**

Councilmember Brown Clarke  
Councilmember Jessica Yorke-arrived at 5:24 left at 7:30 p.m.  
Councilmember Patricia Spitzley  
Councilmember Adam Hussain  
Councilmember Kathie Dunbar -absent  
Councilmember Carol Wood  
Councilmember Jody Washington  
Councilmember Tina Houghton -arrived at 5:35 p.m.

#### **OTHERS PRESENT**

Sherrie Boak, Council Staff  
Mindy Biladeau, DDA  
Scott Keith, LEPFA  
Bob Trezise, LEDC  
Anethia Brewer 54-A District Court  
Chief Talifarro, Fire Chief  
Chief Yankowski, Police Chief  
Robert Johnson, Planning & Neighborhood Development  
Chad Gamble, Public Service  
Angie Bennett, Finance Director  
Jim DeLine, Council Internal Auditor  
Robert Long  
Zane Hibbard  
Mark Mello  
David Keeney  
Kathy Tobe  
Judge Louise Alderson, 54-A District Court  
Anethia Brewer, 54-A District Court  
Frank Ferro  
Tim Schwerin  
Claude Beavers  
Yvonne Young

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Marketh Taylor  
Jennifer McFarridge  
Patty Farhat  
Karl Dorshimer, LEDC/LEAP  
Elaine Womboldt  
Dave Womboldt  
Marchelle Smith, LEDC/LEAP  
Traci Shell, Parking  
Bill Rieske, Planning and Neighborhood Development  
Don Kulhanek, Planning and Neighborhood Development  
Jim Bennett, Planning and Neighborhood Development  
Patty Farhat, LPD Commissioner Chairperson  
Robert Noordhoek, LPD Commissioner Vice Chairperson  
Chris Mumby, Public Service

### **Public Comment**

Mr. Hibbard works in Lansing and stated his concerns with the economic development occurring in the City and asked for Council to look into confirming it is done in a fair manner. Mr. Hibbard also noted a concern with LEDC transparency and compliance.

Mr. Mello works in Lansing lives in Lapeer, and voiced his concerns with economic development and LEDC.

Mr. Long resident of Flint, representative of workers in Lansing stated his concern with LEDC and questioned the LEAP Board.

### **DISCUSSION/ACTION**

#### **Department Budget Presentations (Approximately 15 minute time slots)**

##### **Downtown Lansing Inc.**

Ms. Biladeau distributed the DDA Annual Report and highlighted the accredited Main Street Program with 26 new business in downtown, 11 facades, 3n200 volunteer hours, 34 events, and 513 residential units. Council asked why there was an increase in operation costs and Ms. Biladeau referenced the Main Street programs the funds are used towards as part of the Main Street Program which include promotions, organization, design beautification, and business development.

##### **LEDC**

Mr. Dorshimer introduced Ms. Smith, the LEAP/LEAD Controller who was available to answer questions. Mr. Dorshimer acknowledged the partnership with the City, noted that the State has been cutting back on funds, and outlined the Brownfield process. Their budget contains \$170,000 for their staff, and LEDC does use that and other forms of resources that are not City funds for their duties.

Council Member Yorke stepped away from the meeting at 5:33 p.m.

Currently with the City contract with LEAP they have 4 full time employees and there are 11 professionals working on projects throughout the year. A new position this year is the project coordinator.

Council Member Yorke returned to the meeting at 5:35 p.m.

They are applying for grants annually and in 2015 they obtained \$65,000 for runway, \$55,000 for the SW Lansing Initiative and \$10,000 for the Allen Street incubator. There are additional

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resources on top of the requested \$170,000 budget. Council Member Wood asked what amount was the contract with LEAP, and Mr. Dorshimer stated \$470,000. Council Member Wood asked what is included in the \$519,000 contractual services. Mr. Dorshimer stated external accounting services for control and audits for EDC. This is a full time positions servicing Lansing for \$60,000 annually.

Council Member Wood asked if they pay back the TIFA. Ms. Bennett acknowledged it is from the Brownfield Authority, and Mr. Dorshimer added it was bond issued and this year they will be paid off in full at approximately \$60,000 with interest.

Council Member Wood asked for an update on Smart Zone. Mr. Dorshimer clarified it was a vision with Lansing and East Lansing, however Lansing never gained traction, however East Lansing is capturing. Nothing has been decided on this for the future, however there is no City liability.

Council Member Wood informed Mr. Dorshimer she is still not able to see any self-reporting on projects on the LEAP website. Mr. Dorshimer stated he would check on that and can send it directly to her also.

Council Member Yorke stepped away from the meeting at 5:45 p.m.

Council Member Wood asked why Brownfield questions on the SkyVue project by inquires have not been answered. Mr. Dorshimer stated he believed the questions were going thru the FOIA process. Council Member Wood stated one question was if the brownfield issues on the site had come into compliance. Mr. Dorshimer stated that when the project is done the developer has to submit reports, invoices, and proof of the activity. Since the project has just started there is nothing submitted yet. If the items are DEQ issues, DEQ will have oversight. Mr. Gamble admitted he met with Mr. Mello and will make sure agreements are followed and if they need to take extra steps to get info they will enforce that. Council President Brown Clarke asked if there is a required sign off at the end of the project. Mr. Dorshimer admitted there is one with the Brownfield Authority for eligible activities in the Brownfield Plan that was approved. Council Member Spitzley suggested to Mr. Mello that he contact DEQ for their information on the project. She then noted to Mr. Dorshimer that LEAP should be aware of everything on the project to make sure there is a return on investment. Council Member Washington added that the City needs DEQ assurances in place also. Mr. Dorshimer stated that as part of the clean up on the brownfield, the developer has to submit a tactical plan and DEQ does the reporting on that.

Council Member Yorke returned to the meeting at 6:00 p.m.

Council Member Hussain asked what LEAP does for south Lansing. Mr. Dorshimer stated they do and have reached out to people to help however south west Lansing is a challenge because most funding options and programs are for manufacturing and driven by private investors. He admitted they have tried to work with the business on Logan Square as an example. They do make attempts to speak to groups in the area, and a lot of times it is word of mouth based on new project. Council Member Spitzley asked if LEAP had a strategy to attract to South Lansing, and Mr. Dorshimer noted it is under the SW Initiative mentioned earlier.

#### District Court

Council Member Wood stepped away from the meeting at 6:06 p.m.

Judge Alderson referenced the handout for the annual report.

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Council Member Wood returned to the meeting at 6:08 p.m.

During the review of the annual report it was noted the Court went from 5 judges to 4 judges, created attorney/client meetings rooms, and partnered with the State for an interactive video Polycom. Ms. Brewer added there were 64,000 new cases which include 1,444 felonies, 1,573 misdemeanors, 14,144 traffic or civil cases and 4,660 were parking. On the civil side there were 5,542 landlord tenant disputes, 4,472 civilian cases, 1,100 small claims, with a total increase of 1,779.

Council Member Spitzley stepped away from the meeting at 6:11 p.m.

In the ticketing processing there was \$79,515 collected. Current software is being written so that bond refunds can be immediate before they leave court.

Council Member Spitzley returned to the meeting at 6:13 p.m.

Council Member Houghton asked what the online traffic searches track and show. Ms. Brewer noted anyone can track to see if they have a case. In the amnesty program, there are 581 eligible. Some applied before the start date of April 1 so they are not eligible. The department concluded stating they continue to cross train their staff, they are enhancing their webpage, and their overall budget request is \$6,012,800.

Council Member Wood asked if there were any vacancies, if they anticipated any outsourcing and where their contractual services were. Ms. Brewer answered there are no vacancies, there are no plans to outsource and they do use contractual for processing of court appointed attorney payments, interpreters, court security and tethers for sobriety court.

Council Member Wood asked if the Court still meets regularly with the City Attorney office on "Laws and Cops". Ms. Brewer noted it had stopped for a period of time but recently they started to meet again monthly.

Council Member Wood asked if the shortage of staff in the City Attorney office has affected the Court, and Ms. Brewer acknowledged it had not. There was a back-up at one point in preparing warrants, however it appears they have caught up.

Mr. DeLine questioned some issues recently with their program on paying of traffic citations. Ms. Brewer acknowledged there was an issue in the search tool in the program, however that has been enhanced. Mr. DeLine then questioned the 4 contracts listed in budget. Ms. Brewer noted those were for the assessment agenda for probation, administrator help with technical issues, lien tactical trainer and an arraignment officer in sobriety court. Council Member Brown Clarke asked if they would be keeping those contracts, and Ms. Brewer confirmed they are working with Court Administrators on how to proceed but currently keeping the contractors until they decide if they need to hire full time.

### LEPFA

Mr. Keith presented a power point and noted it was the 3<sup>rd</sup> straight year there was a growth in the Lansing Center revenues, and they are also currently redesigning the Lansing Center website. The Stadium has installed new safety nets behind home plate which was paid for out of operating funds. They have added turf which was in conjunction with a partnership with MSU. The attendance is up 9% and there is a 12% increase in per capita. Mr. Keith moved on to highlights from Common Ground with an increase in sponsorship, and in 2015 50,000 attendees. They have generated \$40,000 to charities either with volunteers of ticket donations. The City Market is working on becoming a destination location, and they are working on activities such as rivertown adventures, bike rentals, and Jazz concerts with MSU

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and food trucks. There is a 14% revenue growth. They hope to be at 90% occupancy by fall 2016. Challenges with the Lansing Center currently is keeping increasing the revenues, when the expenses grow for employee health care, food costs and labor costs.

Council President Brown Clarke asked what renovations were needed at the Stadium, and Mr. Keith noted the items they are maintaining were done over 3 years ago and these are maintenance items.

Council Member Washington asked what LEPFA was doing to put away funds for future maintenance. Mr. Keith acknowledged there was no capital account set up, but it was negotiated in the last contract with the Lugnuts and therefore when there are special events at the stadium there is a fee attached to the ticket price.

Council Member Washington then moved onto the City Market and complaints she has received from previous vendors who stated their rent went up, they had to cut back on utilities, etc. Mr. Keith was asked to research those comments with his vendors and previous vendors. He was then asked about having food trucks on site 5 days a week. Mr. Keith admitted there was a limited amount in the area, so they are reaching out to other regions. Council Member Spitzley asked what the current occupancy was at, and Mr. Keith answered 70% rented space. Council Member Spitzley then asked what he was doing to reach his goal of 90% by the end of the year. Mr. Keith stated they are working with attracting small businesses and entrepreneurs.

Council Member Wood asked if the turf that the stadium is installing in conjunction with MSU was an experimental blend. Mr. Keith stated it is grown for the climate and the same turf that was installed in Comerica in Detroit last year.

Council Member Wood asked about the bike kiosks that used to be around town. Mr. Keith noted the program had not been around for a year, and there is currently nothing along the river trail.

Council President Brown Clarke asked what the time frame was with Cooley Law School for the name rights on the stadium. Mr. Keith noted it would go thru 2020, however they are in constant discussions with team and they are not interested in creating any confusion. Council President Brown Clarke suggested they look at selling names on sections of the park since it now houses the Michigan Baseball Hall of Fame.

Council Member Houghton asked what was holding the Market back from thriving. Mr. Keith admitted there is a regional funding mechanism, and there are many weekly farmers markets in the area they do not want to compete with those so they need to find their niche. In Flint they have \$6 million to renovate and open and it was funded thru grants at \$150,000-\$200,000 a year.

Council Member Yorke referenced the revenue budget and the building rental, which showed last years adopted at \$20,000, and the year before at \$114,000, but proposed is \$30,000. Mr. Keith admitted the fluctuating amount was due to lack of occupancy.

The Council suggested different hours of operation for the market, and also more utilization of the deck that faces the river on the Lansing Center.

#### Fire

Chief Talifarro introduced the Fire Commissioners and representatives from Union 421. The Chief then went into the highlights of the Department touching on shift arrangements, restoration of administration services with more direct supervision, and acknowledged that in

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2015 they had their First Academy graduates and retained everyone that was trained. Chief Talifarro distributed a power point handout and went thru details on training with regional partners, simulated training, and utilization of premise inspectors in Code Enforcement.

Council Member Yorke referenced the chart on rental inspections and the Chief confirmed there were 10-15% increases across the board with rental re-inspections, and unlicensed rentals. The department will continue to monitor those numbers. They are also looking at expanding the hours for inspections after 5pm and on Saturdays. Council Member Yorke asked for current information.

Council Member Spitzley referenced the “trash” statistics in the presentation and asked why such a large increase from 1008 in 2015 to 4072 in 2016. Chief Talifarro noted that the inspectors are being proactive and looking at problems instead of waiting for complaints to come in. The “trash submittals” of 83 in 2015 to 513 in 2016 are initial citations. Council President Brown Clarke asked in regards to the citations what percentage is delinquent or outstanding. Chief Talifarro noted there are more delinquent, and they are actively looking at increasing fees on delinquents, which is part of the FY2017 fee schedule request. The presentation moved onto the proposed budget of \$33,612,300 which was a 0.7% reduction. Personnel costs are 86% of that budget with 15% in operating costs.

Council Member Wood asked if there were any vacancies, if they anticipated any outsourcing and where their contractual services were. Chief Talifarro confirmed there are 14 vacancies, and they are holding one vacancy after they analyze fire prevention and determine if they need another fire inspector.

Council Member Wood informed Chief Talifarro of the recent activity in Committee on Public Safety with Medical Marihuana Ordinance, and that the ordinance may require licensing and fire inspectors to look at all the shops which will potentially add additional work. Council Member Wood then asked what the LFD contractual services are, and the Chief noted his contractual positions are clerical positions, one position to get data for the code enforcement side and for research to determine if it is a rental or former land bank home, research number the of unit buildings. Currently there are 3 positions contractual however two are in progress of filing permanently. Council Member Wood then asked if they were outsourcing anything, and it was stated no.

The Chief addressed ongoing challenges which includes \$700,000 in IT with conversations. There have been issues in the past with mobile data units. Council Member Wood recommended Dewpoint since the City has funded a large portion of IT to them.

Council Member Hussain stepped away from the meeting at 7:18 a.m.

Council Member Wood recapped recent changes at the fleet garage, and asked the Chief if that affected any downtime on his vehicles. The Chief note there were no specific issues, however he does have aging equipment and have replaced four (4) engines but with the replacement of vehicles comes new technology, new electrical and more points of failure. Council Member Wood asked if the Department had to borrow a ladder truck while theirs was done and the Chief did confirm that but stated it was returned today. The Department is evaluating its vehicles and usage since instead of deploying a full fire truck to support an ambulance they will send out a smaller truck.

Council Member Hussain returned to the meeting at 7:22 p.m.

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Council Member Wood asked if Detroit.com was the collection agency for the ambulance. Council Member Wood then asked if there were any challenges with having code compliance in the Fire Department. Chief Talifarro acknowledged it was a learning curve.

Council Member Yorke asked with the overall budget revenue increase if they were looking at any new positions. Council President Brown Clarke asked what the timeline was on filling the remaining 14 open positions. Chief Talifarro stated those positions were posted the week of April 4, 2016.

Council Member Yorke left the meeting at 7:30 p.m.

### Planning & Neighborhood Development

Mr. Johnson introduced his staff, and then outlined his power point presentation. This presentation covered the divisions such as development, planning, building safety and parking services. The Department will be requesting an increase due to Master Plan updates. Mr. Johnson highlighted Items accomplished over the year including 260 homes covered under the Blight Grant, which also included closure of the curb cuts to eliminate access to the vacant lots. The department is working with Code Enforcement on the removal of signs in the right of way, participating in a Neighborhood Support Leadership Service (LiNCS), "Love Lansing", updating the form based code and continuing the partnership with the Ingham County Land Bank. Mr. Johnson confirmed they are looking at future grant opportunities which include Neighborhoods of Choice and blight grants. The Department is actively working on the Form based code, with the legal review already complete, the Planning Board Approval complete and now it is in the hands of the Mayor. In regards to building safety, they acknowledged an increase across the board with building permits up from 1,025 to 1,161; plumbing up from 898 to 1,401; mechanical from 1,172 to 1,713 and plan review from 123 to 425. Council President Brown Clarke asked Mr. Johnson his theory on why the increase and Mr. Johnson believes the housing stock, economy, and small projects helped.

The discussion moved onto parking services, and Mr. Johnson stated they have patched Lot 8, done some flat work and working on way finding signs. Council President Brown Clarke asked if the department or administration is looking at the parking around the Lansing Center. Mr. Johnson admitted to a study with Karl Walker for a parking ramp on the east side of the building, but to construct a ramp it would deplete the fund balance because they would need close to \$8 million and then \$2 million to maintain. Mr. Johnson then informed the Council on situations where when event parking is needed they have moved all employees out of N. Grand temporarily, and also worked with LCC on utilizing their ramps.

Council Member Wood asked Mr. Johnson about the "Block by Block" program and budget that was just announced by the Mayor. Mr. Johnson stated it would be \$75,000 within the Administration Budget with PND and also contractual services at \$175,000. There will be \$100,000 for lead paint testing, and \$75,000 for "Block by Block". The City will need a consultant to guide them, but the City has to take ownership. Program is about educating and working together. There will be no defined areas but districts. The "Block by Block" originally was an idea from Chief Talifarro based on his issues with code enforcement. Council Member Wood asked what the \$100,000 for lead was for, and Mr. Johnson acknowledged it would be for testing, and they estimate \$450 per house to test and this will not include abatement. They are currently pursuing a grant for abatement with Ingham County.

Council Member Wood asked if there were any vacancies, if they anticipated any outsourcing and where their contractual services were. Mr. Johnson stated he currently had 11 vacancies, they use contractual employees from Personnel Work for customer service, and some of those are the 11 vacancies. Currently he has \$175,000 in contractual services, however he is working with HR to fill those. Currently there is no out sourcing.

Council Member Hussain asked what the next steps are for the "Block by Block" program. Mr. Johnson stated they are currently working with the City of Champagne, Illinois as a partner.

Council Member Washington asked about the listed vacant planner position. Mr. Johnson confirmed that will be eliminated and they are evaluating their priorities.

#### Police Department

Chief Yankowski presented his power point presentation and introduced members of his Department and Board of Commissioners that were present. The LPD FY17 Budget continues to allocate and justify reflecting the mission, visions and values to provide core services. The LPD has accomplished 75% of the 60 recommendations from The President's Task Force on 21 Century Policing. The Chief then highlighted their spending which is \$123,500,000 in the FY16-17 budget. There is a budget increase in Community Outreach \$15,000; training increase \$75,000; recruiting at \$28,000 and the central records clerk who will hand FOIA to \$32,000/. The Chief noted that the LPD FY17 General Fund Budget will be \$38,952,900 and the overall budget at \$40,325,500. The CIP will include \$350,000 to replace the record management system that will no longer be compliant in 2018.

Council Member Wood asked if there were any vacancies, if they anticipated any outsourcing and where their contractual services were. The Chief acknowledged there are 15 vacancies in the sworn officer positions and 6 on the civilian side. They currently use 6 contractual employees for central records. Also in contractual is cleaning, and crossing guards. The only area they will continue to outsource workers will be crossing guards. Council Member Wood asked how long they planned to contract with Mr. Brantley for Citizen Investigator, and the Chief noted this position was hired by the Police Commission and continues to work in the HRCS Department. They will work with HR when Mr. Brantley leaves.

Council Member Wood asked Ms. Bennett about reinstating the employee housing incentives to encourage LPD officers to live and purchase in the City. Ms. Bennett they have not utilized the program in the budget in a couple years and there is no plan to add it back in at this time.

Council Member Houghton asked what starting salary for an officer is. Chief Yankowski noted it would be \$43,000. Council Member Houghton then asked about the earlier stated expense for the record management system and if they had spoken to other agencies. The Chief admitted they are in the process to find the best system which could range from \$350,000 to \$1.5 million. They are looking at what the State offers and other local.

Council Member Washington asked if the Community Policing and Outreach will be scheduling events throughout the City. The Chief stated they did 40 events last year, and have started mapping the City to participate throughout the City.

Council Member Hussain asked if there were still 4 shifts. Chief Yankowski acknowledged to changing to 10 hour shifts in May 2014, and now they are moving to 3 10 hours shifts effective May 28<sup>th</sup>, 2016. This will 1.5-2 officers per shift. Council President Brown Clarke asked if the 10 cadets will fill the vacancies. The Chief acknowledged that the cadet program has not produced officers, however because of its success the State is looking at it as a model.

Council President Brown Clarke asked if LPD plans to increase the hours for the employee responsible for reviewing the body camera analysis. Chief Yankowski acknowledged that FY2017 is predicting a heavy load for FOIA information, so they are at full time. The current camera and storage vendor was chosen because of the storage capability, and the

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prosecutors can access the files on their own. They are currently up to 130 cameras, and will be upgrading the in car video camera's also.

Mr. DeLine referred the Chief to the CIP budget and line item for \$350,000 for grant funds. The Chief stated that if they would have gone with the original vendor on the cameras they anticipated a \$200 fee for each officer. They plan to use forfeiture money to purchase at \$300,000 plus the cost and also using other sources such including grants. Ms. Bennett referred Mr. DeLine to page 64-65 of the budget which spoke to CIP and the forfeiture funds.

### Public Service

Mr. Gamble provided introductions of the staff members who were present. During the overview of the department he noted there are 222 positions in his department with currently 46 vacancies. The large majority of vacancies are at WWTP where there are currently 15 contracted employees filling vacancies. The Public Service Department does make up 35% the City budget, and 11% of the general fund. Mr. Gamble moved onto the project timeline of the Cityworks which began April 2014 with Phase 1, and then they moved to Phase 2 November 2015. Phase 3 will begin with the end of the 2<sup>nd</sup> quarter of FY2016. The discussion then moved to the CSO program, and a summary of CIP projects. The projects include the design and construction of Michigan in conjunction with the BRT CATA program. There are plans to being in 2018, so the department is stretching funds to work in conjunction with this program. There is also a CIP project for bridge improvements at Jolly, Elm and Cavanaugh. This will include \$257,000 for engineering with has a match of \$51,000 and \$20,000 of city funding repairs. The budget includes \$1 million for vehicle purchases.

Council President Brown Clarke asked about the proposed BWL pump station and if Public Service knows the patterns so they will know when it ramps up. Mr. Gamble assured them that all pump stations have multiple pumps that service them, so they will be prepared.

Council Member Wood asked if people are utilizing the utility program that assists residents with basement back up protection. Mr. Gamble acknowledge they had abated 70 basements, and provide flyers out to the residents so they are aware of the service, however it appears to be underutilized. Council Member Wood asked for flyers on the program.

Council Member Wood then asked if Mr. Gamble anticipated any outsourcing. Mr. Gamble acknowledged they do a lot of outsourcing based on the varying services they offer, however do not anticipate any additional outsourcing. Based on the number of employees, the decision is based on an emergency basis. Council Member Wood then asked what the delay was on filing the 46 vacancies then. Mr. Gamble noted again that the most are in WWTP, and State wide there is a huge demand for WWTP operators so they are hard to find. They are actively working with UAW and developing a training program to get employees in the door. The outreach has also included Michigan Works and agencies.

### Public Comment

No comments

### ADJOURN

The meeting was adjourned at 9:12 p.m.

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



**MINUTES**  
**Committee of the Whole**  
**Monday, April 18, 2016**  
**Council Conference Room**

**CALL TO ORDER**

The meeting was called to order at 5:49 p.m.

**PRESENT**

Councilmember Brown Clarke  
Councilmember Jessica Yorke  
Councilmember Patricia Spitzley  
Councilmember Adam Hussain  
Councilmember Kathie Dunbar  
Councilmember Carol Wood  
Councilmember Jody Washington  
Councilmember Tina Houghton

**OTHERS PRESENT**

Sherrie Boak, Council Staff  
Joseph Abood, Interim City Attorney  
Mark Dotson, Deputy City Attorney  
Kristen Simmons, Assistant City Attorney  
Mary Sova  
Stan Shuck  
Elaine Womboldt  
Mary Ann Prince  
Dan Doyle  
Germaine Redding  
Kathy Miles  
M Art Hasbrook  
Dennis Parker, UAW President  
Mark O'Farrell, Michigan Liquor Control Investigator

MOTION BY YORKO TO APPROVE THE MINUTES FROM APRIL 11, 2016 AS PRESENTED. MOTION CARRIED 8-0.

**Public Comment**

Ms. Womboldt spoke in opposition to Fahrenheit and supported the revocation of the liquor license.

## **DISCUSSION/ACTION**

### **Hearing on Revocation of Fahrenheit Ultra Lounge Liquor License**

Council President Brown Clarke outlined the process instructing the Council to ask questions on clarification and not to state opinions.

This portion of the meeting was documented by a court reporter (see transcript).

Ms. Simmons presented information on the hearing notice from Liquor Control Commission and presented exhibits to the Committee. Those included the hearing notice, the findings of fact from the Cabaret Revocation and a copy of the Liquor License and permits for the four (4) bars. These will be referenced for proof of consideration.

Mr. Doyle on behalf of Peace of Mind LLC, asked for a mutual agreement to suspend the hearing on the revocation of the liquor license to allow for continued discussions, and so they can place the license in escrow.

Mr. O'Farrell went thru the exhibit which was the license and permits. These documents noted it was Class C and Specialty license allowing them to sell beer and wine to be consumed off site, and to sell alcohol to be consumed on site at four (4) bars. Ms. Simmons asked who signed the licenses, and Mr. O'Farrell stated it was signed by Jermaine Redding, sole member of Peace of Mind LLC. These permits were approved by the Liquor Commission. Ms. Simmons asked Mr. O'Farrell what his role was with the show cause hearing. Mr. O'Farrell confirmed he was the investigator assigned to the complaint, in charge of obtaining the licenses from the site, and logging the inventory. His role is between the Commission and the licenses, and his role in the future is based on what the City decides. Ms. Simmons asked his opinion on what an escrow would mean. Mr. O'Farrell informed the Committee that once the establishment is closed for 30 days, by law they could put the license in escrow because they still own and hold the license. Since this establishment has been closed for 30 days, they will need to fill out a form and present to the commission, and it will remain in escrow until any time they want to reopen, then they request for the license to be returned. Ms. Simmons asked how the Council decision on the revocation will impact the Liquor Control. Mr. O'Farrell referenced State Statue 4306.1501 that states upon request of the local legislative body, after notice and hearing will revoke the license on premise for any permit held in conjunction. If the City chooses to revoke the Commission will revoke.

