



MINUTES
Committee of the Whole
Monday, April 24, 2017
City Council Chambers

CALL TO ORDER

Council President Spitzley called the meeting to order at 5:00 p.m.

PRESENT

Councilmember Brown Clarke- arrived at 5:10 p.m.
Councilmember Kathie Dunbar-excused
Councilmember Tina Houghton- arrived at 5:04 p.m.
Councilmember Adam Hussain
Councilmember Patricia Spitzley
Councilmember Jody Washington
Councilmember Carol Wood
Councilmember Jessica Yorko – arrived at 5:15 p.m.

OTHERS PRESENT

Sherrie Boak, Council Staff
Chad Gamble, Mayors Office – arrived at 5:05 p.m.
Angie Bennett, Finance Director
John Gardner, Comcast
Eric Brewer, Internal Auditor
Mary Riley, HR Director
Chief Yankowski, LPD Chief
Denis Prisk, LPD
Drew Macon, Police Commissioner

Public Comment

No public comment.

Discussion/Action:

ORDINANCE – Comcast; Michigan Uniform Video Service Local Franchise Agreement Renewal

Mr. Gardner gave a brief overview on the agreement noting the fees are up to 5%, and the PEG access fee is up to 2% of gross revenues. Council Member Wood asked about Comcast locations. Mr. Gardner provided the office locations, stated that the

Clippert Street address is for the customers to utilize. Council Member Wood then asked if Comcast offered assistance to low income residents. Mr. Gardner confirmed the have stand-alone products and services, and also launched an internet essential program in 201. That is a broad band adoption program for low income residents for internet service at home. Council Member Washington asked if there was anything for seniors under the poverty level. Mr. Gardner stated that through public housing assistance they would be eligible to apply. Council Member Hussain asked what the cost was for internet essentials. Mr. Gardner stated it was \$149.99 for a ready to use computer. Mr. Gardner stated he would provide handouts to the Council office for each Council Member. Council Members asked about programs for the facilities owned by Lansing Housing Commission and community centers. Mr. Gardner stated they could apply for assistance for any of the programs.

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE ORDINANCE FOR THE COMCAST MICHIGAN UNIFORM VIDEO SERVICE LOCAL FRANCHISE AGREEMENT RENEWAL. MOTION CARRIED 5-0.

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVE THE MINUTES FROM APRIL 17, 2017 AS PRESENTED. MOTION CARRIED 6-0.

Department Budget Presentations

Police Department (45 Minutes)

Council President Spitzley acknowledged Chief Yankowski for submitting the requested information prior to the meeting.

Chief Yankowski began his presentation acknowledging Mr. Prisk and Commissioner Macon. The Chief then went through his power point presentation which outlined all the core services they will continue to be met. They work on the recommendations of the National best practices and have already implemented the 6 pillars of building trust and legitimacy, policy and oversight, technology and social media, community policing and crime reduction, officer training and education and officer safety and wellness. The Chief spoke on community policing, community engagement, data driven hot spot policing, and resources put in place based on those situations.

The presentation moved on to the proposed funding for the fiscal year 2017/2018 which has the LPD general fund budget at \$41,295,000 and an overall budget of \$42,380,000. This does reflect a 6% in the general fund, and will allow them to maintain their 202 officers. There were 5 positions that were covered under the COPS grant, and that grant is expiring in this fiscal years, so the LPD will be responsible for the full cost of those 5 officers. Council President referred the Chief to page 64 of the line item budget and cost changes. Chief Yankowski confirmed the COPS grants were not completely funded, and that allotment will run out. The Chief did point out that \$3 million of the operations are paid for by a 1.5 mill dedicated property tax. The increase in the general fund is attributed to \$2.34 million for officer salary, benefits, overtime and operating expenses along with equipment. The operating costs including an increase of 9.6% to IT technology, added overtime for training of officers, and training needed for professional development.

In regards to Community Policing the Chief announced that on April 29th community policing will be assigned to Reo and Risdale. Currently they will then have 10 community policing areas. The budget does also reflect a new administrative assistant position at \$104,565 to handle the administrative tasks for the skilled officers to train officers. In addition to these cost, the LPD is setting aside funds because they will need to replace the k-9 an update radios for violent crime initiative. The CIP has \$85,000 set aside for IT issues and also an unmanned aircraft system for tactical situations, search and rescue, and for crime scene based on the needs. Chief Yankowski concluded by outlined their 5 goals of community policing and outreach, increased training, expanded community policing, recruiting and hiring and technology, all detailed on slide 27 of the presentation.

Council President Spitzley asked for an update on the partnership with the LPD and the MSP. Chief Yankowski acknowledge that in 2013 the LPD took over the leadership of the violent crime initiative, which is a collaboration of Federal, State and local units take an aggressive proactive stance on violent crimes. Over the last couple months the LPD has met with the MSP on utilizing best practices and now combining the MSP and LPD is a formal way to announce State resources that will be embedded with the LPD. The vision speaks to building partnerships and this will dedicate and formalize MSP in the community, utilize the LPD services, and LPD will also utilize three (3) MSP investigators.

Council Member Wood questioned the photo in the presentation on slide 10 which showed a Chicago police officer. Chief Yankowski confirmed the LPD had partnered with Chicago PD on trainings.

Council Member Wood referred the Chief to page 12 of 33 in the budget, which spoke to rental costs at the North Precinct. Chief Yankowski stated they are in their third year of the lease at Hill, and rent has increased to \$125,000 for FY2018. The costs in the budget are for the operations center. Council Member Wood asked that the budget line item be changed to reflect it is not the North Precinct. She then asked for the status of the use study that was supposed to be done for the Hill Center police station. Chief Yankowski answered that they were still in the evaluation stage and working on the collaboration. He did admit the study was complete, and therefore Council Member Wood asked when Council would receive it. Chief Yankowski answered that there is new leadership at the County and they continue to have conversations with the County and City administration on what the next best thing is for the LPD. Council Member Wood again asked for the study since it was complete.

Council Member Wood asked if the department was still front loading their staffing in anticipation of the upcoming retirements, and the Chief confirmed they are, and they had hired 30 officers in 2016.

The Chief was referred to page 13 under services where it stated a civilian position was being added. The Chief stated they are adding a Sergeant to central services, reconfiguring the central records staff, therefore shifting funds to for that alignment. Council Member Wood pointed out that the handout depicted a new clerical position, and asked if the amount requested included benefits and outfitting the work space. Chief Yankowski confirmed it was salary and benefits. The Chief and Ms. Bennett

could not provide a breakdown on what was salary and benefits, so Council Member Wood stated she would ask Ms. Riley, HR Director.

Council Member Wood referred the group to page 15 of the budget which spoke to evidence storage, and asked the Chief if the LPD had evaluated how they store their evidence. Chief Yankowski confirmed there were 3 staff, and they are proposing to upgrade the record management system. They will look into the best practices, any changes in leadership and perform an audit.

Council Member Wood then referred the Chief to page 14, where it spoke to overtime at over \$500,000 for a year-end projection in the category of detention. Chief Yankowski stated the detention unit has had some vacancies over the last couple years, and 6 of the 13 staff have been replaced, so there is training required which takes 5-6 months, and they also have to have equal male to female officers on site at all times.

Council Member Wood asked for an update on the body cameras. Chief Yankowski confirmed they have 150 body cameras on the street, and if something breaks or is lost they have enough to replace. They have been pleased with the vendor and they are cost effective.

Council Member Wood asked for the list of current vacancies, how long they have been vacant, if any positions were filled by contracts or temporary help and if so for how long.

Council Member Washington referred back to an earlier statement made on collaboration on joint municipal partnerships and asked if there were time frames on those. Chief Yankowski stated there was no time frame; it all depends on when the resources are available. Council Member Brown Clarke asked the Chief if the department works on a regional partnership on joint trainings to share the expense.

Council Member Washington stepped away from the meeting at 5:55 p.m.

Chief Yankowski confirmed they already do that with the County and regional level, and have jointing done a crisis intervention partnership.

Council Member Washington returned to the meeting at 5:58 p.m.

Council Member Brown Clarke asked for the department to reach out for bulk purchasing with regional partners.

Council Member Brown Clarke asked what the life span was on the body cameras. Chief Yankowski confirmed it was 2.5 years. Mr. Gamble added to the earlier question on partnerships, that the City looks at reciprocal agreements throughout the region on a regular basis.