Council Member Wood asked if the if the license is in escrow, and the owner of the license came back to the Liquor Control for use of the license at the same location if they would need local approval or do they get it back automatically. Mr. O'Farrell stated that if they change location they will not need local approval since the license is already issued in that local jurisdiction. Council Member Spitzley asked if the Liquor Control takes into consideration past complaints when considering renewal. Mr. O'Farrell noted with this case the license is suspended, so still active and can be renewed. As of 12 p.m. on this date, Piece of Mind LLC has not applied for renewal, and they have until April 30<sup>th</sup>. Currently this license is suspended and still active. Council Member Spitzley asked if this hearing would have an impact on the renewal. Mr. O'Farrell stated currently if the applicant wanted to renew they just pay a fee, and government units can object to a renewal, but if there is no objection and they pay the required fees, then it is renewed automatically. Council Member Dunbar asked for the impact on the suspension. Mr. O'Farrell stated that if the City decides not to revoke the license then the Commission will have to determine the status of the suspension.

Council Member Dunbar asked if the process of renewal is impacted by the reason for the suspension. Mr. O'Farrell stated if it is suspended it will need to be renewed, and the

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suspension does not allow for the sale of alcohol. There were no fines issued in this case because there was not a violation, it was suspended. Mr. O'Farrell informed the Committee that if the City decided to make an agreement with Mr. Redding that would be a gentlemen's agreement. The Liquor Control regulates, and they are the only ones who hold the license, so unless the Statue allows which it doesn't, the Section does allow for revocation. At the end of the day who can purchase and who ca not is determined by Liquor Control. If the City enters into an agreement with Mr. Redding and it is broken there is no binding on the Liquor Control Commission. Council Member Dunbar asked if the City could restrict who could buy the license if Mr. Redding did put it in escrow. Mr. O'Farrell reiterated that the license is regulated by the Liquor Control. Council Member Dunbar then asked what the going price is for a license in escrow, and Mr. O'Farrell could only cite a ball park figure, and it would come down to what someone is willing to pay, however in the City currently it could go between \$40,000 - \$60,000. If the license is reverted back to the State then Peace of Mind has not rights.

Mr. Doyle asked Mr. O'Farrell if Liquor Control allows for sale and transfer of a license, if they investigate the sales and if the City approves. Mr. O'Farrell answered that Liquor Control does allow sales or transfers, they do investigate the sale, and in this situation the City would not have approval of the sale. Mr. O'Farrell then provided a flow chart of licenses to the Committee, informing them that the City can have input, but the Commission does not have to agree with their input or recommendation.

Council President Brown Clarke asked Mr. Doyle if he had any objections to the handout, and Mr. Doyle confirmed their no objections. Mr. Doyle did ask Mr. O'Farrell if there is an escrow account for the sole purpose of selling or transferring. Mr. O'Farrell stated that if the establishment is closed for 30 consecutive days, they have to put in escrow. If the business was for sale it can be active and open. Mr. Doyle then asked if it was transferring to a location off premise would the Liquor Control Commission consider that. Mr. O'Farrell stated it does not have to be considered.

Council President Brown Clarke asked if the license is currently escrowed, and Mr. O'Farrell confirmed it was not escrowed but suspended. Council Member Houghton asked what advantage there is to someone in getting a transferred license. Mr. O'Farrell answered that if they came to the State it would only be \$600 if available. Council Member Houghton asked if the license would go back into the Commission pool if it is revoked. Mr. O'Farrell noted that every 10 years a census is done, and based on the last census the population in Lansing has decreased therefore the City has 76 is their quota, however there are 80 issued with 18 of those in other local units that counts towards the City quota.

Council President Brown Clarke asked if during their inspection when they took the license if there was only beer and wine seized. Mr. O'Farrell stated he inventoried wine, beer and spirits.

Council Member Yorke asked if the establishment is closed for 30 days, do they have to put it in escrow outside of the closure, and Mr. O'Farrell confirmed yes.

Council Member Dunbar asked if they can place the license in escrow while it is suspended, and Mr. O'Farrell stated that in this case all licenses and permits are suspended and they cannot put in escrow during suspension. Council Member Spitzley asked what happens after April 30<sup>th</sup>, the deadline to renew if it is still suspended. Mr. O'Farrell answered that if the license is not renewed it will no longer be valid. It can be renewed while suspended, and if Mr. Redding wants to follow the process he needs to renew. It would still be suspended, but renewed.

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Council Member Hussain asked if the license was renewed during the suspension, and the Liquor Commission meets on the suspension, how long can it be renewed. Mr. O'Farrell stated five (5) years.

Council Member Spitzley asked if the license is revoked or suspended if the owner could allow BYOB. Mr. O'Farrell stated that the suspension does not allow any consumption on site because the licensed area has been suspended.

Ms. Simmons asked Mr. O'Farrell if Council decided to recommend revocation, how long before the State will respond. Mr. O'Farrell stated it would all depend on how quickly it is given to the Liquor Control Commission.

Mr. Doyle asked if the City of Lansing had any liquor licenses available, and Mr. O'Farrell stated the only ones are limited in the DDA.

The City had no further witnesses.

Mr. Doyle and Mr. Redding had no witnesses.

The City Attorney office was satisfied with their side, and Mr. Doyle was satisfied with his side. Mr. Redding then spoke and acknowledged Council for their work, and assured them he will not reopen Fahrenheit and would like to sell the license to a qualified buyer.

Mr. Dotson informed the Committee that the license was in the name of a business that went bankrupt, and the new owner is not interest in lease and so Mr. Redding worked out a trade for the license.

Council Member Wood asked if the lease on the building was up. Mr. Redding stated his lease was up March 13, 2016 and did not extend it.

Council President Brown Clarke detailed for the Committee what their options are, which is 1) do nothing; 2) allow them to put in escrow to allow them to sell or 3) revocation. Ms. Simmons then informed the Committee that their choice at this meeting is to revoke or not revoke. If they chose not to revoke the license it does not limit them from coming back later.

**MOTION BY COUNCIL MEMBER WOOD TO RECOMMEND REVOCATION OF THE LIQUOR LICENSE FOR PEACE OF MIND LLC, D/B/A FAHRENHEIT ULTRA LOUNGE AND GRILLE.**

Council Member Dunbar asked for clarification that if the license was revoked, it would not go back into the pool for the City quota because the City is already over the limit. Mr. Dotson confirmed, and if the Council revoked the license the Commission would revoke.

**ROLL CALL VOTE WAS CALLED FOR. MOTION CARRIED 8-0.**

Public comment –

Mr. Abood informed the Committee that he asked for the transcript from the court reported, but not expedite. This will be provided with the exhibits.

Council Member Dunbar stepped away from the meeting at 6:55 p.m.

Ms. Womboldt spoke in opposition of payment to former City Attorney McIntyre, and asked Council to pursue an independent attorney.

Ms. Miles spoke in opposition to payment to the former City Attorney McIntyre.

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Council Member Dunbar returned to the meeting at 6:58 p.m.

Ms. Miles asked for transparency and asked Mr. Abood to recuse himself due to connections with Ms. McIntyre.

Mr. Krause offered his 20 years' experience with auto supplies as assistance with any questions or understanding on the NAPA topic on the agenda.

Discussion on City Garage Fleet Service Follow Up (NAPA)

Mr. Gamble referenced an email of information he sent to Council on Friday, April 15, 2016.

Council President Brown Clarke asked if the City inventory is used first, and if the part is not in stock would that be the only time NAPA would order. Mr. Gamble confirmed yes, City inventory first, then if no inventory they would have to reach out and acquire a part.

Council Member Dunbar referenced question 1, and the assumption the computers were going to be provided by NAPA, that is why Council asked if they were compatible. There was an understanding of the start-up cost breakdown for the garage which in the answer to question 8 is stated at \$750. Therefore is the amount in the answer to question 8 the only cost.

Council Member Yorke stepped away from the meeting at 7:05 p.m.

Mr. Gamble stated that is the only hard cost along with personnel time. There is no out of pocket cost involved to establish, and the security was already planned before NAPA. Council Member Dunbar asked specifically then if there was no cost incurred for computers. Mr. Gamble agreed, to the best of his knowledge.

Council Member Dunbar asked Mr. Parker if there are new computers in the fleet garage, and Mr. Parker confirmed there was, however he has not seen the invoice. Council Member Dunbar noted that in the NAPA performance computer are listed. Mr. Gamble stated he has not seen an invoice, and referred to the direct cost for outside of the NAPA contract, therefore he believes the charges are in connection with the NAPA contract.

Council Member Dunbar read question 8, and asked outside of the costs noted at \$750, is it safe to assume the costs are startup costs in the contract. Mr. Gamble stated his agreement with the assumption but has not seen invoices. Council Member Dunbar noted to Mr. Gamble there would be work orders and purchase orders for the parts purchased before the switch to NAPA and lower than the parts purchased after the switch. Mr. Gamble was asked for a breakdown at which point stated there were costs that could save the City. Council wants an actual invoice that shows the purchase, and since there has been no invoice provided, they are sure of the actual costs. Mr. Gamble was asked what the proof is that the City is saving money. Based on the information provided it appears that the cost has increased some 105%, 34.7%. There were some that the prices were the same, but Mr. Gamble was asked what can be done. Mr. Gamble stated he was confident that differences will be negated. Some vendors didn't recognize that NAPA is the contract as they can obtain as the City for a government discount. Mr. Gamble acknowledged that not all will be at less costs, but there are many example of why they cost less. This is the ability to save fleet services fund money and support the personnel. In the 2017 FY budget they are proposing 2 new mechanics in fleet service.

Council President Brown Clarke asked with the corporate size of NAPA, how they could not get bulk purchase cheaper. Mr. Gamble confirmed it is a national contract and the City wants to leverage the purchasing. Council Member Spitzley asked why they have not implemented it

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now, and Mr. Gamble stated they have to sell off the current inventory. During the transition time, some costs not honored by local vendors.

Council Member Yorke returned to the meeting at 7:17 p.m.

Council Member Spitzley asked if we are depleting the existing inventory why then paying ourselves. Mr. Chad described that practice that the City buys and keeps on hand \$1.4 million every year. We have already paid cash for the parts, now are then dispensing to the mechanics. Once depleted then the transition begins. NAPA is using inventory and selling it back. Council Member Dunbar added to the conversation that when the fleet service purchases the item, then a department uses it for their equipment it is charged back to that department. Council Member Dunbar then stated she wanted to verify prices on the submitted inventory spreadsheet to see if they are cheaper with NAPA.

Council Member Dunbar asked why in the contract the salary range in the garage is \$135,000 for salary and fringe. Mr. Gamble stated there is a variable on fringes which covers health care, disability, life insurance, workers compensation, pension, retiree health care, and prefunding of health care, at \$52,000 per person. Council Member Dunbar asked if it totals \$104,000 for pre funded health care. Mr. Gamble stated it was determined by Finance to allocate long term. Council Member Dunbar stated it is not fair to consider on fringe, because it would be paid no matter what even if NAPA was not there. Council President Brown Clarke noted \$60,000 cost savings which would allow adding two new positions. Mr. Gamble stated there are two components to the cost savings they are looking to seek. One is the personnel savings, what is not even contained on this sheet is the cost savings by use of NAPA national purchasing power. Some parts are \$100 cheaper, and at year end they will have a report of the true savings which will be what comes in and what goes out. The cost savings is making sure we are fixing fleet more expeditiously. Council President Brown Clarke asked if a study was done with time on task that stated the garage was understaffed. Mr. Gamble stated the generally accepted standards on how many mechanics per rolling stock, based on type of vehicles working on. 1 mechanic per 40 in stock. Council Member Brown Clarke noted that it was determined an assessment that the garage was understaffed. Mr. Gamble stated that was done by his predecessors in 2006. Council Member Dunbar stated that by saving money on parts they could hire 2 mechanics. The 2016 projection was \$254,000, proposed for 2017 \$331,000. It appears everything has gone up, so where are savings from NAPA being transferred into salaries. Mr. Gamble stated they anticipate the needs for fleet and there are necessary repairs. Costs will increase the level of effort to repair a plow not just one day project for routine maintenance, therefore they want to budget accurately. The administration believes there are cost savings at the end of the year.

Council Member Dunbar reminded Mr. Gamble that the last time he was before Committee it was noted that the contract with a 5 year projection gets NAPA 3% every year, however the Union does not get 3% each year. Council Member Dunbar than asked for a cost out projected for keep the current employees, and overtime currently because they cannot project out savings costs for NAPA without projecting for the City. These are expenses that NAPA does not pay but the City pays. The NAPA net profit is 8.2% based on projected parts sale on the percentage guaranteed in the contract. There is a \$14,272 management but the City covers expenses and revenue, so Council Member Dunbar asked what the management fee on top of all of this is for. There is no profit less expenses to them since we pay it, and why do we pay it. Mr. Gamble pointed to the spreadsheet and its confusion, that this relationship is no different than any other contract with the City. It provides for a service, all those costs are paid for by the City, there is always a profit, but the translation of the cost is not clear.

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Council President Brown Clarke pointed out that the City could use NAPA as the store where we purchased our parts, so why would Administration sign a contract for service, taking over the store, when the City is still responsible for all of it, with no cost savings for the City. Mr. Gamble answered that he had already covered that.

Council Member Dunbar reminded Mr. Gamble that the City has contracts with tree trimmers, lawn crews for code compliance, however the City does not buy their trucks or mowers. Why in this case does the City carry all the costs. Mr. Gamble stated it is in order to repair vehicles in time for customers, so they had to make a difficult choice. The Administration anticipates continuing.

Mr. Parker confirmed the City calls for 27 mechanics, are there are currently 14. Council Member Wood asked Mr. Gamble how long the mechanic positions have been vacant, and Mr. Gamble could not provide the exact dates. The department has not started the process with HR yet, and hoping for approval with the budget from Council and then do four (4) mechanics at one time. Council Member Wood advised Mr. Gamble that if there are two (2) vacant positions the department should be working now to fill those positions. Mr. Gamble answered by stating that they are trying to be fiscally conservative and so slowly increasing that to address the positions. Mr. Gamble continued by adding that to be more efficient, they are looking at the whole garage.

Council Member Wood referenced situations with NAPA employees sleeping on the job, or not finding parts. Mr. Gamble stated all workers are hardworking and sometimes make mistakes.

Council President Brown Clarke asked what the cost savings assessment is, and what is seen as an annual review process on a 5 year contract. If we do not see they are performing as expected, do we have ability to negotiate or breach the contract.

Council Member Wood stepped away from the meeting at 8:03 p.m.

Mr. Gamble confirmed the contract has a two year time frame then renewable. If NAPA cannot demonstrate to be more efficient and save the City money, then there will be no reason for the City to be in a contract with them. Therefore Mr. Gamble believes it is critical to NAPA to deliver on their corporate structure. Council President Brown Clarke asked for the formal review process and if it is annual or biannual in the contract or agreement. Mr. Gamble confirmed it is an annual process, and informal monthly.

Council Member Wood returned to the meeting at 8:06 p.m.

Council Member Dunbar pointed out to Mr. Gamble that the Council still does not have a signed executed contract with effective date. Law was asked and they were not able to find one in their system that was not draft. It appears it is a two year agreement that Council has not been provided with. Also it was noted that there is no termination date in the contract, or performance measures. Mr. Gamble stated he would look for it, review it and provide it to Council. The term of 2 years is an understanding. There are no performance measures and only one contract, the NJPA contract and the amendment that specifically addresses the City.

Council Member Dunbar asked if the NAPA employees are mechanics. Mr. Gamble admitted some are and some aren't. Council President Brown Clarke asked if they plan to cross train because there are current City employees that could fill the positions. Mr. Gamble confirmed they have considered it but stated his belief that some things make it difficult to cross train.

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Council Member Wood asked if anyone has met with the vendors about discounting parts. Mr. Gamble admitted it is an ongoing process. This could be 100-200 vendors, but with NAPA they do that for us.

Mr. Crouse was asked questions by the Committee including if the City ever contacted him as a vendor to decrease their costs. Mr. Crouse admitted there was never a discussion with him as a potential vendor. Mr. Crouse stated he is with Auto Value, and they are the 6<sup>th</sup> largest in the Nation, based in Grand Rapids and their corporate headquarters are in Lansing, along with 4 stores. The City does currently purchase with them.

Council Member Spitzley noted that when looking for an audit or review, it is open ended with no end date. Nothing allows for review or audit or requires NAPA to consent to a review or audit. This then makes it hard to determine if there is a return on investment.

Council President Brown Clarke acknowledged that Mr. Gamble believes there is an implication of an annual audit, but since there is nothing in writing, Mr. Gamble needs to get with NAPA and put it in writing. Mr. Gamble acknowledged he did negotiate it, but he feels confident with the current structure that NAPA as part of their corporate structure and their objective will demonstrate cost savings, so there is no need for it to be in writing. Council President Brown Clarke asked for proof there is language that will hold them accountable, because if Mr. Gamble is no longer with the City there is no language to hold NAPA accountable. Mr. Gamble again disagreed and stated there was no need to meet with them.

Council Member Dunbar referenced for Mr. Gamble other municipalities contracts that specifically stated NAPA had to justify their savings and performance measures.

Council Member Wood asked what budget lines items will cover the NAPA contract, and Mr. Gamble confirmed it would be the contractual line item and equipment/repair and maintenance.

Council Member Washington asked Mr. Abood if the City Attorney office drafted the contract. Mr. Abood stated they approved it to form, review it for form and converted it from lease to license. The license can be terminated at will. Council Member Dunbar asked whose will. Mr. Abood confirmed any party can terminate, and Council Member Brown Clarke then asked if it can be done without cause. Mr. Abood stated that pursuant to the terms of the contract. There could be a scenario if there are no funds which is why it is a license which has an at will clause.

#### Budget – City Council and Internal Auditor

Mr. DeLine reviewed the budget for Council for FY2017, and pointed out the differences in the budget from what was submitted by Council offices. This included \$1,548 increase in fringe, reduction of \$27,000 in Information Technology based on how Finance allocated the funds and changes in the mix of hardware and software. There was also a \$2,950 reduction in the telephone due to allocation method. There was an increase added to the miscellaneous account for the Internal Auditor for training. Council Member Houghton asked why the increase in Fringe, and Mr. DeLine stated those are from FICA and SS for Council Members. Council Member Houghton then asked about the line item for Temporary Help. Mr. DeLine stated this has been used for temporary help in the past and could be used for the temporary help for the Internal Auditor. Council President Brown Clarke added it is leaderships plan to use that line item for a temporary auditor when Mr. DeLine's contract is up and they fill the position.

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### Discussion on City Attorney Issues

Council President Brown Clarke asked Mr. Hannan if his office had located the 2015 extension for Ms. McIntyre, and Mr. Hannan stated no. Council President Brown Clarke asked if Mr. Hannan believed it was ever signed and just not available. Mr. Hannan's belief is that all contracts were signed and executed but not filed in the Clerk's office. Council President Brown Clarke asked if any 2015 contracts for Executive Leadership were filed. Mr. Hannan stated that could be the case, they are still trying to locate, and have asked executives to provide a copy to the Administration if they had made a copy for their files. Council President Brown Clarke asked if there is a time table when the Administration stops looking and determines they were never signed. Then asked Mr. Hannan if it is his understanding that is why the separation agreement was crafted and the severance package was issued because Ms. McIntyre was not a formal City of Lansing employee. Mr. Hannan stated the contract was not why separation was created, but understand that the contract was signed. Mr. Hannan's belief is that all contracts were signed and Ms. McIntyre was a formal employee. Council President Brown Clarke asked Mr. Hannan if the attorney hired was to represent the City or the Mayor. Mr. Hannan deferred that question to the City Attorney, however stating his belief that outside counsel represented the City.

Council Member Washington stepped away from the meeting at 8:47 p.m.

Council President Brown Clarke referenced a voice mail from Mr. Gordon with Dykema Gossett that stated he represented the Mayor. Mr. Hannan stated at that point that Mr. Gordon clarified in writing that he was referring to the Mayor not as a person, but Mayor of the City of Lansing.

Council President Brown Clarke then asked Mr. Abood, as City Attorney for the City Council, what his position was for representing the City. Mr. Abood referred to the Charter, assuring Council that the City Attorney represents City Council and Administration the legislative branch. Council President Brown Clarke then referred to an earlier conversation prior to the meeting with Mr. Abood and asked him to share any conflicts he thought there was. Mr. Abood stated the City Attorney office recused themselves in regards to the scope of representation from Ms. Janene McIntyre.

Council Member Washington returned to the meeting at 8:49 p.m.

Mr. Abood confirmed that they could not negotiate a separation agreement so they recused themselves. Council President Brown Clarke asked Mr. Abood if he was a part of any negotiations, privy to any conversations for the separation agreement or ever physically in the room during any discussion. Mr. Abood stated no to all questions.

Council President Brown Clarke then referenced the fact that there is no 2015 contract extension for Ms. McIntyre, Ms. McIntyre attorney has stated should could not affirm or deny she signed it, and therefore the City does not have anything in writing that confirms she was an employee at the time the separation agreement was signed. Mr. Abood asked what kind of clarification Council wants and it would depend on the questions. If the City Attorney cannot answer the question due to conflict, they would get outside counsel. To look for other forms of verification on if Ms. McIntyre was an employee at that time, Mr. Abood stated they could look at pay considerations, what hours did she present, what did she do to be active, and if they cannot find an exact signed contract they could look at other evidence. Mr. Abood stated this may have to be done with other executives who can't find their contract either. Council President Brown Clarke asked the rest of Council what their desire was at this time to proceed. Council Member Hussain voiced his concern with the contract and separation based on contract. Mr. Hannan was asked again who is responsible to get the contract to clerk, and

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who is being reprimanded, along with what plan in place to make sure this does not happen again. Mr. Hannan stated the normal protocol, developed by HR and Law, is it is the responsibility of each Department to obtain the signatures and place on file with the Clerk's office. In this particular instance Mr. Hannan was not sure if it was Law or HR. No one at this time is being reprimanded because the personnel involved unknowns at this time.

Council Member Wood asked if there was an extension to Ms. McIntyre contract extension to the 2015 employment agreement. Mr. Hannan confirmed his understanding that all contracts were extended and executed. Council Member Wood noted that most contracts are done IN December, but in June HR was still not filled, so did Ms. McIntyre get an extension. Mr. Hannan stated again that all were signed. In response to future plans, Mr. Hannan referenced the new ONBASE contract program.

Council Member Wood asked Mr. Abood about the Dykema invoice and missing pages on the tally of hours and hours utilized. Mr. Abood confirmed the invoice was located and is being provided to a FOIA request. Council Member Wood asked that all FOIA requests that are given to the media or individuals be provided in copy to her in addition to any denials. Council President Brown Clarke asked that everything be forwarded to Ms. Boak who will forward to all of Council.

Council Member Wood asked if Dykema Gossett could be brought in. Mr. Abood confirmed that Council could bring in assistance from any attorney to ask questions on work that they did as long as not a privileged or a conflict. Council Member Houghton asked if there would be a cost. Council President Brown Clarke asked if they could ask Dykema any questions or would Law guide Council. Mr. Abood stated it would be determined by the attorney handling the matter to make that determination.

Council Member Washington noted her frustration with what occurred and stated Council needs to get answers so it doesn't happen again.

Council Member Spitzley agreed on needing answers on the agreement, how it was entered into and how tax dollars are spent. Council needs options on what to do next. Council does not have the authority to get outside counsel since the Charter states the Mayor has the sole discretion to contract out. It appears the agreement entered into does not have anything to do with the missing contract, it was outside the scope of the policy and contract. Council cannot hire investigators or outside counsel, per the charter and city attorney. Council Member Spitzley concluded by stating that the City Attorney can start coming regularly to address pending litigation and pending agreements, so Council will have some indication of what is going on.

Council Member Wood informed the rest of the Committee that Ways and Means has asked Mr. Abood to look at an ordinance on the ability to review agreements and contracts, similar to when Council reviewed the Executive Management Plan.

Council President Brown Clarke asked Mr. Abood if Council can request Dykema Gossett attend the next meeting. Mr. Abood stated he would contact Mr. Gordon on his availability to present to Council and will report back. Council Member Brown Clarke asked for that response within 48 hours.

Council Member Yorke stepped away from the meeting at 9:23 p.m.

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May 2, 2016 was offered as a date for Mr. Gordon to present to Council.

The letter from Causeway was requested to Law to be entered into as part of the formal hearing on the revocation of the Liquor License for Fahrenheit.

Council Member Yorke returned to the meeting at 9:26 p.m.

**ADJOURN**

The meeting was adjourned at 9:26 p.m.

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



**MINUTES**  
**Committee of the Whole Neighborhood Budget Hearing**  
**Wednesday, April 20, 2016**  
**Foster Community Center**

**CALL TO ORDER**

The meeting was called to order at 5:08 p.m.

**PRESENT**

Councilmember Brown Clarke  
Councilmember Jessica Yorke-excused  
Councilmember Patricia Spitzley  
Councilmember Adam Hussain –arrived at 5:15 p.m.  
Councilmember Kathie Dunbar-arrived at 6:58 p.m.  
Councilmember Carol Wood  
Councilmember Jody Washington  
Councilmember Tina Houghton

**OTHERS PRESENT**

Sherrie Boak, Council Staff  
Joseph Abood, Interim City Attorney  
Chad Gamble, Public Service Director  
Angie Bennett, Finance Director  
Chris Swope, City Clerk  
Brett Kaschinske, Parks and Recreation Director  
Claude Beavers  
Dr. Joan Jackson Johnson, HRCS Director  
Karen Schulick  
Suzanne Elms Barclay  
Mary Riley, HR Director  
Randy Hannan, Mayors Executive Assistant

**Public Comment**

Mr. Beavers thanked Council for their efforts and asked for them to pursue with LEAP data for back up.

Ms. Barclay from Lindburgh Drive presented photos pieces of plastic found in the street which she believed were from the street sweeper.

## **DISCUSSION**

### **Parks and Recreation**

Brett Kaschinske started with a slide presentation which highlighted the 2017-2018 Capital Improvement Projects including \$230,000 for parking lot repairs, \$15,000 for a new handicap ramp at Foster, \$75,000 for Community Center updates, and \$35,000 for One Kids Camp. Mr., Kaschinske highlighted some specifics for each item. CIP projects from 2015-2016 that are still in progress include the Grand River Park Boat launch, the Tecumseh Park Canoe/Kayak launch and the Fulton and Fine Parks bike trail. The presentation moved on to the Park Millage Funds which totaled \$1,650,000 in uses. The Department will continue to hire summer employees for camp counselors, life guards and scorekeepers. Increases in fees will be generated from Frances Park and for the new columbarium.

Council Member Houghton asked if at the Fulton bike trails where the area was approved along the river property, if there will be trails in that area. Mr. Kaschinske noted they applied for that grant, and they should know by 2017. They have designed a route in there and so are ready when they hear.

The topic lead to the tool trailer uses and cost, and Mr. Kaschinske noted there is no costs to the neighborhoods.

Council Member Houghton asked for clarification on the \$80,000 for mower replacements. Mr. Kaschinske noted it would be to replace mowers for the golf courses that were bought in 1999, 2000 and 2002.

Mr. Kaschinske was asked about the cost for the kid's camp and he stated he would double check but believed it was \$30/week.

Council President Brown Clarke asked the Committee to limit their questions to fiscal budget questions to keep in line with the time frame of the meeting.

Council Member Wood referenced page 94 in the budget book and asked if the \$80,000 in CIP was for those earlier mentioned mowers and Mr. Kaschinske confirmed. Council Member Wood then asked about Groesbeck Golf Course and if they have considered using the course for "free days". Mr. Kaschinske stated he is working with LEPFA on the course and also "First Tee" to expose kids to the course.

Council Member Wood asked if the Ingham County grant applications will require City resolutions. Mr. Kaschinske stated he was informed by the County that no resolution is needed just authorization from the Mayor. Therefore these were authorized by the Mayor office and sent to the County. Mr. Kaschinske was asked to follow up with the County because Council Member Wood stated she was told otherwise.

Council Member Washington referenced a FHT paper that asked all golf courses be subsidized along with some cemeteries. It appears this has not been done, so she asked Mr. Kaschinske why. There was also a concern with asking residents to take care of the parks utilizing "Friends of the Park", because it doesn't appear there are savings there. Mr. Kaschinske noted that in regards to the subsidize question, they had to put a RFP out for both and elected not to do it that way, and for the "Friends of the Park" they get a large response for volunteers so they continue to use it. Council President Brown Clarke encouraged promoting more winter sports at the park to create more revenue when they could be dormant.

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Mr. DeLine also referred back to the FHT and their talk of subsidizing to create an impact on the parks budget. Mr. Kaschinske noted they continue to consider increasing revenue and decreasing cost, and right now the revenues are the highest they have been in the last 10 years. Mr. DeLine referenced the fee increases for the parks which showed rate increases from 13% - 15%, which is an average of 27% rate increase. Mr. Kaschinske noted that some fees had not been increased for years. The fees at Groesbeck will be adjusted during the construction and after the construction.

Council Member Spitzley referenced page 122 of the gees, and how it appeared the grave fee increases were not consistent for the 2-grave monument having the residents pay more than a non-resident. Mr. Kaschinske stated he would double check that.

Council Member Hussain noted that Park currently contracts with United for mowing and asked if trash removal was included in that. Mr. Kaschinske clarified that United is for litter, such as the trash in the trash cans at the City properties. To accommodate sooner clean up, they would have to bring in seasonal staff sooner. Council Member Hussain noted that it is a public safety and health issues, and Council can put together a program and listen to suggestions for a budget item for the department to work with. Council President Brown Clarke reminded Mr. Kaschinske that if he brings a proposal Council would support working with Finance.

#### City Clerk

Mr. Swope highlighted his budget and expectations in increases to payroll due to the upcoming elections. The elections will require more staff, and more voting booths also. The State is currently looking at proposals for equipment. The City cost will be \$100,000 and \$400,000 by Federal and State funds. There is an estimate at \$2,000 per precinct and the City has 45 precincts and 2 absentee voting boards. Currently without final costs, the department has to estimate. Mr. Swope moved onto other areas in his department which included 4 years of issuing passports, which they anticipate an increase in due to the cycle on expirations.

Council Member Wood asked if there is any new capital costs planned to accommodate the election equipment. Mr. Swope confirmed they had extra election equipment in stock, however when they go for new equipment there will be two additional precincts we will need equipment for. There are no expected expenses for signs for precincts; however they always need replacing and upgrading.

Council Member Wood asked Ms. Bennett if across the board other departments are seeing an increase in insurance and bonds. Ms. Bennett stated it there is an estimated increase for general liability but they are on the conservative side. Council Member Wood asked if any liability claims had been paid, and Ms. Bennett stated that they did have some claims a year ago and those are done and moving forward for FY2017 they have estimated for inflation.

Council President Brown Clarke asked if the State is doing a RFP for the equipment. Mr. Swope stated every State has different requirements, such as Michigan still has a paper ballot and some States are all computerized. Council President Brown Clarke then asked if there is a performance based monitoring or assessment of contracts that are filed in the Clerk's office. Mr. Swope agreed that the City has implemented a tracker in the ONBASE system. This went live March 1<sup>st</sup> and is moving forward with the clerk's office electronically. If someone needs to sign off on a contract that person will receive an electronic reminder.

Mr. Kaschinske left the meeting, at which point Council Member Wood remembered she intended to ask about his vacancies and contracted employees. Ms. Bennett was asked to relay the question.

### Human Resources

Mary Riley introduced herself, briefly outlined her budget and offered to answer any questions. Ms. Riley did confirm she planned on no significant staffing changes. Council Member Wood asked if there are any current vacancies; Ms. Riley stated no. Council Member Wood then asked if there were any contract positions and if those were filling any vacancies. Ms. Riley stated there are contract positions, and they do fill vacant positions. She will be evaluating those over the next fiscal year to determine if those positions are needed going forward. Those positions included a part time clerk and a HR Specialist. Council Member Wood then asked if there was anything in the Department that was outsourced, and Ms. Riley stated no.

Council Member Wood then asked about the union contracts. Ms. Riley noted that they are currently in the negotiation cycle with some unions, and placing the contracts on line has been talked about and they are striving to deal with that. As they negotiate, Ms. Riley stated those contracts will go online.

Council Member Wood informed Ms. Riley that during the budget process in 2015 for the FY2016 Budget, there was a Deputy HR Director due to the fact Ms. McIntyre was filling in as Interim HR Director. At that time Ms. McIntyre confirmed that if the HR Director was hired during the fiscal year there would not be funds for the Deputy HR Director position. Therefore Council Member Wood asked where the department was on the deputy position. Ms. Bennett confirmed that in FY2016 it was funded with a portion of the HR Director salary going to the Interim HR Director since it was not full time, and then some of the funds going to promote internally a currently employee to Interim Deputy HR Director. The same number is budgeted for this year. Ms. Riley confirmed she is still evaluating staff, and as an assessment and evaluation could if funding for deputy or not. Council President Brown Clarke asked if there is a current Deputy at this time and if it is a full time employee or contract. Ms. Riley confirmed there is a full time employee as interim Deputy. This position was promoted from within. Council President Brown Clarke reminded Ms. Bennett that last year Ms. McIntyre confirmed that if the HR Director position was filled, there would be no need for the Deputy position. Ms. Bennett stated there was vacancy funds used for the Interim Director, but since it was not filled full time, the additional funds from that position were used for the Interim Deputy Director. Council President Brown Clarke asked why increase the salary and promote. Ms. Bennett stated they had a Director filling two positions, Law and HR, during that time it was determined to promote for the interim positions filled by a current employee. Council Member Wood referenced the organization chart for HR and in 2015 there were 10 positions, and in 2016 there are 12, what are those new positions. Ms. Bennett clarified the position was a hiring specialist and the deputy director. Council Member Wood provided an example for clarification, and Council Member Spitzley had to clarify for Ms. Bennett and Ms. Riley that if there is an Interim Deputy and we now have a full time Director, where are the funds coming from to pay the Interim Deputy. Council understands someone was promoted but now there is a full time Director so where are the funds for the Interim Deputy. Council President Brown Clarke asked where the money will come from July 1, 2016 for the Interim Deputy. Ms. Bennett stated they have budgeted \$15,000 in addition to full staff HR department to be able to allow Ms. Riley flexibility to determine staffing needs. Council Member Brown Clarke asked how much of an increase did the base pay increase for the Deputy Interim Director. Ms. Bennett was not able to provide the information and neither could Ms. Riley. Ms. Riley did inform the Council that the Interim Deputy was already promoted before she started.

Mr. DeLine asked Ms. Riley about the increase in the training budget. Ms. Riley again referenced an assessment of the Department will be done and the funds will help provide for organization training for managers, supervisors and train on diversity annually.

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Council Member Wood asked how much arbitration is currently occurring, and Ms. Riley stated 2. Council Member Wood then asked if there is a judgment against the City, is there a line item that the funds come out of in HR or is the line item in the City Attorney account. Ms. Bennett noted it is determined by the terms in the judgment. In regards to determinations on arbitrations that are granted, that depends on the amount, and it could come from the year they work then reinstated wages where they were not paid.

Council Member Washington stated she would submit her questions in writing.

#### Information Technology

Mr. Gamble presented a power point beginning with the breakdown on the bond projects that have been completed. Those included work station replacements, LFD wireless access points, ONBASE upgrade, Civic Plus Website, server infrastructure changes, and video storage to name a few. Project noted that are still in progress in the amount of \$223,653 included ONBASE document management, City works-Asset Management, IP Phone System Software upgrade, and Civic. The presentation moved into Key Performance Indicators, and shared services with support core services. Mr. Gamble did point out that 373 work stations were replaced and they are target for a 5-year cycle. FY2016 addressed the new website, new parking management software, SRMS System for LPD, and ONBASE document management.

Council Member Washington asked for the salary funds for filling of the Chief Operating Officer position. Mr. Gamble admitted that the money is still in IT and interviews have occurred and the Administration hopes to hire shortly. Ms. Bennett added to the conversation that the IT is its own fund, and their funds go into their fund balance for scheduled IT improvements.

Council Member Dunbar arrived at 6:58 p.m.

Mr. Gamble added that there are large expenses in IT, and sometimes they do not want to budget for those large expenses or do not know those expenses will occur, so they want money in reserve to cover these peaks. Council Member Washington reminded Mr. Gamble and Ms. Bennett that Council approved the funds for vacancies not for fund increases. She then asked Mr. Gamble if he was being paid or receiving extra leave time because of his role as Interim IT Director. Mr. Gamble confirmed he was not, and once the Chief Information Officer is hired his extra pay will stop. He also admitted his compensation increase was never in a contract. The administration has worked in researching if working with other entities would save money, and also looked at multi-jurisdiction CIO, however it was not in the best interest.

Council Member Wood asked, other than the CIO, if there were other vacant positions in IT, and Mr. Gamble confirmed at least 6. Currently they are filled by contract employees which were a tactical decision to keep the status quo until a new CIO came on board to build their own team. Council Member Wood asked if there are plans to outsource more than what they are already doing, and Mr. Gamble acknowledged there is always the potential, but they are not looking at that. Council Member Wood then asked about the contract with Dew Point, and if all their costs could be found under Contractual Services. Mr. Gamble confirmed, and stated at the end of the fiscal year there may be some cable work for infrastructure needs, and additional funds for maintenance contracts for City works needed.

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Council Member Wood referred to City Works and what the public was told on tracking complaints and demolitions. Mr. Gamble assured her that they are implementing that and hope to have on line this summer.

Council Member Wood pointed out to Mr. Gamble that over the years there is always an increase in IT expenses for the department budgets, yet this year there is a decrease. Mr. Gamble the purchases are reallocated to the departments, but with most work stations upgraded now the costs are for software allocations. Ms. Bennett noted that each department has three components to that account, and this year there was an addition for software.

Council President Brown Clarke asked if they had goals for a plan on cyber security, and looking at data management plan. The earlier discussion referenced research on multi jurisdictions for the CIO position, but no discussion on software. Lastly, she asked what happens with Dew Point with the hiring of the new CIO. Mr. Gamble assured the Committee that the IT Department has a disaster recovery project with funds, but feels pleased with the security they have on the main site, and if the site does go down they have a backup. In regards to the software sharing questions, the City does currently share some programs with BWL and the Emergency Management office. The City of Lansing does participate in and utilize the governmental discount on computers since they hold an enterprise license. Lastly, Mr. Gamble admitted he was not sure on Dew Point contracts since the CIO might have a new vision for the department. They do have an infrastructure contract for one more year but the Interim Client Management position is month to month.

#### Human Relations and Community Services

Dr. Jackson Johnson started by stating that 1.25 % of general fund dollars translates into contracts. The City has received more than 10 times in return, and gets a large portion of the Michigan State Housing Authority and HUD. The department is always looking at grants, and working with the County to put a commission in continuum care. Dr. Jackson Johnson handed out a chart and addressing food security issues. They have partnered with Meijers, Walmart and the food bank to provide family food boxes. Another focus is housing issues, and they have vouchers but not enough safe housing for the vouchers. The Department also focuses on Kids Connect and this year will begin working with Old News Boys. Dr. Jackson Johnson then addressed the department positions noting there is one vacant position which she hoped would be filled within 3-4 weeks. The Police Commission position is currently being held by the former employee who retired. Council President Brown Clarke asked if a housing position proposed recently by the Mayor will be a full time employee or contract. Dr. Jackson Johnson stated the position will be funded full time help a large about of people because they will also work with outside agencies and landlords. This position will work to get grants to help landlords bring their houses up to code. Currently she is not aware of grants for landlords, but has also been working with Eric Schertzing the Ingham County Treasurer.

Council Member Washington asked how many homeless are coming from other counties, and asked the Department to make efforts to work in a tri-county region for shelters and vouchers. Dr Jackson Johnson confirmed they have worked with Eaton County and working on Clinton County. The biggest population is those released from prison.

Council Member Wood asked if the housing position would be a full time teamster position. Dr. Jackson Johnson was not sure since it is not approved financially, but most positions in the department are teamsters, but some are exempt. The pay scale assumption would be \$75,000.

#### Mayor and Comm. Media, financial empowerment

Mr. Hannan gave an overview of the three departments the work on economic development and other municipalities. The community media and public access channel is funded by PEG funds and the revenue is derived from fees and cable franchise agreements. The City gets 7% of cable revenues, of which 5% goes to the general fund and 2% to media. The proposed FY17 Budget is for \$415,600 which is a 5.4% increase. In the CIP there is \$200,000 for Community Media, \$50,000 for the Community Funding Program and \$150,000 for equipment and facility upgrades for the South Washington site along with Council Chambers. Mr. Hannan moved onto Financial Empowerment Center noted they are in continued partnerships with Capital Area Community Services and Cristo Rey. There is 100% increase from the past year with the requested \$182,100 due to this will be the first year it will be supported by the general fund after a 3-year grant funding. They continue to pursue grants. Council Member Washington asked about the support staff for this office and Mr. Hannan confirmed support staff was in the Mayor's office and is cut \$6,000. Council Member Wood asked why the Empowerment Center is not housed in the HRCS Department. Mr. Hannan explained that part of the model of the Bloomberg Grant they received required strong Mayoral leadership based on the model in the Mayor office in New York City. The City of Lansing had to replicate the model.

Council Member Wood recalled the property at Holmes Street the City put funds into with capital improvements for the Community Media Center which never occurred. The question was asked if anyone has gone into the facility and removed the items that were installed for the potential move of Community Media into the facility. Mr. Hannan stated they have not gone into the site for that reason, and do actively continue to pursue a partnership to secure financing and pursue legal remedies. The Administration believes the current building as it stands is secured. Council Member Wood asked if they were making any modifications to SWAC. Mr. Hannan referred to the CIP which has funds for additional upgrades and flooring upgrades. Council Member Wood asked if they were addressing the air conditioning, and Mr. Hannan stated he would have to ask Dominic Cochran. Council Member Wood asked if they were going to address recent issues in the Council Chambers with micro phones, TV and broadcasting. Mr. Hannan would have to talk to Mr. Cochran about those also to diagnose. It could be between \$75,000- \$80,000 to overhaul the Chambers.

Council Member Washington recalled for the Committee that there was \$200,000 for an independent audit of BWL that Council agreed to take \$100,000 of that and use for the FHT RFP. There was a question if the funds were given to the FHT and if the remaining \$100,000 was placed in the General Fund. Ms. Bennett stated the original \$200,000 was allocated to the Mayor's budget, and there was a budget amendment for \$100,000 for the RFP and moved to the financial budget for the study. The remaining \$100,000 was unspent and will flow as unspent into the fund balance. The RFP did go out and there were 8 responses, and narrowed to 3. The next step will be to meet with the FHT and bring the 3 finalists in for interviews and final selection. Council President Brown Clarke asked who reviewed the bids and made the recommendation. Ms. Bennett noted it included Stephanie Robinson with Purchasing and herself. The next level will be FHT, City and State. Council President Brown Clarke inquired to the matrix used to deem the appropriate finalists. Ms. Bennett stated the RFP was exact on the scoring for scope of work, credentials, and experience. The FHT encourage the City to review and make the first cut.

Council President Brown Clarke then asked Mr. Hannan if there were any vacancies in the three departments, and Mr. Hannan confirmed no. and the only contracts are temporary help. There is no vacancy filled by a contracted employee. Council President Brown Clarke then asked for an overview of the role Bishop Maxwell plays. Mr. Hannan stated that he is the liaison between the City and the faith community offering outreach to that community with interfaith and secular in nature.

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Council Member Hussain asked what title and scope of work is addressed by Mr. Joe MacDonald. Mr. Hannan stated he is the special assistant to the Mayor works directly with outreach and neighborhood organizations. Mr. MacDonald also has a key role in the Boards and Commissions, along with events and working with the Mayor on constituent work.

Council Member Washington asked if Mr. MacDonald is a full time position why propose another position to do his job. Mr. Hannan stated Mr. MacDonald has a larger scope and not just focused on the neighborhoods. This new position proposed by the Mayor puts a stronger effort into the neighborhoods. Council Member Washington reminded Mr. Hannan that Dr. Jackson Johnson and the HRCS does continued outreach to the faith community.

The Committee took a break at 8:25 p.m.

The Committee was called back to order at 8:30 p.m.

#### City Attorney

Mr. Abood outlined the department mission to provide professional service to the elected, appointed and also represent Boards and Committees. Per the Charter the City Attorney is responsible to the Mayor and Council. Mr. Abood spoke briefly about his reasoning for coming to the City as a City Attorney.

Council Member Wood asked where in the department line item budget you would find outside counsel costs. Ms. Bennett stated that due to the items addressing litigation, it is charged to claims and judgements. They distribute insurance and bonds items to each department. For a historically amount utilized by outside counsel it would be in the City Attorney Budget under contractual services. Mr. Abood informed Council he was brought in to the City to address litigation, so his goal is not to use outside counsel. But with recent changes they have over utilized outside counsel.

Council Member Wood asked for the number of vacancies. Mr. Abood stated the City Attorney position is vacant, and they are in progress with two deputies. All the department support staff is contractual. There is a vacant assistant City Attorney position and second deputy position was filled in January. There is one temp position which is the legal assistant/receptionist. Mr. Roberts continues to be part time on special assignment to the City Attorney.

Council Member Wood asked who approves payments for outside counsel services, and who manages that budget. Mr. Abood stated it is approved and reviewed by him as Interim City Attorney and Ms. Bennett in Finance. He was then asked if he has authorized any payments, and Mr. Abood noted the number would depend on what matters need to be addressed outside of the department such as civil litigation and any special matter such as a tax tribunal. Currently they are using Foster Swift for litigation and also using outside counsel for workers compensation. There is an increase in outside counsel cost which is necessary but saves the City by avoiding large judgements. Mr. Abood did encourage doing a litigation update with Council at a future Committee of the Whole meeting. Council Member Wood asked for a list of all outside counsel and their expertise. Mr. Abood stated he could provide that. Council President Brown Clarke noted that some on the last list have dissolved their businesses, so law should also provide an updated Resolution for Council to review and approve. Mr. Abood confirmed. Council Member Dunbar asked about cross training and when considering outside counsel and their areas of expertise, can they consider that for hiring them. Mr. Abood confirmed he has the potential with current staff on expanding their horizons.

DRAFT

Council President Brown Clarke referred back to 2015 where there were issues with payment of bills in the office of the City Attorney, and asked if those systems have been changed. Also it was asked if the Department was continuing to use Gallagher Bassett as a third party accounting system. Mr. Abood noted nothing had changed and even acknowledged he was meeting with Gallagher Bassett and a broker agent (Willis Company) for different insurance. Council President Brown Clarke asked for an update on the invoicing at a future Committee on Ways and Means.

Finance

The Finance Department budget was moved to Monday, April 25, 2016.

**ADJOURN**

The meeting was adjourned at 8:45 p.m.

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



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

**CALL TO ORDER**

The meeting was called to order at 5:35 p.m.

**PRESENT**

Councilmember Brown Clarke  
Councilmember Jessica Yorko- arrived at 5:49 p.m.  
Councilmember Patricia Spitzley- excused  
Councilmember Adam Hussain  
Councilmember Kathie Dunbar- arrived at 5:37 p.m.  
Councilmember Carol Wood  
Councilmember Jody Washington  
Councilmember Tina Houghton- excused

No quorum at 5:35 p.m.

**OTHERS PRESENT**

Sherrie Boak, Council Staff  
Joseph Abood, Interim City Attorney  
Angie Bennett, Finance Director  
Jim DeLine, Council Internal Auditor  
Randy Hannan, Mayor's Executive Assistant  
Elaine Womboldt  
Mary Ann Prince  
Deb Parrish  
Kathy Miles

**Public Comment**

Ms. Womboldt acknowledged the Council for revoking the liquor license at the last meeting for Fahrenheit Grille.

Council President Brown Clarke pulled item C) –ACT 3-2016 due to a request from Mr. Brett Kaschinske with the Parks and Recreation Department stating the Park Board tabled the request at this time. Once given an update from the Park Board, Council will move forward. Council President Brown Clarke stated that due to lack of quorum the meeting will move to Item D – Budget up on the agenda.

Budget

Finance Department Budget

Ms. Bennett began by outlining her department which included but not limited to taxing, accounting, assessing, budgeting, operations and financial record keeping.

Council Member Wood asked how many vacancies were in the department and how many were filled by temps or filled by contracted employees. Ms. Bennett stated there were 7 FT vacancies and 1 PT. She could not be exact but believed that 1-3 were filled with a temp agency and therefore the balance of 5 would be filled with direct contracts. Council Member Wood asked her to provide the exacts. Council Member Wood asked what the contractual services were in the budget line item, and Ms. Bennett answered that under Accounting it is a partnership with BWL for purchasing, and there are smaller contract with outside agencies for annual cost allocation plans, and audit costs. Council Member Wood noted the recent computer hack that occurred at BWL on April 25<sup>th</sup>, and asked if there is a potential problem with contracting with them for purchasing and using shared programs, etc. Ms. Bennett noted there would not be a concern because the Administration believes that purchasing does not contain anything that would be a concern, and Council Member Wood asked Ms. Bennett to confirm there are no connections with the BWL servers. Council Member Wood then asked if the City Assessor was under contract, and Ms. Bennett stated no, they had hired a Level 4 Assessor in late December early January, named Sharon Fishman.

Council Member Wood asked what the \$58,000 under Treasury for contractual was for, and Ms. Bennett detailed processing with Comerica for a lock box, agreement with Chase Bank with is an intergovernmental relation that includes Grand Rapids and Flint. Other contracts are for services for the bills and taxes that go out.

The Committee held a brief discussion on the rating system from the audit, and Ms. Bennett noted that the practice is if there are issues they get a letter, and there was not letter or report submitted highlighting any issues for correction of any findings. Council President Brown Clarke asked if there were any documents that noted "Security Findings", and Ms. Bennett again said they got no report. Council Member Brown Clarke asked for a copy of the report, and Ms. Bennett stated she would look into it.

Council Member Wood concluded by asking what Ms. Bennett speculated the liability in the pending cases would be, and Ms. Bennett answered the maximum exposure would be \$150,000.

RESOLUTION - Adoption of 2016-2021 (5)-Year Consolidated Plan CDBG, HOME & ESG For Fiscal Year ending June 30, 2017

Council Member Wood acknowledged an email from "Closing the Digital Gap" that stated they had receive funds from the Community Block Grant in the past, and there is a concern with why they are not funded now. Her second question asked if the position held by Andy Crawford was paid by the Community Block Grant dollars also. Ms. Bennett confirmed that that position is full time with partial funds from Community Block Grant and the other from General fund, which allows her flexibility to work with all neighborhoods.

Mr. Hannan did not have any information on the "Closing the Digital Gap" request, however just spoke to Mr. Bob Johnson with Planning and Neighborhood Development who stated that "Closing the Digital Gap" did not meet their filing requirement or the corrections in regards to monitoring the contract.

MOTION BY COUNCIL MEMBER YORKO TO ADOPTION THE RESOLUTION FOR THE 2016-2021 (5)-YEAR CONSOLIDATED PLAN CDBG, HOME & ESG FOR FISCAL YEAR ENDING JUNE 30, 2017. MOTION CARRIED 6-0.

DRAFT

**RESOLUTION – Defined Contribution Plan Restatement**

Ms. Bennett informed the Committee that if there are amendments in the last six (6) years, then there is a plan restatement. The changes affect 54-A District Court.

Council President Brown Clarke stated her husband is a Judge in the Court, and asked Law if she should recuse herself. Mr. Abood confirmed that he was assured that judges were not part of this plan, and therefore she does not need to recuse herself from the discussion and vote. Council Member Wood informed the Committee and public that she personally is listed in the plan and therefore will be recusing herself from the discussion and vote, here at Committee and later at the Council Meeting.