Council Member Houghton asked for the performance indicators for the Police Department and was referred to page 64 of the budget book.

Council Member Hussain asked why the 81% decrease in Federal Forfeiture Funds. Chief Yankowski stated it reflects the change in law enforce rules and laws.

Council Member Hussain asked how much it cost to maintain the body cameras. The Chief provided an amount of \$169,000 a year to maintain the program.

Council Member Hussain congratulated the Police Department on the aggressive hiring over the last 3 years, and for their assistance over the last year at 3200 W. Washington.

Human Resources (45 Minutes)

Council President Spitzley asked Ms. Riley why the Power Point was not provided to the Council as requested, and why City TV received. Mr. Gamble distributed the paper copies of the Power Point. Ms. Riley did not respond, and Council President Spitzley stated the Committee would not review the handout but will focus on the template all departments were provided on the procedures for the meeting focusing on performance indicators, new initiatives, strategic goals, budget increases and decreases, any CIP projects, and staffing.

Ms. Riley stated that the performance indicators were the goals for the percentage of grievances processed, and % of time for payroll, referring the Committee to page 12 of her handout. Ms. Riley stated the department is working on a new dash board, so to kept this year's indicators the same. Council Member Brown Clarke asked Ms. Riley what her top 5 indicators would be. Ms. Riley stated she will be looking at the hiring process and time to fill positions, with a continued reporting. Another performance indicators would be focused on recruiting and quality of hire, in addition there would be an item on labor relations, timeliness of grievances, safety and wellness, and the FMLA being timely.

Mr. Gamble tried to explain why the Committee did not get Ms. Riley's power point before the meeting and asked the Committee to reconsider reviewing it. Council President Spitzley acknowledged his comments but pointed out that Council requested the handout the Friday before the presentation, and that would have been April 14th for Ms. Riley because she was originally scheduled for April 17th. The Committee would not review the handout and continue with their path of questioning.

Council President Spitzley asked Ms. Riley if she had any new initiatives, what the source of the funding was and how it related to the strategic goals. Ms. Riley stated the department had no CIP projects, and will continue to refinance.

Council Member Wood asked Ms. Riley about an outside contract the department has with a company out of Grand Ledge with the name of People Matters, and the City has paid \$95,000 thus far this current fiscal year. Ms. Riley explained that they were hired to help with the recruitment and design aspect in the department and address any back log in hiring. Council Member Wood asked if it was because she did not have enough staff. Ms. Riley stated there was a huge amount of vacancies that needed to be filled and filled quickly. Council Member Wood asked where the vacancies were currently. Ms. Riley stated there are 90 positions they are working on filling and trying

to fill those quickly. Council Member Wood asked why the current full time City employees do the work. Ms. Riley confirmed they are doing the work, however one position can't recruit for all. Council Member Wood asked if Ms. Riley intend to continue the contract into the fiscal year 17/18. Ms. Riley stated she would, only if it was necessary. Council Member Wood voiced her concern on spending \$95,000 on an outside organization, and then asked for the RFP process, the contract, the scope of services, and the vouchers. Ms. Riley stated she did not currently have the documents with her, but would provide them to Council if the Administration authorized it. Council Member Wood reminded Ms. Riley that those funds are taxpayer funds, and therefore Council is expecting the information to be provided to Council. Mr. Gamble told the Committee that his opinion was that the Council Internal Auditor could get all that information. Mr. Brewer confirmed that Council had already requested that information, but currently has not been given access to the information. He stated he would place the request to Finance again, formally. Currently he can only get into IFAS but not able to see invoices, contracts and not all the information in IFAS. Council Member Wood asked again for the RFP on the contract, all the vouchers since the company has been paid. The administration was asked to provide Mr. Brewer with the access to the programs he needs to do his job.

Council Member Hussain asked about the departments scope of services and the back log that was mentioned earlier. Ms. Riley stated the department is design a focus on rehiring, and have 12 employees in the department. Council Member Hussain also encouraged Ms. Riley to fill the positions that need to be filled with utilizing the 12 employees.