Council accepted Council Member Wood request to be recused, 6-0.

**MOTION BY COUNCIL MEMBER YORKO TO APPROVE THE RESOLUTION FOR THE DEFINED CONTRIBUTATION PLAN RESTATEMENT. MOTION CARRIED 5-1 RECUSAL.**

**Budget Review**

Ms. Bennett answered a few questions she still had as outstanding. Those being the question on application fees in the building department budget, and those were reviewed and corrected that the application fees apply to the licensed trade, electrical and plumbing, but not to the home owner. There is Wi-Fi access in the office for contractors to use so they would not have the higher fees for paper applications. Ms. Bennett then distributed new budget sheets, pages 121-122; 129-130 which reflects corrections to the Cemetery. After the questions from Council on the difference in fees for residents and non-residents, the Parks Department re-evaluated and changed the fees to:

Two-Grave Monument Lot – Resident \$2,750.00

Two-Grave Monument Lot – Non-Resident \$4,125.00

Mt. Hope Grave Space – Resident \$1,650.00

Mt. Hope Grave Space – Non-Resident \$2,475.00

**Budget Wrap Up**

Any outstanding questions will be submitted to Finance and addressed at the next Committee of the Whole meeting.

**Budget Policies**

Council Member Brown Clarke referred the item of review of the Budget Policies to the Committee on Ways & Means on May 4, 2016.

**Place on File**

Letter from W. Hamilton of Alaideon Township; Re: BWL Substation at Scott Park

**MOTION BY COUNCIL MEMBER YORKO TO PLACE THE LETTER ON FILE. MOTION CARRIED 6-0.**

**Minutes**

No action and will be added to the next agenda.

**ADJOURN**

The meeting was adjourned at 6:15 p.m.

Respectfully Submitted by,

Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on



# CITY OF LANSING

## INTERNAL AUDITOR

124 W MICHIGAN AVE FL 10

LANSING MI 48933-1605

(517) 483-4159

Fax (517) 483-7630

|              |  |
|--------------|--|
| <b>DATE:</b> | May 2, 2016  |
| <b>TO:</b>   | Angela Bennett, Finance Director                     |
| <b>FROM:</b> | Jim DeLine, Internal Auditor                         |
| <b>RE:</b>   | Questions to be Answered During May 9 Budget Wrap Up |
| <b>CC:</b>   | City Council Committee of the Whole                  |

Angie, below please find questions requested to be answered during the budget wrap up scheduled for the Committee of the Whole on May 9, 2016. Some of these questions and requests for information may be new to you as they were held back due to time constraints. Please have the answers available in writing. If there are questions or requests that you believe have already been responded to, we apologize but request the answers be reiterated.

You may also recognize some questions from last year where the response was "Department response pending." No response was ever received, thus the question reappears this year.

Thank you for your cooperation.

### PUBLIC SERVICE

1. Please provide a list of facility capital improvements in order of priority.
2. Sewer rates are proposed to increase by 4.5% in FY2017 resulting in a 70.5% increase since 2004. Is there a forecast for how many more years this annual increase will continue?

|         |      |         | % over base |
|---------|------|---------|-------------|
| FY 2004 |      | \$25.00 |             |
| FY 2005 | 4.0% | \$26.00 | 4.0%        |
| FY 2006 | 4.0% | \$27.04 | 8.2%        |
| FY 2007 | 4.0% | \$28.12 | 12.5%       |

|         |      |         |       |
|---------|------|---------|-------|
| FY 2008 | 4.0% | \$29.25 | 17.0% |
| FY 2009 | 4.0% | \$30.42 | 21.7% |
| FY 2010 | 4.0% | \$31.63 | 26.5% |
| FY 2011 | 4.0% | \$32.90 | 31.6% |
| FY 2012 | 4.0% | \$34.21 | 36.9% |
| FY 2013 | 4.5% | \$35.75 | 43.0% |
| FY 2014 | 4.5% | \$37.36 | 49.5% |
| FY 2015 | 4.5% | \$39.04 | 56.2% |
| FY 2016 | 4.5% | \$40.80 | 63.2% |
| FY 2017 | 4.5% | \$42.64 | 70.5% |

## **PLANNING & NEIGHBORHOOD DEVELOPMENT**

1. Please explain in detail the Block by Block program (\$75,000).
  - a. Who is the consultant? What will they be doing? With whom?
  - b. Please provide a link to any website available.

## **FIRE DEPARTMENT**

1. Please provide information as to the study that was to have been done with regard to the need for additional Code Officers.
2. What is the lag time from requesting an appointment for inspection and scheduling of one?

## **POLICE DEPARTMENT**

1. The crossing guard program is expected to cost \$338,000 this fiscal year while budgeted at \$240,000. What explanation is there for that?
2. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of District Court.)

## **DISTRICT COURT**

1. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of Police Department.)
2. What is the approximate dollar amount of receivables that were referred for tax intercept in FY 2015?
  - a. Of the above amount referred, what was collected by dollar amount and percent?

3. Please provide an aging report for receivables.

#### **CITY CLERK**

1. No additional questions.

#### **DOWNTOWN LANSING INC.**

1. No additional questions.

#### **PARKS AND RECREATION**

1. No additional questions.

#### **LEAP**

1. Please provide a web link to the financial information on line regarding Brownfield projects.
2. Please provide a list of public art and sense of place grants awarded in fiscal year 2015.

#### **CITY COUNCIL & INTERNAL AUDITOR**

1. No additional questions.

#### **HUMAN RELATIONS & COMMUNITY SERVICES**

1. No additional questions.

#### **MAYOR & COMMUNITY MEDIA**

1. Is there City owned equipment in the Holmes Street School facility?
2. What equipment / materials were purchased for the Holmes Street School facility?
  - a. Where are these items now?

#### **CITY ATTORNEY**

1. Does the diversion program generate revenue? How much? Where is it in the budget?

#### **HUMAN RESOURCES**

1. In regards to the position of Interim Deputy Director:
  - a. How much in additional pay is the person receiving from their previous HR staff position?
  - b. What is the top of the pay scale for the Interim Deputy Director position?

- c. In addition to pay, is this person being awarded additional leave time?
  - d. For how much longer is this interim position projected to exist?
2. Please provide a list of contract employees working for the City including:
  - a. Position
  - b. Length of contract
  - c. Number of contracted hours per week or pay period
  - d. Rate of pay
3. Please provide a list of all current vacancies including the length of time they have been vacant.
  - a. What is the savings gained (whether General Fund or other fund)?

### **INFORMATION TECHNOLOGY**

1. When does the contract with Dewpoint expire?
2. Are supervisor / management positions provided per the contract?
3. Why isn't the contract for the new Director on file with the City Clerk?
  - a. Please provide Council with a copy.

### **FINANCE**

1. No additional questions.

### **City Supported Agencies**

1. .No additional questions.

### **Non-Departmental Revenues / Expenditures**

1. Please provide information regarding the City's revenues from fireworks licensing.

**BY COMMITTEE OF THE WHOLE  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING**

WHEREAS, in conformance with Article 7, Section 7-101 of the City Charter, on March 28, 2016, the Mayor submitted a proposed budget for the 2016/2017 fiscal year, which spans from July 1, 2016 through June 30, 2017; and

WHEREAS, the City Council held a series of televised public hearings to review Mayor's budget recommendations; and

WHEREAS, the City Council held special Committee of the Whole meetings during evening hours at the Hill Center on April 13, 2016 and at the Foster Community Center on April 20, 2016, and as part of the Council meeting to provide opportunities for citizens to comment on the proposed City budget; and

WHEREAS, in accordance with City Charter and the State Uniform Budgeting and Accounting Act, notice was published and a public hearing was held on April 25, 2016, for the fiscal year 2016/2017 budget and capital improvements program; and

WHEREAS, Public Act 2 of 1968 of the State of Michigan, as amended, provides that the budget resolution of the City shall set forth the total number of mills to be levied under the General Property Tax Act, the estimated revenues, by source, and amounts appropriated to defray expenditures and meet the liabilities of the City for the ensuing fiscal year; and

WHEREAS, the City Council desires to establish certain budget policies for the fiscal year 2016/2017,

NOW, THEREFORE, BE IT RESOLVED that 19.70 mills be levied under the General Property Tax Act for fiscal year 2016/2017 as follows:

City Operating: 19.44  
City Debt: .26

BE IT FURTHER RESOLVED that the City's sewage rate shall be increased by 4.5% for FY 2017;

BE IT FURTHER RESOLVED that the following changes to the City's fee and charges be adopted:

|  | <b>From<br/>Current<br/><u>FY 2016</u></b> |    | <b>To<br/>Adopted<br/><u>FY 2017</u></b> |
|--|--|----|--|
| <b>Fire Fire Department - Code Compliance</b>                |  |    |  |
| Landlord Failure to Comply Notice (Follow up)                | New  | \$ | 100.00                                   |
| Administrative Fee - Failure to Register Rental Property     | New  | \$ | 150.00                                   |
| Late Fee (30 days) Rental Housing Inspection - Single family | New  | \$ | 120.00                                   |
| Late Fee (60 days) Rental Housing Inspection - Single family | New  | \$ | 120.00                                   |
| Late Fee (30 Day) Rental Housing Inspection - Multi-family   | New  | \$ | 75.00                                    |
| Late Fee (60 Day) Rental Housing Inspection - Multi-family   | New  | \$ | 150.00                                   |

**Parks & Recreation Department**

|   |    |        |    |        |
|---|----|--------|----|--------|
| After School Programs - Non-resident weekly rate            | \$ | 30.00  | \$ | 55.00  |
| Community Center Set up (change from flat fee to per 100-p  | \$ | 25.00  | \$ | 25.00  |
| Schmidt Community Center rental - outside of building hours |    | New    | \$ | 90.00  |
| Turner Dodge Birthday Parties                               | \$ | 60.00  | \$ | 110.00 |
| Turner Dodge First Floor Rental - Resident                  | \$ | 95.00  | \$ | 110.00 |
| Turner Dodge First Floor Rental - Non-resident              | \$ | 110.00 | \$ | 125.00 |
| Turner Dodge Tea and Tour fee (per person)                  | \$ | 8.00   | \$ | 10.00  |
| Turner Dodge Tea - Class and Tour (per person)              | \$ | 10.00  | \$ | 15.00  |
| Turner Dodge School Tours                                   | \$ | 40.00  | \$ | 50.00  |
| Frances Park Pavilion Weekday Rental Section 1-10 tables    | \$ | 55.00  | \$ | 65.00  |

|   |    |          |    |          |
|---|----|----------|----|----------|
| Frances Park Pavilion Weekday Rental Section 2-11 tables        | \$ | 55.00    | \$ | 65.00    |
| Frances Park Pavilion Weekday Rental Section 3-8 tables         | \$ | 50.00    | \$ | 60.00    |
| Frances Park Pavilion Weekday Rental Entire Pavilion            | \$ | 160.00   | \$ | 190.00   |
| Frances Park Pavilion Weekend/Holiday Rental Section 1-10       | \$ | 65.00    | \$ | 75.00    |
| Frances Park Pavilion Weekend/Holiday Rental Section 2-11       | \$ | 65.00    | \$ | 75.00    |
| Frances Park Pavilion Weekend/Holiday Rental Section 3-8 tables | \$ | 60.00    | \$ | 70.00    |
| Frances Park Pavilion Weekend/Holiday Rental Entire Pavilion    | \$ | 190.00   | \$ | 220.00   |
| Frances Park Outside Table Group Daily Rate (10 tables)         | \$ | 40.00    | \$ | 50.00    |
| Francis Park Wedding - Overlook                                 | \$ | 100.00   | \$ | 125.00   |
| Francis Park Wedding - Rose Garden                              | \$ | 100.00   | \$ | 125.00   |
| Field rental fee - Youth (per game)                             | \$ | 25.00    | \$ | 30.00    |
| Field rental fee - Adult (per game)                             | \$ | 30.00    | \$ | 35.00    |
| Field Lighting fee (per game)                                   | \$ | 30.00    | \$ | 45.00    |
| Field Scoreboard usage (per game)                               | \$ | 10.00    | \$ | 20.00    |
| Youth Team Floor Hockey Team Entry                              | \$ | 210.00   | \$ | 225.00   |
| Youth Floor Hockey Stick Replacement fee                        | \$ | 6.95     | \$ | 10.00    |
| Showmobile Fees:  |    |          |    |          |
| Basic Setup - Resident Rate                                     | \$ | 375.00   | \$ | 400.00   |
| Basic Setup - Non-resident Rate                                 | \$ | 675.00   | \$ | 700.00   |
| Stage with extensions - Resident Rate                           | \$ | 775.00   | \$ | 800.00   |
| Stage with extensions - Non-resident Rate                       | \$ | 1,575.00 | \$ | 1,600.00 |
| Special Event Application fee Tier 2 (Non Parks>60 days<)       | \$ | 200.00   | \$ | 300.00   |
| Special Event Application fee Tier 3 (Non Parks> 30 days<)      | \$ | 400.00   | \$ | 800.00   |
| National Junior Tennis Program - ages 8-18 - Residents          | \$ | 35.00    | \$ | 40.00    |
| National Junior Tennis Program - ages 8-18 - Non-residents      | \$ | 65.00    | \$ | 70.00    |
| National Junior Tennis Program - Local Excellence - Resider     | \$ | 40.00    | \$ | 50.00    |
| National Junior Tennis Program Local Excellence - Non-resid     | \$ | 70.00    | \$ | 80.00    |

#### Parks & Recreation Department - Golf

|  |    |        |    |        |
|--|----|--------|----|--------|
| 18 Holes - Construction Rate                               | \$ | 18.00  | \$ | 16.00  |
| 18 Holes - After-construction Rate                         | \$ | 18.00  | \$ | 20.00  |
| 9 Holes - Construction Rate (Back Nine)                    | \$ | 12.00  | \$ | 12.00  |
| 9 Holes - After-construction Rate                          | \$ | 12.00  | \$ | 13.00  |
| 2nd 9 Holes - Construction Rate                            | \$ | 6.00   | \$ | 6.00   |
| 2nd 9 Holes - After-construction Rate                      | \$ | 6.00   | \$ | 7.00   |
| Senior & Junior 18 Holes - Construction Rate               | \$ | 13.00  | \$ | 13.00  |
| Senior & Junior 18 Holes - After-construction Rate         | \$ | 13.00  | \$ | 13.00  |
| Senior & Junior 9 Holes (Front 9) - Construction Rate      | \$ | 9.00   | \$ | 9.00   |
| Senior & Junior 9 Holes (Front 9)- After-construction Rate | \$ | 9.00   | \$ | 10.00  |
| Senior & Junior 9 Holes (Back 9) - Construction Rate       | \$ | 4.00   | \$ | 4.00   |
| Senior & Junior 9 Holes (Back 9) - After-construction Rate | \$ | 4.00   | \$ | 5.00   |
| Twilight - Construction Rate                               | \$ | 9.00   | \$ | 9.00   |
| Twilight - After-construction Rate                         | \$ | 9.00   | \$ | 10.00  |
| League 9 Holes - Construction Rate (Front 9)               | \$ | 11.00  | \$ | 8.00   |
| League 9 Holes - Construction Rate (Back 9) - no change    | \$ | 11.00  | \$ | 11.00  |
| League 9 Holes - After-construction Rate                   | \$ | 11.00  | \$ | 12.00  |
| Senior Pass - Construction Rate                            | \$ | 450.00 | \$ | 300.00 |
| Senior Pass - After-construction Rate                      | \$ | 450.00 | \$ | 500.00 |
| Regular Pass - Construction Rate                           | \$ | 650.00 | \$ | 500.00 |
| Regular Pass - After-construction Rate                     | \$ | 650.00 | \$ | 700.00 |
| Gas Cart 9 Holes - Construction Rate                       | \$ | 8.00   | \$ | 8.00   |
| Gas Cart 9 Holes - After-construction Rate                 | \$ | 8.00   | \$ | 9.00   |
| Gas Cart Season Pass - Construction Rate                   | \$ | 350.00 | \$ | 350.00 |
| Gas Cart Season Pass - After-construction Rate             | \$ | 350.00 | \$ | 400.00 |

#### Parks & Recreation Department - Cemetery

|  |    |          |    |          |
|--|----|----------|----|----------|
| Adult Single Grave Sale - Resident               | \$ | 900.00   | \$ | 1,100.00 |
| Adult Single Grave Sale - Non-resident           | \$ | 1,350.00 | \$ | 1,650.00 |
| Child Single Grave Sale                          | \$ | 325.00   | \$ | 400.00   |
| Infant Single Grave Sale                         | \$ | 200.00   | \$ | 250.00   |
| Two-Grave Monument Lot - Resident                | \$ | 2,200.00 | \$ | 2,750.00 |
| Two-Grave Monument Lot - Non-resident            | \$ | 3,300.00 | \$ | 4,125.00 |
| Three-Grave Monument Lot - Resident              | \$ | 3,300.00 | \$ | 4,000.00 |
| Three-Grave Monument Lot - Non-resident          | \$ | 4,950.00 | \$ | 6,000.00 |
| Mt. Hope Grave Space - New, Resident             | \$ | 1,350.00 | \$ | 1,650.00 |
| Mt. Hope Grave Space - New, Non-resident         | \$ | 2,025.00 | \$ | 2,475.00 |
| Single Adult Columbarium Niche - Resident        | \$ | 650.00   | \$ | 900.00   |
| Single Adult Columbarium Niche - Non-resident    | \$ | 975.00   | \$ | 1,350.00 |
| Grave Opening/Closure - Adult                    | \$ | 800.00   | \$ | 975.00   |
| Grave Opening/Closure - Child                    | \$ | 425.00   | \$ | 500.00   |
| Grave Opening/Closure - Infant                   | \$ | 225.00   | \$ | 300.00   |
| Grave Opening/Closure - Cremains                 | \$ | 400.00   | \$ | 500.00   |
| Opening/Closure - Columbarium                    | \$ | 150.00   | \$ | 300.00   |
| Grave Opening/Closure - Weekday > 3:00 p.m.      | \$ | 350.00   | \$ | 400.00   |
| Grave Opening/Closure - Saturday < 1:00 p.m.     | \$ | 350.00   | \$ | 475.00   |
| Grave Opening/Closure - Saturday > 1:00 p.m.     | \$ | 500.00   | \$ | 600.00   |
| Grave Opening/Closure - Sunday and City Holidays | \$ | 650.00   | \$ | 800.00   |
| Disinterment/Reinternment - within cemetery      | \$ | 1,200.00 | \$ | 2,425.00 |
| Disinterment/Reinternment - different cemetery   | \$ | 1,200.00 | \$ | 1,450.00 |
| Child/Infant Disinterment - within cemetery      | \$ | 350.00   | \$ | 875.00   |
| Child/Infant Disinterment - different cemetery   | \$ | 350.00   | \$ | 425.00   |
| Move of Cremated Remains - within cemetery       | \$ | 350.00   | \$ | 875.00   |
| Move of Cremated Remains - different cemetery    | \$ | 350.00   | \$ | 425.00   |

#### Planning & Neighborhood Development Department - Building Safety Fund

|   |     |        |    |        |
|---|-----|--------|----|--------|
| Building Permit - Minimum Permit Amount                     | \$  | 80.00  | \$ | 90.00  |
| Building Permit - Residential Siding (flat fee)             | \$  | 80.00  | \$ | 90.00  |
| Building Permit - Residential Tear Off & Re-Roof            | \$  | 80.00  | \$ | 90.00  |
| Building Permit - Swimming Pool (residential)               | \$  | 80.00  | \$ | 90.00  |
| Building Permit - Moving Building less than 500 sq.ft.      | \$  | 80.00  | \$ | 90.00  |
| Building Misc. Fees - License inspections (Clerk)           | \$  | 80.00  | \$ | 90.00  |
| Building Misc. Fees - Investigation Fee                     | \$  | 100.00 | \$ | 150.00 |
| Building Misc. Fees - Paper Building Permit Application Fee | New |        | \$ | 25.00  |
| Building Misc. Fees - Document Scanning/Conversion          | New |        | \$ | 1.50   |
| Commercial Plan Review - Paper Plan Review Application Fee  | New |        | \$ | 25.00  |
| Commercial Plan Review - Document Scanning/Conversion       | \$  | 0.50   | \$ | 2.50   |
| Commercial Plan Review - Commercial Construction            | \$  | 1.00   | \$ | 5.00   |
| Document Conversion - Paper to Electronic (per sheet/page)  |     |        |    |        |
| Plumbing Permit - Base Fee                                  | \$  | 80.00  | \$ | 90.00  |
| Plumbing Permit - Paper Plumbing Permit Application Fee     | New |        | \$ | 25.00  |
| Plumbing Permit - Document Scanning/Conversion              | \$  | 1.00   | \$ | 2.50   |
| Plumbing Permit - Investigation Fee                         | \$  | 100.00 | \$ | 150.00 |
| Mechanical Permit - Base Fee                                | \$  | 80.00  | \$ | 90.00  |
| Mechanical Permit - Paper Mechanical Permit Application Fee | New |        | \$ | 25.00  |
| Mechanical Permit - Document Scanning/Conversion            | \$  | 1.00   | \$ | 2.50   |
| Mechanical Permit - Investigation Fee                       | \$  | 100.00 | \$ | 150.00 |
| Electrical Permit - Base Fee                                | \$  | 80.00  | \$ | 90.00  |
| Electrical Permit - Paper Electrical Permit Application Fee | New |        | \$ | 25.00  |
| Electrical Permit - Document Scanning/Conversion            | \$  | 1.00   | \$ | 2.50   |
| Electrical Permit - Investigation Fee                       | \$  | 100.00 | \$ | 150.00 |
| Electrical Permit - 100 Amp Service                         | \$  | 28.00  | \$ | 30.00  |
| Electrical Permit - 100-600 Amp Service                     | \$  | 33.00  | \$ | 35.00  |

|  |    |        |    |        |
|--|----|--------|----|--------|
| Electrical Permit - 600-1,000 Amp Service                | \$ | 49.00  | \$ | 50.00  |
| Electrical Permit - 1,000-1,600 Amp Service              | \$ | 80.00  | \$ | 90.00  |
| Electrical Permit - 1600+ Amp Service                    | \$ | 138.00 | \$ | 150.00 |
| Electrical Permit - Circuits                             | \$ | 7.00   | \$ | 9.00   |
| Electrical Permit - Light Fixtures/Smoke Detectors       | \$ | 0.56   | \$ | 0.68   |
| Demolition Permit - Demolition-Private Garages(flat fee) | \$ | 80.00  | \$ | 90.00  |

#### Planning & Neighborhood Development Department - Parking Fund

Lot 37 - special event range \$6.00-\$12.00 range \$7.00-\$14.00

#### Public Service Department - CART

|                      |    |       |    |       |
|----------------------|----|-------|----|-------|
| 65 Gallon Trash Cart | \$ | 46.00 | \$ | 47.00 |
| 95 Gallon Trash Cart | \$ | 52.00 | \$ | 53.00 |
| 30 Gallon Blue Bags  | \$ | 1.75  | \$ | 2.00  |

(No fee changes proposed for 21 and 32 gallon trash carts)

BE IT FURTHER RESOLVED that the following appropriations and revenue projections are adopted as the City's budget for the FY 2015/2016 fiscal year:

|                                       | FY 2017<br><u>Proposed</u> | Council<br><u>Changes</u> | FY 2017<br><u>Adopted</u> |
|---------------------------------------|----------------------------|---------------------------|---------------------------|
| <b>Estimated Revenues</b>             |                            |                           |                           |
| Property Taxes                        | 38,952,000                 |                           | 38,952,000                |
| Income Taxes                          | 33,150,000                 |                           | 33,150,000                |
| State Shared Revenues                 | 15,655,900                 |                           | 15,655,900                |
| Licenses and Permits                  | 1,652,500                  |                           | 1,652,500                 |
| Charges for Services                  | 9,153,500                  |                           | 9,153,500                 |
| Fines and Forfeitures                 | 2,960,100                  |                           | 2,960,100                 |
| Interest and Rents                    | 38,500                     |                           | 38,500                    |
| Return on Equity                      | 22,000,000                 |                           | 22,000,000                |
| Other Revenue                         | 320,500                    |                           | 320,500                   |
| Transfers                             | 117,000                    |                           | 117,000                   |
| Use of/(Contribution to) Fund Balance | (500,000)                  |                           | (500,000)                 |
| <b>Total Revenue</b>                  | <u>123,500,000</u>         | <u>-</u>                  | <u>123,500,000</u>        |
| <b>Appropriations</b>                 |                            |                           |                           |
| City Council                          |                            |                           |                           |
| Personnel                             | 481,375                    |                           | 481,375                   |
| Operating                             | 194,425                    |                           | 194,425                   |
| <b>Total</b>                          | <u>675,800</u>             | <u>-</u>                  | <u>675,800</u>            |
| Internal Audit                        |                            |                           |                           |
| Personnel                             | 190,340                    |                           | 190,340                   |
| Operating                             | 11,860                     |                           | 11,860                    |
| <b>Total</b>                          | <u>202,200</u>             | <u>-</u>                  | <u>202,200</u>            |
| Courts                                |                            |                           |                           |
| Personnel                             | 4,976,152                  |                           | 4,976,152                 |
| Operating                             | 1,271,248                  |                           | 1,271,248                 |
| <b>Total</b>                          | <u>6,247,400</u>           | <u>-</u>                  | <u>6,247,400</u>          |
| Mayor's Office                        |                            |                           |                           |
| Personnel                             | 874,360                    |                           | 874,360                   |

|                    | <u>FY 2017<br/>Proposed</u> | <u>Council<br/>Changes</u> | <u>FY 2017<br/>Adopted</u> |
|--------------------|-----------------------------|----------------------------|----------------------------|
| Operating<br>Total | 175,840                     |                            | 175,840                    |
|                    | <u>1,050,200</u>            | -                          | <u>1,050,200</u>           |

|                                     | <u>FY 2017<br/>Proposed</u> | <u>Council<br/>Changes</u> | <u>FY 2017<br/>Adopted</u> |
|-------------------------------------|-----------------------------|----------------------------|----------------------------|
| Office of Financial Empowerment     |                             |                            |                            |
| Personnel                           | 121,385                     |                            | 121,385                    |
| Operating                           | 60,715                      |                            | 60,715                     |
| Total                               | <u>182,100</u>              | -                          | <u>182,100</u>             |
| Office of Community Media           |                             |                            |                            |
| Personnel                           | 386,853                     |                            | 386,853                    |
| Operating                           | 28,747                      |                            | 28,747                     |
| Total                               | <u>415,600</u>              | -                          | <u>415,600</u>             |
| City Clerk' Office                  |                             |                            |                            |
| Personnel                           | 810,750                     |                            | 810,750                    |
| Operating                           | 207,950                     |                            | 207,950                    |
| Total                               | <u>1,018,700</u>            | -                          | <u>1,018,700</u>           |
| Planning & Neighborhood Development |                             |                            |                            |
| Personnel                           | 631,002                     |                            | 631,002                    |
| Operating                           | 484,498                     |                            | 484,498                    |
| Total                               | <u>1,115,500</u>            | -                          | <u>1,115,500</u>           |
| Finance                             |                             |                            |                            |
| Personnel                           | 3,986,121                   |                            | 3,986,121                  |
| Operating                           | 1,077,679                   |                            | 1,077,679                  |
| Total                               | <u>5,063,800</u>            | -                          | <u>5,063,800</u>           |
| Human Resources                     |                             |                            |                            |
| Personnel                           | 1,308,386                   |                            | 1,308,386                  |
| Operating                           | 806,614                     |                            | 806,614                    |
| Total                               | <u>2,115,000</u>            | -                          | <u>2,115,000</u>           |
| City Attorney                       |                             |                            |                            |
| Personnel                           | 1,689,366                   |                            | 1,689,366                  |
| Operating                           | 191,334                     |                            | 191,334                    |
| Total                               | <u>1,880,700</u>            | -                          | <u>1,880,700</u>           |
| Police                              |                             |                            |                            |
| Personnel                           | 33,205,441                  |                            | 33,205,441                 |
| Operating                           | 5,747,459                   |                            | 5,747,459                  |
| Total                               | <u>38,952,900</u>           | -                          | <u>38,952,900</u>          |
| Fire                                |                             |                            |                            |
| Personnel                           | 28,803,600                  |                            | 28,803,600                 |
| Operating                           | 4,808,700                   |                            | 4,808,700                  |
| Total                               | <u>33,612,300</u>           | -                          | <u>33,612,300</u>          |
| Public Service                      |                             |                            |                            |
| Personnel                           | 2,855,945                   |                            | 2,855,945                  |
| Operating                           | 8,011,155                   |                            | 8,011,155                  |
| Total                               | <u>10,867,100</u>           | -                          | <u>10,867,100</u>          |
| Human Relations & Community Service |                             |                            |                            |
| Personnel                           | 1,094,245                   |                            | 1,094,245                  |
| Operating                           | 154,955                     |                            | 154,955                    |
| Total                               | <u>1,249,200</u>            | -                          | <u>1,249,200</u>           |
| Parks & Recreation                  |                             |                            |                            |
| Personnel                           | 4,784,293                   |                            | 4,784,293                  |
| Operating                           | 3,109,607                   |                            | 3,109,607                  |

|                             | FY 2017<br><u>Proposed</u> | Council<br><u>Changes</u> | FY 2017<br><u>Adopted</u> |
|-----------------------------|----------------------------|---------------------------|---------------------------|
| Total                       | 7,893,900                  | -                         | 7,893,900                 |
| Human Services              |                            |                           |                           |
| Operating                   | 1,537,500                  |                           | 1,537,500                 |
| Total                       | 1,537,500                  | -                         | 1,537,500                 |
| City-Supported Agencies     |                            |                           |                           |
| Operating                   | 331,400                    |                           | 331,400                   |
| Total                       | 331,400                    | -                         | 331,400                   |
| Non-Departmental            |                            |                           |                           |
| Vacancy Factor              | (800,000)                  |                           | (800,000)                 |
| Library Lease               | 165,000                    |                           | 165,000                   |
| Debt Service                | 1,045,200                  |                           | 1,045,200                 |
| Transfers                   | 8,678,500                  |                           | 8,678,500                 |
| Total                       | 9,088,700                  | -                         | 9,088,700                 |
| <b>Total Appropriations</b> | <b>123,500,000</b>         | <b>-</b>                  | <b>123,500,000</b>        |

**II. SPECIAL REVENUE FUNDS**

**MAJOR STREETS FUND**

**Estimated Revenues**

|                                       |                   |          |                   |
|---------------------------------------|-------------------|----------|-------------------|
| Gas & Weight Tax Receipts             | 7,776,113         |          | 7,776,113         |
| Utility Permit Fees (Metro Act)       | 400,000           |          | 400,000           |
| Reimbursements                        | 1,409,000         |          | 1,409,000         |
| Miscellaneous Revenue                 | 492,433           |          | 492,433           |
| Transfer from General Fund            | -                 |          | -                 |
| Use of/(Contribution to) Fund Balance | 1,163,954         |          | 1,163,954         |
| <b>Total Revenue</b>                  | <b>11,241,500</b> | <b>-</b> | <b>11,241,500</b> |

**Appropriations**

|                             |                   |          |                   |
|-----------------------------|-------------------|----------|-------------------|
| Personnel                   | 2,737,950         |          | 2,737,950         |
| Operating                   | 3,553,534         |          | 3,553,534         |
| Capital                     | 2,452,500         |          | 2,452,500         |
| Debt Service                | 497,516           |          | 497,516           |
| Transfers                   | 2,000,000         |          | 2,000,000         |
| <b>Total Appropriations</b> | <b>11,241,500</b> | <b>-</b> | <b>11,241,500</b> |

**LOCAL STREETS FUND**

**Estimated Revenues**

|                                       |                  |          |                  |
|---------------------------------------|------------------|----------|------------------|
| Gas & Weight Tax Receipts             | 2,592,040        |          | 2,592,040        |
| Reimbursements                        | 750,000          |          | 750,000          |
| Transfers                             | 3,950,000        |          | 3,950,000        |
| Use of/(Contribution to) Fund Balance | 420,260          |          | 420,260          |
| <b>Total Revenue</b>                  | <b>7,712,300</b> | <b>-</b> | <b>7,712,300</b> |

**Appropriations**

|                             |                  |          |                  |
|-----------------------------|------------------|----------|------------------|
| Personnel                   | 2,793,905        |          | 2,793,905        |
| Operating                   | 2,211,691        |          | 2,211,691        |
| Capital                     | 1,323,000        |          | 1,323,000        |
| Debt Service                | 1,383,704        |          | 1,383,704        |
| <b>Total Appropriations</b> | <b>7,712,300</b> | <b>-</b> | <b>7,712,300</b> |

|                             | FY 2017<br><u>Proposed</u> | Council<br><u>Changes</u> | FY 2017<br><u>Adopted</u> |
|-----------------------------|----------------------------|---------------------------|---------------------------|
| <b>STADIUM FUND</b>         |                            |                           |                           |
| <b>Estimated Revenues</b>   |                            |                           |                           |
| Operating Revenues          | 400,000                    |                           | 400,000                   |
| Stadium Naming Rights       | 120,000                    |                           | 120,000                   |
| Reimbursements              | 124,940                    |                           | 124,940                   |
| Transfers In                | 411,170                    |                           | 411,170                   |
| <b>Total Revenue</b>        | <u>1,056,110</u>           | -                         | <u>1,056,110</u>          |
| <b>Appropriations</b>       |                            |                           |                           |
| Debt Service                | 1,156,100                  |                           | 1,156,100                 |
| <b>Total Appropriations</b> | <u>1,156,100</u>           | -                         | <u>1,156,100</u>          |

**BUILDING DEPARTMENT FUND**

|                                       |                  |   |                  |
|---------------------------------------|------------------|---|------------------|
| <b>Estimated Revenues</b>             |                  |   |                  |
| Licenses & Permits                    | 2,458,400        |   | 2,458,400        |
| Charges for Services                  | 1,550            |   | 1,550            |
| Miscellaneous                         | 200              |   | 200              |
| Transfer from General Fund            | -                |   | -                |
| Use of/(Contribution to) Fund Balance | (9,150)          |   | (9,150)          |
| <b>Total Revenue</b>                  | <u>2,451,000</u> | - | <u>2,451,000</u> |
| <b>Appropriations</b>                 |                  |   |                  |
| Personnel                             | 1,931,361        |   | 1,931,361        |
| Operating                             | 519,639          |   | 519,639          |
| <b>Total Appropriations</b>           | <u>2,451,000</u> | - | <u>2,451,000</u> |

**CDBG FUND**

|                             |                  |   |                  |
|-----------------------------|------------------|---|------------------|
| <b>Estimated Revenues</b>   |                  |   |                  |
| Federal Grants              | 3,100,983        |   | 3,100,983        |
| <b>Total Revenue</b>        | <u>3,100,983</u> | - | <u>3,100,983</u> |
| <b>Appropriations</b>       |                  |   |                  |
| Personnel                   | 973,203          |   | 973,203          |
| Operating                   | 2,127,780        |   | 2,127,780        |
| <b>Total Appropriations</b> | <u>3,100,983</u> | - | <u>3,100,983</u> |

**HOME GRANT FUND**

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Estimated Revenues</b>   |                |   |                |
| Federal Grants              | 625,896        |   | 625,896        |
| <b>Total Revenue</b>        | <u>625,896</u> | - | <u>625,896</u> |
| <b>Appropriations</b>       |                |   |                |
| Personnel                   | 208,063        |   | 208,063        |
| Operating                   | 417,833        |   | 417,833        |
| <b>Total Appropriations</b> | <u>625,896</u> | - | <u>625,896</u> |

|  | FY 2017<br><u>Proposed</u> | Council<br><u>Changes</u> | FY 2017<br><u>Adopted</u> |
|--|----------------------------|---------------------------|---------------------------|
|--|----------------------------|---------------------------|---------------------------|

**EMERGENCY SHELTER GRANT FUND**

|                           |                |   |                |
|---------------------------|----------------|---|----------------|
| <b>Estimated Revenues</b> |                |   |                |
| Federal Grants            | 167,841        |   | 167,841        |
| <b>Total Revenue</b>      | <u>167,841</u> | - | <u>167,841</u> |

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Appropriations</b>       |                |   |                |
| Operating                   | 167,841        |   | 167,841        |
| <b>Total Appropriations</b> | <u>167,841</u> | - | <u>167,841</u> |

**FEDERAL DRUG LAW ENFORCEMENT SPECIAL REVENUE FUND**

|                                       |                |   |                |
|---------------------------------------|----------------|---|----------------|
| <b>Estimated Revenues</b>             |                |   |                |
| Drug Forfeitures                      | -              |   | -              |
| Use of/(Contribution to) Fund Balance | 306,800        |   | 306,800        |
| <b>Total Revenue</b>                  | <u>306,800</u> | - | <u>306,800</u> |

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Appropriations</b>       |                |   |                |
| Personnel                   | -              | - | -              |
| Operating                   | 306,800        | - | 306,800        |
| <b>Total Appropriations</b> | <u>306,800</u> | - | <u>306,800</u> |

**STATE/LOCAL DRUG LAW ENFORCEMENT SPECIAL REVENUE FUND**

|                                       |                |   |                |
|---------------------------------------|----------------|---|----------------|
| <b>Estimated Revenues</b>             |                |   |                |
| Drug Forfeitures                      | -              |   | -              |
| Use of/(Contribution to) Fund Balance | 215,800        |   | 215,800        |
| <b>Total Revenue</b>                  | <u>215,800</u> | - | <u>215,800</u> |

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Appropriations</b>       |                |   |                |
| Operating                   | 215,800        | - | 215,800        |
| Transfers                   | -              |   | -              |
| <b>Total Appropriations</b> | <u>215,800</u> | - | <u>215,800</u> |

**DRUG LAW ENFORCEMENT FUND - TRI-COUNTY METRO**

|                                |                |   |                |
|--------------------------------|----------------|---|----------------|
| <b>Estimated Revenues</b>      |                |   |                |
| Drug Forfeiture Revenues       | 425,000        |   | 425,000        |
| Contributions from Local Units | 425,000        |   | 425,000        |
| <b>Total Revenue</b>           | <u>850,000</u> | - | <u>850,000</u> |

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Appropriations</b>       |                |   |                |
| Personnel                   | 69,930         | - | 69,930         |
| Operating                   | 768,070        | - | 768,070        |
| Transfers                   | 12,000         | - | 12,000         |
| <b>Total Appropriations</b> | <u>850,000</u> | - | <u>850,000</u> |

|                                       | FY 2017<br><u>Proposed</u> | Council<br><u>Changes</u> | FY 2017<br><u>Adopted</u> |
|---------------------------------------|----------------------------|---------------------------|---------------------------|
| <b>DOWNTOWN LANSING, INC.</b>         |                            |                           |                           |
| <b>Estimated Revenues</b>             |                            |                           |                           |
| Special Assessments                   | 399,000                    |                           | 399,000                   |
| Grants                                | 10,000                     |                           | 10,000                    |
| Miscellaneous                         | 258,300                    |                           | 258,300                   |
| Transfer from General Fund            | 133,400                    |                           | 133,400                   |
| Use of/(Contribution to) Fund Balance | -                          |                           | -                         |
| <b>Total Revenue</b>                  | <u>800,700</u>             | -                         | <u>800,700</u>            |

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Appropriations</b>       |                |   |                |
| Personnel                   | 168,977        |   | 168,977        |
| Operating                   | 631,723        |   | 631,723        |
| <b>Total Appropriations</b> | <u>800,700</u> | - | <u>800,700</u> |

**III. ENTERPRISE FUNDS**

**CEMETERIES FUND**

|                                       |                |   |                |
|---------------------------------------|----------------|---|----------------|
| <b>Estimated Revenues</b>             |                |   |                |
| Cemetery Service Revenue              | 184,218        |   | 184,218        |
| Sale of Lots                          | 70,000         |   | 70,000         |
| Other                                 | 9,100          |   | 9,100          |
| Transfer from Perpetual Care          | 5,000          |   | 5,000          |
| Transfer from Parks Millage           | 361,450        |   | 361,450        |
| Use of/(Contribution to) Fund Balance | 108,832        |   | 108,832        |
| <b>Total Revenue</b>                  | <u>738,600</u> | - | <u>738,600</u> |

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Appropriations</b>       |                |   |                |
| Personnel                   | 403,186        |   | 403,186        |
| Operating                   | 307,527        |   | 307,527        |
| Transfers                   | 27,887         |   | 27,887         |
| <b>Total Appropriations</b> | <u>738,600</u> | - | <u>738,600</u> |

**GOLF FUND**

|                              |                |   |                |
|------------------------------|----------------|---|----------------|
| <b>Estimated Revenues</b>    |                |   |                |
| Greens Fees                  | 170,000        |   | 170,000        |
| Equipment Rentals            | 87,500         |   | 87,500         |
| Concessions                  | 15,700         |   | 15,700         |
| Transfers In - Parks Millage | 711,500        |   | 711,500        |
| <b>Total Revenue</b>         | <u>984,700</u> | - | <u>984,700</u> |

|                             |                |   |                |
|-----------------------------|----------------|---|----------------|
| <b>Appropriations</b>       |                |   |                |
| Personnel                   | 521,423        |   | 521,423        |
| Operating                   | 273,277        |   | 273,277        |
| Capital                     | 80,000         |   | 80,000         |
| Debt Service                | 110,000        |   | 110,000        |
| <b>Total Appropriations</b> | <u>984,700</u> | - | <u>984,700</u> |

|                                      | FY 2017<br><u>Proposed</u> | Council<br><u>Changes</u> | FY 2017<br><u>Adopted</u> |
|--------------------------------------|----------------------------|---------------------------|---------------------------|
| <b>PARKING FUND</b>                  |                            |                           |                           |
| <b>Estimated Revenues</b>            |                            |                           |                           |
| Parking Revenue                      | 6,210,750                  |                           | 6,210,750                 |
| Baseball Revenue                     | 45,000                     |                           | 45,000                    |
| Parking Fines                        | 500,000                    |                           | 500,000                   |
| Other Revenue                        | 1,044,826                  |                           | 1,044,826                 |
| Use of/(Contribution to) Fund Equity | 305,424                    |                           | 305,424                   |
| <b>Total Revenue</b>                 | <u>8,106,000</u>           | -                         | <u>8,106,000</u>          |

|                             |                  |   |                  |
|-----------------------------|------------------|---|------------------|
| <b>Appropriations</b>       |                  |   |                  |
| Personnel                   | 2,384,173        |   | 2,384,173        |
| Operating                   | 2,267,442        |   | 2,267,442        |
| Capital                     | 790,000          |   | 790,000          |
| Debt Service                | 2,664,385        |   | 2,664,385        |
| <b>Total Appropriations</b> | <u>8,106,000</u> | - | <u>8,106,000</u> |

#### WASTEWATER FUND

|                                      |                   |   |                   |
|--------------------------------------|-------------------|---|-------------------|
| <b>Estimated Revenues</b>            |                   |   |                   |
| Sewer Charges                        | 33,305,000        |   | 33,305,000        |
| Interest Income                      | 174,320           |   | 174,320           |
| Low Income Credit                    | (2,000)           |   | (2,000)           |
| Miscellaneous Income                 | 7,500             |   | 7,500             |
| Use of/(Contribution to) Fund Equity | 628,180           |   | 628,180           |
| <b>Total Revenue</b>                 | <u>34,113,000</u> | - | <u>34,113,000</u> |

|                             |                   |   |                   |
|-----------------------------|-------------------|---|-------------------|
| <b>Appropriations</b>       |                   |   |                   |
| Personnel                   | 7,685,631         |   | 7,685,631         |
| Operating                   | 8,239,903         |   | 8,239,903         |
| Capital                     | 2,551,000         |   | 2,551,000         |
| Debt Service                | 15,336,466        |   | 15,336,466        |
| Transfers                   | 300,000           |   | 300,000           |
| <b>Total Appropriations</b> | <u>34,113,000</u> | - | <u>34,113,000</u> |

#### REFUSE FUND

|                                      |                  |   |                  |
|--------------------------------------|------------------|---|------------------|
| <b>Estimated Revenues</b>            |                  |   |                  |
| Operating Income                     | 1,795,090        |   | 1,795,090        |
| Interest Income                      | 7,000            |   | 7,000            |
| Use of/(Contribution to) Fund Equity | (101,090)        |   | (101,090)        |
| <b>Total Revenue</b>                 | <u>1,701,000</u> | - | <u>1,701,000</u> |

|                             |                  |   |                  |
|-----------------------------|------------------|---|------------------|
| <b>Appropriations</b>       |                  |   |                  |
| Personnel                   | 870,352          |   | 870,352          |
| Operating                   | 830,648          |   | 830,648          |
| <b>Total Appropriations</b> | <u>1,701,000</u> | - | <u>1,701,000</u> |

|                                      | FY 2017<br><u>Proposed</u> | Council<br><u>Changes</u> | FY 2017<br><u>Adopted</u> |
|--------------------------------------|----------------------------|---------------------------|---------------------------|
| <b>RECYCLING FUND</b>                |                            |                           |                           |
| <b>Estimated Revenues</b>            |                            |                           |                           |
| Operating Income                     | 3,636,000                  |                           | 3,636,000                 |
| Sale of Recycled Materials           | -                          |                           | -                         |
| Interest Income                      | -                          |                           | -                         |
| Use of/(Contribution to) Fund Equity | 351,500                    |                           | 351,500                   |
| <b>Total Revenue</b>                 | <u>3,987,500</u>           | -                         | <u>3,987,500</u>          |
| <b>Appropriations</b>                |                            |                           |                           |
| Personnel                            | 2,037,600                  |                           | 2,037,600                 |
| Operating                            | 1,495,087                  |                           | 1,495,087                 |
| Debt Service                         | 454,813                    |                           | 454,813                   |
| <b>Total Appropriations</b>          | <u>3,987,500</u>           | -                         | <u>3,987,500</u>          |

**IV. CAPITAL PROJECT FUNDS**

| <b>CAPITAL IMPROVEMENT (CIP) FUND</b> |                  |   |                  |
|---------------------------------------|------------------|---|------------------|
| <b>Estimated Revenues</b>             |                  |   |                  |
| Transfer from the General Fund        | 1,280,000        |   | 1,280,000        |
| PEG (Cable Capital) Revenues          | 317,000          |   | 317,000          |
| <b>Total Revenue</b>                  | <u>1,597,000</u> | - | <u>1,597,000</u> |
| <b>Appropriations</b>                 |                  |   |                  |
| Facilities                            | 700,000          |   | 700,000          |
| PEG (Cable Capital) Expenditures      | 200,000          |   | 200,000          |
| Equipment                             | 100,000          |   | 100,000          |
| Planning & Neighborhood Development   | 30,000           |   | 30,000           |
| Public Service                        | 450,000          |   | 450,000          |
| Transfer to General Fund              | 117,000          |   | 117,000          |
| <b>Total Appropriations</b>           | <u>1,597,000</u> | - | <u>1,597,000</u> |

| <b>PARKS MILLAGE FUND</b>            |                  |   |                  |
|--------------------------------------|------------------|---|------------------|
| <b>Estimated Revenues</b>            |                  |   |                  |
| Transfer from the General Fund       | 1,842,950        |   | 1,842,950        |
| <b>Total Revenue</b>                 | <u>1,842,950</u> | - | <u>1,842,950</u> |
| <b>Appropriations</b>                |                  |   |                  |
| Transfer to Cemeteries Fund          | 361,450          |   | 361,450          |
| Transfer to Golf Fund                | 711,500          |   | 711,500          |
| Park & Community Center Improvements | 770,000          |   | 770,000          |
| <b>Total Appropriations</b>          | <u>1,842,950</u> | - | <u>1,842,950</u> |

BE IT FINALLY RESOLVED, that the following policies are hereby established for the 2016/2017 fiscal year:

[Insert Budget Policies]

Approved for placement on the City Council agenda:

\_\_\_\_\_  
Joseph Abood, Interim City Attorney

\_\_\_\_\_  
Date

## **FY 2017 Adopted 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 \$800,000. The Administration is requested to provide Council on July 1, 2016 and every month, 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, 2016 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, 2016 into the FY 2017 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 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

The Administration shall present to Council every application for any grant and, upon notification of the award of a grant, shall submit the grant to Council for acceptance. Administrative authority is given to create the 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.



**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: 4-22-16  
RE: Multiple Re-appointments to Boards/Commissions

---

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

VB/rh  
Attachment

BY THE COMMITTEE OF THE WHOLE  
RESOLVED BY THE CITY COUNCIL OF THE City OF LANSING

WHEREAS, the Mayor made reappointments to various Boards as stated below; and

WHEREAS, the Mayor's office has verified that the nominees have been vetted and meet the qualifications as required by the City Charter.

NOW, THEREFORE BE IT RESOLVED, the City Council confirms the reappointments to various Boards as stated below:

**Board of Fire Commissioners:**

Robert Brown as 4<sup>th</sup> Ward Member for a term to expire June 30, 2020;  
Rodney Singleton as an At-Large Member for a term to expire June 30, 2020; and

**Board of Police Commissioners:**

Robert Noordhoek as an At-Large Member for a term to expire June 30, 2020; and

**Board of Review:**

Diane Sanborn as an At-Large Member for a term to expire June 30, 2019; and

**Board of Zoning Appeals:**

Marcie Alling as an At-Large Member for a term to expire June 30, 2019; and

**Building Board of Appeals:**

Donald Heck for a term to expire June 30, 2020;  
Chad Powers for a term to expire June 30, 2020;  
Barry Wood for a term to expire June 30, 2020; and

**Downtown Lansing, Inc.:**

James Anderton as Business Owner representative for a term to expire June 30, 2020;  
Karl Dorshimer as City Representative for a term to expire June 30, 2019; and

**Historic District Commission:**

Carol Skillings as an At-Large Member for a term to expire June 30, 2019;  
Kara Wood as an At-Large Member for a term to expire June 30, 2019; and

**Local Development Finance Authority:**

Baldomero Garcia as City of Lansing representative for a term to expire June 30, 2020;  
and



## CITY OF LANSING

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

|              |  |
|--------------|--|
| <b>DATE:</b> | May 2, 2016  |
| <b>TO:</b>   | Angela Bennett, Finance Director                     |
| <b>FROM:</b> | Jim DeLine, Internal Auditor <i>JDM</i>              |
| <b>RE:</b>   | Questions to be Answered During May 9 Budget Wrap Up |
| <b>CC:</b>   | City Council Committee of the Whole                  |

Angie, below please find questions requested to be answered during the budget wrap up scheduled for the Committee of the Whole on May 9, 2016. Some of these questions and requests for information may be new to you as they were held back due to time constraints. Please have the answers available in writing. If there are questions or requests that you believe have already been responded to, we apologize but request the answers be reiterated.

You may also recognize some questions from last year where the response was "Department response pending." No response was ever received, thus the question reappears this year.

Thank you for your cooperation.

### PUBLIC SERVICE

1. Please provide a list of facility capital improvements in order of priority.
2. Sewer rates are proposed to increase by 4.5% in FY2017 resulting in a 70.5% increase since 2004. Is there a forecast for how many more years this annual increase will continue?

|         |      |         | % over base |
|---------|------|---------|-------------|
| FY 2004 |      | \$25.00 |             |
| FY 2005 | 4.0% | \$26.00 | 4.0%        |
| FY 2006 | 4.0% | \$27.04 | 8.2%        |
| FY 2007 | 4.0% | \$28.12 | 12.5%       |

|         |      |         |       |
|---------|------|---------|-------|
| FY 2008 | 4.0% | \$29.25 | 17.0% |
| FY 2009 | 4.0% | \$30.42 | 21.7% |
| FY 2010 | 4.0% | \$31.63 | 26.5% |
| FY 2011 | 4.0% | \$32.90 | 31.6% |
| FY 2012 | 4.0% | \$34.21 | 36.9% |
| FY 2013 | 4.5% | \$35.75 | 43.0% |
| FY 2014 | 4.5% | \$37.36 | 49.5% |
| FY 2015 | 4.5% | \$39.04 | 56.2% |
| FY 2016 | 4.5% | \$40.80 | 63.2% |
| FY 2017 | 4.5% | \$42.64 | 70.5% |

## PLANNING & NEIGHBORHOOD DEVELOPMENT

1. Please explain in detail the Block by Block program (\$75,000).
  - a. Who is the consultant? What will they be doing? With whom?
  - b. Please provide a link to any website available.