Council Member Washington asked the administration to hold their comments, and asked Ms. Riley how much was in her proposed net budget for People Matters. Ms. Riley stated she has nothing budgeted now. Council Member Washington pointed to the contractual line item for \$170,000 and asked what it is scheduled for since the City has already paid \$95,000 to People Matters but it was just stated that People Matters will not be utilized in the future budget. Ms. Bennett stated those expenses were paid out of contractual this year, but in the future budget it will be included in promotional. Council Member Washington asked if the proposed \$170,000 will be to contract out testing or pay People Matters if needed. Ms. Bennett answered again noting she could not answer at that time, but the department did an analysis for the new year, and they are looking at if there is a long-term need, if there is need for additional position or short term. Council Member Washington Ms. Riley and Ms. Bennett to cooperate with the Council Internal Auditor to provide him the information he needs.

Council Member Yorko asked how many positions were filled with the assistance of People Matters. Ms. Riley stated that since they came in 2016, they filled 64% of permanent hires.

Council Member Houghton also asked that the administration work with Mr. Brewer to provide him the access to the information he needs. Mr. Brewer admitted he needs the applications systems and he has the experience to research and answer his own questions. Council President Spitzley finalized the discussion on obtaining information, and stated the administration must provide access by working with Mr. Brewer on his request.

Council Member Spitzley asked how many employees were working from the People Matters company. Ms. Riley stated the City is paying for two. Council Member Brown Clarke asked if People Matters was hired to set up the hiring practice and model, or are they needed for the standard. Ms. Riley confirmed the program belongs to the City and not the contractors.

Council Member Wood asked if the department still utilizes the Hay system. Ms. Riley acknowledged she is currently in discussions with Hay on whether to continue. Council Member Wood informed Ms. Riley that the union contracts reference the use of Hay and most of those contracts speak to classifications per Hay. Ms. Riley confirmed she had looked at the ordinance and it did not referenced Hay. Council Member Wood asked her what other systems she was looking at. Ms. Riley did not provide any information but stated there were a number of systems. There is a contract with Hay, but Ms. Riley could not provide a copy or state what they are getting paid.

Council Member Wood stated she had more questions, and would submit them in writing to the HR department.

Council Member Wood did ask if HR personnel were attending training, and if the employees from People Matters were also attending those trainings. Ms. Riley confirmed they did attend training, but that they paid for it themselves.

Council President Spitzley asked if there was an applicant tracking system. Ms. Riley confirmed an electronic system, and there were training sessions for hiring managers.

Council Member Wood asked what the new position of part time to full time was. Ms. Riley stated it was a part time payroll technician moved to full time to also help with benefits.

Council Member Wood asked for the list of all department vacancies, positions filled by temporary and contractual employees, and how long. She then asked about the status of the vacancy report that Council had been asking about for a year. Ms. Bennett stated they are putting together the report dated March 31st, and will have to Council in early May. Council Member Wood asked for a breakdown on the hiring specialist, attributing on which specialists hired the 90 employees with a breakdown with percentage for employees and the 2 people from People Matters.

Council Member Brown Clarke asked Ms. Riley if there was anything in her presentation that she wanted to point out to the Committee. Ms. Riley wanted the Committee to look at the pages on the hiring process and applicant tracking.

Council Member Yorko referred to page 11 of the slides which spoke to the Lansing Home Ownership Program. Ms. Riley confirmed it is active, they are actively promoting and have had several inquiries. Council Member Wood asked why it was signed off by the unions and then Council in May 2016, but it took until March 2018 to implement. Ms. Riley stated there were no changes since the approval by Council,

however they sent it to the City Attorney office for review and it was not signed off of right away.

Ms. Bennett wanted to speak again on the access for Mr. Brewer, and Council President Spitzley again directed her to work with Mr. Brewer and if it the information cannot be provided to him provide him with the justification. Mr. Brewer asked for a list of the applications, and he would then provide them with what he needs.

Finance

Council President Spitzley moved the budget presentation for the Finance Department to the May 8th Committee meeting.

PUBLIC COMMENT

No comment

Adjourn

Adjourned at 6:45 p.m.

Respectfully Submitted by,
Sherrie Boak, Recording Secretary
Lansing City Council

Approved by Committee on May 1, 2017