## FIRE DEPARTMENT

1. Please provide information as to the study that was to have been done with regard to the need for additional Code Officers.
2. What is the lag time from requesting an appointment for inspection and scheduling of one?

## POLICE DEPARTMENT

1. The crossing guard program is expected to cost \$338,000 this fiscal year while budgeted at \$240,000. What explanation is there for that?
2. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of District Court.)

## DISTRICT COURT

1. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of Police Department.)
2. What is the approximate dollar amount of receivables that were referred for tax intercept in FY 2015?
  - a. Of the above amount referred, what was collected by dollar amount and percent?

3. Please provide an aging report for receivables.

#### **CITY CLERK**

1. No additional questions.

#### **DOWNTOWN LANSING INC.**

1. No additional questions.

#### **PARKS AND RECREATION**

1. No additional questions.

#### **LEAP**

1. Please provide a web link to the financial information on line regarding Brownfield projects.
2. Please provide a list of public art and sense of place grants awarded in fiscal year 2015.

#### **CITY COUNCIL & INTERNAL AUDITOR**

1. No additional questions.

#### **HUMAN RELATIONS & COMMUNITY SERVICES**

1. No additional questions.

#### **MAYOR & COMMUNITY MEDIA**

1. Is there City owned equipment in the Holmes Street School facility?
2. What equipment / materials were purchased for the Holmes Street School facility?
  - a. Where are these items now?

#### **CITY ATTORNEY**

1. Does the diversion program generate revenue? How much? Where is it in the budget?

#### **HUMAN RESOURCES**

1. In regards to the position of Interim Deputy Director:
  - a. How much in additional pay is the person receiving from their previous HR staff position?
  - b. What is the top of the pay scale for the Interim Deputy Director position?

- c. In addition to pay, is this person being awarded additional leave time?
  - d. For how much longer is this interim position projected to exist?
2. Please provide a list of contract employees working for the City including:
  - a. Position
  - b. Length of contract
  - c. Number of contracted hours per week or pay period
  - d. Rate of pay
3. Please provide a list of all current vacancies including the length of time they have been vacant.
  - a. What is the savings gained (whether General Fund or other fund)?

### **INFORMATION TECHNOLOGY**

1. When does the contract with Dewpoint expire?
2. Are supervisor / management positions provided per the contract?
3. Why isn't the contract for the new Director on file with the City Clerk?
  - a. Please provide Council with a copy.

### **FINANCE**

1. No additional questions.

### **City Supported Agencies**

1. .No additional questions.

### **Non-Departmental Revenues / Expenditures**

1. Please provide information regarding the City's revenues from fireworks licensing.

## Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016

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### PUBLIC SERVICE

1. Please provide a list of facility capital improvements in order of priority.

Response provided 5/6/16.

2. Sewer rates are proposed to increase by 4.5% in FY2017 resulting in a 70.5% increase since 2004. Is there a forecast for how many more years this annual increase will continue?

Response provided 5/6/16: Sewer rate increases are necessitated by cost-of-business increases, as well as the Wet Weather Program (a common term we have developed to refer to three unfunded mandates, two of which are funded from the sewage fund, the Combined Sewer Overflow and the Sanitary Overflow programs), that is expected to extend into the next three-to-four decades. Sewer rate increases are, to the extent they can be, mitigated by planned timing of debt service in relation to former debt service maturities (replacement of debt, as opposed to stacking of debt). For the time period referenced, FY 2004 – 2017, sewer increases have averaged \$1.26 per year, despite the expense of the Wet Weather mandate, and are in line, if not below, recent increases by other area utilities. Because the Wet Weather program is an evolving project, determination of the number of years is not possible at this point in the project.

### PLANNING & NEIGHBORHOOD DEVELOPMENT

1. Please explain in detail the Block by Block program (\$75,000).
  - a. Who is the consultant? What will they be doing? With whom?
  - b. Please provide a link to any website available.
  - c. Will the money be used for contractual services or trainings, and if so, what types of trainings?

Response provided 5/6/16: The Block-by-Block program is proposed for FY 2017, and as such, a consultant and/or contractual services has not yet been decided upon, nor has a website been created. The program involves a high degree of facilitated citizen engagement, which will likely take the form of public forums and involve data analysis and coordination.

## **Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

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### **FIRE DEPARTMENT**

- 1. Please provide information as to the study that was to have been done with regard to the need for additional Code Officers.**

Response: Evaluation of code compliance operations is ongoing. The FY 2017 budget does not include a recommendation of additional Code Compliance Officers. The proposed Housing Ombudsman position is larger in scope than Code Compliance, so as to address citizen needs as it relates to housing needs, but is expected to mitigate time currently being spent by Code Compliance officers on such issues.

- 2. What is the lag time from requesting an appointment for inspection and scheduling of one?**

Response: Appointments are scheduled at the time they are requested. Appointments are currently being scheduled 2-3 months out, where a shorter timeframe is expected in the future with the recent hiring of a Code Compliance Officer and Premise Inspectors.

### **POLICE DEPARTMENT**

- 1. The crossing guard program is expected to cost \$338,000 this fiscal year while budgeted at \$240,000. What explanation is there for that?**

Response provided 5/6/16: The FY2017 amount is in line with the FY 2015 and FY 2016 actuals. While FY 2017 includes a 2% pay rate increase, the amount budgeted is less than both the FY 2015 and FY 2016 amounts, as FY2015 and FY 216 amounts included temporary help in LPD , in addition to the crossing guard program.

- 2. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of District Court.)**

Response provided 5/6/16.

**Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

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**DISTRICT COURT**

- 1. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of Police Department.)**

Response provided 5/6/16.

- 2. What is the approximate dollar amount of receivables that were referred for tax intercept in FY 2015?**

- a. Of the above amount referred, what was collected by dollar amount and percent?**

Response provided 5/6/16.

- 3. Please provide an aging report for receivables.**

Response provided 5/6/16.

**CITY CLERK**

- 1. No additional questions.**

**DOWNTOWN LANSING INC.**

- 1. No additional questions.**

**PARKS AND RECREATION**

- 1. No additional questions.**

## **Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

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### **LEAP**

- 1. Please provide a web link to the financial information on line regarding Brownfield projects.**

Response provided 5/6/16: [www.lansingedc.com](http://www.lansingedc.com). Project reporting for projects since 2006 (for all projects, not just Brownfield) is accessible via the Projects link at the top of the web page, next to the Programs link.

- 2. Please provide a list of public art and sense of place grants awarded in fiscal year 2015.**

Response provided 5/6/16: FY 2015 awards:

Lansing Art Gallery - \$47,250

Lansing Symphony Orchestra - \$20,000

Michigan Energy Options - \$13,445

Old Town Commercial Association (Scrapfest) – \$20,000

RE Olds Transportation Museum - \$19,305

Arts Council Admin - \$10,000

### **CITY COUNCIL & INTERNAL AUDITOR**

- 1. No additional questions.**

### **HUMAN RELATIONS & COMMUNITY SERVICES**

- 1. No additional questions.**

### **MAYOR & COMMUNITY MEDIA**

- 1. Is there City owned equipment in the Holmes Street School facility?**

Response provided 5/6/16: No

**Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

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- 2. What equipment / materials were purchased for the Holmes Street School facility?**  
**a. Where are these items now?**

Response provided 5/6/16: No equipment was purchased for the Holmes Street School facility. The developer purchased building materials for use in the redevelopment of the building. Some of those materials were incorporated in the project and some are still located on the project site (concrete blocks and steel girders, for example).

**CITY ATTORNEY**

- 1. Does the diversion program generate revenue? How much? Where is it in the budget?**

Response provided 5/6/16: Yes, \$11,700 was collected in FY 2015. The revenue is included in General Fund Fines and Forfeitures.

**HUMAN RESOURCES**

- 1. In regards to the position of Interim Deputy Director:**  
**a. How much in additional pay is the person receiving from their previous HR staff position?**

Response provided 5/6/16: Hourly rate = \$8.11

- b. What is the top of the pay scale for the Interim Deputy Director position?**

Response provided 5/6/16: Hourly rate = \$43.19

- c. In addition to pay, is this person being awarded additional leave time?**

Response provided 5/6/16: No

- d. For how much longer is this interim position projected to exist?**

Response provided 5/6/16: That has not yet been determined.

## Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016

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2. Please provide a list of contract employees working for the City including:
  - a. Position
  - b. Length of contract
  - c. Number of contracted hours per week or pay period
  - d. Rate of pay

Response: Please see attachment HR-2

3. Please provide a list of all current vacancies including the length of time they have been vacant.
  - a. What is the savings gained (whether General Fund or other fund)?

Response: Please see attachment HR-3. The City utilizes position budgeting and the Critical Needs process for determination of position filling as opposed to last-incumbent-tracking for positions. As a result, determination of vacancy length for positions funded outside of the General fund and for General Fund positions prior to the current fiscal year is not available, nor easily determined, for vacancy tracking purposes.

### INFORMATION TECHNOLOGY

1. When does the contract with Dewpoint expire?

Response provided 5/6/16: September 1, 2018

2. Are supervisor / management positions provided per the contract?

Response provided 5/6/16: Yes, one manager position.

3. Why isn't the contract for the new Director on file with the City Clerk?
  - a. Please provide Council with a copy.

Response provided 5/6/16: The position was filled April 25; the contract was filed with the City Clerk's Office April 27 and was included in the 5/6/16 responses.

**Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

**FINANCE**

**1. No additional questions.**

**City Supported Agencies**

**1. No additional questions.**

**Non-Departmental Revenues / Expenditures**

**1. Please provide information regarding the City's revenues from fireworks licensing.**

Response: The City does not receive any money from the State for fireworks licensing.

## Contract Employees as of 05/04/2016

| Department             | Position                              | Name                       | Start Date | Hourly Rate | Average # Hours/Week |
|------------------------|---------------------------------------|----------------------------|------------|-------------|----------------------|
| City Attorney's Office | Clerk 25                              | Venus Kumar (agency)       | 4/25/2016  | \$ 22.50    | (1) 40               |
| City Attorney's Office | Legal Assistant                       | Nicole Malson              | 6/8/2015   | \$ 26.31    | 30                   |
| City Attorney's Office | Legal Assistant                       | Rachel Prettnhofer         | 3/30/2015  | \$ 16.13    | 35                   |
| City Attorney's Office | Legal Secretary                       | Yvonne Ragland             | 1/25/2016  | \$ 16.89    | 40                   |
| City Attorney's Office | Special Assistant                     | John Roberts               | 7/1/2010   | \$ 8.50     | 18                   |
| City Clerk             | Part-time Elections & Licensing Clerk | Deb Biehler                | 4/25/2015  | \$ 14.00    | 34                   |
| City Council           | Internal Auditor                      | Jim DeLine                 | 2/9/2016   | \$ 44.77    | 9                    |
| District Court         | Arraignment Officer                   | Sherry Curtis              | 1/4/2016   | \$ 15.00    | 14                   |
| District Court         | Operations Manager                    | Shawn Farnum               | 7/1/2010   | \$ 25.00    | 27                   |
| Finance                | Accountant                            | Joanna Felczak             | 5/28/2014  | \$ 20.38    | 23                   |
| Finance                | Accountant                            | Sheila Wheeler             | 7/9/2012   | \$ 31.62    | 28                   |
| Finance                | Administrative Assistant              | Bernadette Zapata          | 5/24/2012  | \$ 16.09    | 24                   |
| Finance                | Administrative Specialist             | Melody Crank (agency)      | 1/29/2016  | \$ 13.50    | (1) 40               |
| Finance                | Clerk 24                              | Sophia Quesada             | 4/3/2016   | \$ 11.00    | 13                   |
| Finance                | Director Financial Empowerment        | Amber Paxton               | 1/17/2013  | \$ 34.91    | 39                   |
| Finance                | Financial Empowerment                 | Sruthi Narahariseti        | 7/29/2014  | \$ 15.00    | 15                   |
| Finance                | Financial Empowerment                 | Tammy Beckwith             | 6/8/2015   | \$ 12.00    | 14                   |
| Finance                | Part-time Auditor                     | Fred Kopf                  | 2/10/2014  | \$ 25.00    | 15                   |
| Finance                | Program Manager                       | Jayme King                 | 12/15/2014 | \$ 20.00    | 18                   |
| Fire                   | Clerk 25                              | Trey Banks                 | 8/3/2015   | \$ 13.06    | 29                   |
| Fire                   | Part-Time Clerk                       | Sherry Bent (agency)       | 6/30/2014  | \$ 22.77    | (1) 30               |
| Fire                   | Part-Time Clerk                       | Cameron Jordan             | 9/27/2015  | \$ 15.00    | 12                   |
| Fire                   | PT Clerk 25                           | Jalayne Woods              | 2/9/2015   | \$ 13.60    | 29                   |
| Fire                   | Regional Planner                      | Erika Mahoney              | 1/1/2011   | \$ 25.00    | 38                   |
| HRCS                   | Commission Investigator               | Bernard Brantley           | 2/2/2016   | \$ 40.00    | 40                   |
| Human Resources        | Human Resources Specilist             | Alicia Doyle               | 8/3/2015   | \$ 21.06    | 36                   |
| Human Resources        | Part-Time Clerk                       | Shirley Jackson            | 1/12/2015  | \$ 16.87    | 30                   |
| Human Resources        | Special Project Clerk                 | Sherry Stewart (agency)    | 4/22/2016  | \$ 28.98    | (1) 35               |
| IT                     | Help Desk Technician                  | Eric Ciolek                | 10/26/2015 | \$ 13.00    | 35                   |
| IT                     | Part-Time Secretary                   | Leslie McCarrick           | 2/2/2015   | \$ 15.75    | 32                   |
| IT                     | Programmer Analyst                    | Sean Seaver                | 12/19/2013 | \$ 25.00    | 34                   |
| Mayor                  | Administrative Support                | Stephen Ladd               | 8/7/2015   | \$ 10.00    | 11                   |
| Mayor                  | Contact to religious community        | David Maxwell              | 9/1/2006   | \$ 21.96    | 24                   |
| Mayor                  | Digital Media Manager                 | Valerie Marchand           | 3/24/2014  | \$ 19.00    | 37                   |
| Mayor                  | Special Assistant                     | Martha Fujita              | 8/28/2006  | \$ 21.96    | 22                   |
| Mayor                  | Videographer                          | Adam Carter                | 7/22/2013  | \$ 12.00    | 25                   |
| Mayor                  | Videographer                          | Austin Howard              | 1/1/2013   | \$ 12.00    | 21                   |
| Mayor                  | Videographer                          | Jarod Emison               | 5/6/2013   | \$ 12.00    | 28                   |
| Mayor                  | Videographer/Editor                   | Abraham Garza              | 8/18/2015  | \$ 12.00    | 25                   |
| Mayor                  | Videographer/Editor                   | Faith Floeter-Kirsten      | 7/25/2011  | \$ 12.00    | 20                   |
| Parks                  | Intern                                | Arinze Okafor              | 8/4/2015   | \$ 9.25     | 5                    |
| Parks                  | Turner Dodge Manager                  | Barbara Loyer              | 12/8/2014  | \$ 15.00    | 40                   |
| Parks & Recreation     | Part-Time Clerk                       | Debra Duffy                | 1/13/2014  | \$ 11.00    | 18                   |
| PND                    | Customer Service Representative       | Ann Noel                   | 3/2/2015   | \$ 12.48    | 35                   |
| PND                    | Customer Service Representative       | Barbara Battle-Johnson     | 2/1/2016   | \$ 12.48    | 35                   |
| PND                    | PT Customer Services Rep              | Cathleen Ruthruff (agency) | 4/26/2016  | \$ 18.00    | (1) 30               |
| Police                 | Administrative Assistant              | Sarah Ellis                | 4/30/2007  | \$ 23.00    | 35                   |
| Police                 | Administrative Specialist             | Michelle Reddish           | 12/29/2011 | \$ 25.96    | 28                   |
| Police                 | Budget Control Supervisor             | Carl Jasperse (agency)     | 4/6/2016   | \$ 37.22    | (1) 40               |
| Police                 | Clerk                                 | Laura Dixon                | 2/1/2014   | \$ 16.50    | 38                   |
| Police                 | Clerk                                 | Ruth Grant                 | 3/2/2016   | \$ 15.50    | 36                   |
| Police                 | Clerk                                 | Sarah Cruz                 | 5/22/2015  | \$ 15.00    | 38                   |
| Police                 | Part-Time Clerk                       | Amelia Schery (agency)     | 8/31/2015  | \$ 19.56    | (1) 30               |
| Police                 | Police Tech 26                        | Kathryn Hunnicutt          | 2/1/2014   | \$ 16.50    | 37                   |
| Police                 | Program Coordinator CARES             | Corina Gonzalez            | 11/16/2014 | \$ 16.00    | 39                   |

(1) Rate of Pay for those contracted through a temporary employment agency is the rate paid for the employee, as opposed to the earnings rate for that person, which is unknown.

| Department     | Position                            | Name                | Start Date | Hourly Rate | Average # Hours/Week |
|----------------|-------------------------------------|---------------------|------------|-------------|----------------------|
| Police         | Program Coordinator CARES           | Desirae Kelley-Kato | 5/29/2001  | \$ 23.43    | 39                   |
| Police         | Public Information Officer          | Robert Merritt      | 5/18/2015  | \$ 33.18    | 39                   |
| Police         | Radio Technician                    | Dennis Rouhier      | 4/7/2014   | \$ 21.00    | 35                   |
| Police         | Volunteer Coordinator               | Lauren Kirk         | 11/13/2015 | \$ 20.10    | 38                   |
| Public Service | Accounting & Operations Specialist  | Cynthia Lewis       | 12/8/2014  | \$ 18.43    | 35                   |
| Public Service | Accounting & Operations Specialist  | Lori Bolley Majeske | 7/13/2015  | \$ 18.43    | 32                   |
| Public Service | Accounting & Operations Specialist  | Ashley Michaels     | 1/19/2016  | \$ 18.43    | 31                   |
| Public Service | Admin. Assistant                    | Annette Thomson     | 1/25/2016  | \$ 18.34    | 35                   |
| Public Service | Administrative Assistant - training | Annette Milekovich  | 1/18/2016  | \$ 26.00    | 40                   |
| Public Service | Building Maintenance Manager        | Joe Castillo        | 8/1/2015   | \$ 41.00    | 36                   |
| Public Service | Electrical Technician               | David Neil          | 10/20/2014 | \$ 30.10    | 16                   |
| Public Service | Engineering Technician              | Robert Rose         | 11/20/2013 | \$ 26.04    | 20                   |
| Public Service | Facility Maintenance Worker         | Cory Fisher         | 1/11/2016  | \$ 27.50    | 26                   |
| Public Service | Accounting & Operations Specialist  | Jamleah Lewis       | 7/13/2015  | \$ 18.43    | 34                   |
| Public Service | Facility Maintenance Worker         | Scott Benton        | 1/11/2016  | \$ 27.50    | 23                   |
| Public Service | GIS Intern                          | Andrew Skelton      | 7/27/2015  | \$ 13.00    | 28                   |
| Public Service | GIS Intern                          | Emily Renkema       | 9/22/2014  | \$ 13.50    | 28                   |
| Public Service | GIS Intern                          | Eric Essenburg      | 4/20/2015  | \$ 13.00    | 28                   |
| Public Service | GIS Intern                          | Erik Peterson       | 12/28/2015 | \$ 13.00    | 28                   |
| Public Service | GIS Intern                          | Jennifer Quinlivan  | 9/21/2015  | \$ 13.00    | 17                   |
| Public Service | Landscape Architect                 | Joe Wright          | 7/1/2013   | \$ 30.00    | 35                   |
| Public Service | Plant Maintenance Supervisor        | Henry Forbush       | 12/15/2014 | \$ 31.61    | 40                   |
| Public Service | Plant Operations Supervisor         | Marchiand Neves     | 6/1/2015   | \$ 28.63    | 40                   |
| Public Service | Plant Operator                      | David Kos           | 10/13/2014 | \$ 23.07    | 38                   |
| Public Service | Social Media/Communications         | Alexandra Caldwell  | 11/30/2015 | \$ 13.00    | 15                   |
| Public Service | Solid Waste Supervisor              | Charles Hinton      | 12/8/2014  | \$ 24.00    | 39                   |
| Public Service | WW Plant Operator                   | John Kersjes        | 12/15/2014 | \$ 24.57    | 34                   |

(1) Rate of Pay for those contracted through a temporary employment agency is the rate paid for the employee, as opposed to the earnings rate for that person, which is unknown.

**FY 2016 Vacancies  
As of 5/5/2016**

| <u>Dept/Div</u>  | <u>Position</u>                        | <u>Bargaining Unit</u> | <u>Amount Towards Vacancy Factor 05/05/16</u> |
|--|--|------------------------|---|
| <b><u>Vacancies Counted toward General Fund Vacancy Factor</u></b> |  |                        |   |
| City Council   | Internal Auditor                       | Council                | offset by contract                            |
| City Clerk   | Election Coordinator                   | T-243 Sup              | offset by contract                            |
| Finance/Accounting   | Accountants (2)                        | T-243 CTP              | offset by contract                            |
| Finance/Accounting   | Budget Analyst                         | T-243 CTP              | 49,335  |
| Finance/Accounting   | Administrative Specialist              | T-243 CTP              | offset by contract                            |
| Finance/Treasury   | Deputy City Treasurer                  | T-243 Sup              | 28,995  |
| Finance/Treasury   | Part-Time Auditor                      | T-243 CTP              | offset by contract                            |
| Finance/Treasury   | Part-Time Customer Service Rep.        | T-243 CTP              | 524   |
| Finance/Assessing  | Deputy Assessor                        | T-243 Sup              | 84,594  |
| Finance/Assessing  | Administrative Assistant               | T-243 CTP              | offset by contract                            |
| Human Resources  | Part-Time Clerk                        | T-243 CTP              | offset by contract                            |
| City Attorney's Office   | City Attorney                          | Executive              | 25,416  |
| City Attorney's Office   | Legal Advisor                          | T-214                  | offset by contract                            |
| City Attorney's Office   | Legal Assistant                        | T-214                  | offset by contract                            |
| City Attorney's Office   | Legal Assistant                        | T-214                  | offset by contract                            |
| City Attorney's Office   | Legal Secretary                        | T-214                  | offset by contract                            |
| City Attorney's Office   | Assistant City Attorney                | T-214                  | 24,383  |
| HRCS   | HRCS Supervisor                        | NB                     | 68,100  |
| HRCS   | Commission Investigator                | T214NS                 | offset by contract                            |
| Public Service/Facilities  | Building Maintenance Manager           | T-243 Sup              | offset by contract                            |
| Public Service/Facilities  | Facility Maintenance Worker (2)        | UAW                    | offset by contract                            |
| Parks & Recreation   | Part-Time Clerk                        | T-243 CTP              | offset by contract                            |
| Parks & Recreation   | Part-Time Community Center Prog.       | T-243 Sup              | 12,612  |
| Parks & Recreation   | Part-Time Communications & Dev. Coord. | T-243 CTP              | 31,143  |
| Fire   | Clerk                                  | T-243 CTP              | offset by contract                            |
| Fire   | Part-Time Clerks (3)                   | T-243 CTP              | offset by contract                            |
| Fire   | Part-Time Premise Officer              | T-243 CTP              | 16,155  |
| Fire   | Inspector                              | IAFF                   | 74,331  |
| Fire   | Firefighters (14)                      | IAFF                   | substantially offset<br>by overtime costs     |
| Fire   | Captains (2)                           | IAFF                   |   |
| Fire   | Maintenance/Alarm Specialist           | IAFF                   |   |
| Police   | Detention Officer (2)                  | T-243 CTP              | 39,764  |
| Police   | Administrative Specialist              | T-243 CTP              | offset by contract                            |
| Police   | Clerk                                  | T-243 CTP              | offset by contract                            |
| Police   | Clerk                                  | T-243 CTP              | offset by contract                            |
| Police   | Part-Time Clerk                        | T-243 CTP              | offset by contract                            |
| Police   | Budget Control Supervisor              | T-243 Sup              | offset by contract                            |
| Police   | Police Technicians (2)                 | T-243 CTP              | offset by contract                            |
| Police   | Radio Technician                       | T-243 CTP              | offset by contract                            |
| Police   | Quartermaster Technician               | T-243 CTP              | 2,130   |
| Police   | Detective                              | FOP NS                 | substantially offset<br>by overtime costs     |
| Police   | Sergeants (3)                          | FOP Sup                |   |
| Police   | Police Officers (18)                   | FOP NS                 |   |

**General/Subsidized Funds - Former Vacancies (Now Filled) for Vacancy Factor Purposes**

|                        |                                |           |                    |
|------------------------|--------------------------------|-----------|--------------------|
| Human Resources        | Human Resources Director       | Executive | 47,783             |
| Finance/Accounting     | Accountant                     | T-243 CTP | 12,047             |
| Finance/Treasury       | City Treasurer                 | Executive | 56,888             |
| Finance/Assessing      | City Assessor                  | Executive | 64,810             |
| City Council           | Administrative Secretary       | Council   | 18,824             |
| Human Resources        | Labor Relations Specialist     | NB        | offset by contract |
| Human Resources        | Human Resources Specialist (2) | T-243 CTP | offset by contract |
| City Attorney's Office | Assistant City Attorney        | T-214     | 28,564             |
| City Attorney's Office | Deputy City Attorney           | NB        | 43,144             |
| Parks & Recreation     | Community Center Programmer    | T-243 Sup | 24,937             |
| Fire                   | Code Compliance Officer        | T-243 CTP | 26,314             |
| Fire                   | Premise Officer (3)            | T-243 CTP | offset by contract |
| Police                 | Lead Detention Officer         | T-243 Sup | 44,626             |
|                        |                                |           | <b>\$ 825,420</b>  |

FY 2016 Budgeted Vacancy Factor: \$ 800,000

| <u>Dept/Div</u>  | <u>Position</u>                         | <u>Bargaining Unit</u> | <u>FYTD Unspent</u> |
|--|---|------------------------|---------------------|
| <b><u>Non-Vacancy Factor(non-General Fund) Vacancies</u></b> |   |                        |                     |
| PND/Development  | Housing Rehabilitation Agent            | T-243 CTP              | offset by contract  |
| PND/Development  | Community Dev/Planning Specialist       | T-243 CTP              | 59,713              |
| PND/Building Safety  | Building Inspector                      | T-243 CTP              | 8,759               |
| PND/Parking  | Parking Manager                         | NB                     | 83,596              |
| PND/Parking  | Assistant Parking Coordinator           | T-243 Sup              | 66,277              |
| PND/Parking  | Customer Service Representatives (3)    | T-243 CTP              | offset by contract  |
| PND/Parking  | Parking Revenue Collectors (4)          | UAW                    | 144,979             |
| IT   | Information Technology Manager          | T-243 Sup              | 102,372             |
| IT   | Part-Time Secretary                     | T-243 CTP              | offset by contract  |
| IT   | Network Administrator                   | T-243 Sup              | 59,784              |
| IT   | Programmer Analyst                      | T-243 CTP              | offset by contract  |
| IT   | Programmer Analyst                      | T-243 CTP              | 52,131              |
| Public Service/Eng   | Engineering Technician                  | T-243 Sup              | offset by contract  |
| Public Service/Eng   | Deputy Public Service Director          | NB                     | 84,674              |
| Public Service/Eng   | Assistant City Engineer                 | T-214                  | 66,370              |
| Public Service/Eng   | Engineer                                | T-214 NS               | 47,360              |
| Public Service/Eng   | Administrative Assistant                | T-243 CTP              | offset by contract  |
| Public Service/O&M   | Assistant O&M Superintendent            | NB                     | 82,684              |
| Public Service/O&M   | Accounting & Operations Specialists (3) | T-243 CTP              | offset by contract  |
| Public Service/O&M   | Arborists (2)                           | T-243 CTP              | 1,415               |
| Public Service/O&M   | Parks Maintenance Worker                | UAW                    | 53,988              |
| Public Service/O&M   | Landscape Manager                       | T-243 Sup              | 69,817              |
| Public Service/O&M   | Solid Waste Operator                    | UAW                    | 50,529              |
| Public Service/O&M   | Solid Waste Supervisor                  | T-243 Sup              | offset by contract  |
| Public Service/O&M   | Equipment Operator                      | UAW                    | 44,134              |
| Public Service/O&M   | Sewer Maintenance Worker                | UAW                    | 42,598              |
| Public Service/Fleet   | Asst. Garage Supervisors (2)            | T-243 Sup              | 98,671              |
| Public Service/Fleet   | Mechanics (2)                           | UAW                    | 94,127              |
| Public Service/Fleet   | Vehicle Maintenance Worker              | UAW                    | 42,598              |
| Public Service/WWTP  | Plaint Maintenance Supervisor           | T-243 Sup              | offset by contract  |
| Public Service/WWTP  | Field Operations Supervisor             | T-243 Sup              | 56,179              |
| Public Service/WWTP  | Laboratory Supervisor                   | T-243 Sup              | 51,155              |
| Public Service/WWTP  | Chemist                                 | T-243 CTP              | 56,179              |
| Public Service/WWTP  | Electrical Technician                   | T-243 CTP              | offset by contract  |
| Public Service/WWTP  | Industrial Surveillance Supervisor      | T-243 Sup              | 53,106              |
| Public Service/WWTP  | Plant Operations Supervisor             | T-243 Sup              | offset by contract  |
| Public Service/WWTP  | Plant Operations Supervisor             | T-243 Sup              | 51,224              |
| Public Service/WWTP  | Utility Electrical Worker               | UAW                    | 45,903              |
| Public Service/WWTP  | WW Plant Operators (4)                  | UAW                    | offset by contract  |
| Public Service/WWTP  | Wastewater Residual Handler             | UAW                    | 49,972              |
| Public Service/WWTP  | Wastewater Systems Analyst              | T-243 CTP              | 47,148              |
| Public Service/WWTP  | Wastewater Maintenance Workers (4)      | UAW                    | 164,404             |

# Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016

Note: Answers are as of May 6<sup>th</sup>. With questions received May 2 and 3, not all responses are available; remaining responses are expected to be ready May 9th.

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## PUBLIC SERVICE

### 1. Please provide a list of facility capital improvements in order of priority.

Response: Please see attachment PS-1.

### 2. Sewer rates are proposed to increase by 4.5% in FY2017 resulting in a 70.5% increase since 2004. Is there a forecast for how many more years this annual increase will continue?

Response: Sewer rate increases are necessitated by cost-of-business increases, as well as the Wet Weather Program (a common term we have developed to refer to three unfunded mandates, two of which are funded from the sewage fund, the Combined Sewer Overflow and the Sanitary Overflow programs), that is expected to extend into the next three-to-four decades. Sewer rate increases are, to the extent they can be, mitigated by planned timing of debt service in relation to former debt service maturities (replacement of debt, as opposed to stacking of debt). For the time period referenced, FY 2004 – 2017, sewer increases have averaged \$1.26 per year, despite the expense of the Wet Weather mandate, and are in line, if not below, recent increases by other area utilities. Because the Wet Weather program is an evolving project, determination of the number of years is not possible at this point in the project.

## PLANNING & NEIGHBORHOOD DEVELOPMENT

### 1. Please explain in detail the Block by Block program (\$75,000).

- a. Who is the consultant? What will they be doing? With whom?
- b. Please provide a link to any website available.
- c. Will the money be used for contractual services or trainings, and if so, what types of trainings?

Response: The Block-by-Block program is proposed for FY 2017, and as such, a consultant and/or contractual services have not yet been decided upon, nor has a website been created. The program involves a high degree of facilitated citizen

## **Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

Note: Answers are as of May 6<sup>th</sup>. With questions received May 2 and 3 not all responses are available; remaining responses are expected to be ready May 9th.

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engagement, which will likely take the form of public forums and involve data analysis and coordination.

### **FIRE DEPARTMENT**

- 1. Please provide information as to the study that was to have been done with regard to the need for additional Code Officers.**

Response is expected to be available by May 9.

- 2. What is the lag time from requesting an appointment for inspection and scheduling of one?**

Response is expected to be available by May 9.

### **POLICE DEPARTMENT**

- 1. The crossing guard program is expected to cost \$338,000 this fiscal year while budgeted at \$240,000. What explanation is there for that?**

Response is expected to be available by May 9.

- 2. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of District Court.)**

Response: Please see attachment DC-1.

## **Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

Note: Answers are as of May 6<sup>th</sup>. With questions received May 2 and 3' not all responses are available; remaining responses are expected to be ready May 9th.

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### **DISTRICT COURT**

- 1. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of Police Department.)**

Response: Please see attachment DC-1.

- 2. What is the approximate dollar amount of receivables that were referred for tax intercept in FY 2015?**
  - a. Of the above amount referred, what was collected by dollar amount and percent?**

Response: Please see attachment DC-1.

- 3. Please provide an aging report for receivables.**

Response: Please see attachment DC-1.

### **CITY CLERK**

- 1. No additional questions.**

### **DOWNTOWN LANSING INC.**

- 1. No additional questions.**

### **PARKS AND RECREATION**

- 1. No additional questions.**

## **Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016**

Note: Answers are as of May 6<sup>th</sup>. With questions received May 2 and 3 not all responses are available; remaining responses are expected to be ready May 9th.

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### **LEAP**

- 1. Please provide a web link to the financial information on line regarding Brownfield projects.**

Response: [www.lansingcdc.com](http://www.lansingcdc.com). Project reporting for projects since 2006 (for all projects, not just Brownfield) is accessible via the Projects link at the top of the web page, next to the Programs link.

- 2. Please provide a list of public art and sense of place grants awarded in fiscal year 2015.**

Response: FY 2015 awards:

Lansing Art Gallery - \$47,250

Lansing Symphony Orchestra - \$20,000

Michigan Energy Options - \$13,445

Old Town Commercial Association (Scrapfest) – \$20,000

RE Olds Transportation Museum - \$19,305

Arts Council Admin - \$10,000

### **CITY COUNCIL & INTERNAL AUDITOR**

- 1. No additional questions.**

### **HUMAN RELATIONS & COMMUNITY SERVICES**

- 1. No additional questions.**

### **MAYOR & COMMUNITY MEDIA**

- 1. Is there City owned equipment in the Holmes Street School facility?**

Response: No

## Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016

Note: Answers are as of May 6<sup>th</sup>. With questions received May 2 and 3, not all responses are available; remaining responses are expected to be ready May 9th.

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### 2. What equipment / materials were purchased for the Holmes Street School facility?

#### a. Where are these items now?

Response: No equipment was purchased for the Holmes Street School facility. The developer purchased building materials for use in the redevelopment of the building. Some of those materials were incorporated in the project and some are still located on the project site (concrete blocks and steel girders, for example).

## CITY ATTORNEY

### 1. Does the diversion program generate revenue? How much? Where is it in the budget?

Response: Yes, \$11,700 was collected in FY 2015. The revenue is included in General Fund Fines and Forfeitures.

## HUMAN RESOURCES

### 1. In regards to the position of Interim Deputy Director:

#### a. How much in additional pay is the person receiving from their previous HR staff position?

Response: Hourly rate = \$8.11

#### b. What is the top of the pay scale for the Interim Deputy Director position?

Response: Hourly rate = \$43.19

#### c. In addition to pay, is this person being awarded additional leave time?

Response: No

#### d. For how much longer is this interim position projected to exist?

Response: That has not yet been determined.

## Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016

Note: Answers are as of May 6<sup>th</sup>. With questions received May 2 and 3, not all responses are available; remaining responses are expected to be ready May 9th.

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2. **Please provide a list of contract employees working for the City including:**
  - a. **Position**
  - b. **Length of contract**
  - c. **Number of contracted hours per week or pay period**
  - d. **Rate of pay**

Response is expected to be available by May 9.

3. **Please provide a list of all current vacancies including the length of time they have been vacant.**
  - a. **What is the savings gained (whether General Fund or other fund)?**

Response is expected to be available by May 9.

### INFORMATION TECHNOLOGY

1. **When does the contract with Dewpoint expire?**

Response: September 1, 2018

2. **Are supervisor / management positions provided per the contract?**

Response: Yes, one manager position.

3. **Why isn't the contract for the new Director on file with the City Clerk?**
  - a. **Please provide Council with a copy.**

Response: The position was filled April 25; the contract was filed with the City Clerk's Office April 27. Please see attachment IT-3.

### FINANCE

1. **No additional questions.**

# Responses to FY 2017 Budget Hearing/Councilmember and Internal Auditor Requests dated May 2 and May 3, 2016

Note: Answers are as of May 6<sup>th</sup>. With questions received May 2 and 3 not all responses are available; remaining responses are expected to be ready May 9th.

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## City Supported Agencies

1. No additional questions.

## Non-Departmental Revenues / Expenditures

1. Please provide information regarding the City's revenues from fireworks licensing.

Response is expected to be available by May 9.

FACILITIES CAPITAL IMPROVEMENT PRIORITY LIST

Does not include City Hall Facility

| <u>PRIORITY</u> | <u>USING DEPARTMENT</u>          | <u>PROPERTY LOCATION</u> | <u>PROPERTY NAME</u>            | <u>PROJECT TITLE</u>                     | <u>AMOUNT</u> |
|-----------------|----------------------------------|--------------------------|---------------------------------|--|---------------|
| 1               | PUBLIC SERVICE DEPARTMENT, PM    | 621 E HAZEL ST           | HAZEL STREET WAREHOUSE          | REPLACE ROOF                             | 68,000        |
| 2               | PARKS AND RECREATION DEPARTMENT  | 2700 S WASHINGTON AVE    | S. WASHINGTON PARK              | REMOVE FUEL TANK                         | 7,200         |
| 3               | PUBLIC SERVICE DEPARTMENT, O&M   | 601 E SOUTH ST           | O&M OFFICES                     | REMOVE FUEL TANK                         | 17,500        |
| 4               | FIRE DEPARTMENT                  | 1435 E MILLER RD         | FIRE STATION # 44               | REPLACE CONCRETE PAD FOR GENERATOR       | 5,000         |
| 5               | PARKS AND RECREATION DEPARTMENT  | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REMOVE FUEL TANK                         | 17,500        |
| 6               | PARKS AND RECREATION DEPARTMENT  | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REMOVE TWO FUEL TANKS                    | 14,500        |
| 7               | PUBLIC SERVICE DEPARTMENT, PM    | 621 E HAZEL ST           | HAZEL STREET WAREHOUSE          | REPAIR CATCH BASINS AND ASPHALT PAVING   | 17,000        |
| 8               | LANSING POLICE DEPARTMENT        | 817 W HOLMES RD          | RADIO LAB                       | REPLACE CONCRETE SIDEWALKS AS NEEDED     | 3,000         |
| 9               | PARKS AND RECREATION DEPARTMENT  | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REPLACE CONCRETE SIDEWALKS AS NEEDED     | 10,600        |
| 10              | PUBLIC SERVICE DEPARTMENT, O&M   | 601 E SOUTH ST           | O&M OFFICES                     | INSTALL EMERGENCY GENERATOR CONNECTORS   | 4,500         |
| 11              | POLICE DEPARTMENT                | 16001 AIRPORT RD         | POLICE FIRING RANGE             | GUN CLEANING ROOM IMPROVEMENTS           | 38,000        |
| 12              | PARKS AND RECREATION DEPARTMENT  | 2700 S WASHINGTON AVE    | S. WASHINGTON PARK              | REMOVE ALL CHILLER EQUIPMENT             | 8,000         |
| 13              | PARKS AND RECREATION DEPARTMENT  | 2700 S WASHINGTON AVE    | S. WASHINGTON PARK              | REMOVE CONCRETE AT ICE DOME              | 12,000        |
| 14              | PARKS AND RECREATION DEPARTMENT  | 2700 S WASHINGTON AVE    | S. WASHINGTON PARK              | REMOVE ICE DOME PIPING                   | 7,500         |
| 15              | PUBLIC SERVICE DEPARTMENT, PM    | 621 E HAZEL ST           | HAZEL STREET WAREHOUSE          | ELECTRICAL LIGHTING CHANGES              | 13,750        |
| 16              | PUBLIC SERVICE DEPARTMENT, PM    | 621 E HAZEL ST           | HAZEL STREET WAREHOUSE          | REPAIR EXTERIOR OF BUILDING              | 48,000        |
| 17              | PUBLIC SERVICE DEPARTMENT, O&M   | 610 E SOUTH ST           | SIGN SHOP / SWEEPER BARN        | REPLACE EXTERIOR DOORS                   | 36,000        |
| 18              | FIRE DEPARTMENT                  | 815 MARSHALL ST          | FIRE STATION # 48               | INTERIOR DORM/BATHROOM REMODEL           | 35,000        |
| 19              | FIRE DEPARTMENT                  | 120 E SHIAWASSEE ST      | FIRE STATION # 41               | INSTALL JOHNSON CONTROL MEDISYS SYSTEM   | 17,000        |
| 20              | FIRE DEPARTMENT                  | 3708 PLEASANT GROVE RD   | FIRE STATION # 410              | INSTALL JOHNSON CONTROL MEDISYS SYSTEM   | 17,000        |
| 21              | FIRE DEPARTMENT                  | 2114 N GRAND RIVER AVE   | FIRE STATION # 42               | INSTALL JOHNSON CONTROL MEDISYS SYSTEM   | 17,000        |
| 22              | FIRE DEPARTMENT                  | 5135 PLEASANT GROVE RD   | FIRE STATION # 46               | INSTALL JOHNSON CONTROL MEDISYS SYSTEM   | 17,000        |
| 23              | FIRE DEPARTMENT                  | 3708 PLEASANT GROVE RD   | FIRE STATION # 410              | REPAIR ASPHALT/CONCRETE PAVEMENT         | 56,000        |
| 24              | FIRE DEPARTMENT                  | 2114 N GRAND RIVER AVE   | FIRE STATION # 42               | REPAIR ASPHALT/CONCRETE PAVEMENT         | 67,000        |
| 25              | FIRE DEPARTMENT                  | 815 MARSHALL ST          | FIRE STATION # 48               | REPAIR ASPHALT/CONCRETE PAVEMENT         | 85,000        |
| 26              | PUBLIC SERVICE DEPARTMENT, O&M   | 525 E SOUTH ST           | FORESTRY VEHICLE STORAGE        | REPAIR ASPHALT/CONCRETE PAVEMENT         | 22,000        |
| 27              | PUBLIC SERVICE DEPARTMENT, O&M   | 525 E SOUTH ST           | FORESTRY VEHICLE STORAGE        | INSTALL DVR CAMERA SYSTEM                | 3,500         |
| 28              | PUBLIC SERVICE DEPARTMENT, O&M   | 601 E SOUTH ST           | O&M OFFICES                     | INSTALL CAMERAS TO DVR SYSTEM            | 4,000         |
| 29              | PUBLIC SERVICE DEPARTMENT, PM    | 621 E HAZEL ST           | CITY WIDE                       | HISTORICAL DOCUMENT ARCHIVING            | 10,000        |
| 30              | LANSING POLICE DEPARTMENT        | 5815 WISE RD             | HILL VOCATIONAL CENTER          | REPLACE CONCRETE SIDEWALKS AS NEEDED     | 35,000        |
| 31              | PARKS AND RECREATION DEPARTMENT  | 1122 RIVER ST            | ELM PARK                        | REGRADE EXTERIOR TO PROMOTE DRAINAGE     | 7,500         |
| 32              | FIRE DEPARTMENT                  | 3708 PLEASANT GROVE RD   | FIRE STATION # 410              | REGRADE FOR POSITIVE DRAINAGE            | 7,500         |
| 33              | FIRE DEPARTMENT                  | 2114 N GRAND RIVER AVE   | FIRE STATION # 42               | INTERIOR DORM/BATHROOM REMODEL           | 35,000        |
| 34              | PUBLIC SERVICE DEPARTMENT, FLEET | 530 E SOUTH ST           | FLEET SERVICES                  | UPDATE PLUMBING FOR BIO-HAZARD AREA      | 8,500         |
| 35              | PUBLIC SERVICE DEPARTMENT, O&M   | 601 E SOUTH ST           | O&M OFFICES                     | REPAIR INSIDE LINER                      | 11,000        |
| 36              | POLICE DEPARTMENT                | 16001 AIRPORT RD         | POLICE FIRING RANGE             | RENOVATE CLASS ROOM AREA                 | 85,000        |
| 37              | POLICE DEPARTMENT                | 16001 AIRPORT RD         | POLICE FIRING RANGE             | RESTROOM IMPROVEMENTS                    | 13,500        |
| 38              | POLICE DEPARTMENT                | 16001 AIRPORT RD         | POLICE FIRING RANGE             | MOVE GATE AND OPERATOR                   | 18,000        |
| 39              | PARKS AND RECREATION DEPARTMENT  | 2400 HALL ST             | GIER COMMUNITY CENTER           | INSTALL JOHNSON CONTROL MEDISYS SYSTEM   | 48,000        |
| 40              | FIRE DEPARTMENT                  | 120 E SHIAWASSEE ST      | FIRE STATION # 41               | TUCK POINT/CAULK AND SEAL EXTERIOR       | 65,000        |
| 41              | FIRE DEPARTMENT                  | 3708 PLEASANT GROVE RD   | FIRE STATION # 410              | TUCK POINT/CAULK AND SEAL EXTERIOR BRICK | 44,000        |
| 42              | FIRE DEPARTMENT                  | 2114 N GRAND RIVER AVE   | FIRE STATION # 42               | TUCK POINT/CAULK AND SEAL EXTERIOR       | 65,000        |

| <u>PRIORITY</u> | <u>USING DEPARTMENT</u>         | <u>PROPERTY LOCATION</u> | <u>PROPERTY NAME</u>            | <u>PROJECT TITLE</u>                       | <u>AMOUNT</u>    |
|-----------------|---------------------------------|--------------------------|---------------------------------|--|------------------|
| 43              | FIRE DEPARTMENT                 | 1435 E MILLER RD         | FIRE STATION # 44               | TUCK POINT/CAULK AND SEAL EXTERIOR         | 25,000           |
| 44              | FIRE DEPARTMENT                 | 5135 PLEASANT GROVE RD   | FIRE STATION # 46               | TUCK POINT/CAULK AND SEAL EXTERIOR         | 15,000           |
| 45              | FIRE DEPARTMENT                 | 520 GLENDALE AVE         | FIRE STATION # 49               | TUCK POINT/CAULK AND SEAL EXTERIOR         | 58,000           |
| 46              | FIRE DEPARTMENT                 | 3015 ALPHA ST            | FIRE TRAINING                   | TUCK POINT/CAULK AND SEAL EXTERIOR         | 89,000           |
| 47              | FIRE DEPARTMENT                 | 3015 ALPHA ST            | FIRE TRAINING                   | TUCK POINT/CAULK AND SEAL EXTERIOR         | 34,000           |
| 48              | FIRE DEPARTMENT                 | 3708 PLEASANT GROVE RD   | FIRE STATION # 410              | REPLACE HVAC EQUIPMENT                     | 42,600           |
| 49              | LANSING POLICE DEPARTMENT       | 817 W HOLMES RD          | RADIO LAB                       | CAULK AND PAINT EXTERIOR                   | 19,000           |
| 50              | FIRE DEPARTMENT                 | 520 GLENDALE AVE         | FIRE STATION # 49               | REPAIR ASPHALT/CONCRETE PAVEMENT           | 45,000           |
| 51              | PARKS AND RECREATION DEPARTMENT | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REPAIR ASPHALT/CONCRETE PAVEMENT           | 45,000           |
| 52              | PARKS AND RECREATION DEPARTMENT | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REPAIR DRAINAGE/REPLACE PAVEMENT           | 32,000           |
| 53              | FIRE DEPARTMENT                 | 815 MARSHALL ST          | FIRE STATION # 48               | REPLACE ROOF                               | 96,500           |
| 54              | PUBLIC SERVICE DEPARTMENT, O&M  | 601 E SOUTH ST           | O&M OFFICES                     | REPAIR EXTERIOR OF BUILDING                | 14,500           |
| 55              | PUBLIC SERVICE DEPARTMENT, O&M  | 601 E SOUTH ST           | O&M OFFICES                     | REPAIR EXTERIOR OF BUILDING                | 14,500           |
| 56              | POLICE DEPARTMENT               | 16001 AIRPORT RD         | POLICE FIRING RANGE             | REPAIR EXTERIOR OF BUILDING                | 6,250            |
| 57              | POLICE DEPARTMENT               | 16001 AIRPORT RD         | POLICE FIRING RANGE             | REPAIR EXTERIOR OF BUILDING                | 2,500            |
| 58              | POLICE DEPARTMENT               | 16001 AIRPORT RD         | POLICE FIRING RANGE             | REPAIR EXTERIOR OF BUILDING                | 3,900            |
| 59              | PARKS AND RECREATION DEPARTMENT | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REPAIR EXTERIOR OF BUILDING                | 12,700           |
| 60              | PARKS AND RECREATION DEPARTMENT | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REPAIR EXTERIOR OF BUILDING                | 5,500            |
| 61              | FIRE DEPARTMENT                 | 1435 E MILLER RD         | FIRE STATION # 44               | REPAIR/INSTALL CHAINLINK FENCING AND GATES | 18,000           |
| 62              | FIRE DEPARTMENT                 | 3015 ALPHA ST            | FIRE TRAINING                   | REPAIR/INSTALL CHAINLINK FENCING AND GATES | 14,000           |
| 63              | PUBLIC SERVICE DEPARTMENT, O&M  | 525 E SOUTH ST           | FORESTRY VEHICLE STORAGE        | INSTALL ADDITIONAL EXTERIOR LIGHTS         | 5,000            |
| 64              | PUBLIC SERVICE DEPARTMENT, O&M  | 525 E SOUTH ST           | FORESTRY VEHICLE STORAGE        | REPAIR/INSTALL CHAINLINK FENCING AND GATES | 34,000           |
| 65              | PUBLIC SERVICE DEPARTMENT, O&M  | 601 E SOUTH ST           | O&M OFFICES                     | REPAIR/INSTALL CHAINLINK FENCING AND GATES | 34,000           |
| 66              | POLICE DEPARTMENT               | 16001 AIRPORT RD         | POLICE FIRING RANGE             | REPAIR/INSTALL CHAINLINK FENCING AND GATES | 11,500           |
| 67              | LANSING POLICE DEPARTMENT       | 817 W HOLMES RD          | RADIO LAB                       | INSTALL ADDITIONAL LIGHTING                | 2,500            |
| 68              | LANSING POLICE DEPARTMENT       | 817 W HOLMES RD          | RADIO LAB                       | INSTALL ADDITIONAL FENCING                 | 7,500            |
| 69              | PARKS AND RECREATION DEPARTMENT | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | REPAIR/INSTALL CHAINLINK FENCING AND GATES | 15,000           |
| 70              | FIRE DEPARTMENT                 | 2114 N GRAND RIVER AVE   | FIRE STATION # 42               | RECOMMISSION LANDSCAPING                   | 1,500            |
| 71              | PARKS AND RECREATION DEPARTMENT | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | RECOMMISSION LANDSCAPING                   | 4,500            |
| 72              | PARKS AND RECREATION DEPARTMENT | 410 N GRAND AVE          | ADADO RIVERFRONT PARK           | RENOVATE WOOD DECK AND PIERS               | 47,000           |
| 73              | PARKS AND RECREATION DEPARTMENT | 2500 S WASHINGTON AVE    | SOUTH WASHINGTON OFFICE COMPLEX | INSTALL ADDITIONAL GATE OPERATORS          | 7,500            |
| 74              | FIRE DEPARTMENT                 | 1435 E MILLER RD         | FIRE STATION # 44               | INSTALL ADDITIONAL LIGHTING                | 5,000            |
| 75              | LANSING POLICE DEPARTMENT       | 5815 WISE RD             | HILL VOCATIONAL CENTER          | REPAIR/INSTALL CHAINLINK FENCING AND GATES | 34,000           |
| 76              | FIRE DEPARTMENT                 | 5135 PLEASANT GROVE RD   | FIRE STATION # 46               | CRACK SEAL PARKING LOT                     | 3,200            |
| 77              | PARKS AND RECREATION DEPARTMENT | 410 N GRAND AVE          | ADADO RIVERFRONT PARK           | RENOVATE BUILDING                          | 28,000           |
| 78              | PUBLIC SERVICE DEPARTMENT, O&M  | 601 E SOUTH ST           | O&M OFFICES                     | PAINT EXTERIOR                             | 10,900           |
|                 |                                 |                          |                                 |  | <u>1,965,600</u> |

# 54-A DISTRICT COURT

124 W. Michigan Ave., 6<sup>th</sup> Floor City Hall, Lansing, MI 48933

**DISTRICT JUDGES**  
PATRICK F. CHERRY  
FRANK J. DeLUCA  
LOUISE ALDERSON  
HUGH B. CLARKE, JR.



**Court Administrator**  
ANETHIA O. BREWER

**Magistrate**  
LAURA A. MILLMORE

## DISTRICT COURT

1. Ordinance Fines & Costs are expected to bring in \$1,000,000 this fiscal year while the budget was for \$800,000. What explanation is there for that? (Also asked of Police Department.)
2. What is the approximate dollar amount of receivables that were referred for tax intercept in FY 2015?
  - a. Of the above amount referred, what was collected by dollar amount and percent?
3. Please provide an aging report for receivables.

- .....
1. As of May 2, 2016, the court has collected \$742,391(of the \$800,000 projected) in Ordinance Fines and Costs with two months left in the fiscal year. The expected increase is attributed to the following:
    - a. Increase in civil infraction filings received from LPD and the Parking Bureau with easy resolution through online ticket review.
    - b. Newly hired collections officer reinitiated daily contact and enforcement with defendants on collections plans.
    - c. Newly established showcase dockets bring defendants before the court sooner when payment has not been received timely.
  2. District Court sent a total of 717 electronic records to Treasury totaling \$818,657. To date, \$97,798 (12%) has been collected on 273 cases. The Court will continue to receive funds from tax garnishments as income tax refunds are processed and earmarked for debtors.
  3. Please see attached aging report as requested.

"Equal Opportunity Employer"

MAIN COURT NUMBER  
PROBATION DIVISION  
(517) 483-4433  
483-4424

TRAFFIC-CRIMINAL DIVISION  
(517) 483-4445

CIVIL DIVISION  
(517) 483-4426 (517)

[www.lansingmi.gov/court](http://www.lansingmi.gov/court)

RUN DATE: 05/03/16

54A DISTRICT COURT  
 124 W. MICHIGAN AVE, 6TH FLOOR  
 LANSING MI 48933

PAGE 2

## SUMMARY REPORT - OUTSTANDING RECEIVABLES - AS OF: 05/02/16

## RECEIVABLES - AGE IN DAYS

| AGE               | PROBATION  |       | NON-PROBATION |       | COURT TOTAL  |       |
|-------------------|------------|-------|---------------|-------|--------------|-------|
|                   | AMOUNT     | CASES | AMOUNT        | CASES | AMOUNT       | CASES |
| 1-15              | 23,697.98  | 22    | 131,050.32    | 954   | 154,748.30   | 976   |
| 16-30             | 11,861.87  | 16    | 79,844.74     | 556   | 91,706.61    | 572   |
| 31-60             | 24,866.34  | 30    | 105,407.90    | 735   | 130,274.24   | 765   |
| 61-90             | 22,415.93  | 26    | 85,294.89     | 549   | 107,710.82   | 575   |
| 91-180            | 59,277.26  | 72    | 175,759.89    | 978   | 235,037.15   | 1050  |
| 181-360           | 138,815.15 | 133   | 276,882.16    | 1631  | 415,697.31   | 1764  |
| 361-540           | 99,557.26  | 77    | 269,907.36    | 1734  | 369,464.62   | 1811  |
| 541-720           | 47,132.80  | 28    | 315,335.71    | 2377  | 362,468.51   | 2405  |
| 720 +             | 227,965.60 | 232   | 2,412,214.18  | 14139 | 2,640,179.78 | 14371 |
| TOTL COURT TOTALS | 655,590.19 | 636   | 3,851,697.15  | 23653 | 4,507,287.34 | 24289 |

RECEIVED  
2016 APR 27 AM 10: 21  
LANSING CITY CLERK

**EMPLOYMENT AGREEMENT**  
**BETWEEN**  
**CITY OF LANSING**  
**AND**  
**COLLIN BOYCE**

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**EMPLOYMENT AGREEMENT  
BETWEEN  
CITY OF LANSING  
AND  
COLLIN BOYCE**

AN AGREEMENT dated this 25<sup>th</sup> day of April, 2016, hereinafter referred to as the "Agreement," between the **CITY OF LANSING**, hereinafter referred to as the "City," and **COLLIN BOYCE**, hereinafter referred to as the "Employee," wherein the parties agree as follows:

1. The City agrees to employ the employee as a regular full time employee in the position of Chief Information Officer. Employee agrees to use his best efforts to serve the Mayor of the City, hereinafter referred to as the "Mayor," in that capacity.

2. The City shall pay the Employee an annualized salary of one hundred thirty five thousand and 00/100 DOLLARS (\$135,000.00), effective April 25<sup>th</sup>, 2016, which salary shall be paid on a bi-weekly basis and will be subject to applicable deductions, and which salary shall supersede any previous salary the City paid to the Employee. However, if this Agreement is terminated prior to the expiration of its term, no salary or other compensation shall be payable beyond the termination date, except as may be provided by the City of Lansing Executive Management Plan Fringe Benefits, hereinafter referred to as the "Fringe Benefit Package."

3. The parties agree that this Agreement, along with the provisions set forth in the Personnel Rules for Executive Management Plan Employees, hereinafter referred to as the "Personnel Rules," and hereby incorporated by reference as "Attachment A," and all the provisions set forth in Fringe Benefit Package, hereby incorporated by reference as "Attachment B," constitute the full agreement between, except that notwithstanding any provision of the Personnel Rules or the Fringe Benefits Package, the employment relationship shall be "at will" and that Employee shall be covered by the City of Lansing Employees' Retirement System ("ERS"). Any representation or statement, not expressly contained herein, shall not be binding upon either party to this Agreement. Employee and the City expressly agree that any modification or amendment to the Personnel Rules and/or Fringe Benefit Package, upon the Council's and Mayor's approval, as applicable, and notice to the Employee, shall become a part of this Agreement.

4. Subject to the Personnel Rules and the Fringe Benefit Package, now age or fringe benefit increase or modification subsequent to the date of this Agreement shall be provided to the Employee by the Mayor unless specifically authorized in writing by the Mayor. Employee understands and agrees that no increase or modification of Employee's salary or fringe benefits,

regardless of whether offered or paid to any other officer or employee of the City, shall be provided automatically to the Employee, but the same shall require prior specific authorization of the Mayor.

5. The effective date of this Agreement shall be April 25<sup>th</sup>, 2016 and shall automatically terminate on December 31, 2016 unless extended in writing by the mayor and the Employee. If this Agreement is automatically terminated pursuant to this paragraph, Employee understands that Employee shall be deemed to have voluntarily resigned from his position as of the date Employee is provided written notice of such termination.

6. Employee understands and agrees that his employment relationship with the City as Chief Information Officer is an "at will" employment relationship and may be terminated during the term of this Agreement at any time, with or without cause, for any reason, with or without prior notice. If during the term of this Agreement, Employee Resigns, said resignation may be withdrawn only at the sole discretion of the Mayor.

7. Employee agrees to undertake those Performance Objectives established from time to time by the Mayor. During the term of this Agreement, Employee and the City agree on the following Performance Objectives:

- a. Pursuit of openness and diversity in hiring and promotion;
  - b. Adherence to budgetary guidelines established for the operation of Employee's Department;
  - c. Timely responses to community and citizen inquiries and concerns;
  - d. Pursuit of tactics and strategies in Labor/Management relationships that promote Labor/Management co-operation and efficiency in the provision of municipal services.
- 

8. Employee understands and agrees that no formal or informal disciplinary or grievance procedure is applicable to his employment relationship as Chief Information Officer with the City, unless otherwise specifically identified in the City Charter.

9. Employee represents to the City that he has read the Personnel Rules, all applicable City Ordinances and City Charter provisions, including but not limited to, the City's Equal Employment Policy, The City's Sexual Harassment Policy, the Reasonable Accommodation Policy, Drug Free Workplace Policy, and the City's Ethics Ordinance contained in Chapter 290 of the Codified Ordinances of the City of Lansing, and the State of Michigan Ethics Law, specifically MCL §15.321 et seq. Employee shall comply with the above provisions.

10. Employee understands and agrees that his duties, responsibilities and authority may from time to time be modified by the Mayor at the Mayor's sole discretion, subject to the City Charter, City Ordinances, or duly amended Personnel Rules.

11. If Employee is not a resident of the City at the time of execution of this Agreement, Employee is encouraged to become a resident of the City. However, this shall not be a requirement of employment pursuant to 1999 PA 212.

12. Employee shall be a member of the City of Lansing Employee Retirement System subject to the provisions of the Employee Retirement System as adopted by the Lansing City Council, and as modified from time to time in accordance with the law.

13. Employee understands all the terms of this Agreement and is executing this Agreement voluntarily. Employee has had the opportunity to review the terms of this Agreement with legal counsel of his own choosing before executing this Agreement.

14. This Agreement shall be governed by the laws of the State of Michigan without regard to conflicts of law principles. Any action or proceeding seeking to enforce any provision of, or based on any right arising out of, this Agreement must be brought in the Courts of the State of Michigan, County of Ingham, or, if it has or can acquire jurisdiction, in the United States District Court for the Western District of Michigan. Each party consents to the jurisdiction of such courts (and of the appropriate appellate courts) in any such action or proceeding and waives any objection to venue laid therein. This Agreement shall be construed in case of ambiguity as having been drafted by both parties to this Agreement.

15. The City shall defend, hold harmless, and indemnify Employee from all claims of civil liability whatsoever arising out of acts or omissions in the course of his employment and within the scope of his duties with the City or out of his service as an official of the City. Such indemnification and defense shall include, but not be limited to, property damage, civil liability pursuant to 42 USC §1983, civil liability for attorneys fees, both statutory and actual, civil liability for contractual damages and for all other civil liabilities permitted by law; provided, however, that the City shall not hold harmless or indemnify Employee for liability for criminal acts, for intentionally wrongful acts, or grossly negligent acts, for breach of fiduciary duties, for misfeasance or malfeasance in office, nor for civil infractions, and further provided that the City's duty to indemnify, hold harmless, and defend the Employee shall be expressly contingent upon the Employee immediately notifying the City whenever the Employee knows or reasonable should know that any claim for damages or this civil liability is being made or is likely to be made against his and the Employee's acceptance of the attorney selected by the City.

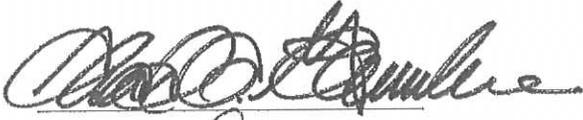
16. Except as otherwise provided herein, if any clause, section, provision, or part of this Agreement is held invalid, or if any portion of any clause, section, provision, or part of this Agreement is held invalid, the remainder of the Agreement shall be affected thereby.

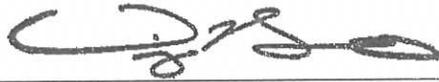
17. The parties further agree and understand that no compensatory time shall be awarded or earned under this Agreement or pursuant to the Personnel Rules or Fringe Benefit Packet.

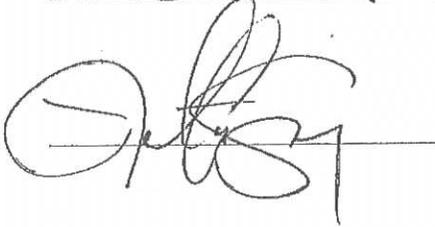
IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year first above written.

WITNESSES:

CITY OF LANSING

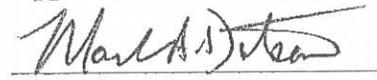
  
\_\_\_\_\_

By:   
VIRG BERNERO, Mayor

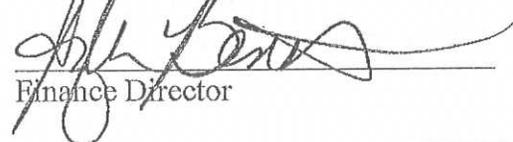
  
\_\_\_\_\_

  
COLLIN BOYCE, Employee

Approved as to form:

  
City Attorney

I hereby certify as to the availability of funds for the performance of this agreement in Account No., 6303130 - 702000

  
Finance Director

## Timeline

Dec 23 15 Mayor Bernero and Janene McIntyre signed the 2016 Employee Contract

Jan 07 16 Dykema Law Firm KYM City Employee Separation 2 hrs

Jan 07 16 Janene McIntyre Request to apply for Family Medical Leave Act

Jan 12 16 Dykema Law Firm ASW City Employee Separation 6.10 hrs

Jan 12 16 Dykema Law Firm KYM City Employee Separation .90 hrs

Jan 13 16 Dykema Law Firm ASW City Employee Separation 5.10 hrs

Jan 13 16 Dykema Law Firm KYM City Employee Separation 1.50 hrs

Jan 14 16 Dykema Law Firm ASW City Employee Separation 1.80 hrs

Jan 15 16 Janene McIntyre Period ending FMLA Sick 48 hr.

Jan 25 16 Dykema Law Firm KYM City Employee Separation .90 hrs

Jan 26 16 Dykema Law Firm ASW City Employee Separation 1.60 hrs

Jan 26 16 Dykema Law Firm KYM City Employee Separation 4.50 hrs

Jan 27 16 Dykema Law Firm KYM City Employee Separation 3.70 hrs

Jan 27 16 Approval letter mail out for FMLA for dates Jan 8 16 to Jan 28 16

Jan 28 16 Dykema Law Firm KYM City Employee Separation 2.90 hrs

Jan 29 16 Dykema Law Firm KYM City Employee Separation 3.80 hrs

Jan 29 16 Janene McIntyre Period ending FMLA Sick for 72 hr.

Feb 02 16 Janene McIntyre Period ending Sick for 80 hr.

Feb 12 16 Billing sent to Mayor Bernero from Dykema Law Firm City Employee Separation work

Feb 16 16 Janene McIntyre request for extension for Family Medical Leave Act

Feb 16 16 Kathy Woodman response to request for FMLA extension request

Feb 18 16 Angie Bennett approved payment to Dkyema Law firm \$9,553.00

*C. Wood*  
*submit to @mty*

Feb 19 16 Press Release Mayor Bernero Announced Janene McIntyre indeterminate leave of absence and request for the appointment of Joe Abood as Interim City Attorney

Feb 23 16 Mayor Bernero interview on WILS Morning Wake-Up W/ Dave Akerly  
<http://1320wils.com/assets/files/02-24-16%20Mayor%20Bernero%20edited%20with%20beeps%20.mp3>  
 1. Stated that Janene McIntyre was out on leave and he did not know when she would return.  
 2. Accused Council President Judi Brown Clarke of playing politics. Trying to blow this up more than it is about something she knows nothing about.  
 3. Mayor stated the City Attorney is “my employee” and “their (council’s) employee” and the City Attorney is on leave and if Judi Brown Clarke has questions about this she needs to ask her. She is on leave this is a personnel matter and I cannot discuss that.  
 4. Frankly I do not give a damn about what Judi Brown Clarke has to say.

Feb 24 16 Check issued by the City of Lansing to Dykema Gossett PLLC for the amount of \$9,553.00 for the Invoice 3039684 for the Matter 076492-000022

Feb 26 16 Janene McIntyre and Mayor Bernero signed the Separation Agreement

Feb 26 16 Janene McIntyre Period ending FMLA Sick 80 hr.

Feb 26 16 Janene McIntyre Sick Leave \$2,942.75, Vacation \$28,993.24, Personal Leave \$1,159.70 Buyout

Feb 26 16 Janene McIntyre Pay Adjustment Paid out \$127,567.10

Feb 29 16 Janene McIntyre Returned to work  
 1. Joe McDonald from the Mayor office called City Council Office Manager Sherrie Boak and request that we pull the resolution for the Interim City Attorney off the agenda. He has stated he had talked with President Judi Brown Clarke and she was fine with the request.  
 2. President Brown Clarke arrived shortly after the conversation with Mr. McDonald and Ms. Boak. At which she was told by Ms. Boak about the request and President Brown Clarke stated there was no such call.  
 3. President Brown Clarke and other Council Members welcomed Janene McIntyre back at the Council Meeting and set up appointments during the week of Feb 29 thru March 4<sup>th</sup> to discuss City business.

Mar 04 16 Press Release Mayor Bernero  
 Lansing City Attorney Janene McIntyre is leaving her position with the City of Lansing, effective today, Friday March 4, 2016, McIntyre and Bernero announced jointly today. “I was greatly honored to serve the residents of Lansing—my hometown—as both City Attorney and Human Resources Director,” said McIntyre. “I believe Lansing is headed in the right direction, and I am glad to have played a role in getting it on that road. Lansing will always hold a special place in my heart.” “Janene McIntyre answered the call and has served the city well,” said Mayor Bernero. She took on a variety of challenges as both City Attorney and HR Director, and she got results. Lansing is better off because of

her good work. I wish her all the best as she pursues new opportunities. She will be an asset to any organization." Mayor Bernero continued, "Janene McIntyre fulfilled her three-year commitment to the City. She successfully led the HR Department through a transition to a new permanent director. She also created and led a highly capable and professional law department staffed with strong leadership, so the traditional two-week notice is not necessary. "It is a testament to Janene's leadership that the department can pick up and continue its mission with no interruption of service." Under the terms of her separation, McIntyre will be paid the balance of her contract ending December 31, 2016, including accrued benefits totaling approximately \$160,000. Mayor Bernero has appointed Deputy City Attorney F. Joe Abood as interim city attorney. Mr. Abood's.

Mar 07 16 Council received from the Media a copy of the Separation agreement.

This does not include several times between January and March that Council asked about the whereabouts of City Attorney McIntyre and did not receive information.

Fiscal Year 2016

Internal Audit Salary Account / Temporary Help Account

| Date             | Reference | Description                |      | Debit            | Credit    |
|------------------|-----------|----------------------------|------|------------------|-----------|
| <u>Actual</u>    |           |                            |      |                  |           |
| 07/10/201        | 30014DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 07/10/201        | JE18060   | ACCRUE 30014DP TO FY15 70% |      | 0.00             | 2,507.04  |
| 07/24/201        | 30015DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 08/07/201        | 30016DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 08/21/201        | 30017DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 09/04/201        | 30018DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 09/18/201        | 30019DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 10/02/201        | 30020DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 10/16/201        | 30021DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 10/30/201        | 30022DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 11/13/201        | 30023DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 11/27/201        | 30024DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 12/11/201        | 30025DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 12/24/201        | 30026DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 01/08/201        | 30001DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 01/22/201        | 30002DP   | INTERNAL A                 | GRS. | 3,581.49         | 0.00      |
| 02/05/201        | 30003DP   | INTERNAL A                 | GRS. | 29,205.01        | 0.00      |
| 02/29/201        | JE18730   | RCLS 1630003 BUYOUT DELINE |      | 0.00             | 25,623.52 |
| 02/19/201        | 30004DP   | INTERNAL A                 | GRS. | 393.98           | 0.00      |
| 03/04/201        | 30005DP   | INTERNAL A                 | GRS. | 1,378.92         | 0.00      |
| 03/18/201        | 30006DP   | INTERNAL A                 | GRS. | 1,338.62         | 0.00      |
| 04/01/201        | 30007DP   | INTERNAL A                 | GRS. | 1,432.64         | 0.00      |
| 04/15/201        | 30008DP   | INTERNAL A                 | GRS. | 1,432.64         | 0.00      |
| 4/29/2016        | 30009DP   | INTERNAL A                 | GRS. | 1,602.77         | 0.00      |
| <u>Projected</u> |           |                            |      |                  |           |
| 5/13/2016        |           |                            |      | 1,602.77         | 0.00      |
| 5/27/2016        |           |                            |      | 1,432.64         | 0.00      |
| 6/10/2016        |           |                            |      | 1,432.64         | 0.00      |
| 6/24/2016        |           |                            |      | 1,432.64         | 0.00      |
| 7/8/2016         |           |                            |      | 1,432.64         | 0.00      |
|                  |           |                            |      | 97,840.26        | 28,130.56 |
|                  |           | Debits                     |      | 97,840.26        |           |
|                  |           | Credits                    |      | (28,130.56)      |           |
|                  |           | Projected Expenditure      |      | 69,709.70        |           |
|                  |           | <b>Budget</b>              |      | <b>93,817.00</b> |           |
|                  |           | <b>Projected Residuals</b> |      | <b>24,107.30</b> |           |

**Variable Fringe Benefits Account**

| Date             | Reference | Description                | Debit            | Credit   |
|------------------|-----------|----------------------------|------------------|----------|
| <u>Actual</u>    |           |                            |                  |          |
| 07/10/201        | 30014DP   | INTERNAL A                 | 872.23           | 0        |
| 07/10/201        | JE18060   | ACCRUE 30014DP TO FY15 70% | 0                | 610.56   |
| 07/24/201        | 30015DP   | INTERNAL A                 | 852.33           | 0        |
| 08/07/201        | 30016DP   | INTERNAL A                 | 852.33           | 0        |
| 08/21/201        | 30017DP   | INTERNAL A                 | 852.33           | 0        |
| 09/04/201        | 30018DP   | INTERNAL A                 | 852.33           | 0        |
| 09/18/201        | 30019DP   | INTERNAL A                 | 852.33           | 0        |
| 10/02/201        | 30020DP   | INTERNAL A                 | 852.33           | 0        |
| 10/16/201        | 30021DP   | INTERNAL A                 | 852.33           | 0        |
| 10/30/201        | 30022DP   | INTERNAL A                 | 852.33           | 0        |
| 11/13/201        | 30023DP   | INTERNAL A                 | 852.33           | 0        |
| 11/25/201        | 30700DP   | INTERNAL A                 | 153              | 0        |
| 11/27/201        | 30024DP   | INTERNAL A                 | 852.33           | 0        |
| 12/11/201        | 30025DP   | INTERNAL A                 | 852.33           | 0        |
| 12/24/201        | 30026DP   | INTERNAL A                 | 852.33           | 0        |
| 01/08/201        | 30001DP   | INTERNAL A                 | 852.33           | 0        |
| 01/22/201        | 30002DP   | INTERNAL A                 | 852.33           | 0        |
| 02/05/201        | 30003DP   | INTERNAL A                 | 2,812.54         | 0        |
| 02/19/201        | 30004DP   | INTERNAL A                 | 30.14            | 0        |
| 02/29/201        | JE18730   | RCLS 1630003 BUYOUT DELINE | 0                | 1,960.20 |
| 03/04/201        | 30005DP   | INTERNAL A                 | 105.48           | 0        |
| 03/18/201        | 30006DP   | INTERNAL A                 | 102.4            | 0        |
| 04/01/201        | 30007DP   | INTERNAL A                 | 109.59           | 0        |
| 04/15/201        | 30008DP   | INTERNAL A                 | 109.59           | 0        |
| 04/29/201        | 30009DP   | INTERNAL A                 | 122.61           | 0        |
| <u>Projected</u> |           |                            |                  |          |
| 5/13/2016        |           |                            | 122.61           | 0.00     |
| 5/27/2016        |           |                            | 109.59           | 0.00     |
| 6/10/2016        |           |                            | 109.59           | 0.00     |
| 6/24/2016        |           |                            | 109.59           | 0.00     |
| 7/8/2016         |           |                            | 109.59           | 0.00     |
|                  |           |                            | 16,911.17        | 2,570.76 |
|                  |           | Debits                     | 16,911.17        |          |
|                  |           | Credits                    | (2,570.76)       |          |
|                  |           | Projected Expenditure      | 14,340.41        |          |
|                  |           | <b>Budget</b>              | <b>23,456.00</b> |          |
|                  |           | <b>Projected Residuals</b> | <b>9,115.59</b>  |          |

Transparency and accountability in government

Council will review, and when necessary, <sup>and</sup> pass policies, <sup>procedures</sup> ~~producers~~ and ordinance to achieve improved transparency and accountability with respect to economic incentives, outsourcing of service and contracting within City government.

Residency Incentive Program (L-Hope Program)

Human Resources will reestablish the Residency Incentive Program (L-Hope program) for City employees. This tool will also help with recruiting of new employees. For employees that purchase a home owned property the insentive would be \$6,000 grant to be reduce each year by \$1,000. For the purchase of rental property to be converted to their homeownership, the insentive would be \$7,000 grant also to be reduced each year by \$1,000.

Budget Amendment

Planning & Neighborhood Department General Fund Administration

|          |               |
|----------|---------------|
| FY 2017  | FY 2017       |
| Mayor's  | Budget change |
| Proposed |               |
| Budget   |               |

*PND*

101.172601.743000.00000

Contractual Services \$175,000  
Eliminating the Block by Block program

(-\$75,000)

101.172800.701666.00000  
Reestablishing

Human Resources  
Residency Incentive Program

→ ~~\$30,000~~ 24,000

~~Contract. Contractual~~  
~~General Fund Revenues~~  
*temp help.*

~~51,000~~  
~~\$45,000~~

*PND ↑ GF*